REGULAR COUNCIL MEETING
TUESDAY
MAY 4, 2021

STAFF CONFERENCE ROOM
SECOND FLOOR - CITY HALL
211 WEST ASPEN AVENUE
3:00 P.M.

ATTENTION

IN-PERSON AUDIENCES AT CITY COUNCIL MEETINGS HAVE BEEN SUSPENDED UNTIL FURTHER NOTICE

The meetings will continue to be live streamed on the city's website (https://www.flagstaff.az.gov/1461/Streaming-City-Council-Meetings)

PUBLIC COMMENT PROTOCOL

The process for submitting a public comment has changed and public comments will no longer be read by staff during the Council Meetings.

All public comments will be taken either telephonically or accepted as a written comment.

Public comments may be submitted to publiccomment@flagstaffaz.gov

If you wish to address the City Council with a public comment by phone you must submit the following information:

First and Last Name
Phone Number
Agenda Item number you wish to speak on

If any of this information is missing, you will not be called. We will attempt to call you only one time. We are unable to provide a time when you may be called.

All comments submitted otherwise will be considered written comments and will be documented into the record as such.

If you wish to email Mayor and Council directly you may do so at council@flagstaffaz.gov.

AGENDA

1. CALL TO ORDER

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the City Council and to the general public that, at this regular meeting, the City Council may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the City's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).

2. ROLL CALL

NOTE: One or more Councilmembers may be in attendance telephonically or by other technological means.

MAYOR DEASY	
VICE MAYOR DAGGETT	COUNCILMEMBER SALAS
COUNCILMEMBER ASLAN	COUNCILMEMBER SHIMONI
COUNCILMEMBER MCCARTHY	COUNCILMEMBER SWEET

3. PLEDGE OF ALLEGIANCE AND MISSION STATEMENT

MISSION STATEMENT

The mission of the City of Flagstaff is to protect and enhance the quality of life for all.

4. PUBLIC PARTICIPATION

Public Participation enables the public to address the Council about an item that is not on the agenda. Comments relating to items that are on the agenda will be taken at the time that the item is discussed. If you wish to address the Council at tonight's meeting, please complete a comment card and submit it to the recording clerk as soon as possible. Your name will be called when it is your turn to speak. You may address the Council up to three times throughout the meeting, including comments made during Public Participation. Please limit your remarks to three minutes per item to allow everyone an opportunity to speak. At the discretion of the Chair, ten or more persons present at the meeting and wishing to speak may appoint a representative who may have no more than fifteen minutes to speak.

5. PROCLAMATIONS AND RECOGNITIONS

A. **Proclamation:** Building Safety Month

B. **Proclamation:** Bike Month

C. **Proclamation:** National Nurses Appreciation Week

i. Nurse Recognition

6. APPOINTMENTS

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the City Council and to the general public that the City Council may vote to go into executive session, which will not be open to the public, for the purpose of discussing or considering employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee, or employee of any public body...., pursuant to A.R.S. §38-431.03(A)(1).

A. **Consideration of Appointments:** Parks and Recreation Commission.

STAFF RECOMMENDED ACTION:

Make one appointment to a term expiring August 2022.

7. LIQUOR LICENSE PUBLIC HEARINGS

A. **Consideration and Action on Liquor License Application:** Matthew Allan Gorman, "Matty G's," 6 E. Aspen Avenue #100, Series 12, New Application.

STAFF RECOMMENDED ACTION:

Open the public hearing.
Receive citizen input.
Close the public hearing.

The City Council has the option to:
1) Forward the application to the State with a recommendation for approval;
2) Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

8. CONSENT ITEMS

All matters under Consent Agenda are considered by the City Council to be routine and will be enacted by one motion approving the recommendations listed on the agenda. Unless otherwise indicated, expenditures approved by Council are budgeted items.

A. **Consideration and Approval of Contract:** The renovation of the sports courts in partnership with the Phoenix Suns Rebound Project at Ponderosa Park in the Sunnyside neighborhood with General Acrylics, Inc. in the amount of $55,533.84

STAFF RECOMMENDED ACTION:

1. Approve the cooperative purchasing agreement with General Acrylics, Inc. in the amount of $55,533.84 for the third sports court (tennis) to be included in the renovation of the two (2) basketball courts as part of the donation by the Phoenix Suns and Arizona Public Service (APS)
2. Authorize City Manager to execute the necessary documents

B. **Consideration and Approval of Contract:** Purchase of one (1) Residential Rear Load Refuse Truck from Short Equipment, Inc. in the amount of $158,775.37.

STAFF RECOMMENDED ACTION:

1. Approve the purchase of one (1) used Newway 20yd Cobra Rear Load Refuse Truck in the amount of $158,775.37 (page 1 of pricing quote) from Short Equipment, Inc.;
2. Authorize the City Manager to execute the necessary documents.

C. **Ratification:** Surface Transportation Reauthorization Revised Project Request

STAFF RECOMMENDED ACTION:

Ratify the Surface Transportation Reauthorization Revised Project Request Letter

D. **Consideration of Appointments:** On-Call Magistrates for the Flagstaff Municipal Court

STAFF RECOMMENDED ACTION:

Approve the Judicial Appointment Advisory Panel's recommendation to appoint Andrew Moore, Michael Araujo and Howard Grodman as On-Call Magistrates for the Flagstaff Municipal Court.

9. ROUTINE ITEMS

A. **Consideration and Approval of Grant Agreement:** Grant Agreement between the City of Flagstaff (COF) and the U.S. Department of Transportation, Federal Aviation Administration (FAA) for Airport Coronavirus Response Grant Program funding for operational and maintenance expenses directly related to the Flagstaff Pulliam Airport.

STAFF RECOMMENDED ACTION:

Approve the grant agreement in the amount of $1,444,012 for airport operational and maintenance costs.

10. REGULAR AGENDA

A. **Consideration and Approval of Preliminary Plat:** Case No. PZ-20-00088-01, CDR 276, LLC requests Preliminary Plat approval for Canyon Del Rio Block I located at 3200 E Butler Avenue, a single-family home subdivision on 13.34 acres in the R1 (Single Family Residential) Zone.

STAFF RECOMMENDED ACTION:

Staff recommends the City Council, in accordance with the findings presented in this report and the Planning and Zoning Commission recommendation of approval (4-1), approve the Preliminary Plat.

B. **Consideration and Approval of Preliminary Plat:**Case No. PZ-20-00089-01 CDR 276, LLC requests Preliminary Plat approval for Canyon Del Rio Block G located at 3200 E Butler Avenue, a single-family townhome subdivision on 9.03 acres in the MR (Medium Density Residential) Zone.

STAFF RECOMMENDED ACTION:

Staff recommends the City Council, in accordance with the findings presented in this report and the Planning and Zoning Commission recommendation of approval (4-1), approve the Preliminary Plat.

C. **Consideration and Adoption of Ordinance No. 2021-12:** An ordinance of the City Council of the City of Flagstaff abandoning and authorizing the sale of approximately 1,400 square feet of the Hoskins Avenue public right-of-way adjacent to 709 S. O'Leary Street; providing for delegation of authority, repeal of conflicting ordinances, severability, and establishing an effective date.

STAFF RECOMMENDED ACTION:

Staff recommends a motion that the requested public right-of-way within Hoskins Avenue is necessary to complete public improvements and therefore do not approve the abandonment request; or

If Council finds that the full width of Hoskins Avenue is no longer needed as public roadway, then

At the May 4, 2021 Council Meeting:
1) Read Ordinance No. 2021-12 by title only for the first time
2) City Clerk reads Ordinance No. 2021-12 by title only (if approved above)

At the May 18, 2021 Council Meeting:
3) Read Ordinance No. 2021-12 by title only for the final time
4) City Clerk reads Ordinance No. 2021-12 by title only (if approved above)
5) Adopt Ordinance No. 2021-12

or as an additional alternative:

City Council can remand the request back to the Planning & Zoning Commission for their consideration.

While staff provided a written recommendation to deny the request at the Planning & Zoning Commission in January, during the meeting staff provided an alternative recommendation that the right-of-way was not needed. Since that time Transportation Engineering has determined the right-of-way is in fact desired to be retained for public use.

D. **Consideration and Adoption of Resolution No. 2021-18:** A resolution of the Flagstaff City Council amending the Flagstaff Automotive Sales Tax Rebate Program to further the City's climate action goals and to support local automotive dealers **(Flagstaff Automotive Sales Tax Rebate Program)**

Consideration and Adoption of Resolution No. 2021-19: A resolution of the Flagstaff City Council amending the Flagstaff Business Attraction Job Creation Incentive Program to assist in attracting new businesses that will provide high wage jobs in specific industry sectors **(Flagstaff Business Attraction Job Creation Incentive Program)**

Consideration and Adoption of Resolution No. 2021-20: A resolution of the Flagstaff City Council amending the Development Reinvestment Incentive Program to assist in attracting new businesses that will provide high wage jobs in targeted industry sectors **(Flagstaff Business Attraction Development Reinvestment Incentive Program)**

STAFF RECOMMENDED ACTION:

Flagstaff Automotive Sales Tax Rebate Program:
1) Read Resolution No. 2021-18 by title only
2) City Clerk reads Resolution No. 2021-18 by title only (if approved above)
3) Adopt Resolution No. 2021-18

Flagstaff Business Attraction Job Creation Incentive Program:
1) Read Resolution No. 2021-19 by title only
2) City Clerk reads Resolution No. 2021-19 by title only (if approved above)
3) Adopt Resolution No. 2021-19

Flagstaff Business Attraction Development Reinvestment Incentive Program:
1) Read Resolution No. 2021-20 by title only
2) City Clerk reads Resolution No. 2021-20 by title only (if approved above)
3) Adopt Resolution No. 2021-20

E. **Consideration and Adoption of Resolution No. 2021-15:** A resolution approving the City of Flagstaff's 2021/2025 Consolidated Plan and authorizing its submission to the U.S. Department of Housing and Urban Development (HUD).

Consideration and Adoption of Resolution No. 2021-16: A resolution approving the City of Flagstaff's 2021 Analysis of Impediments to Fair Housing Choice and authorizing its submission to the U.S. Department of Housing and Urban Development (HUD).

Consideration and Adoption of Resolution No. 2021-17: A resolution approving the City of Flagstaff's 2021/2022 Annual Action Plan and authorizing its submission to the U.S. Department of Housing and Urban Development (HUD).

STAFF RECOMMENDED ACTION:

1) Read Resolution No. 2021-15 by title only
2) City Clerk reads Resolution No. 2021-15 (if approved above)
3) Adopt Resolution No. 2021-15

4) Read Resolution No. 2021-16 by title only
5) City Clerk reads Resolution No. 2021-16 (if approved above)
6) Adopt Resolution No. 2021-16

7) Read Resolution No. 2021-17 by title only
8) City Clerk reads Resolution No. 2021-17 (if approved above)
9) Adopt Resolution No. 2021-17

F. **Consideration and Adoption of Ordinance No. 2021-06:** An Ordinance of the City Council of the City of Flagstaff, amending the Flagstaff Zoning Map to rezone approximately 11 acres of real property generally located at 151 West High Country Trail, APNs 112-05-001W and 112-05-011 from the Estate Residential (ER) zone to the Medium Density Residential (MR) zone with conditions, providing for severability, authority for clerical corrections, and establishing an effective date.

STAFF RECOMMENDED ACTION:

Staff recommended that the Planning and Zoning Commission forward the Direct to Ordinance Zoning Map Amendment request to the City Council with a recommendation for approval, in accordance with the findings presented in the attached report.

The Planning & Zoning Commission disagreed with staff's recommendation and instead recommends that the City Council, in accordance with the findings, deny the requested Direct to Ordinance Zoning Map Amendment for Aura Flagstaff (PZ-20-00008-01).

Should the Council decide to deny the requested Zoning Map Amendment:

At the May 4, 2021 Council Meeting:
1) Approve a motion to deny the application for Zoning Map Amendment

Should the Council decide to approve the requested Zoning Map Amendment:

At the May 4, 2021 Council Meeting:
1) Read Ordinance No. 2021-06 by title only for the first time
2) City Clerk reads Ordinance No. 2021-06 by title only (if approved above)

At the May 18, 2021 Council Meeting:
3) Read Ordinance No. 2021-06 by title only for the final time
4) City Clerk reads Ordinance No. 2021-06 by title only (if approved above)
5) Adopt Ordinance No. 2021-06

11. COUNCIL LIAISON REPORTS

12. CITY MANAGER REPORT

A. City Manager Report

13. INFORMATIONAL ITEMS AND REPORTS FROM COUNCIL AND STAFF, FUTURE AGENDA ITEM REQUESTS

14. ADJOURNMENT

CERTIFICATE OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on _____, at _____ a.m./p.m. in accordance with the statement filed by the City Council with the City Clerk.

Dated this _____ day of _____, 2021.

_____
Stacy Saltzburg, MMC, City Clerk

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To:	The Honorable Mayor and Council
From:	Stacy Fobar, Deputy City Clerk
Date:	04/27/2021
Meeting Date:	05/04/2021

TITLE:

Consideration of Appointments: Parks and Recreation Commission.

STAFF RECOMMENDED ACTION:

Make one appointment to a term expiring August 2022.

Executive Summary:

The Parks and Recreation Commission consists of seven (7) citizen members. The Parks and Recreation Commission makes recommendations to the Council regarding City parks and recreational programs, the annual budget and capital improvements for the Parks and Recreation Divisions. There is currently one available seat due to a resignation. It is important to fill vacancies on Boards and Commissions quickly so as to allow the Commission to continue meeting on a regular basis.

There are five applications on file for consideration by the Council, they are as follows:

- John Brinkmann (new applicant)
- Courtney Hilow (new applicant)
- Dana Jolly (new applicant)
- Tod Morris (new applicant)
- Ezekiel Ogden (new applicant)

John Brinkmann currently serves on the Board of Adjustment, but would resign his seat on the Board if appointed to the Parks and Recreation Commission. In an effort to reduce exposure to personal information the commission roster, applicant roster and applications will be submitted to the City Council separately.

COUNCIL APPOINTMENT ASSIGNMENT: Councilmember Aslan

Financial Impact:

These are voluntary positions and there is no budgetary impact to the City of Flagstaff.

Policy Impact:

None

Connection to PBB Key Community Priorities/Objectives & Regional Plan:

- Foster community pride & civic engagement by increasing opportunities for public involvement, in line with best practices & legal requirements
- Enhance community involvement, education & regional partnerships to strengthen the level of public trust

Has There Been Previous Council Decision on This:

None

Options and Alternatives:

1) Appoint one Commissioner: By appointing a member at this time, the commission will be at full membership and able to continue to meet and provide recommendations to the City Council.
2) Table the action to allow for further discussion or expand the list of candidates.

Community Benefits and Considerations:

The City's boards, commissions, and committees were created to foster public participation and input and to encourage Flagstaff citizens to take an active role in city government.

Community Involvement:

INFORM: The vacancies are posted on the City's website and individual recruitment and mention of the openings by Board members and by City staff have occurred, informing others of these vacancies through word of mouth.

Attachments: Parks and Recreation Commission Authority

CHAPTER 2-03
PARKS AND RECREATION COMMISSION

SECTIONS:

2-03-001-0001 COMMISSION CREATED; MEMBERS:
2-03-001-0002 TERMS; VACANCIES; COMPENSATION:
2-03-001-0003 ORGANIZATION AND RULES:
2-03-001-0004 POWERS AND DUTIES:

2-03-001-0001 COMMISSION CREATED; MEMBERS:

There is hereby created a Parks and Recreation Commission for the City, consisting of seven (7) members appointed by the City Council. (Ord. No. 2007-11, Amended 02/06/2007; Ord. 2014-28, Amended, 11/18/2014)

2-03-001-0002 TERMS; VACANCIES; COMPENSATION:

Terms of the appointed members shall be for three (3) years.

The Council shall fill vacancies for the unexpired term of any of the members of the Commission and no member of the Commission shall receive compensation for services thereon. (Ord. 1475, 2-3-87)

2-03-001-0003 ORGANIZATION AND RULES:

Upon the taking effect of this Chapter, and when appointed, the members shall meet and organize and elect a Chairman to serve for one year with a new Chairman being elected each succeeding year. The Commission may adopt by-laws, procedures and standards for the operation of the Commission not inconsistent with the provisions of this Chapter. A quorum shall consist of four (4) voting members. The Commission shall meet not less than four (4) times each year.

(Ord. No. 2007-11, Amended 02/06/2007)

2-03-001-0004 POWERS AND DUTIES:

A. The duties of the Commission shall be to advise the Council, through periodic written reports to the Council, recommending policy direction on City lands, structures and facilities that are set aside or should be set aside or dedicated to recreational purposes, including but not limited to parks, swimming pools, playgrounds, playing and sports fields and golf courses. The scope of the activities of the Commission shall also include but not be limited to advising and recommending policy direction in activities involving recreational and cultural pursuits of the elderly and the young and to otherwise employ in constructive and wholesome manner leisure time of the citizens.

B. The City Council may consider the advice and recommendation of the Commission and thereafter give direction through the City Manager to implement the recreational program as they see fit.

C. The Commission shall review and make recommendation on the annual budget of the Parks Section and Recreation Section prior to the submittal thereof to the City Manager.

D. With respect to the parks and recreation portion of the Bed, Board and Booze Tax allocated under Chapter 3-06, Hospitality Industry Tax Revenues, the Commission shall make recommendations to the Council concerning the annual budgetary allocation of the parks and recreation portion of this tax, to include but not be limited to:

1. Developing parks and recreation facilities, and programs as needed to benefit the community and its visitors.

2. Funding for the Flagstaff urban trails system development and maintenance.

3. Developing, acquiring and distributing material to promote parks and recreation.

4. Retaining of appropriate staff to implement approved programs.

E. For purposes of subsection (D) of this section, "parks and recreation" means the development and management of public parks, recreational facilities, and programs which are available to the residents and visitors including funding the Flagstaff urban trail system. (Same meaning as set forth in Section 3-06-001-0001.) (Ord. 865, 12-12-72; Ord. 1335, 10-16-84; Ord. 2015-22, Amended, 01/05/2016)

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To:	The Honorable Mayor and Council
From:	Stacy Fobar, Deputy City Clerk
Date:	04/27/2021
Meeting Date:	05/04/2021

TITLE:

Consideration and Action on Liquor License Application: Matthew Allan Gorman, "Matty G's," 6 E. Aspen Avenue #100, Series 12, New Application.

STAFF RECOMMENDED ACTION:

Open the public hearing.
Receive citizen input.
Close the public hearing.

The City Council has the option to:
1) Forward the application to the State with a recommendation for approval;
2) Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

Executive Summary:

The liquor license process begins at the State level and applications are then forwarded to the respective municipality for posting at the property and holding a public hearing, after which the Council recommendation is forwarded back to the State. A Series 12 license allows the holder of a restaurant license to sell and serve spirituous liquor solely for consumption on the premises of an establishment which derives at least forty percent (40%) of its gross revenue from the sale of food. Matty G's is a new business in Flagstaff. If approved it will be the 94th active series 12 license in Flagstaff. Series 12 licenses are non-quota licenses. To view surrounding liquor licenses, please refer to the online interactive Liquor License Map.

The property has been posted as required, and the Police and Community Development divisions have reviewed the application and provided their respective reports.

Financial Impact:

There is no budgetary impact to the City of Flagstaff as this is a recommendation to the State.

Policy Impact:

Not applicable.

Connection to PBB Key Community Priorities/Objectives & Regional Plan:

Liquor licenses are a regulatory action and there is no Council goal that applies.

Has There Been Previous Council Decision on This:
Not applicable.

Key Considerations:
Because the application is for a new license, consideration may be given to both the location and the applicant's personal qualifications.

The deadline for issuing a recommendation on this application is May 7, 2021.

Community Benefits and Considerations:
This business will contribute to the tax base of the community.

Community Involvement:
The application was properly posted on April 13, 2021. No written protests have been received to date.

Attachments:
Letter to Applicant
Hearing Procedures
Series 12 Description
Matty G's - PD Memo
Matty G's - Zoning Memo
Matty G's - Map

City of Flagstaff

OFFICE OF THE CITY CLERK

4/14/2021

Matthew Gorman
20343 N Hayden Road #105-308
Scottsdale, AZ 85255

Dear Ms. Gorman:

Your application for a new Series 12 Liquor License for Matty G's located at 6 E. Aspen Avenue #100, Flagstaff, AZ was posted on April 13, 2021. The City Council will consider the application at a public hearing during their regularly scheduled City Council Meeting on **Tuesday, May 4, 2021 which is currently scheduled to begin at 3:00 p.m.**

It is important that you or your representative attend this Council Meeting via video conference (Microsoft Teams Meeting) and be prepared to answer any questions that the City Council may have. The invitation to join the online meeting will be emailed to you prior to the hearing. Failure to be available for questions could result in a recommendation for denial of your application. We suggest that you contact your legal counsel or the Department of Liquor Licenses and Control at 602-542-5141 to determine the criteria for your license. To help you understand how the public hearing process will be conducted, we are enclosing a copy of the City's liquor license application hearing procedures.

The twenty-day posting period for your liquor license application is set to expire on May 3, 2021 and the application may be removed from the premises at that time.

There is an $815 application fee which needs to be received prior to the hearing date. Payment can be made online at https://www.flagstaff.az.gov/2452/E--Services under Business Licensing Payment Online Services by clicking Liquor License Request Payment, in person at the payment window, or you can send a check to my attention at 211 W. Aspen Ave., Flagstaff, AZ 86001.

If you have any questions, please feel free to call me at 928-213-2077 (office) or 928-220-5995 (cell).

Sincerely,

Stacy M. Fobar

Stacy M. Fobar
Deputy City Clerk

Enclosures

City of Flagstaff

Liquor License Application
Hearing Procedures

1. When the matter is reached at the Council meeting, the presiding officer will open the public hearing on the item.

2. The presiding officer will request that the Applicant come forward to address the Council regarding the application in a presentation not exceeding ten (10) minutes. Council may question the Applicant regarding the testimony or other evidence provided by the Applicant.

3. The presiding officer will then ask whether City staff have information to present to the Council regarding the application. Staff should come forward at this point and present information to the Council in a presentation not exceeding ten (10) minutes. Council may question City staff regarding the testimony or other evidence provided by City staff.

4. Other parties, if any, may then testify, limited to three (3) minutes per person. Council may question these parties regarding the testimony they present to the Council.

5. The Applicant may make a concise closing statement to the Council, limited to five (5) minutes. During this statement, Council may ask additional questions of the Applicant.

6. City staff may make a concise closing statement to the Council, limited to five (5) minutes. During this statement, Council may ask additional questions of City Staff.

7. The presiding officer will then close the public hearing.

8. The Council will then, by motion, vote to forward the application to the State with a recommendation of approval, disapproval, or shall vote to forward with no recommendation.

R19-1-702. Determining Whether to Grant a License for a Certain Location

A. To determine whether public convenience requires and the best interest of the community will be substantially served by issuing or transferring a license at a particular unlicensed location, local governing authorities and the Board may consider the following criteria:

1. Petitions and testimony from individuals who favor or oppose issuance of a license and who reside in, own, or lease property within one mile of the proposed premises;

2. Number and types of licenses within one mile of the proposed premises;

3. Evidence that all necessary licenses and permits for which the applicant is eligible at the time of application have been obtained from the state and all other governing bodies;

4. Residential and commercial population of the community and its likelihood of increasing, decreasing, or remaining static;

5. Residential and commercial population density within one mile of the proposed premises;

6. Evidence concerning the nature of the proposed business, its potential market, and its likely customers;

7. Effect on vehicular traffic within one mile of the proposed premises;

8. Compatibility of the proposed business with other activity within one mile of the proposed premises;

9. Effect or impact on the activities of businesses or the residential neighborhood that might be affected by granting a license at the proposed premises;

10. History for the past five years of liquor violations and reported criminal activity at the proposed premises provided that the applicant received a detailed report of the violations and criminal activity at least 20 days before the hearing by the Board;

11. Comparison of the hours of operation at the proposed premises to the hours of operation of existing businesses within one mile of the proposed premises; and

12. Proximity of the proposed premises to licensed childcare facilities as defined by A.R.S. § 36-881.

B. This Section is authorized by A.R.S. § 4-201(I).

License Types: Series 12 Restaurant License

Non-transferable
On-sale retail privileges
Note: Terms in **BOLD CAPITALS** are defined in the glossary.

PURPOSE:
Allows the holder of a restaurant license to sell and serve spirituous liquor solely for consumption on the premises of an establishment which derives at least forty percent (40%) of its gross revenue from the sale of food.

ADDITIONAL RIGHTS AND RESPONSIBILITIES:
An applicant for a restaurant license must file a copy of its restaurant menu and Restaurant Operation Plan with the application. The Plan must include listings of all restaurant equipment and service items, the restaurant seating capacity, and other information requested by the department to substantiate that the restaurant will operate in compliance with Title 4.

The licensee must notify the Department, in advance, of any proposed changes in the seating capacity of the restaurant or dimensions of a restaurant facility.

A restaurant licensee must maintain complete restaurant services continually during the hours of selling and serving of spirituous liquor, until at least 10:00 p.m. daily, if any spirituous liquor is to be sold and served up to 2:00 a.m.

On any original applications, new managers and/or the person responsible for the day-to-day operations must attend a basic and management training class.

A licensee acting as a **RETAIL AGENT**, authorized to purchase and accept **DELIVERY** of spirituous liquor by other licensees, must receive a certificate of registration from the Department.

A **PREGNANCY WARNING SIGN** for pregnant women consuming spirituous liquor must be posted within twenty (20) feet of the cash register or behind the bar.

A log must be kept by the licensee of all persons employed at the premises including each employee's name, date and place of birth, address and responsibilities.

Bar, beer and wine bar, and restaurant licensees must pay an annual surcharge of $20.00. The money collected from these licensees will be used by the Department for an auditor to review compliance by restaurants with the restaurant licensing provisions of ARS 4-205.02.

FLAGSTAFF POLICE DEPARTMENT
911 SAWMILL RD • FLAGSTAFF, ARIZONA 86001• (928) 779-3646
ADMIN FAX (928)213-3372
TDD 1-800-842-4681

Chief of Police
Dan Musselman

MEMORANDUM

Memo #21-26

TO: **Chief Dan Musselman**

FROM: **Sgt. Ryan Turley**

DATE: **April 14th 2021**

RE: **LIQUOR LICENSE APPLICATION – SERIES 12- FOR "Matty G's"**

On April 14th, 2021, I initiated an investigation into an application for a series 12 (Restaurant) liquor license filed by Matthew Gorman (Agent) and Doreen Rios (Agent). This is a new license application, and the application number is 135534. It is for Matty G's which is located at 6 E. Aspen # 6.

I conducted a query through local systems and public access on all applicants and discovered no derogatory records. I conducted a search for any current and previous liquor licenses or violations by these individuals. I found that there are two other Matty G's restaurants in Mesa and Phoenix. I did not find any historic or current liquor violations with these restaurants. This business is not located within 300 feet of a school or church.

I contacted Matthew Gorman over the phone, and he confirmed that he would be attending the council meeting on May 4th. The restaurant's hours will be 11 to 9 seven days a week.

Planning and Development Services Memorandum

To: Stacy Fobar, Deputy City Clerk

From: Reggie Eccleston, Code Compliance Manager

CC: Tiffany Antol, Planning Director

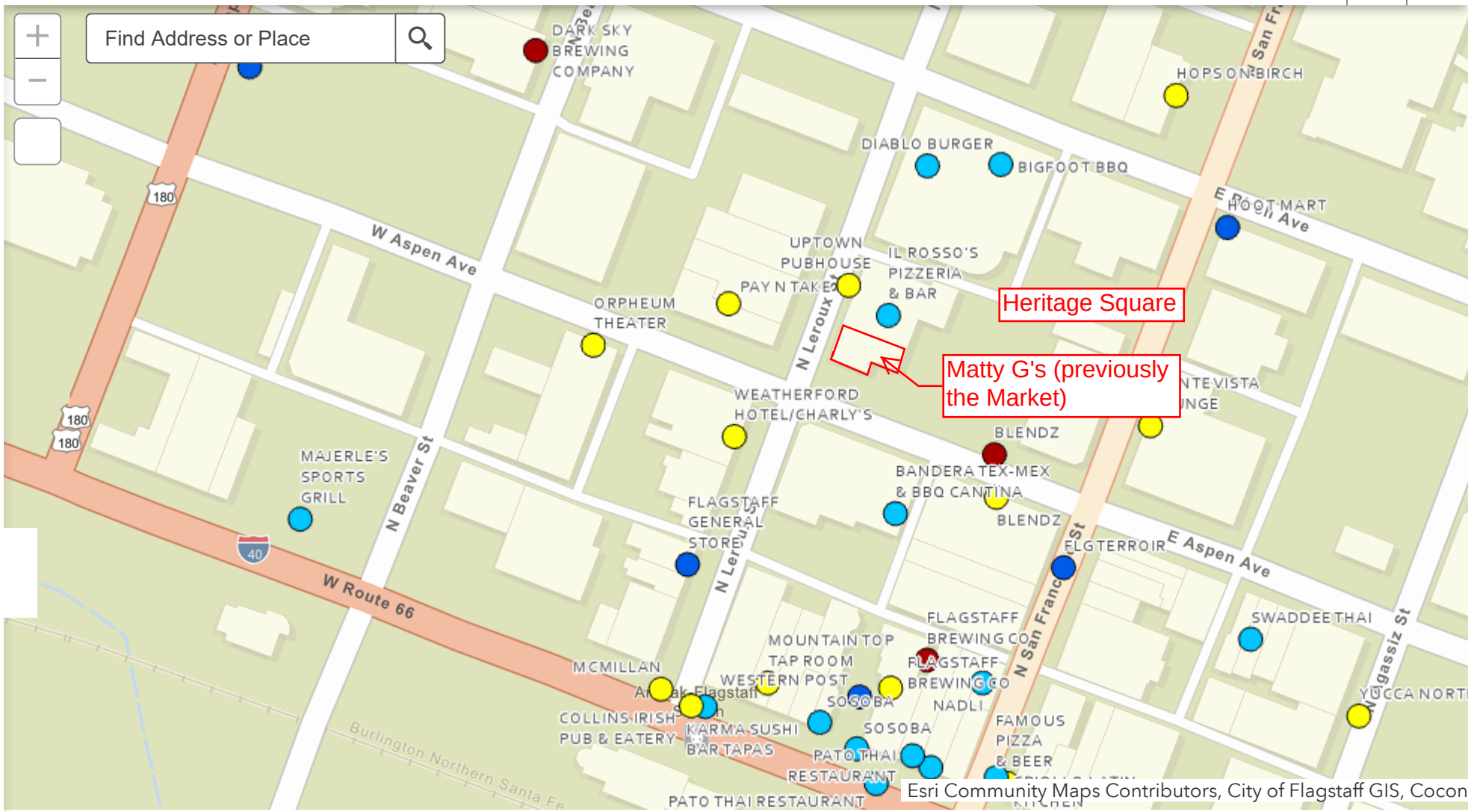
Date: April 6, 2021

Re: Application for Liquor License #135534
6 E. Aspen Ave. #100, Flagstaff, Arizona 86001
Assessor's Parcel Number 101-19-009E
Matthew Gorman on behalf of Matty G's

This application is a request for a new Series 12 Restaurant liquor license by Matthew Gorman on behalf of Matty G's. This business is located within the Central Business district. This district does allow for this use.

There are no active Zoning Code violations associated with the applicant or the property at this time.

Active Liquor Licenses City of Flagstaff GIS



8. A.

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To:	The Honorable Mayor and Council
From:	Amy Hagin, Public Works - Parks Manager
Co-Submitter:	Emily Markel
Date:	04/27/2021
Meeting Date:	05/04/2021

TITLE:

Consideration and Approval of Contract: The renovation of the sports courts in partnership with the Phoenix Suns Rebound Project at Ponderosa Park in the Sunnyside neighborhood with General Acrylics, Inc. in the amount of $55,533.84

STAFF RECOMMENDED ACTION:

1. Approve the cooperative purchasing agreement with General Acrylics, Inc. in the amount of $55,533.84 for the third sports court (tennis) to be included in the renovation of the two (2) basketball courts as part of the donation by the Phoenix Suns and Arizona Public Service (APS)
2. Authorize City Manager to execute the necessary documents

Executive Summary:

Ponderosa Park is located in the Sunnyside neighborhood, at 2512 N. First Street, with both Killip Elementary and Ponderosa Head Start schools connected to the park grounds and serves an under-served population in Flagstaff. Through an opportunity with the Phoenix Suns and APS, City Parks and Recreation applied for and were awarded the opportunity for the basketball courts at Ponderosa Park to be renovated. The donated renovation covers the two basketball courts and provides the ability for the City to coordinate a renovation project of the third court, currently striped for tennis, along with the donated efforts through the Suns Rebound Project.

Financial Impact:

Costs associated to combine the third surface-connected sports court with the donated efforts of the Phoenix Suns and APS amounts to $55,533.84 utilizing a Mohave Cooperative Purchasing Agreement with General Acrylics, Inc. Between the Parks and Recreation Sections, the cost encumbrance will be split from cost-savings throughout fiscal year 2020-2021.

Policy Impact:

No policy impacts

Connection to PBB Key Community Priorities/Objectives & Regional Plan:

Priority Based Budget Key Community Priorities and Objectives

Safe and Healthy Community
Inclusive and Engaged Community
Livable Community

Has There Been Previous Council Decision on This:

No

Options and Alternatives:

1. Approve the agreement for $55,533.84 to include the tennis court in the sport court renovation
2. Do not approve the agreement

Background/History:

The Parks Section has attempted to budget for this sports court resurfacing for years as deferred maintenance that has been difficult to align with other prioritized projects and funding sources. The Suns Rebound Project provided an opportunity that was awarded last month. The scope of work for the donated project includes a post-tensioned concrete slab overlay that is 6-inches thick placed on top of the current concrete slab for the two basketball courts leaving the tennis court for the City to complete. In an effort to utilize operational synergies provided with the contractor for the renovation project, Parks and Recreation staff have determined that including the third sport court (tennis) in the 6-inch overlay is not only feasible with saved funds but also carries a high level of importance in keeping the sport court space accessible to all as well as safely playable at the neighborhood park.

Procurement of the renovation services is achieved through the use of a formally solicited Mohave Cooperative Purchasing Agreement (#20N-GA13-0202) with General Acrylics, Inc.

Key Considerations:

The resurfacing of the third sport court (tennis) is crucial to completing the project by keeping the three-court space accessible and inclusive for all players plus completes a large deferred maintenance project that the City has been unsuccessful in accomplishing in years past.

Expanded Financial Considerations:

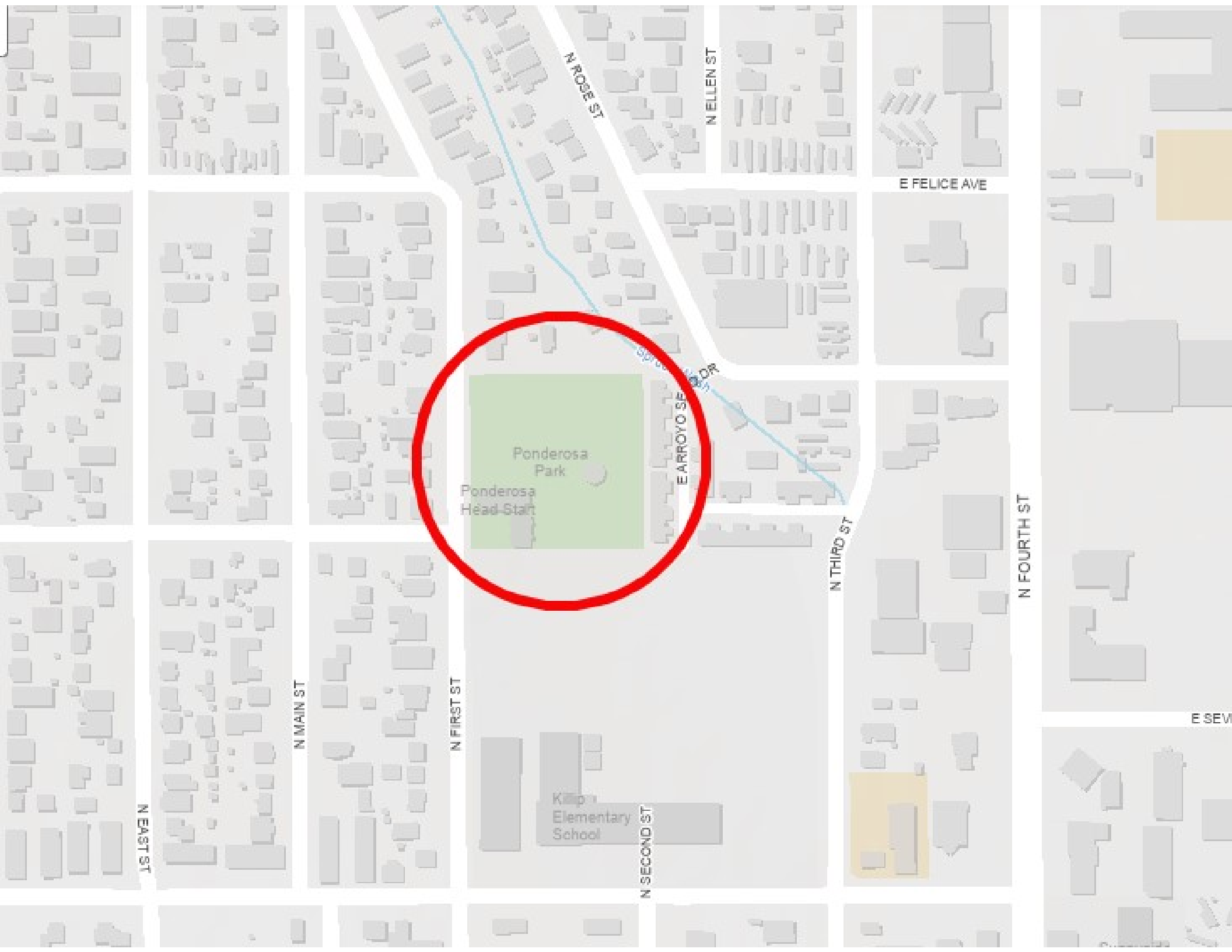
Both Parks and Recreation Sections in partnership have identified savings during fiscal year 2020-2021 in various funds to accomplish this needed project.

Community Benefits and Considerations:

Renovating the entire sport court space keeps an accessible surface for inclusion for the entire community in an under-served neighborhood park with two adjacent schools with ages from infant to 12 years of age.

Attachments:

Vicinity Map Ponderosa Park
COF Court Surfacing coop contract
Exhibit A quote
Exhibit B Mohave Award, Terms & Condititions
Ponderosa Tennis Court 1
Ponderosa Tennis Court 2


N ROSE ST
N ELLEN ST
E FELICE AVE
Ponderosa Park
Ponderosa Head Start
E ARROYO SECO DR
N THIRD ST
N FOURTH ST
N MAIN ST
N FIRST ST
N EAST ST
N SECOND ST
Kilgo Elementary School

COOPERATIVE PURCHASE CONTRACT
Contract No. 2021-104

This Cooperative Purchase Contract is made and entered into this _____ day of _____, 20_____by and between the City of Flagstaff, Arizona, a political subdivision of the State of Arizona ("City") and General Acrylics, Inc, a state of Arizona Corporation ("Contractor").

necessary

RECITALS:

A. Contractor holds a Contract No. # 20N-GAI3-0202 with the Mohave Educational Services to supply materials and/or services ("Agency Contract"), which was awarded through a competitive and open procurement process; and

B. Contractor is a fully authorized vendor of court surfacing as described in the Agency Contract; and

C. The City has authority to enter into a cooperative purchase contract with Contractor utilizing the Agency Contract.

AGREEMENT:

NOW THEREFORE, in consideration for the mutual promises contained herein, the parties agree as follows:

1. Materials and or Services Purchased: Contractor shall provide to City the materials and or services, as specified in the Purchase Order(s) and/or Scope of Work submitted by the City in accordance with the Agency Contract. General description of materials and or services being purchased:

Court Surfacing

2. Specific Requirements of City: Contractor shall comply with all specific purchase and delivery requirements and/or options of City, as specified in the Purchase Order(s) submitted to Contractor or *Exhibit A*, **Scope of Work**, attached hereto and incorporated by reference.

3. Payment: Payment to the Contractor for the materials and or services provided for **fifty-five thousand, five hundred and thirty-three dollars and eighty-four cents ($55,533.84) including other fees and taxes**; made in accordance with the price list and terms set forth in the Agency Contract.

4. Terms and Conditions of Agency Contract Apply: All provisions of the Agency Contract documents, including any amendments, are incorporated in and shall apply to this Contract as though fully set forth herein. The Agency Contract documents are set forth in *Exhibit B* attached hereto and incorporated by reference. Contractor is responsible for promptly notifying City in writing of any changes to the Agency Contract, including, specifically changes in price for the materials.
5. Certificates of Insurance: All insurance provisions of the Agency Contract shall apply, including any requirement to name the City as an additional insured. Prior to commencing performance

under this Contract, Contractor shall furnish City with a copy of the current Certificate of Insurance required by the Agency Contract.

6. Term: This Cooperative Purchase Contract shall commence upon execution by the parties and shall continue until expiration or termination of the underlying Agency Contract, unless sooner terminated by City in writing.

7. Renewal: This Cooperative Purchase Contract shall be automatically renewed if the underlying Agency Contract is renewed, for the same renewal period, unless City provides advance written notice to Contractor of its intention to non-renew.

GENERAL ACRYLICS, INC.:

By:_____

Title:_____

CITY OF FLAGSTAFF

By:_____

Title:_____

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney's Office

EXHIBIT A
SCOPE OF WORK

Quote from General Acrylics (attached)

EXHIBIT B
AGENCY CONTRACT

Mohave Educational Services Contract Award and Bidders Response #20N-GAI3-0202
(attached)

General Acrylics
Since 1958
TRACKS, TENNIS COURTS
AND SYNTHETIC TURF
Licensed/Bonded

PROPOSAL SUBMITTED TO:

Amy Hagin
Parks manager-Flagstaff

Date: 03-31-21

MOHAVE EDUCATIONAL SERVICES UNIT PRICE PROPOSAL

Job site: *Ponderosa Park*
Per your request General Acrylics, Inc. respectfully submits the following proposal to supply all materials, equipment and labor to perform the following work per Mohave Educational Services Contract # 20N-GAI3-0202: Overlay 1 Tennis court

LINE ITEMS	UNITS	MES DISCOUNTED PRICES	PER UNIT	TOTAL PER LINE ITEM
OVERLAY CONCRETE SLAB (ZONE ELEVEN)				
OVERLAY Post-Tensioned Concrete Slab 4,001 - 7,200 sf	6240	$ 6.95	SF	$ 43,368.00
COURT SURFACING - INSTALLING & REMOVAL (Indicate Minimums, if they apply)				
Tennis court surfacing, new concrete slab 5,001 - 14,400 sf	6240	$ 0.87	SF	$ 5,428.80
Cleaning and preparing existing concrete or asphalt court surface, 4,001 - 7,200 sf	6240	$ 0.13	SF	$ 811.20
COURT STRIPING				
Striping Tennis courts, 1-2 courts	1	$ 485.00	EA	$ 485.00
DOUGLAS TENNIS POSTS & ACCESSORIES				
Premier XS Tennis Posts, Green (2-7/8" OD)	1	$ 404.10	Set	$ 404.10
GS-24RD/PVC Ground Sleeves 24" Long for 2-7/8" OD Posts	1	$ 26.10	Pair	$ 26.10
DOUGLAS TENNIS NETS & ACCESSORIES				
TN-36 Tennis Net, 3.5mm Tapered with 2-Ply Vinyl Headband	1	$ 188.10	EA	$ 188.10
LODGING, PER DIEM, MILAGE, MOBILIZATION (Superintendint/concrete crew)				
Lodging per man - per night Superintendint 2 nights x 1man	2	$ 94.00	NIGHT	$ 188.00
Per diem - per man - per day Superintendint 2 day x 1man	2	$ 30.00	DAY	$ 60.00
Per vehicle - per mile - to and from project (1 vehicles x 1 trips at 248 miles round trip)	248	$ 0.445	MILE	$ 110.36
Lodging per man - per night Concrete crew (1 nights x 3 men)	3	$ 94.00	NIGHT	$ 282.00
Per diem - per man - per day Concrete crew (1 day x 3 men)	3	$ 30.00	DAY	$ 90.00
Per vehicle - per mile - to and from project (1 vehicles x 1 trips at 248 miles round trip)	248	$ 0.445	MILE	$ 110.36
LODGING, PER DIEM, MILAGE, MOBILIZATION (Court SURFACING CREW)				
Lodging per man - per night (3 nights x 2 men)	6	$ 94.00	NIGHT	$ 564.00
Per diem - per man - per day (3 days x 2 men)	6	$ 30.00	DAY	$ 180.00
Per vehicle - per mile - to and from project (1 vehicles x 1 trips at 248 miles round trip)	248	$ 0.445	MILE	$ 110.36

SUBTOTAL:		**$ 52,406.38**
BOND		**$ -**
TAX RATE:	**5.9677%**	**$ 3,127.46**
TOTAL:		**$ 55,533.84**

UPON APPROVAL BY MOHAVE EDUCATIONAL SERVICES
PLEASE ISSUE PURCHASE ORDER TO GENERAL ACRYLICS, INC.

This project May require monthly progress billings

Submitted By:
GENERAL ACRYLICS, INC.
Kyle Watkins
Kyle Watkins
Account Executive
AZ License # 077085

AstroTurf SINCE 1965

(602) 569-9377• Fax (623) 298-1310• Toll Free (800) 436-2279
22222 N. 22nd Avenue • Phoenix, AZ 85027
www.generalacrylics.com

MEMBER AMERICAN SPORTS BUILDERS ASSOCIATION

MOHAVE COOPERATIVE

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4/5/18 EH

General Acrylics

Since 1958
TRACKS, TENNIS COURTS
AND SYNTHETIC TURF
Licensed/Bonded

Mohave Educational Services Cooperative, Inc.

IFB 20N-1112

Bid Date & Time:

November 12, 2020 @ 3:00 pm (local Arizona Time)

Submitted By:

General Acrylics, Inc.
22222 North 22nd Avenue
Phoenix, Arizona 85027

American Sports Builders Association

1

- Bid and Acceptance
- Terms and Conditions
- Scope of Work
- Specification Documents
- Bid Bond
- Bonding Capacity
- Anti-Lobbying Certificate
- USDA Form AD-1048

2

- Primary Vendor Information

3

- Pricing Information

4

- Supporting Contract Document

5

- Additional Information

TAB 1

1a

CONFIDENTIAL/PROPRIETARY SUBMITTALS

Confidential/Proprietary Submittals (mark one):

____X____ No confidential/proprietary materials have been included with this bid.

_____ Confidential/proprietary materials have been included with this bid. Bidder shall identify below any portion of their bid deemed confidential or proprietary (see General Terms and Conditions 7. Confidential Information).

Note that any documentation marked as confidential or proprietary must be identified below. Any confidential or proprietary information NOT identified as instructed shall be deemed as non-confidential or non-proprietary.

The confidential/proprietary information identified below does not guarantee that disclosure will be prevented but that the item(s) will be subject to review by the bidder and Mohave prior to any public disclosure. Requests to deem the entire bid or pricing as confidential shall not be considered.

General Acrylics, Inc.
Firm

PRESIDENT
Authorized Signature

1b

1c

General Terms and Conditions
(Place after Tab 1c)

Some General Terms and Conditions specify placement of information in tabs other than Tab 1c as noted in the title above. Pay close attention to placement information (identified in bold text) as indicated in select General Terms and Conditions.

1. ADVERTISING

Bidder shall not advertise or publish information concerning this solicitation prior to an award being announced by Mohave. After award, contract vendor(s) may advertise the availability of products, materials, processes and services to members. Any promotional marketing materials using the Mohave logo shall be approved by a Mohave Contract Specialist in advance.

2. AVAILABILITY OF FUNDS

Member fund availability is unknown to Mohave at the time this solicitation was issued. Use of any contract awarded by Mohave will be conditioned upon the availability of member funds.

3. BID OPENING

Bids shall be opened immediately following the bid due date and time. Pricing will be publicly read and recorded in the presence of witnesses. All other information in the bids shall remain confidential until after award of contracts, with the exception of review by Mohave staff and selected evaluators.

4. CANCELLATION

4.1. Cancellation Process: The following requirements shall apply to all cancellation notices issued under an awarded contract:

- A written notice of cancellation shall be sent to the contract vendor and the effective date of cancellation shall be the date specified within the written notice of cancellation.
- Upon cancellation, all products, materials, processes and services paid for by the member, along with documents, data and reports prepared by contract vendor under the contract shall become the property of the member.
- Contract vendor shall be entitled to receive just and equitable compensation in accordance with applicable contract pricing for authorized work in progress, authorized work completed and materials accepted before the effective date of the cancellation.
- Cancellation shall have no effect on projects in progress prior to the effective date of the cancellation.
- Contract vendor is obligated to continue submitting monthly reconciliation reports and administrative fee payments until all purchases are complete and closed.

4.2. Cancellation for bankruptcy or acquisition: Mohave reserves the right to cancel, or suspend the use of, any contract if contract vendor files for bankruptcy protection, or if the original contract holder is sold and ownership is transferred to a new party.

4.3. Cancellation for conflict of interest: In accordance with A.R.S. §38-511, Mohave may cancel the contract within 3 years after contract execution without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating the contract on behalf of Mohave is or becomes at any time while the contract, or an extension of the contract is in effect an employee of or a consultant to any party to the contract with respect to the subject matter of the contract. The cancellation shall be effective when the contract vendor receives written notice of the cancellation unless the notice specifies a later time.

4.4. Cancellation for convenience: Mohave reserves the right to immediately cancel the contract without penalty or recourse, in whole or in part, when Mohave determines that action to be in the best interests of its members.

4.5. Cancellation for non-performance or contract vendor deficiency: Mohave may terminate any contract if members have not used the contract, or if purchase volume is determined to be "low volume" in any 12-month period. Mohave reserves the right to cancel the whole or any part of this contract due to failure by contract vendor to carry out any obligation, term or condition of the contract. Mohave may issue a written deficiency notice to contract vendor for acting or failing to act in any of the following:

- Failing to comply with the accepted terms and conditions of the contract;
- Providing material that does not meet the specifications of the contract;
- Providing work and/or material that was not awarded under the contract;
- Failing to adequately perform the services set forth in the scope of work and specifications;
- Failing to complete required work or furnish required materials within a reasonable amount of time;
- Failing to make progress in performance of the contract and/or giving Mohave reason to believe that contract vendor will not or cannot perform the requirements of the contract
- Failing to provide required performance bonds;
- Performing work or providing products, materials, processes or services under the contract prior to receiving a Mohave reviewed member purchase order for such work.

Upon receipt of a written deficiency notice, contract vendor shall have ten (10) days to provide a satisfactory response to Mohave to adequately address all issues of concern. Failure to adequately address all issues of concern may result in contract cancellation. Upon cancellation under this clause, all goods, materials and work paid for by the member, along with documents, data and reports prepared by contract vendor under the contract shall become the property of the member.

4.6. Cancellation for replacement: Mohave reserves the right to cancel a contract awarded under this solicitation, if a new solicitation has been issued and a contract has been awarded to the same contract vendor for similar products, materials, processes and services. Mohave may, at its option, either replace a contract resulting from this solicitation or delay a new award until the existing contract expires. The decision to delay or replace the contract rests solely with Mohave.

4.7. Contract vendor cancellation: Contract vendor may cancel this contract at any time upon thirty (30) days prior written notice to Mohave or at time of annual contract renewal (contract modification). Termination shall have no effect on projects in progress at the time the notice of cancellation is received by Mohave.

4.8. Continuation of performance: Contract vendor shall continue to perform in accordance with the requirements of the contract, up to the date of cancellation and as directed in the cancellation notice.

4.9. Gratuities: If it appears that any person has not complied with A.R.S. §15-213(O), Mohave may, by written notice, terminate the contract, in whole or in part, if Mohave determines that any person or contract vendor has offered, conferred or agreed to confer any personal gift or benefit on any employee of Mohave or a member employee who supervised or participated in the planning, recommending, selecting or contracting of the contract. Officers, employees and agents are prohibited from soliciting or accepting gratuities, favors or anything of monetary value from contractors or parties of subcontractors under an awarded contract. Paying the expenses of normal business meals shall be in accordance with each member's policy regarding gratuities. Samples as requested in the solicitation and provided to Mohave for demonstration or evaluation are not considered gratuities.

4.10. Contract vendor offerings: Mohave may, by written notice, terminate the contract in whole or in part, if Mohave determines that employment or a gratuity was offered or made by the contract vendor or a representative of the contract vendor to any officer or employee of the school district or school purchasing cooperative for the purpose of influencing the outcome of the procurement or securing the contract, an amendment to the contract, or favorable treatment concerning the contract, including making of any determination or decision about contract performance.

5. CAPTIONS, HEADINGS AND ILLUSTRATIONS

The captions, illustrations, headings, and subheadings in this solicitation are for convenience and ease of perusal only, and in no way define, limit or describe the scope or intent of the request.

6. CERTIFICATION

By signing the *Bid and Acceptance Form* (page 2 of the IFB), bidder certifies the following:

- Bidder has examined and understands the terms, conditions, scope of work, specifications and other documents in this solicitation.
- The submission of the bid did not involve collusion or other anticompetitive practices and that the bidder has taken steps and exercised due diligence to ensure that no violation of A.R.S. §15-213(O) has occurred. Neither signatory nor any person on his behalf has connived or colluded to produce a deceptive show of competition in the matter of the bidding or award of a contract under this solicitation.
- Bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted bid.
- Neither bidder, nor any officer, director, partner, member or associate of bidder, nor any of its employees directly involved in obtaining contracts with the State of Arizona, Mohave Educational Services Cooperative, Inc., or any subdivision of the state has been convicted of false pretenses, attempted false pretenses, or conspiracy to commit false pretenses, bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government for acts or omissions after January 1, 1985.
- Bidder agrees to comply fully with any and all provisions of ARS Title 32, Chapter 10 (Registrar of Contractors) that may regulate bidder's business.
- Bidder shall not discriminate against any employee, or applicant for employment, in violation of federal and state laws (see Federal Executive Order 11246; and ARS Title 41, Chapter 9, Article 4).
- Bidder is not currently suspended, debarred or otherwise precluded from participating in any public procurement activity with any federal, state or local government entity.
- If awarded a contract, bidder agrees to promote, offer and sell under Mohave contract only those materials and/or services awarded to contract vendor by Mohave.
- If awarded a contract, bidder shall provide the equipment, commodities, and/or services to members of Mohave in accordance with the terms, conditions, scope of work, specifications, and other documents of this Invitation For Bid.
- If awarded a contract, bidder agrees that all staff and other individuals eligible to receive services shall have equal access to the services regardless of race, religion, color, sex, disability, age or national origin (including language minority individuals).
- Bidder and all proposed subcontractors comply and shall remain in compliance with the Federal Immigration and Nationality Act (FINA), all other federal immigration laws and regulations, ARS §41-4401, and ARS §23-214, which requires compliance with current federal immigration laws by Arizona employers, Arizona contractors and Arizona subcontractors in accordance with the E-Verify employee eligibility verification program.
- Bidder shall comply with ARS §35-393.01 and certify that they are not currently engaged in, and agree that for the duration of the contract to not engage in, a boycott of Israel.

- If applicable to the products and services offered under this contract, Bidder shall comply with current applicable requirements of Health Insurance Portability and Accountability Act of 1996 (HIPPA), and accompanying regulations. Contract vendor agrees to work with the member in the course of performance so that the member and contract vendor are in compliance with HIPPA.

7. CONFIDENTIAL INFORMATION

7.1. Confidential information request: If bidder believes that its bid contains confidential trade secrets or other proprietary data not to be disclosed, a statement advising Mohave of this fact shall accompany the bid, and the information shall be so identified wherever it appears. Mohave shall review the statement and notify the bidder of their determination in writing whether the information shall be withheld or disclosed. Requests to deem the entire bid as confidential will not be considered.

7.2. Pricing: Mohave will not consider pricing to be confidential or proprietary.

7.3. Public record: All bids submitted in response to this solicitation shall become the property of Mohave. They will become a matter of public record available for review, subsequent to award of contract(s), with the exception of information deemed confidential by Mohave.

8. CONFIRMATION

If an apparent mistake in a bid, relevant to the award determination is discovered after opening and before award, Mohave shall contact the bidder for written confirmation of the bid. If bidder fails to act, the bidder shall be considered non-responsive.

Mohave may contact a bidder to confirm our understanding of the bid. Such contact shall be prior to award. Mohave shall obtain written confirmation from the bidder and shall retain the confirmation in the procurement file. Correction of mistakes in a bid shall only be allowed as described in Arizona procurement rules and code.

9. CONTRACT MANAGEMENT

9.1. Applicable law: The contract shall be governed by the laws of the State of Arizona, and suits pertaining to the contract may be brought only in courts in the State of Arizona.

9.2. Application of law: The Arizona Procurement Code, the Arizona State Board of Education School District Procurement Rules, and the Uniform Commercial Code (UCC) as adopted by the State of Arizona, are part of this document as if fully set forth herein. Any provision or clause required by law, rule or regulation to be included in the contract will be read and enforced as if in the contract, whether or not physically included. If any such provision is not included, or is not correctly included, contract will be amended in writing to make such inclusion or correction upon application from either party to contract.

9.3. Arbitration: After exhausting applicable administrative review, the parties to this contract may agree to resolve disputes arising out of or relating to this contract through arbitration, to the extent allowed by law.

9.4. Assignment: Contract vendor shall assign no right or interest in this contract without prior written permission from Mohave. No delegation of any duty of contract vendor shall be made without prior written permission from Mohave. Mohave shall not unreasonably withhold approval and shall notify contract vendor of its decision within fifteen (15) days of receipt of written notice from contract vendor.

9.5. Contract claims or controversies: The requirements of the Arizona procurement rules and code shall govern any contract awarded as a result of this solicitation, as well as any contract claims or controversies associated with it.

Formal contract claims and controversies between a member and contract vendor shall be resolved in accordance with R7-2-1155 through R7-2-1159, or ARS, Title 41, Chapter 23, Article 9, as applicable. The member's authorized representative shall serve as the district representative for resolution of such claims and controversies. ARS, Title 41, Chapter 23, Article 9 and the rules promulgated under it, or R7-2-1155 through R7-2-1159, as applicable, provide the exclusive procedure for asserting a cause against the member under the contract.

9.6. Contract placed on hold: Mohave shall have the ability to place a contract on hold, if it is deemed necessary to address ongoing problems with an awarded contract. Details of the decision to place the contract on hold shall be provided in a written deficiency notice. A reasonable amount of time shall be provided to contract vendor to address issues in the written deficiency notice.

9.7. Modification of contract: An awarded contract may be modified for a variety of reasons. Contract modifications will be issued as deemed necessary by Mohave to address contractual issues that may arise.

9.8. Novation: If contract vendor sells or transfers all assets or the entire portion of the assets used to perform this contract, a successor in interest must guarantee to perform all obligations under this contract. Mohave reserves the right to accept or reject any new party. A simple change of name agreement will not change the contractual obligations of contract vendor.

9.9. Order cycle overview:

One, or both, of the following order cycles will apply to an awarded contract. A sample reconciliation report will be provided to contract vendors who have been awarded a contract. Instructions for filling out the purchase order, or Pcard process, will be contained in that sample reconciliation report.

For Procurements made with purchase orders:

1. Member forwards purchase orders to Mohave that lists the contract number, along with a copy of detailed contract vendor quote. Vendor listed on the purchase order is contract vendor.
2. Mohave reviews and emails member order with "*MESC Reviewed*" stamp, to contract vendor and member.
3. Contract vendor provides product/services.
4. Contract vendor invoices member.
5. Member pays contract vendor.
6. Contract vendor sends monthly Reconciliation Report to Mohave.
7. Contract vendor remits administration fee monthly, based on invoices paid.
8. Mohave audits selected invoices.

For Procurements made with Pcards:

1. Member purchases directly from contract vendor using a Pcard and forwards a copy of detailed contract vendor quote to Mohave (if applicable).
2. Mohave reviews and emails contract vendor quote with "*MESC Reviewed*" stamp, to contract vendor and member (if applicable).
3. Contract vendor provides product/services.
4. Contract vendor invoices member (if not previously paid with Pcard).
5. Member pays contract vendor (if not previously paid with Pcard).
6. Contract vendor sends monthly Reconciliation Report and copy of detailed Pcard transaction, invoice or quotation to Mohave.
7. Contract vendor remits administration fee monthly, based on Pcard purchases paid.
8. Mohave audits selected Pcard purchases.

9.10. Overcharges by antitrust violations: Mohave maintains that overcharges resulting from antitrust violations are borne by the purchaser. Therefore, to the extent permitted by law, contract vendor assigns to member any and all claims for such overcharges as to the products, materials, processes or services used to fulfill the contract.

9.11. Relationship of the parties: Vendors receiving contracts under this solicitation are independent contractors. Any party to the contract shall not be deemed to be the employee of another party to the contract.

9.12. Severability: The provisions of this contract are severable to the extent that any provision or application held to be invalid shall not affect any other provision or application of the contract which may remain in effect without the invalid provision or application.

9.13. Successful performance: The sections of the solicitation defining the scope of services, requirements, or qualifications are not to be construed as a complete listing that exempts successful bidder from reasonable services required to ensure successful performance under the contract.

10. COOPERATIVE PURCHASING

10.1. Cooperative purchasing: This contract is based on the need for Mohave to provide the economic benefits of volume purchasing and reduction in administrative costs through cooperative purchasing to members. Any bid that prohibits sales to specific types of members (e.g., state agencies or local government units) may not be considered. Sales without restriction to any members are preferred.

10.2. Cooperative purchasing agreements: Cooperative Purchasing Agreements between Mohave and its members have been established under Arizona procurement rules and code for use of contracts.

10.3. Most favored customer relationship: Nothing in this solicitation is intended to establish a most favored customer relationship between Mohave and contract vendor. Contract vendor may respond to any solicitation without regard to this contract. Bidder agrees all prices, terms, warranties, and benefits granted by bidder to members through this contract are comparable to or better than the equivalent terms offered by bidder to any present customer meeting the same qualifications or requirements. If contract vendor offers lower prices to any of its other customers, it may lower its prices to Mohave at the same time by written notice.

10.4. Eligible agencies: Any contract awarded from this solicitation shall be available to all Mohave members. Members shall have a current signed Mohave Cooperative Purchase Agreement. Member is defined as a local or public procurement unit, or a governmental public entity that is a political subdivision for purposes of federal income tax, or a nonprofit educational or public health institution that is a political subdivision for purposes of federal income tax or meets the requirements of Section 115 of the Internal Revenue Code. Mohave has approximately 470 members including public school districts, community colleges, city and county governments and political subdivisions throughout Arizona. A list of members may be found on Mohave's website, www.mesc.org. Actual use of any contract shall be at the sole discretion of Mohave's members.

11. ESTIMATED QUANTITIES

Mohave anticipates considerable activity resulting from this solicitation. An estimate of purchases is provided in the Scope of Work (page 6) of the requested materials or services. However, no commitment of any kind is made concerning quantities to be acquired. Mohave does not guarantee usage. Usage depends on the actual needs of members and marketing by contract vendor.

12. EVALUATION and AWARD

12.1. Basis of award: Award(s) will be made to the responsive and responsible bidder(s) whose bid(s) is (are) determined in writing to be the low responsive and responsible bid or bids. Mohave

reserves the right to use model projects/market baskets to determine the ranking of bids. It is Mohave's intent to award a complete line of products, when possible and advantageous.

12.2. Exceptions/deviations to requirements: All requested exceptions/deviations must be clearly explained. Unacceptable exceptions/deviations shall remove your bid from consideration for award. Mohave shall be the sole judge on the acceptance of exceptions/deviations and Mohave's decision shall be final.

12.3. Formation of contract: A response to this solicitation is an offer to contract with Mohave based upon the terms, conditions, scope of work, specifications and amendment(s) contained in this bid. A bid does not become a contract unless and until Mohave accepts it. A contract is formed when a Mohave administrator signs the award document.

12.4. Effect of price: No contract shall be awarded solely on the basis of price.

12.5. Market basket: If bidder is providing an alternative product in the required Market Basket, bidder must provide specifications for those products. *White papers are not specifications and are not acceptable.*

12.6. Multiple award: To assure that our contracts meet the requirements of all members, Mohave may award multiple contracts. Bidder should consider this fact in preparing their response. The decision to award multiple contracts, award a single contract, or make no award rests solely with Mohave.

A multiple award shall be made only if the procurement officer determines in writing that a multiple award is necessary and is advantageous to Mohave members. A multiple award shall be limited to the least number of contracts necessary to meet the requirements of the using agencies. Mohave shall make the sole determination of the least number of contracts required to meet the need. Mohave's basis for determining whether to award multiple contracts shall be based upon considerations for the large number of members, diverse types of members, location of members throughout Arizona and members' past usage of similar contracts.

Criteria for selecting vendors for multiple contracts shall be based upon considerations for members' experience with existing products and systems, brand continuity for parts replacement and future expansion, contract vendor's ability to provide for our large, diverse membership, bonding capacity, Mohave's past experience with contracts for similar product/services, and/or other relevant criteria. Multiple contracts may also be awarded based on individual line items or groups of line items, incrementally, or by designated regions.

12.7. Non-exclusive contract: Any contract resulting from this solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of Mohave's members. Mohave and its members reserve the right to obtain like goods and services from other sources.

12.8. Past performance information: Past Performance Information (PPI) is relevant information regarding a contract vendor's actions under previously awarded contracts to public agencies. It includes contract vendor's record of performance under such contracts including, but not limited to: conformance to the terms, conditions, specifications and scope of work of the contracts, responsiveness to, and correction of, contract claims and controversies, and satisfaction of the contracting entities. PPI shall be a factor in evaluation and award.

12.9. Price workbook: All bidders must complete the 20N Sports Courts: New, Repair and Maintenance workbook titled **"20N Sports Courts.xlsx"**. Failure to complete and submit the 20N Sports Courts: New, Repair and Maintenance workbook shall render your bid nonresponsive. The original, unlocked Excel formatted pricing workbook shall be uploaded to ProcureNow. In addition, your pricing workbook, your pricing schedules and any additional requested pricing shall be submitted after Tab 3a in a searchable PDF format with your bid. If awarded a contract, all future pricing updates shall be based on the electronic workbook, or similar approved format.

12.10. Pricing extension errors: In case of error in extension of prices in the bid, unit prices shall govern.

12.11. Responsible bidder: A responsible bidder is a firm or person who at the time of contract award has the capability to perform the contract requirements and the integrity and reliability that will assure good faith performance. Mohave shall determine a bidder to be responsible before awarding a contract to bidder.

12.12. Responsive bids: A responsive bid conforms in all respects to the material requirements of the solicitation. Bids must be responsive to receive award consideration. Mohave reserves the right to waive minor informalities.

13. FEDERAL and STATE REQUIREMENTS

13.1. Affordable Care Act requirements: Contract vendor understands and agrees that it shall be solely responsible for compliance with the Patient Protection and Affordable Care Act, Public Law 111-148 and the Health Care Education Reconciliation Act, Public Law 111-152 (collectively the Affordable Care Act "ACA"). Contract vendor shall bear sole responsibility for providing health care benefits for its employees who provide services to the member as required by state or federal law.

13.2. Audit rights: In accordance with applicable Arizona law, contract vendor's and subcontractor's books and records related to this contract may be audited at a reasonable time and place, for five years after completion of the contract.

13.3. Clean Air Act, Clean Water Act and Environmental Protection Agency Regulations: Contract vendor and its subcontractors shall comply with all applicable standards, orders or requirements issued under section 306 of the Clean Air Act, section 508 of the Clean Water Act, Executive Order 11738 and Environmental Protection Agency regulations (7 CFR 3016.36 (i) (12)). This shall only apply to federally funded projects subject to the Clean Air Act, Clean Water Act and current applicable EPA regulations.

13.4. Compliance with federal and state requirements: Contract vendor agrees, when working on any federally assisted projects with more than $2,000 in labor costs, to comply with the Contract Work Hours and Safety Standards Act, the Davis-Bacon Act, the Copeland "Anti-Kickback" Act, the Housing and Urban Development Act of 1968, the Equal Opportunity Employment requirements as amended by Executive Order. In such projects, contract vendor agrees to post wage rates at the work site and submit a copy of their payroll to the member for their files.

In addition, to comply with the Copeland Act, contract vendor must submit weekly payroll records to the member. Contract vendor must keep records for three years and allow the federal grantor agency access to these records, upon demand. Contract vendor also agrees to comply with State of Arizona Executive Order 75-5, as amended by Executive Order 99-4.

When working on any projects funded with federal grant monies, contract vendor agrees to comply with the administrative requirements for grants and cooperative agreements to state, local and federally recognized Indian tribal government contract provisions.

The forms listed below are incorporated by reference into this solicitation and any resultant contract.

- HUD-5369, Instructions to Bidders for Contracts, Public and Indian Housing Programs
- HUD-5369-A, Representations, Certifications, and Other Statements of Bidders, Public and Indian Housing Programs
- HUD-5369-B, Instructions to Offerors Non-Construction
- HUD-5369-C, Certifications and Representations of Offerors Non-Construction Contract
- HUD-5370, General Conditions of the Contract for Construction
- HUD-5370-C1, General Conditions for Non-Construction Contracts Section 1 (With or Without Maintenance Work)
- HUD-5370-C2, General Conditions for Non-Construction Contracts Section 1 (With Maintenance Work)

For federally funded projects only, the requirements of an applicable form shall supersede conflicting requirements in this solicitation. The forms may be accessed via HUDClips (http://www.hud.gov).

13.5. Compliance with workforce requirements: Pursuant to ARS §41-4401, contract vendor and subcontractor(s) warrant their compliance with all federal and state immigration laws and regulations that relate to their employees, and compliance with ARS §23-214 subsection A, which states, "*...every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program.*" [To register for E-Verify, go to: https://e-verify.gov/employers/enrolling-in-e-verify]

Mohave reserves the right to cancel or suspend the use of any contract for violations of immigration laws and regulations. Mohave and its members reserve the right to inspect the papers of any contract vendor or subcontract employee who works under this contract to ensure compliance with the warranty above.

13.6. Contract vendor employee work eligibility: By entering into the contract, contract vendor warrants compliance with ARS §41-4401, ARS §23-214, the Federal Immigration and Nationality Act (FINA), and all other current federal immigration laws and regulations. Mohave and/or Mohave members may request verification of compliance from any contract vendor or subcontractor performing work under this contract. Mohave and its members reserve the right to confirm compliance. Should Mohave or its members suspect or find that the contract vendor or any of its subcontractors are not in compliance, Mohave may pursue any and all remedies allowed by law, including, but not limited to suspension of work, termination of the contract for default, and suspension and/or debarment of the contract vendor. All costs necessary for compliance are the responsibility of the contract vendor.

13.7. Davis-Bacon wage decisions: For federally funded projects subject to the Davis-Bacon Act, the member shall specify the applicable Davis-Bacon wage decision, prior to the contract vendor providing a firm price quotation for the proposed project. The wage decision shall be identified by the WD Number, modification number, and date of the wage decision. Davis-Bacon wage decisions may be accessed via www.wdol.gov or by requesting a copy from the member.

13.8. Energy Policy and Conservation Act: Contract vendor and its subcontractors shall comply with mandatory standards and policies relating to energy efficiency (7 CFR 3016.36 (i) (13)). This shall only apply to federally funded projects subject to current applicable energy policies and the Energy Conservation Act.

13.9. Non-compliance: All federally assisted contracts with members that exceed $10,000 may be terminated by the federal grantee for noncompliance by contract vendor. In projects that are not federally funded, bidder must agree to meet any federal, state or local requirements, as necessary. In addition, if compliance with the federal regulations increases the contract costs beyond the agreed on costs in this solicitation, the additional costs may only apply to the portion of the work paid by the federal grantee.

13.10. Offshore performance of work prohibited: Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the state shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or 'overhead' services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers.

13.11. Procurement of recovered material: Contract vendor and its subcontractors shall comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, as stated in 2 CFR 200.321.

13.12. Rights to inventions: Rights to inventions made under a contract or agreement as specified under Appendix II to 2 CFR shall apply for federally funded projects.

13.13. Subcontracts: Prime Contractor, if subcontracts are to be let, will allow all business to have an equal opportunity to sign up as a prospective bidder for work assigned under this contract.

13.14. Terrorism country divestments: In accordance with ARS §35-392, Mohave and its members are prohibited from purchasing from a company that is in violation of the Export Administration Act. By entering into the contract, contract vendor warrants compliance with the Export Administration Act.

13.15. Compliance to USDA solicitation requirements:

- Bidder certifies that all pricing in their bid has been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor certification regarding non-collusion.
- Bidder agrees to comply fully with U.S. Department of Agriculture, the Arizona Department of Education, U. S. Accounting Office, or any of their duly authorized representative to allow access to any books, documents, papers, and records of the bidder, which are directly pertinent to the specific contract, for the purpose of audits, examinations, excerpts, and transcriptions. Additionally, the bidder shall provide all documents as necessary for the independent auditor to conduct the school food authority (SFA) single audit (if applicable). In the event of any unresolved audit findings, the records shall be retained beyond the five (5) year period for as long as required for resolution of these issues raised by the audit.
- Bidder agrees to comply with all mandatory standards and policies relating to energy efficiency as cited in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).
- Bidder shall comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations, 41 CFR Part 60 3016.36(i)(3).
- Bidder shall comply with the following civil rights laws as amended: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Department of Agriculture regulations on nondiscrimination 7 CFR 210.23 (b); Title 7 CFR parts 15, 15a, and 15b; the Americans with Disabilities Act; and the FNS Instruction 113-6; "Civil Rights Compliance and Enforcement in School Nutrition Programs".
- Bidder shall comply with the provisions of the Consumer Product Safety Act.
- Bidder shall disclose all discounts, rebates, allowances and incentives received by the bidder from its suppliers. If the bidder receives a discount, rebate, allowance, or incentive from any supplier, the bidder shall disclose and return to the SFA, (if applicable), the full amount of the discount, rebate, or applicable credit that is received based on the purchases made on behalf of the SFA. The bidder shall identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the SFA for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit according to 7 CFR 210.21(f)(1)(iv).
- Bidder shall agree no expenditure may be made from the nonprofit school food service account for any cost resulting from a procurement failing to meet the requirements of the requirements for prohibited expenditures or as required in 7 CFR §210.21 or 7 CFR §210.21(f)(2).

14. FORCE MAJEURE

Except for payments of sums due, neither party shall be liable to the other, nor be deemed in default under this contract, if and to the extent that such party's performance of this contract is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence, including, but not limited to the following: acts of God (e.g. fire, flood, snow, earthquakes, tornadoes, violent winds, hail storms); acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; lockouts; injunctions-intervention-acts, or failures or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure, which such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when the party declaring it notifies the other party of the existence of the force majeure and shall be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with the contract. Force majeure shall not include late deliveries of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies, or similar occurrences. If either party is delayed at any time by force majeure, the delayed party shall notify the other party in writing of such delay within forty-eight (48) hours.

15. INDEMNIFICATION

15.1. General indemnification: To the extent permitted by law, Mohave and its members shall be indemnified and held harmless by contract vendor for its vicarious liability as a result of entering into this contract. Each party to the contract is responsible for its own negligence. Contract vendor agrees to save and hold harmless Mohave and/or its members from any and all liability for loss or damage to persons or property arising out of the work required by the contract. Contract vendor further agrees to waive any right of recovery against Mohave and/or its members for damage to the property of contract vendor, whether caused by negligence on the part of Mohave and/or its members or otherwise. This provision includes specifically the waiver of right of recovery against Mohave and/or its members for damage to property under contract and not yet formally accepted by member even though said property at the time of loss may be occupied, in whole or in part, by member.

15.2. Modification by member: Contract vendor shall have no obligation with respect to any patent and copyright infringement claim based upon member's modification of the equipment and/or software, or its operation or use with apparatus, data or programs not furnished by contract vendor. However, one member's action will not preclude contract vendor's obligation to members who have not modified their equipment or software.

15.3. Patent and copyright indemnification: To the extent permitted by law, contract vendor shall indemnify and hold harmless Mohave and its members against any liability, including costs and expenses, for infringement of any patent, trademark or copyright arising out of contract performance or use by Mohave and its members of materials furnished or work performed under this contract. Mohave and its members shall reasonably notify contract vendor of any claim for which it may be liable under this paragraph.

16. LICENSES

A contract vendor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by contract vendor. The contract vendor shall remain fully informed of and in compliance with all current ordinances and regulations pertaining to the lawful provision of services under the contract. Mohave reserves the right to stop work and/or cancel the contract of any contract vendor whose license(s) expire, lapse, are suspended or terminated. Contact vendor shall immediately notify Mohave of any expiration, lapse, suspension or termination of license(s).

17. BID ACCEPTANCE PERIOD/WITHDRAWAL

17.1. Late bids: Except as authorized by Arizona procurement rules and code, late bids shall not be considered. Bidder shall be responsible for all shipping costs when requesting the return of a late bid.

17.2. Withdrawal of bid: A bidder may withdraw a bid in writing at any time before bid opening if the withdrawal is received before the bid due date and time at the location designated in the invitation for bids for receipt of bids. After the opening time and date, bids may not be withdrawn, except as allowed by Arizona procurement rules and code.

18. ORDER OF PRECEDENCE

In the event of a conflict in the provisions of the contract as accepted by Mohave, the following order of precedence shall prevail:

1. Special terms and conditions
2. General terms and conditions
3. Scope of work and specifications
4. Attachments and exhibits
5. Documents referenced or included in the solicitation

19. ORDERING CYCLE

19.1. Acceptance of orders: This contract is for the sole use of Mohave and its members. All quotations provided to members must be based on prices in the contract and include the correct Mohave contract number. Contract vendor may only refuse a Mohave reviewed order under this contract after providing written documentation acceptable to Mohave describing the circumstances that warrant refusal. Improper documentation and/or frequent refusals may result in contract cancellation. Mohave may require the contract vendor to reject any purchase orders received from members based on this contract that may not comply with Mohave's rules, processes or standards.

19.2. Audit of contract activity: Mohave will audit some of the invoices related to this contract. The contract vendor agrees to provide all documentation necessary for Mohave to audit purchases made under contract, including invoices and credits issued to members, in a timely fashion.

19.3. Contract vendor contacts: Contract vendor agrees to assign only one contact person for each of the following: accounting, audit, contract administration, escalation, main member contact, open order/status report, and reconciliation. These contacts may be the same person, with the exception of the escalation contact. The name(s) of the contact persons will be provided to Mohave.

19.4. Open order and status reports: Mohave will send contract vendor open order and status reports on a periodic basis. Contract vendor agrees to reply to information requests in a timely fashion.

19.5. Orders in process: Member purchase orders dated on or before the contract cancellation and/or expiration date, will be processed and are considered valid until order fulfillment, or cancellation by the member. Any such order must be in the possession of Mohave within a reasonable amount of time. Acceptance of such orders shall be at the sole discretion of Mohave.

19.6. Purchase verification: It is the member's independent responsibility to verify that quotations and purchase orders comply with the terms of the award of a contract or procurement.

19.7. Quotations: Quotations with no end date are considered invalid after sixty (60) days from the issue date.

20. PAYMENT

20.1. Contacting member about payment: Contract vendor may contact member for payment for a product or service delivered to the member under the contract. Such contact shall be professional and courteous.

20.2. Contract vendor invoice: All invoices shall list the applicable member purchase order number and Mohave contract number. Contract vendor will invoice members directly. All transactions are payable in U.S. currency only. Contract vendor shall invoice member after delivery of goods and/or services. Goods and services shall be invoiced at applicable contract prices, which include Mohave's 1% administration fee.

Mohave's administration fee is included in the invoice amount paid by the member. Contract vendor shall remit administration fee to Mohave monthly. Administration fee shall be calculated at .0099 of the subtotal amount. The Mohave administration fee shall not be calculated on ancillary charges (e.g. performance bonds, shipping, transaction privilege tax, transportation charges, mileage, lodging, meals and incidental expenses (M&IE), permits).

20.3. Contract vendor payment: Member shall issue payment to contract vendor after receipt of invoice.

20.4. Correct invoicing: Contract products/services may not be invoiced greater than the purchase order. If incorrect invoices are discovered, contract vendor must correct invoices resulting in excess charges, no matter the cause of the error. Any excess payment must be returned to member within the time allowed by law, in the form of a check or credit memo, as determined by the member.

If a member is invoiced at less than contract prices, contract vendor will invoice the member for the difference unless Mohave approves the undercharge.

If contract pricing in effect on the contract has gone down between the time of the order and the invoice date, contract vendor may invoice at the current contract price.

20.5. Credit hold: Contract vendor agrees to advise Mohave's Procurement Manager within five (5) days if member(s) are placed on credit hold.

20.6. Payment time: Payment terms are net thirty (30) days from receipt of contract vendor's invoice.

20.7. Prepayment: In accordance with the Uniform System of Financial Records and ARS §15-905(N), prepayments may be requested on items that normally require prepayment in order to be procured or to receive a discounted price. Items not meeting these prepayment specifications may be paid only after receipt of goods and services.

20.8. Progress payments: Members may make progress payments under the following conditions: 1) Member and contract vendor agree to the terms of the progress payments prior to issuing a purchase order; 2) the purchase order describes the amounts/percentages to be paid and the dates/frequency of payment; 3) member accepts responsibility for verifying the validity of each payment application; 4) payments are made only after goods and/or services are verified; and 5) any such payments are made in full compliance with member's local governing entity rules and any and all other applicable state rules and regulations.

20.9. Quick pay discounts: Quick pay discounts may be offered to members, provided they have received the materials or services, and that such discounts are available equally to all members. Mohave must approve such discounts in writing and before they are offered to members.

20.10. Reporting and payment of administration fees to Mohave: The contract vendor agrees to provide a Reconciliation Report detailing activity under the contract, and payment for Mohave administration fees for invoices paid or Pcard transactions made in the previous month.

Purchases made with purchase orders: Items in the report must include member names, PO numbers, amounts, administration fees, invoice numbers, invoice dates and credit/return information for all invoices paid in the prior month.

Purchases made with Pcards: The report must be identified as Pcard (or as a credit card) when submitted. Items in the report must include member names, notation that the purchase was made with a Pcard, date of transaction, job number designation, amounts, administration fees, invoice numbers (if applicable), invoice dates (if applicable) and credit/return information for all invoices paid in the prior month. An electronic copy (e.g. PDF) of the detailed Pcard sales receipt, invoice, or quotation shall be provided for review.

Payment and report are due as per a schedule agreed upon by Mohave and contract vendor. The initial due date shall be the **10th, 15th, 20th, 25th or 30th** of the following month and will be specified in an award notification letter. If no invoices were paid under the contract in the previous month, the contract vendor will provide notice of no activity. A sample reconciliation report will be made available upon award of contract.

Make Mohave administration fees payable to Mohave Educational Services Coop., Inc. Payments shall be mailed to: 625 E. Beale St.
Kingman, AZ 86401

21. PREPARATION OF BID and BID FORMAT

21.1. Modification of bid: A bidder may modify a bid in writing at any time before bid opening if the modification is received before the bid due date and time at the location designated in the invitation for bids for receipt of bids.

21.2. Bid forms: The forms and format contained in the solicitation shall be used. Bidders may reproduce the forms and retype the information, but all of the required information must be presented in the tab order requested.

21.3. Bidder responsibility: Bidder shall examine the entire solicitation, seek clarification of any item or requirement that may not be clear, and check all responses for accuracy before submitting bid. Failure to examine any requirements shall be at bidder's risk. Negligence in preparing a bid confers no right of withdrawal after due date and time.

21.4. Cost of bid preparation: Mohave will not reimburse the cost of developing, presenting, or providing any response to this solicitation.

22. PRODUCT LINES

22.1. Current products: Bids shall be for materials and equipment in current production and marketed to the general public and education/government agencies at the time the bid is submitted.

22.2. Discontinued products: If a product or model is discontinued by the manufacturer, contract vendor may substitute a new product or model if the replacement product meets or exceeds the specifications and performance of the discontinued model and if the discount is the same or greater than the discontinued model.

22.3. New products/services: New products/services must be submitted and approved by Mohave, prior to being offered to member. Mohave may reject any additions without cause. New products and/or services that meet the scope of work may be added to the contract. Contract vendor may replace or add product lines to an existing contract if the line is replacing or supplementing products on contract, is equal or superior to the original products offered, is discounted in a similar

or to a greater degree, and if the products meet the requirements of the solicitation. No products and/or services may be added to avoid competitive procurement requirements. Mohave may require additions to be submitted with documentation from members demonstrating an interest in, or a potential requirement for, the new product or service.

22.4. Options: Optional equipment for products under contract may be added to the contract at the time they become available under the following conditions: 1) the option is priced at a discount similar to other options; 2) the option is an enhancement to the unit that improves performance or reliability.

22.5. Product line: Bidders with a published catalog may submit the entire catalog. Mohave reserves the right to select products within the catalog for award without having to award all contents. Mohave may reject any addition of equipment options without cause.

23. PROSPECTIVE BIDDERS REGISTRATION

Any bidder submitting a perfunctory bid with no serious intent of being accepted may be removed from Mohave's prospective bidders list. Any vendor not responding to two (2) consecutive Invitations for Bid for similar procurements may be removed from the prospective bidders. A "no bid" response or request to remain on the list is sufficient to keep a vendor on the Prospective Bidders Registration.

24. PROTESTS

Protests shall be filed with Anita McLemore, C.P.M., the Executive Director (the District Representative), and shall be resolved in accordance with Arizona procurement rules and code, ARS, Title 41, Chapter 23, Article 9 (https://www.azleg.gov/arstitle) and State Board Rules R7-2-1001 through R7-2-1196 (https://azsos.gov/rules/arizona-administrative-code). *A protest must be in writing and must be filed with the Executive Director at 625 E. Beale Street, Kingman, Arizona, 86401.* Protests based upon alleged improprieties in a solicitation shall be filed before the due date and time for responses to the solicitation. The interested party shall file the protest within ten (10) days after Mohave makes the procurement file available for public inspection. Due to Mohave staff working from home, reservations need to be made in advance for any live public inspection of documents. Refer to the Mohave Contract Specialist's contact information on page 1 of this Invitation for Bid. A protest filed on the tenth day must be received by 5:00 p.m., local Arizona time. The interested party may file a written request for an extension. The written request shall be filed before the time limit specified above and shall set forth good cause as to the specific action or inaction of Mohave that resulted in the interested party being unable to file the protest before the time limit specified above.

A protest shall be in writing and shall include the following information:

- The name, address and telephone number of the interested party;
- The signature of the interested party or the interested party's representative;
- Identification of the solicitation by contract number;
- A detailed statement of the legal and factual grounds of protest including copies of any relevant documents;
- The form of relief requested.

Should Mohave prevail in an appeal of a decision issued by the Executive Director, appellant waives any objection to the hearing officer awarding Mohave its reasonable attorneys fees and costs along with the costs for the hearing.

25. RIGHT TO ASSURANCE

Whenever one party to the contract has a good faith reason to question the other party's intent to perform, they may demand that the other party give written assurance of its intent to perform. If a

demand is made and no written assurance is given within ten (10) days, the demanding party may treat this failure as an anticipatory breach of the contract.

26. SAFETY STANDARDS

Items supplied under the contract shall comply with current applicable Occupational Safety and Health Standards of the Arizona Industrial Commission, National Electric Code, and National Fire Protection Association Standards.

27. SHIPPING

27.1. Shipping terms/transfer of title: Shipments shall be F.O.B. destination. Title and risk of loss of material shall not pass to member until member receives the material at delivery point, unless otherwise provided in the solicitation.

27.2. Shipment under reservation: Contract vendor is not authorized to ship materials under reservation and no tender of a bill of lading **will** operate as a tender of the materials.

27.3. Shipping charges: Prices that include shipping to any location in Arizona, delivered to the specific receiving point identified in the purchase order, are preferred. If shipping is charged, it shall be that member is not charged more than the actual invoiced amount for shipping, and is prepaid by the contract vendor (PP&A). It is the member's responsibility to confirm shipping charges under the contract.

27.4. Shipping errors/risk of transportation: Shipping errors will be at contract vendor's expense. If contract vendor ships a product that was not ordered, contract vendor shall pay for return shipment at the convenience of member. All risk of transportation and all related charges shall be contract vendor's responsibility. Contract vendor shall file all claims for visible or concealed damage. Member will notify contract vendor promptly of any damaged goods and shall assist contract vendor in arranging for inspection.

28. SUSPENSION OR DEBARMENT STATUS

Bidder shall include a letter in its bid notifying Mohave of any debarment, suspension or other lawful action taken by any federal, state or local government within the last five years that precludes bidder or its employees from participating in any public procurement activity. Such letter shall provide name and address of the public procurement unit, effective date, duration, and relevant circumstances of the suspension or debarment. Failure to supply such letter or not disclose all pertinent information shall result in cancellation of any contract. **Letter shall be placed after Tab 1a.**

29. TAXES

29.1. Federal Excise Tax: Most members are exempt from paying Federal Excise Tax.

29.2. Payment of taxes: Member is responsible for payment of all taxes listed on the invoice. Contract vendor is responsible for collecting such taxes and shall forward all taxes to the proper revenue office. All applicable taxes must be listed as a separate item on all invoices and will be paid by member issuing the purchase order.

29.3. Property taxes: Arizona public agencies may not pay state property taxes. (Arizona Constitution, Article 9, Section 2).

29.4. Reservation or tribal tax: If goods or services are subject to reservation or tribal tax, contract vendor shall include such taxes as a separate item on the original invoice to the member.

29.5. Transaction Privilege Tax (Sales Tax): Members may be liable for Arizona Transaction Privilege Taxes, which may include state, county and city taxes. Contract vendor is responsible for charging taxes correctly.

29.6. Taxes on construction: Contract vendors for construction-related projects must follow the latest tax requirements as described in current Arizona Administrative Code and Department of Revenue transaction privilege tax procedures.

30. TIME (DEFINITION OF)

Periods of time, stated as a number of days, shall be in calendar days, not business days.

1. BID SECURITY

1.1. Bid security requirement: School procurement rules [R7-2-1102 (A)] and as applicable in ARS §34-608 and §41-2573, require that all competitive sealed bidding for construction have bid security, if the amount of the construction contract will exceed the amount established by ARS §15-213(A). Bid security as a percentage of the bid amount is unacceptable, as this is a term contract with no specific bid amount. Bid security must be in the amount stated in "*Bid Bonds and Bonding Capacity.*"

1.2. Form of bid security: Acceptable bid security for this IFB will be a certified or cashier's check, or an annual or one time bid bond underwritten by a surety company licensed to issue bid bonds in Arizona [R7-2-1102 (B, C), ARS §34-608 and §41-2573]. Bid security may be provided using the form found in this IFB, with the principal being the prime contractor and the Obligee being Mohave Educational Services Cooperative, Inc. An agent of your licensed bonding agency shall sign the bond. If the original bond is not signed and/or has conflicting information, it shall render your bid nonresponsive.

2. CHANGE ORDERS

2.1. Adherence to specifications and drawings: The contract vendor shall follow the requirements of all specifications and drawings as closely as actual construction and work of contract vendors shall permit. Should existing conditions or limitations require a major change or rearrangement, the change shall be allowed only upon issuance of a written change order.

2.2. Change order requirement: Member and contract vendor shall establish a procedure for identifying and approving changes to the work. Member shall notify Mohave of any change that revises the cost of the project. Contract vendor shall not begin the revised work prior to receipt of the Mohave reviewed member change order.

Contract vendor agrees to follow all applicable rules and regulations for any change orders, including R7-2-1005 and as applicable in ARS §41-2552.

Change orders shall be properly documented in writing. Minor changes mutually agreed between the member and the contract vendor that do not involve compensation may be made without informing Mohave.

2.3. Costs for changes associated with improper checking or coordination: The cost of any change in construction due to improper checking of site and/or other conditions, or coordination by contract vendor, shall be borne by the contract vendor, and the contract vendor shall not be entitled to reimbursement for such costs.

3. CONSTRUCTION CONTRACTS

3.1. Compensation: Compensation for received goods, terms of progress payments, and a schedule of payments shall be described in the contract. The agreement shall state that Mohave will not be responsible for any late fees due the contract vendor by the member.

3.2. Member delays: As required by ARS §15-213 (D), the contract vendor shall negotiate with member for the recovery of damages related to expenses incurred by the contract vendor for a delay for which the member is responsible, which is unreasonable under the circumstances and which is not within the contemplation of the parties to the contract between the two parties. Any such negotiations shall not void any provisions between the parties that require notice of delays, provide for arbitration or other procedure for settlement or provides for liquidated damages.

3.3. Construction contract requirement: In any contract between the contract vendor and a member based on this contract, the terms and conditions of this contract shall prevail. In any contract between the member and the contract vendor, the scope of work shall include all specifications, drawings, and other official documents. All applicable codes around which the contract is made shall be included, as will any technical specifications and general conditions. The contract vendor shall acquire and pay for all permits and approvals from local, county, state and federal offices needed to accomplish the work. Contract vendor shall be entitled to direct reimbursement for the cost of such permits.

3.4. Form of construction contracts: A contract between the member and the contract vendor for construction shall be an industry standard agreement. The parties may agree to use the American Institute of Architects (AIA) General Conditions of Contract for Construction Form A201 as a guide.

3.5. Member representative: All formal contact between the contract vendor and/or contract vendor's personnel and the member shall be processed through the member representative. The member shall designate the member representative at the time of purchase.

3.6. Terms of acceptance: Terms for acceptance by the owner and title to work must be clearly agreed upon and described in the contract. If any part of the construction requires the member to assume control before the completion, this shall be defined. Both parties shall agree on the definition of what constitutes final acceptance. Upon completion of the project, the worksite shall be left in a condition equal to or better than before the project.

3.7. Void provisions: A provision, covenant, clause or understanding in, collateral to or affecting a construction contract that makes the contract subject to the laws of another state or that requires any litigation, arbitration or other dispute resolution proceeding arising from the contract to be conducted in another state is against public policy of the State of Arizona and is void and unenforceable. (ARS §15-213 and §34-227)

3.8. Work performed by the member: Work to be performed by the member must be clearly described and agreed upon prior to project start up.

4. CONSTRUCTION SCHEDULE

4.1. Schedule adjustment: The member retains the right to extend the schedule of work or to suspend the work, and to direct the contract vendor to resume work when appropriate. The agreement must describe an equitable adjustment for added costs caused by any suspension. Any increases shall be invoiced per approved contract pricing as allowed in the agreement.

4.2. Schedule requirement: A schedule for performance of work that can be met without planned overtime is the responsibility of the contract vendor.

4.3. Work crew size: The cost for each project shall include all costs of all necessary trained personnel to complete the project on, or before, the completion date(s) set forth in the contract. The member shall not incur additional expense for upsized crews, nor overtime costs, which might be necessary for the contract vendor to complete the project on schedule.

5. COORDINATION

5.1. Conflict with member activities: The contract vendor and member shall coordinate activities so as to avoid conflicts. The contract vendor shall make every reasonable effort not to interrupt scheduled member activities with work under the contract. The contract vendor shall notify the member of any construction work that may negatively impact scheduled member activities.

5.2. Coordination with other vendors: The contract vendor shall coordinate with other contractors.

5.3. Interruption of other work: The contract vendor shall employ such methods or means as will not cause any interruption of, or interference with, work of any other contractor on the project site.

6. DELIVERY OF CONSTRUCTION MATERIALS

6.1. Condition of materials on delivery: The contract vendor shall deliver materials to the worksite in new, dry, unopened, and well-marked containers showing product and contract vendor's name. Damaged or unlabeled materials will not be accepted.

6.2. Delivery requirement: The contract vendor shall deliver materials in sufficient quantity to allow for continuity of work. Delivery shall be coordinated with the member's representative.

6.3. Precautions: The contract vendor shall take all necessary precautions to protect its materials from damage, theft and misuse. The member shall have no responsibility for such precautions or protection.

6.4. Rejected and damaged material: Damaged or rejected materials shall be immediately removed from the work area.

7. INSURANCE

Course of Construction Insurance: Upon request from member, contract vendor shall purchase and maintain course of construction insurance equal to the estimated replacement cost of the property after completion of the entire work at the site as called for in the purchase order. The insurance form will be an "all risk" type policy with standard exclusions. Coverage shall include temporary structures, scaffolding and office trailers at the site, as well as materials and equipment at the site destined to become a permanent part of the property. Any additional costs associated with course of construction insurance must be identified in the quote.

8. LABOR PRACTICES

8.1. Labor practices: The contract vendor must agree to treat its labor in keeping with its labor contract agreement and to the best interest of the member. Any overtime practices or retroactive agreements with labor unions that would be to the detriment of the member must be limited to only those approved by the member.

8.2. Labor requirements: The method and manner of performance must be stated in quotes and/or project documents: employees of the contract vendor are not employees of the member; the level of competency of the personnel will be subject to approval by the member; the contract vendor must agree to comply with all current applicable federal, state, and local laws; adjoining property owners must not be annoyed by noise, pollutants, material hauling operations; procedures for dealing with fire, theft, and storm damage must be established; methods the contract vendor will use to guarantee safe job practices relating to the health and welfare of the member employees and contract vendor employees will be clearly stated in quotes and/or project documents.

8.3. Quality of work: All work under the contract shall be accomplished by experienced craftsmen, helpers and laborers under the supervision of the foreman or supervisor.

8.4. Removal of Employee or Representative: The member shall have the right to require the contract vendor to remove from the project any employee or representative of the contract vendor, its subcontractors or suppliers that the member may deem incompetent, careless, insubordinate, or otherwise unacceptable.

8.5. Supervision: The contract vendor shall furnish the services of an experienced foreman or supervisor who will continually be in charge of work on the project. The foreman or supervisor shall provide continuous supervision, coordination and inspection of the work required under the contract.

9. LIQUIDATED DAMAGES

Any agreements on liquidated damages and early completion incentives shall be between the member and the contract vendor and must be agreed upon in writing prior to start up. If the member declines liquidated damages or early incentive agreement, the contract vendor shall obtain a written and signed

statement to this effect. Mohave shall not be a party to liquidated damages or early completion incentive agreements.

10. LITIGATION FOR NONPAYMENT OR NONPERFORMANCE

All litigation for nonpayment or nonperformance shall be filed as allowed in R7-2-1103 (F).

11. MEMBER COSTS

Temporary electrical service and the cost for power, the cost for water, and other member costs will be identified in writing and agreed upon.

12. PERFORMANCE AND PAYMENT BONDS

12.1. Issuing performance and payment bonds: It shall be the sole responsibility of the member to determine if any applicable performance and payment bonding requirements apply to the procurement under an awarded contract. Member must request that the contract vendor provide the performance and payment bonds that meets the requirements prior to project implementation.

The contract vendor shall supply Mohave with a copy of the procured bonds upon request. If the contract vendor fails to deliver any required performance or payment bonds requested by the member, the contract with Mohave may be cancelled.

12.2. Payment bond requirement: An irrevocable payment bond shall be executed in an amount equal to 100% of the price specified in the contract between the member and the contract vendor by a surety company authorized to do business in Arizona. This bond will protect all persons supplying labor and material to the contract vendor for the performance of the work provided in the contract.

12.3. Performance bond requirement: An irrevocable performance bond shall be executed in an amount equal to 100% of the price specified in the contract between the member and the contract vendor by a surety company authorized to do business in Arizona.

13. PROGRESS PAYMENTS

13.1. Progress Payments on Construction: R7-2-1105 allows for progress payments if the contract vendor agrees to adhere to ARS §41-2577 (B) (D) (F) and as applicable in ARS §34-221. All progress payments must be invoiced to the member; it is the responsibility of the member to review and approve any estimates of work completed. If the member issues a written statement to the bidder that the estimate of work is not approved and certified, the member may withhold an amount from the progress payment the member reasonably expects to incur in correcting the deficiency set forth in the written finding, as permitted in R7-2-1105 (A). In such cases, the bidder agrees to hold Mohave harmless for any deficiency of payment.

Progress payments may be made to the contract vendor on the basis of a duly certified and approved estimate of work performed during the preceding month. The contract vendor must agree to pay any subcontractors or material suppliers within seven days of their receipt of the progress payment, unless otherwise agreed on in writing between the parties.

13.2. Schedule of payments: Once all bonds are in place, the contract vendor and the member will agree upon a schedule of payments based on identifiable milestones.

If any payment is delayed beyond 30 days from the due date, the bidder agrees not to charge Mohave interest on the late payment. Any late charges will be the total responsibility of the member. The bidder may extend any due date to avoid the requirement to pay interest in R7-2-1105 (D) and ARS §41-2577 (E) and as applicable in ARS §34-221.

Acceptance of final payment is a waiver of all claims except unsettled claims previously made in writing.

13.3. Subcontractor notification: A subcontractor to the prime contractor may request, in writing, that member notify the subcontractor in writing within five (5) days from payment of each progress

payment made to the prime contractor [R7-2-1105 (C) and ARS §41-2577 (C) and as applicable in ARS §34-221]. Upon request, the prime contractor must provide Mohave or the members with a contact name, title, company name, mailing address and fax number for all subcontractors and suppliers that are covered by a payment bond.

14. PROJECT ADVERTISING

The contract vendor must agree that the member reserves the right to release information about the project and that any advertising of the project by the contract vendor must be approved by the member.

15. PROJECT COMPLETION

15.1. Project documents: Upon completion of the work, the contract vendor shall present the member with all documents necessary to closeout the project. Maintenance manuals, drawings, warranties on installed equipment, etc., shall be given to the member.

15.2. Unfinished work: Even if final payments are made, if the member discovers an unfinished job that should have been completed, the contract vendor shall complete the work in a timely fashion at no additional cost.

16. PUBLIC WORKS

16.1. Preservation: The contract vendor shall be responsible for the preservation of all public and private property included on or adjacent to the worksite. This requirement shall apply to the surface and hidden features of the property.

16.2. Receipt of public funds: Contract vendors and subcontractors will meet the requirements of ARS Title 34, Article 3, for eligibility to receive public funds.

16.3. Residency requirement: ARS §34-302 states that only persons who have been for not less than one year a bona fide resident of Arizona shall be employed in the performance in any public work. A public works contract is defined in ARS §34-321 as "*a contract to which the state or a political subdivision is a party involving the employment of laborers, workmen or mechanics in the construction, alteration or repair of public buildings or improvements.*" It shall be the responsibility of the contract vendor to comply with these laws, when applicable.

16.4. Restoration: The contract vendor shall repair, rebuild or otherwise acceptably restore any property on or adjacent to the worksite that was damaged during the course of work on the project. Such restoration shall be at the contract vendor's expense, and is not subject to reimbursement by the member.

16.5. Public building rules, regulations and codes: Construction work on public buildings shall be in compliance with the state fire code unless a fire code has been adopted by the city, town, county or fire district in which the building is located. Public buildings shall be constructed in compliance with applicable building, plumbing, electrical, fire prevention and mechanical codes adopted by the city, town, county or fire district in which the building is located. If a public building is built in an area that has not adopted local codes, the building shall be designed or constructed according to the state fire code adopted by the state fire marshal and the building, plumbing, electrical, fire prevention and mechanical codes that apply in the largest city in the county in which the building is located. Public buildings are subject to those codes that apply and are in effect when the building is designed or constructed and to the currently adopted codes when a building is found to be structurally unsafe, without adequate egress, or a fire hazard or are otherwise dangerous to human life. "Public Building" means a building or appurtenance to a building that is built in whole or in part with public monies (see ARS §34-461).

17. RETENTION

17.1. Retention requirement: Ten (10) percent of all contract payments shall be retained by the member as insurance of proper performance of the contract vendor. Contract vendor agrees to identify the amount to be retained on invoices to member for each progress payment.

When fifty (50) percent of the work is completed, one half of the amount retained shall be paid to the contract vendor if the contract vendor requests payment and if the member is satisfied with the progress of the work.

After the work is fifty (50) percent completed, no more than five percent of the amount of any subsequent progress payments shall be retained, unless the governing board of the member determines satisfactory progress is not being made, at which point ten percent retention shall be reinstated.

17.2. Substitute security: If the member and the contract vendor agree to a substitute security, the agreement must be in full compliance with R7-2-1104 (D, E, F, G), or 41-2576 as applicable to the purchasing member. If a substitute security is agreed to, the contract vendor must provide Mohave and the member with a signed and acknowledged waiver of any right or power of the obligor to set off any claim against Mohave, or the member in relationship to the security assigned.

18. RULES, REGULATIONS AND CODES

18.1. Certification of personnel regarding renovations, repair, and painting: Personnel performing renovations, repair, and painting activities that disturb lead-based paint in target housing and child-occupied facilities constructed before 1978, shall comply with Part II, Environmental Protection Agency, 40 CFR Part 745, Lead; Renovation, Repair, and Painting program; Lead Hazard Information Pamphlet (http://www.epa.gov/).

18.2. Compliance: All work will be accomplished in conformance to current applicable OSHA safety requirements, and any additional federal, state, or local fire or safety requirement. When specifications or scope of work will result in a violation of a code or result in an unsafe condition, the contract vendor must inform the member of the situation. The contract vendor will not construct any device or produce any condition that intentionally violates a fire or safety code or safety standard.

18.3. Hazard notification: Contract vendor must advise member whenever work is expected to be hazardous.

18.4. Liens/serial numbers: All materials shall be free of liens. Bids must be for equipment on which the original manufacturer's serial number has not been altered in any way.

19. SURETY COMPANIES

Surety companies issuing bid bonds, performance bonds and/or payment bonds under this contract must be licensed by the Arizona Department of Insurance. Evidence of such license will be the name of the surety company as found in the license search database provided by the Arizona Department of Insurance (www.insurance.az.gov).

20. WORKSITE

20.1. Site access: The member shall provide an all-weather road to the site and prepare the site with room for construction equipment.

20.2. Site conditions: The condition of the site before start up shall be agreed upon between the member and the contract vendor and shall be written into the contract.

General Terms and Conditions and Standard Terms and Conditions for Construction Acceptance Form (Place after Tab 1c)

Signature on Page 2 certifies complete acceptance of the General Terms and Conditions and the Standard Terms and Conditions for Construction in this solicitation, except as noted below (additional pages may be attached, if necessary).

Check one of the following responses to the General Terms and the Standard Terms and Conditions for Construction:

X We take no exceptions/deviations to the General Terms and Conditions and the Standard Terms and Conditions for Construction.

(*Note: If nothing is listed below, it is understood that no exceptions/deviations are taken.)*

☐ We take the following exceptions/deviations to the General Terms and Conditions and the Standard Terms and Conditions for Construction. All exceptions/deviations shall be clearly explained. Reference the corresponding general terms and conditions and/or Standard Terms and Conditions for Construction that you are taking exceptions/deviations to. Clearly state if you are adding additional terms and conditions to the General Terms and Conditions and the Standard Terms and Conditions for Construction. Provide details on your exceptions/deviations below:

(*Note: All requested exceptions/deviations must be clearly explained. Reference the specific terms and conditions that you are taking exceptions/deviations to, detail any proposed substitute terms and conditions, and clearly demonstrate how Mohave and its membership will be better served by the substituted terms and conditions. Unacceptable exceptions/deviations shall remove your bid from consideration for award. Mohave shall be the sole judge on the acceptance of exceptions and Mohave's decision shall be final.)*

1d

Special Terms and Conditions
(Place after Tab 1d)

Some Special Terms and Conditions specify placement of information in tabs other than Tab 1d as noted in the title above. Pay close attention to placement information (identified in bold text) as indicated in select Special Terms and Conditions.

1. BIDDER QUALIFICATIONS

It is preferred that the bidder has extensive knowledge and at least three (3) years' experience with the provision, installation and maintenance of the product, material, process, or services offered. Mohave reserves the right to accept or reject newly formed companies based solely on information provided in the bid and/or its own investigation of the company.

2. BID BONDS AND BONDING CAPACITY

2.1. Bid Bond: Bidder shall provide an original bid bond or alternate bid security in the amount of **$100,000**. The original bid bond/alternate bid security in the amount of $100,000 is to be mailed to Mohave Educational Services Cooperative, Inc. 625 E. Beale Street, Kingman, Arizona 86401 in a sealed envelope with IFB 20N-1112, offeror's name, mailing address, and IFB's due date and time clearly indicated on the envelope or package. The bid bond/alternative bid security shall be sent to Mohave's Kingman office by United States Postal Service Mail. The original bid bond/alternate bid security should be received by the IFB's due date and time.

A copy of the bid/bond/alternative bid security in the amount of $100,000 shall be included in your electronic bid response. ***Place after Tab 1f.***

Note: Bid security as a percentage of the bid value (e.g. – 10% of contract award) is not acceptable.

2.2. Bonding Capacity: The required minimum single job bonding capacity for this contract shall be $600,000. Bidder shall provide a letter from your bonding agency describing your current bonding capacity, as follows:

- Your single job bonding capacity.
- Your aggregate bonding capacity.
- An agent of your licensed bonding agency shall sign the letter.

If the original letter is not signed and/or has conflicting information, it shall render your bid nonresponsive. ***Place letter from bonding agency after Tab 1f.***

3. DELIVERY

3.1. Default in one installment to constitute total breach: Contract vendor shall deliver conforming materials in each installment or lot under this contract and may not substitute nonconforming materials. Mohave reserves the right to declare a breach of contract if contract vendor delivers nonconforming materials to any member under this contract.

3.2. Defective goods: Contract vendor agrees to arrange and pay for return shipment of goods that arrive in a defective or non-operable condition.

3.3. Delivery time: Failure to deliver any order within the time frame specified on the purchase order may result in cancellation of that purchase order.

3.4. Improper delivery: If the goods or tender of delivery fail in any respect to conform to this contract, member may reject the whole, accept the whole, or accept any commercial unit or units and reject the rest.

3.5. Restocking fees: A restocking fee may only be charged on products ordered and delivered to member's site. Restocking fees in excess of fifteen percent (15%) shall not be allowed. Contract vendor may waive restocking fees. Restocking and return shipping charges shall be identified in the price workbook.

MOHAVE COOPERATIVE

Award Documents

20N-GAI3-0202
General Acrylics, Inc.

20N-GAI3-0202 Award Letter 2

20N-GAI3-0202 Bid and Acceptance Form 5

20N-1112 Signed Award Recommendation 6

20N-1112 Evaluator Agreements 9

20N-GAI3-0202 Federal and State Excluded Parties Documents 12

Click section title to be taken directly to that section.

4/5/18 EH

MOHAVE
COOPERATIVE

NOTIFICATION OF AWARD LETTER

December 14, 2020

Sent this day via email to jderemo@generalacrylics.com

Jonnie Deremo, President
General Acrylics, Inc.
22222 N. 22nd Avenue
Phoenix, AZ 85027

Congratulations, General Acrylics, Inc's response has been awarded a contract under IFB 20N-1112. Attached is a copy of the Mohave signed *Bid and Acceptance Form*. Important notes and action items regarding the award are listed on the following pages. **Some action items contain important deadlines noted in bold font. Be sure to meet the requests and/or requirements on or before the deadlines noted.**

Your organization is bound by the terms of this contract; **only items specifically requested in this solicitation and awarded in your response to this solicitation will be authorized/allowed.**

Advise your Mohave customers to make purchase orders out to General Acrylics, Inc. In the event you receive a purchase order from a member that does not contain the "MESC REVIEWED" stamp, it should be faxed to (928-718-3232), or emailed (orders@mesc.org) to Mohave for review.

Do not perform any work or provide any products until you receive an "MESC Reviewed" purchase order.

We highly recommend having your staff review our vendor information pages at (http://www.mesc.org/resources-brochures) to learn more about working with Mohave. Especially helpful is the Vendor Handbook.

The procurement file for IFB 20N-1112 shall be made available for public inspection on December 14, 2020.

Please check all the entries on the contract record attached. You may make additions or revisions to the description (40 words or less), contact persons, contact information, or other information about your contract. Email back any changes as soon as possible to mike@mesc.org.

Your contract number is 20N-GAI3-0202 and will take effect on February 2, 2021.

If you have any questions regarding your new contract, please call me at (928) 718-3203. We look forward to working with you and your company in the future.

Michael Nentwig, CPPB
Contract Specialist I

NOTES ON AWARD FOR: General Acrylics, Inc.

- Please remind the member of their responsibility to independently verify that quotations and purchase orders comply with the terms of the award of a contract or procurement. This responsibility is set by rule and statute and cannot be changed by Mohave. Members can go to (service.mesc.org/PVF/plist.php) to assist in meeting this due diligence responsibility.
- Financial information included under Tab 2 of your response will be kept confidential.
- All products must be priced using contract pricing approved by Mohave.
- All quotes shall include your contract #20N-GAI3-0202.
- **Promotional Pricing (temporary pricing reductions):** Your contract includes terms and conditions that allows your firm to offer temporary pricing reductions. A Promotional Pricing Offer allows you to provide products and services to members at a reduced cost for a limited time basis. Promotional pricing may increase your contract usage and exposure to members. Mohave encourages promotional pricing under the awarded contract to provide additional value to members. Promotional pricing requests are typically reviewed and approved the same day as submitted. Some reminders regarding pricing reductions:
    - Promotional Pricing may be offered at any time during a contract and shall become effective upon notice of acceptance from Mohave.
    - Promotional Pricing (e.g., quantity discounts, time sensitive offers, bundles) must apply to all Mohave orders of similar size and scope.
    - Promotional Pricing limited to a single member are not acceptable.
    - Special time-limited reductions are permissible under the following conditions: 1) reduction is available to all members equally; 2) reduction is for a specific time period, normally not less than thirty (30) days; 3) original price is not exceeded after the time-limit; and 4) Mohave has approved the new prices prior to any offer of the prices to a member.
- Michael Carter, CPPB will be the Contract Specialist assigned to your Mohave contract. Send requests for pricing updates or contractual inquiries to Michael Carter, CPPB - michael@mesc.org after the contract effective date of February 2, 2021. *All future pricing updates must be electronic. Updates on the original Excel workbooks are preferred. Similar formats in Word or PDF are acceptable.*
- Do not provide any goods/services until you receive a Mohave reviewed purchase order.
- Quick payment discounts must be approved by Mohave before being offered to members and must be available equally.
- Order cycle overview:
    1. Member forwards purchase orders to Mohave. Vendor is General Acrylics, Inc.
    2. Mohave reviews and emails member order with "*MESC Reviewed*" stamp, to General Acrylics, Inc.
    3. General Acrylics, Inc. provides product/services.
    4. General Acrylics, Inc. invoices member.
    5. Member pays General Acrylics, Inc.
    6. General Acrylics, Inc. sends Usage and Reconciliation Report to Mohave.
    7. General Acrylics, Inc. remits administration fee monthly, based on invoices paid.
    8. Mohave audits selected purchases.

REQUIREMENTS/ACTION ITEMS FOR THE AWARD:

- You agreed to provide a Reconciliation Report detailing activity under the contract, and payment for Mohave administration fees for invoices paid in the previous month. Your report is due on the 10th of each month. **Mohave's Audit Specialist will contact you and provide you with a sample report, based on reports provided under contract 15O-GAI3-0201.**
- If no invoices were paid under the contract in the previous month, you may send an email to adminreport@mesc.org advising of no sales to report for the month.

NOTES ON AWARD FOR: General Acrylics, Inc.

- Because you have an existing Mohave contract, we want to address how to properly report invoices on your monthly reconciliation reports because it may be necessary to submit two separate reports until all old contract purchases are closed:
    - Line-item purchase orders that remain open under 15O-GAI3-0201 should be reported on 15O-GAI3-0201reconciliation reports until completion of the project.
    - Blanket purchase order invoices with a ship date prior to, or on February 1, 2021 should be reported on the 15O-GAI3-0201 reconciliation report.
    - New purchase orders issued under the 20N-GAI3-0202 contract should be reported under 20N-GAI3-0202 reconciliation reports.
    - Blanket purchase order invoices with a ship date after February 1, 2021 should be reported on the 20N-GAI3-0202 reconciliation reports.
- Administration fee payments should be mailed to:

  Mohave Educational Services
  625 E. Beale St.
  Kingman, AZ 86401
- In order to assist members with new contract award notices, Mohave will be releasing your contract award information to the members prior to February 2, 2021. Information regarding your contract award will be posted to our website and will be made available in our product vendor finder. Pricing from your awarded contract will also be made available to our members. All of this information will be accessible by our members before February 2, 2021. You may provide quotes to members for this contract. However, it will be your responsibility to inform members the contract is not effective until February 2, 2021, and members should not be processing purchase orders until that date. Acting on purchase orders (delivering products or services) prior to February 2, 2021 **is a violation of the contract.** Please ensure that your staff is aware of the effective date February 2, 2021, in order to avoid contract confusion.
- We feature marketing information about your current contract in the product vendor finder on our website. Please visit our website (www.mesc.org) and go to the "All Products/Vendors" under the "Contracts & Solicitations" menu. Find your company from the list and click on your name. Once on your company information, review the "About Vendor" section of the "Overview." Confirm in writing if that information is still accurate, or if changes need to be made. Mohave reserves the right to edit information for content or length. **Email this information to mike@mesc.org no later than January 7, 2021.**

Bid and Acceptance Form
(Place after Tab 1a)

IFB 20N-1112
Sports Courts: New, Repair and Maintenance

To Mohave Educational Services Cooperative, Inc.:

The undersigned hereby certifies understanding and compliance with the requirements in all terms, conditions, specifications and amendments. Bidder further agrees to furnish materials and/or services in compliance with all terms, conditions, specifications and amendments in the solicitation and any written exceptions in the bid.

Federal Employer Identification Number 86-0261915

Company Name General Acrylics, Inc.

Address 22222 N. 22nd Avenue City Phoenix State AZ Zip 85027

Telephone Number 602-569-9377

The *Bid and Acceptance Form* should be submitted with a signature of the person authorized to sign the bid. The person signing the bid shall initial erasures, interlineations, or other modifications in bid. Failure to sign the *Bid and Acceptance Form*, or to make other notations as indicated, may result in rejection of bid.

Authorized Signature

Printed Name Jonnie Deremo Title President

Primary Email jderemo@generalacrylics.com Alternate email jfudge@generalacrylics.com

*Note: The primary email address will be used for all communication from Mohave regarding your response to this solicitation. Provide an alternate email address that will be used **only** if the primary email address is not valid.*

The contract vendor shall not commence any billable work or provide any material or service under this contract unless and until contract vendor receives a purchase order with Mohave's review noted.

Acceptance of Bid and Contract Award (Mohave Only)

Your Bid is Hereby Accepted:

As an awarded contract vendor, you are now bound to sell the materials and/or services offered to and accepted by Mohave in accordance with the solicitation, including all terms, conditions, specifications, amendments and any accepted written exceptions. Your firm has been awarded all products and services, unless noted in your Notification of Award Letter.

This contract shall be referred to as Contract Number 20N-GAI3-0202

Awarded this 14 day of December 2020.

This contract shall be effective the 2 day of February 2021.

Anita S. McLemore, C.P.M., Executive Director
Mohave Educational Services Cooperative, Inc.

MOHAVE
COOPERATIVE

Date: December 14, 2020

To: Anita S. McLemore, C.P.M., Executive Director

Through: Nancy Colbaugh, CPPB, Contracts Manager

From: Michael Nentwig, CPPB, Contract Specialist I

Subject: Award Recommendation for IFB 20N-1112, Sports Courts: New, Repair and Maintenance

On November 12, 2020, Mohave received two responses to IFB 20N-1112. In accordance with the procurement rules and the solicitation, the basis of award was lowest responsive and responsible bidder(s). Market basket pricing was used to develop a ranking from lowest to highest price for the bids determined to be responsive and responsible. The market basket pricing was reviewed against the submitted price lists to verify accuracy of the market basket pricing for both bidders.

General Acrylics, Inc. and Pacific Tennis Courts of AZ LLC were determined to be responsive and responsible. They provided the following required information:

- Bid security of $100,000
- Evidence of required licenses
- Evidence of required bonding capacity
- Provided the majority of the products and services requested in solicitation
- Demonstrated necessary experience
- Demonstrated ability to adequately service members statewide for all products and services offered

General Acrylics, Inc. demonstrated the ability to effectively, and efficiently meet the needs of all our members' requirements for construction, upgrade, repair or maintenance of outdoor sports courts. Award is recommended to the responsible and responsive bidder with the lowest cost, based upon the market basket referenced below. Market basket pricing from the responsible and responsive bidders follows:

Market Basket 1	
General Acrylics, Inc.	$46,395.35
Pacific Tennis Courts of AZ LLC	$84,694.20

Market Basket 2	
General Acrylics, Inc.	$14,442.31
Pacific Tennis Courts of AZ LLC	$25,188.85

Market Basket 3	
General Acrylics, Inc.	$18,978.88
Pacific Tennis Courts of AZ LLC	$29,995.00

- General Acrylics, Inc. was the overall lowest bidder for all three market baskets. General Acrylics, Inc. bid new construction, repair and maintenance of outdoor sports courts. General Acrylics, Inc. has on staff an American Sports Builders Association certified Tennis Court Builder and is the manufacturer of Gameco court surfacing products. General Acrylics, Inc. offered volume discounts for court repair, resurfacing, construction or re-construction. They have an extensive base of installed and maintained sports courts in Arizona. They provide Douglas Sports Equipment, Frasure / LSI Sports Lighting, NGI and First Team. Their current bonding capacity is $15,000,000.

The bidder recommended for award is not listed on the United States General Services Administration's Excluded Parties List, or on the Arizona Department of Administration Excluded Parties List.

The current contract under IFB 15O-1106 expire on February 1, 2021. It is recommended the award under IFB 20N-1112 take effect on February 2, 2021.

It is the recommendation of the evaluation committee that contracts be awarded to General Acrylics, Inc. for Sports Courts: New, Repair and Maintenance.

Not recommended for award (Below the cutoff for least number of vendors determined necessary to meet the members' requirements.)

Pacific Tennis Courts of AZ LLC – This firm's market basket sample jobs were higher than the bidder recommended for award. There were no apparent price requirements to substantiate award of an additional bid.

Approval of the #20N-1112 award as recommended:

Signature: Nancy L. Colbaugh Date: December 14, 2020

Nancy Colbaugh, CPPB
Contracts Manager

Signature: Anita S McLemore Date: December 14, 2020

Anita S. McLemore, C.P.M.
Executive Director

Scheduled Site Maintenance - 8:00 PM - 10:00 PM on Tues., Dec. 15, 2020

Online services will be temporarily unavailable due to scheduled site maintenance on Tues., Dec. 15, 2020, from 8:00 PM to 10:00 PM. Online services will also be unavailable between 5:00 PM on Dec. 21, 2020 through 8:00 AM Dec. 24, 2020 for additional site maintenance. We appreciate your patience.

COVID-19 - Registrar of Contractors Remains Open for Business - In-Person Services by Appointment Only Read More

Contractor Search

DISCLAIMER

The data supplied below is based on your specific request(s) and is correct to the best of our knowledge as of this date and time it was extracted from our database. The information is provided without personal research or analysis. The data is subject to change on a daily basis. You may obtain certified public records related to any licensee, including disciplinary complaints and non-disciplinary actions and orders, by contacting the ROC directly. If the information is required for legal purposes, you may request an affidavit in exchange for a fee as specified in A.R.S. 32-1104(F). Please email see Standard Terms of Use of this site guidelines.

Please note: The company or individuals listed in this license may hold other Arizona contractors licenses. To view information, status and complaint history for the past two years on other licenses listed, go to the License Inquiry page and do a Company Name and Personnel search by entering the name of the company's individual listed on the license.

DETAILS FOR

GENERAL ACRYLICS INC

LICENSE NUMBER ROC 077085

MONDAY, DECEMBER 14, 2020 09:22 AM

Share this License or Send it to Yourself: Email | Save for Later

CONTRACTOR

NAME / ADDRESS / PHONE

General Acrylics Inc
22222 N 22nd Ave
Phoenix, AZ 85027-1903
Phone: (602) 569-9377

STATUS / ACTION

Active

LICENSE

CLASS & DESCRIPTION

General Commercial A General Engineering

ENTITY TYPE

Corporation

ISSUED / RENEWAL

First Issued: 1986-04-04
Renewed Through: 2021-03-31

This license is QP Exempt.

QUALIFYING PARTY & PERSONNEL

The Qualifying Party listed below is associated with this license. All other persons named, if any, are associated with the company. They are not all necessarily associated with this license.

Name: Jonnie Rae Deremo
Position: Officer

Name: Kenneth Gilbert Stull
Position: Officer

Name: General Acrylics Inc
Position: Related Entity.

Name: General Acrylics Inc
Position: Related Entity.

COMPLAINT INFORMATION

Complaints against this contractor are listed below. Complaints that were cancelled, resolved or settled without a corrective work order or dismissed are not included. Contact the Registrar of Contractors at 602-542-1525 or toll-free statewide at 1-877-My AZROC (1-877-692-9762) to identify the ROC office location you need to visit to view complete complaint documentation.

Open Cases	CLOSED CASES: Disciplined Cases	CLOSED CASES: Resolved / Settled Cases
0	0	0

BOND INFORMATION

How to collect from a license bond

Bond Type:	SURETY
Bond Number:	59BSBAI8552
Effective Date:	2000-03-17
Bond Company:	HARTFORD FIRE INSURANCE COMPANY
Amount:	$ 0.00
Paid:	$ 0.00
Available:	$ 75000.00
Status:	ACTIVE

CONTRACTOR SEARCH

To find out if a contractor's ROC license is current and see other information related to the license, enter their 6 digit license number or their name below. If searching by a person's name, be sure to use first then last - for example: "John Doe" instead of "Doe, John". You can also use the ADVANCED SEARCH functions by clicking the gray "Advanced Search" button below to search by City, Classification, Status and more. Click to read the complete instructions.

General Acrylics, Inc.

SEARCH

Advanced Search

Export a List

Share Your Search

Clear

IF YOU EXPERIENCE A TECHNICAL PROBLEM, PLEASE CLICK HERE.

FOR A LIST OF PENDING LICENSE APPLICATIONS CLICK HERE

If you are looking for a complete and up-to-date contractor, we highly recommend using our Licensed List page.
For a list of contractors with plentiful information, please submit a Public Records Request through our Public Records Request Online Tool page. Thank you.

ARIZONA
Official Website of the State of Arizona

Contact Us

AZ ROC
1700 W. Washington St. Suite 105
Phoenix, Arizona 85007-2812
Find in Google Maps

Phone: (602) 542-1525
Fax: (602) 542-1589



IFB 20N-1112 EVALUATOR AGREEMENT AND CONFLICT OF INTEREST FORM

NAME and TITLE Michael R. Nentwig EMPLOYER MESC

ADDRESS 625 East Beale St. Kingman AZ 86401 PHONE 928-718-3203

Working with the following Mohave Contract Specialist: Self

Statement of Understanding
(Initial each section to indicate your understanding of the requirement)

MN I agree to evaluate the responses to the solicitation according to its evaluation criteria terms.

The IFB evaluation criteria is as follows:

Basis of award: Award(s) will be made to the responsive and responsible bidder(s) whose bid(s) is (are) determined in writing to be the low responsive and responsible bid or bids. Mohave reserves the right to use model projects/market baskets to determine the ranking of bids. It is Mohave's intent to award a complete line of products, when possible and advantageous.

Responsible bidder: A responsible bidder is a firm or person who at the time of contract award has the capability to perform the contract requirements and the integrity and reliability that will assure good faith performance. Mohave shall ~~must~~ determine a bidder to be responsible before awarding a contract to bidder.

Responsive bids: A responsive bid conforms in all respects to the material requirements of the solicitation. Bids must be responsive to receive award consideration. Mohave reserves the right to waive minor informalities.

MN I understand that Mohave will consider my evaluation along with evaluations by other professionals. However, I also agree that Mohave is under no obligation to accept my evaluation, except as advisory. I also understand that Mohave will hold my employer and/or me harmless if any vendor or interested party protests any award or lack of award made by Mohave under the terms of this solicitation.

MN I agree not to discuss my evaluation or any of the evaluation process prior to the announcement of an award, as required by Arizona statute (per ARS §41-2616 (C)).

MN I confirm that I have not received gratuities in the form of entertainment, gifts, or otherwise, that have been offered by any of the bidders responding to this solicitation with a view toward securing a contract.

Mohave may publicly thank members of the evaluation committee who are not employed by Mohave on our website. By making your selection below, this will indicate your understanding that we may publicly recognize your help with the evaluation process. Please indicate if wish or do not to be thanked in this manner, by indicating with Yes or No answer below:

MN (Yes) _____ (No)

Please indicate your answer by signing your initials in the appropriate boxes

☐ New Evaluator ☑ MN Returning Evaluator

The Arizona Revised Statutes (ARS) place some restrictions with which you must comply regarding conflict of interest not only for yourself but also your relatives (Relative means: spouse, child, child's child, parent, grandparent, siblings (full or half-blood) and their spouses, and the parent, sibling or child of a spouse, pursuant to ARS 38-502). You are required to complete the following form to determine that you're in compliance with these provisions. This form must be completed every time you participate in a contract evaluation.

Business Interest

Are you, or any of your relatives, involved in any ownership, employment, public or private affiliations, or special arrangements which may have a substantial (Substantial means: any pecuniary or proprietary interest, either direct or indirect, other than a remote interest) interest in any contract, sale, purchase, or service involving Mohave or any of Mohave's contracts, vendors or members?

☑ MN No ☐ Yes Please describe below (attach sheet if necessary):

_____

_____

_____

Liability

Violating Arizona's conflict of interest laws have significant consequences which include, but may not be limited to:

1. Intentionally or knowingly violating any provision of sections §38-503 through §38-505 is guilty of a CLASS 6 FELONY.
2. Recklessly or negligently violating any provision of sections §38-503 through §38-505 is guilty of a CLASS 1 MISDEMEANOR.

☑ MN I understand that I may be held personally liable for costs associated with violating Arizona's conflict of interest laws.

I also acknowledge that I am responsible for knowing and understanding Arizona's conflict of interest laws available in A.R.S. §38-501 through §38-510.

Signature _____ **Date** 11/12/20

Signature by Mohave: Anita L McInnes

IFB 20N-1112 EVALUATOR AGREEMENT AND CONFLICT OF INTEREST FORM

NAME and TITLE Matt Belden Ast. Sup. of Operations EMPLOYER GUHSD #205

ADDRESS 7650 W. 43rd Ave Glendale 85301 PHONE 623-435-6689

Working with the following Mohave Contract Specialist: Mike Nentwig

Statement of Understanding
(Initial each section to indicate your understanding of the requirement)

MB I agree to evaluate the responses to the solicitation according to its evaluation criteria terms.

The IFB evaluation criteria is as follows:

Basis of award: Award(s) will be made to the responsive and responsible bidder(s) whose bid(s) is (are) determined in writing to be the low responsive and responsible bid or bids. Mohave reserves the right to use model projects/market baskets to determine the ranking of bids. It is Mohave's intent to award a complete line of products, when possible and advantageous.

Responsible bidder: A responsible bidder is a firm or person who at the time of contract award has the capability to perform the contract requirements and the integrity and reliability that will assure good faith performance. Mohave shall ~~must~~ determine a bidder to be responsible before awarding a contract to bidder.

Responsive bids: A responsive bid conforms in all respects to the material requirements of the solicitation. Bids must be responsive to receive award consideration. Mohave reserves the right to waive minor informalities.

MB I understand that Mohave will consider my evaluation along with evaluations by other professionals. However, I also agree that Mohave is under no obligation to accept my evaluation, except as advisory. I also understand that Mohave will hold my employer and/or me harmless if any vendor or interested party protests any award or lack of award made by Mohave under the terms of this solicitation.

MB I agree not to discuss my evaluation or any of the evaluation process prior to the announcement of an award, as required by Arizona statute (per ARS §41-2616 (C)).

MB I confirm that I have not received gratuities in the form of entertainment, gifts, or otherwise, that have been offered by any of the bidders responding to this solicitation with a view toward securing a contract.

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MB (Yes) _____ (No)

Please indicate your answer by signing your initials in the appropriate boxes

[MB] New Evaluator [ ] Returning Evaluator

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[MB] No [ ] Yes Please describe below (attach sheet if necessary):

_____

_____

_____

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2. Recklessly or negligently violating any provision of sections §38-503 through §38-505 is guilty of a CLASS 1 MISDEMEANOR.

[MB] I understand that I may be held personally liable for costs associated with violating Arizona's conflict of interest laws.

I also acknowledge that I am responsible for knowing and understanding Arizona's conflict of interest laws available in A.R.S. §38-501 through §38-510.

Signature Matt Belden **Date** 11/24/2020

Signature by Mohave: Anita L McLaren

IFB 20N-1112 EVALUATOR AGREEMENT AND CONFLICT OF INTEREST FORM

NAME and TITLE Griselda Cruz Audit/Proc Manager EMPLOYER Mohave Educational Servic
ADDRESS 625 E. Beale St Kingman AZ 86409 PHONE (928) 718-3206
Working with the following Mohave Contract Specialist: Michael Nentwig

Statement of Understanding
(Initial each section to indicate your understanding of the requirement)

GC I agree to evaluate the responses to the solicitation according to its evaluation criteria terms.

The IFB evaluation criteria is as follows:

Basis of award: Award(s) will be made to the responsive and responsible bidder(s) whose bid(s) is (are) determined in writing to be the low responsive and responsible bid or bids. Mohave reserves the right to use model projects/market baskets to determine the ranking of bids. It is Mohave's intent to award a complete line of products, when possible and advantageous.
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✓ (Yes) ____ (No)

Please indicate your answer by signing your initials in the appropriate boxes

☐ New Evaluator ☑ Returning Evaluator

The Arizona Revised Statutes (ARS) place some restrictions with which you must comply regarding conflict of interest not only for yourself but also your relatives (Relative means: spouse, child, child's child, parent, grandparent, siblings (full or half-blood) and their spouses, and the parent, sibling or child of a spouse, pursuant to ARS 38-502). You are required to complete the following form to determine that you're in compliance with these provisions. This form must be completed every time you participate in a contract evaluation.

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☑ No ☐ Yes Please describe below (attach sheet if necessary):

Liability
Violating Arizona's conflict of interest laws have significant consequences which include, but may not be limited to:
1. Intentionally or knowingly violating any provision of sections §38-503 through §38-505 is guilty of a CLASS 6 FELONY.
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☑ I understand that I may be held personally liable for costs associated with violating Arizona's conflict of interest laws.

I also acknowledge that I am responsible for knowing and understanding Arizona's conflict of interest laws available in A.R.S. §38-501 through §38-510.

Signature [signature] **Date** 11/17/2020

Signature by Mohave: Anita L McMurray

SAM Search Results
List of records matching your search for :

Search Term : General Acrylics, Inc.*
Record Status: Active

ENTITY	General Acrylics, Inc.		Status: Active
DUNS: 061088720	+4:	CAGE Code: 7J7N8	DoDAAC:
Expiration Date: 08/03/2021	Has Active Exclusion?: No	Debt Subject to Offset?: No	
Address: 22222 N 22nd Ave City: Phoenix ZIP Code: 85027-1903		State/Province: ARIZONA Country: UNITED STATES	

Debarred and Suspended Firms

SPO is responsible for maintaining a list of firms that are suspended or debarred from doing business with the State of Arizona.

THERE ARE NO SUSPENDED OR DEBARRED FIRMS AT THIS TIME.



8. B.

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Daniel Logan, Solid Waste Collections Manager

Co-Submitter: Todd Hanson

Co-Submitter: Andy Bertelsen

Date: 04/27/2021

Meeting Date: 05/04/2021

TITLE:

Consideration and Approval of Contract: Purchase of one (1) Residential Rear Load Refuse Truck from Short Equipment, Inc. in the amount of $158,775.37.

STAFF RECOMMENDED ACTION:

1. Approve the purchase of one (1) used Newway 20yd Cobra Rear Load Refuse Truck in the amount of $158,775.37 (page 1 of pricing quote) from Short Equipment, Inc.;
2. Authorize the City Manager to execute the necessary documents.

Executive Summary:

The Solid Waste Commercial Program uses bulky trucks daily to collect residential refuse and green waste materials. Consistent reliability of these vehicles ensure the Solid Waste Collection Program can provide service to the City of Flagstaff facilities, residential homes and neighborhoods, publicly owned businesses and maintain our contractual obligations with NAU, FUSD and many others. The purchase of this truck has been approved by the Fleet Management Committee. This truck will supplement the current aging trucks currently used for the bulky program and provide the service level the community expects. Additionally, this truck was built to our specifications and meets our current growth and collections needs in the smaller communities such as Rio Homes, Timber sky, and Presidio to name a few. This new truck will have far superior emission standards and fuel efficiencies making them more environmentally beneficial as well. The Equipment warranty and services are supported locally in Flagstaff by Velocity (Freightliner) Truck Centers and the City of Flagstaff Fleet Department.

Financial Impact:

The Solid Waste Collection Program has $348,770 budget capacity in the Fleet Capital line item for the replacement of collection trucks in FY 2020-21 in account 211-06-166-0641-0-4401. The Section is planning on utilizing $158,775.37 of those funds for the purchase of one (1) truck.

Policy Impact:

None.

Connection to PBB Key Community Priorities/Objectives & Regional Plan:

Connection to Current Council Goals: Take meaningful climate change action through the use of collection vehicles with lower emission and greater fuel efficiency. Actively manage and protect all environmental and natural resources by collecting trash and recyclables, which ensures waste is handled in an environmentally safe manner. Bulky Trash Collection reduces potential urban wildfire risk and illegal dumping in the forest.

Priority Based Budgeting Council Results and Definitions: High Performing Governance by providing high quality internal and external customer service. Inclusive & Engaged Community by promoting environmental justice & the fair distribution of environmental benefits. While this is an addition to the fleet, Solid Waste does not have any residential bulky trucks that have reduced emissions. This vehicle will reduce the environmental impact and help reduce the carbon footprint.

Has There Been Previous Council Decision on This:

No. This truck is budgeted FY 2020-2021 and is an addition to the current Solid Waste Fleet.

Options and Alternatives:

1. Approve a contract with Short Equipment, Inc. for the purchase of one (1) used Residential Rear Load Refuse Truck in the amount of $158,775.37.
2. Direct Staff to conduct a competitive bid process for a new, custom-built truck.
3. Rent similar equipment every year at much greater expense over time ($5,500/mo.).

Background/History:

During the annual budget process for FY20-21, Solid Waste was approved to rent a bulky waste collection vehicle. After a careful look at other viable options, the purchase of this used bulky truck is the recommended prudent action to be taken. The Solid Waste Collection Program attempted to utilize contractors on a part-time basis first to supplement the growing demands for the bulky program. After a two-week trial period it was found that the contractors were not providing the high level of service that we commit to our stakeholders and the cost was very high (approximately $1050.00 /wk). The Solid Waste Collection Program also attempted to utilize the Waste Management Transfer Station in an effort to reduce load cycle times (route distances) and found that this option was just as costly and did not effectively reduce route cycle times. The Solid Waste Collection Program then reached out to all the vendors to find the exact equipment that could fill the need for additional bulky waste collection capacity and service the new subdivisions with hard to service clearances. One vendor was willing to take on the project. This truck was custom-built to the Solid Waste Collection Program’s specifications and meets the needs perfectly. After a short rental trial (7mo.), the decision was made to request a purchase of this equipment in order to reduce the overall cost of this program. The expected life of a rear loader truck is approximately 12 to 14 years, which, if the rental was continued would result in an overall cost of approximately $792,000 for 12 years.

Purchasing this rear load truck will cost $158,775.37, resulting in an estimated overall cost saving of approximately $600,000 over the life of the truck. All proposed fleet purchases were approved by the Fleet Management Committee. Solid Waste vehicles under consideration for fiscal year 2019-2020 were appropriately planned and budgeted. Due to the nature of this purchase, coupled with the initial custom build and short-term rental trial period, it was determined to be a sole source because of the utilized rental period and custom design which was built to suit the City's Solid Waste needs.

Key Considerations:

The City of Flagstaff and Fleet Services have long working relationship with Short Equipment, Inc. in Phoenix, and they will be able to provide warranty and post warranty repairs, if needed. There are also additional local resources, including, mobile mechanics to support the Section which is a direct connection to supporting Council's goal of providing "sustainable and equitable" services to our population. Fleet Services will also be authorized to perform warranty repair on these refuse bodies and be eligible for reimbursement.

Expanded Financial Considerations:

This truck was built to the Solid Waste Collection Program's specifications and used first as a trial rental truck. Because this truck was first used as a rental, the Solid Waste Collection Program was able to negotiate a greatly reduced purchase price well below the current market price on a sole source new refuse rear loader.

Community Benefits and Considerations:

Community benefits include continued consistent quality Commercial trash and recycle collection service at the lowest possible user fees. In addition, having modern, clean, and efficient collection equipment with the most advanced emission control and fuel saving technology in our fleet portrays a positive image to the community we serve

Community Involvement:

Bulky Solid Waste Collection is a significant source of community interest in the importance of having the tools to perform the duties as obligated. Community stakeholders such as NAU, FUSD, residents, and the City's own infrastructure, rely on the Solid Waste Collection Program to deliver safe and timely collection of trash and recyclables in the community.

Attachments:

Tipper
Tipper2
Cab
Front View
Side view
Pricing Quote
COF contract 2021-107

CAUTION
DO NOT
ENTER









SHORT EQUIPMENT, INC.
KEEPING YOU IN SERVICE

QUOTE

2210 E. Adams St.
Phoenix, AZ 85034
www.shortequipment.com
Direct: 480-404-8542
Office: 480-999-5455
Prepared by: Zac Short

DATE	3/2/21
QUOTE #	2069
VALID FOR	60 Days
TERMS	Net/30

CUSTOMER
City of Flagstaff
Attn: Todd Hanson

DESCRIPTION	Quantity	AMOUNT
New Way Cobra 20yd RL	1	134,559.00
Rental Unit from FleetForce		
Repainting of truck to N2623EX - Blue	1	6,500.00
Installing Perkins Cart Tipper - Tuckaway Latch Style	1	5,143.00

Subtotal	146,202.00
Taxable	146,202.00
Tax rate	8.600%
Tax due	12,573.37
Other	-
TOTAL	**$ 158,775.37**

TERMS AND CONDITIONS
1. Does not include taxes or fees unless otherwise noted
2. Valid for 30 days unless otherwise noted
3. Please return after signing or submit PO to confirm

Customer Acceptance (sign below):

x _____ **Date:**_____
Print Name:

If you have any questions about this price quote, please contact
Zac Short - zac@shortequipment.com

Thank You For Your Business!

CONTRACT FOR PURCHASE OF MATERIALS
Contract No. 2021-107

This Contract is entered into this _____ day of _____, 2021 by and between the City of Flagstaff, a political subdivision of the State or Arizona ("City"), and Short Equipment, Inc, an Arizona S Corporation ("Contractor).

WHEREAS, the City of Flagstaff desires to receive, and Contractor is able to provide materials;

NOW THEREFORE, in consideration for the mutual promises contained herein, the parties agree as follows:

1. Scope of Work: Contractor shall provide the materials generally described as follows:

One (1) Bulky Refuse Truck

and as more specifically described in the scope of work attached hereto as *Exhibit A.*

2. Compensation: In consideration for the Contractor's satisfactory performance, City shall pay Contractor **one-hundred fifty-eight thousand seven hundred seventy-five dollars and thirty-seven cents ($158,775.37)** as described in Exhibit A. Any price adjustment must be approved in writing and approved by the parties. The City Manager or his designee (the Purchasing Director) may approve an adjustment if the Contract price is less than $50,000; otherwise City Council approval is required.

3. Standard Terms and Conditions: The City of Flagstaff Standard Terms and Conditions, attached hereto as *Exhibit B* shall apply to performance of this Contract, except to the extent modified in *Exhibit A.*

4. Insurance: Contractor shall meet insurance requirements of the City, set forth in *Exhibit C.*

5. Contract Term: The Contract term is for a period of one (1) year, commencing on _____, 2021.

6. Notice: Any formal notice required under this Contract shall be in writing and sent by mail and email as follows:

To the City:
Emily Markel
City of Flagstaff
211 W. Aspen
Flagstaff, AZ 86001
emarkel@flagstaffaz.gov

To Contractor:
Zac Short
Sales
Short Equipment, Inc.
2210 E. Adams St.
Phoenix, AZ 85034
zac@shortequipment.com

With a copy to:
Daniel Logan
Public Works Manager
City of Flagstaff
211 W. Aspen
Flagstaff, AZ 86001
Daniel.Logan@flagstaffaz.gov

With a copy to:

7. Authority: Each party warrants that it has authority to enter into this Contract and perform its obligations hereunder, and that it has taken all actions necessary to enter into this Contract.

CONTRACTOR

_____

Print name:_____

Title:_____

CITY OF FLAGSTAFF

_____

Print name:_____

Title:_____

Attest:

_____
City Clerk

Approved as to form:

_____
City Attorney's Office
Notice to Proceed issued:_____, 2021

EXHIBIT A

SCOPE OF WORK

(Short Equipment, Inc. quote # 2069)

EXHIBIT B

CITY OF FLAGSTAFF

STANDARD TERMS AND CONDITIONS

IN GENERAL

1. **NOTICE TO PROCEED:** Contractor shall not commence performance until after City has issued a Notice to Proceed.

2. **LICENSES AND PERMITS:** Contractor its expense shall maintain current federal, state, and local licenses, permits and approvals required for performance of the Contract, and provide copies to City upon request.

3. **COMPLIANCE WITH LAWS:** Contractor shall comply with all applicable federal, state and local laws, regulations, standards, codes and ordinances in performance of this Contract.

4. **NON-EXCLUSIVE:** Unless expressly provided otherwise in the Contract, this Contract is non-exclusive and the City reserves the right to contract with others for materials or services.

5. **SAMPLES:** Any sample submitted to the City by the Contractor and relied upon by City as representative of quality and conformity, shall constitute an express warranty that all materials and/or service to be provided to City shall be of the same quality and conformity.

MATERIALS

6. **PURCHASE ORDERS:** The City will issue a purchase order for the materials covered by the Contract, and such order will reference the Contract number.

7. **QUALITY:** Contractor warrants that all materials supplied under this Contract will be new and free from defects in material or workmanship. The materials will conform to any statements made on the containers or labels or advertisements for the materials, and will be safe and appropriate for use as normally used. City's inspection, testing, acceptance or use of materials shall not serve to waive these quality requirements. This warranty shall survive termination or expiration of the Contract.

8. **ACCEPTANCE:** All materials and services provided by Contract are subject to final inspection and acceptance by the City. Materials and services failing to conform to the Contract specifications may be rejected in whole or part. If rejected, Contractor is responsible for all costs associated arising from rejection.

9. **MANUFACTURER'S WARRANTIES:** Contractor shall deliver all Manufacturer's Warranties to City upon City's acceptance of the materials.

10. **PACKING AND SHIPPING:** Contractor shall be responsible for industry standard packing which conforms to requirements of carrier's tariff and ICC regulations. Containers shall be clearly marked as to lot number, destination, address and purchase order number. All shipments shall be F.O.B. Destination, City of Flagstaff, 211 West Aspen Avenue, Flagstaff, Arizona 86001, unless otherwise specified by the City. C.O.D. shipments will not be accepted.

11. TITLE AND RISK OF LOSS: The title and risk of loss of material shall not pass to the City until the City actually receives the material at the point of delivery, and the City has completed inspection and has accepted the material, unless the City has expressly provided otherwise in the Contract.

12. NO REPLACEMENT OF DEFECTIVE TENDER: Every tender of materials shall fully comply with all provisions of the Contract. If a tender is made which does not fully conform, this shall constitute a breach and Contractor shall not have the right to substitute a conforming tender without prior written approval from the City.

13. DEFAULT IN ONE INSTALLMENT TO CONSTITUTE TOTAL BREACH: Contractor and may not substitute nonconforming materials, or services. Delivery of nonconforming materials, and/or services, or a default of any nature, at the option of the City, shall constitute shall deliver conforming materials, or services, in each installment or lot of the contract a breach of the contract as a whole.

14. SHIPMENT UNDER RESERVATION PROHIBITED: Contractor is not authorized to ship materials under reservation and no tender of a bill of lading shall operate as a tender of the materials.

15. LIENS: All materials and other deliverables supplied to the City shall be free of all liens other than the security interest held by Contractor until payment in full is made by the City. Upon request of the City, Contractor shall provide a formal release of all liens.

16. CHANGES IN ORDERS: The City reserves the right at any time to make changes in any one or more of the following: (a) methods of shipment or packing; (b) place of delivery; and (c) quantities. If any change causes an increase or decrease in the cost of or the time required for performance, an equitable adjustment may be made in the price or delivery schedule, or both. Any claim for adjustment shall be evidenced in writing and approved by the City Purchasing Director prior to the institution of the change.

PAYMENT

17. INVOICES: A separate invoice shall be issued for each shipment and each job completed. Invoices shall include the Contract and/or Purchase Order number, and dates when goods were shipped or work performed. Invoices shall be sent within 30 days following performance. Payment will only be made for satisfactory materials and/or services received and accepted by City.

18. LATE INVOICES: The City may deduct up to 10% of the payment price for late invoices. The City operates on a fiscal year budget, from July 1 through the following June 30. Except in unusual circumstances, which are not due to the fault of Contractor, City will not honor any invoices or claims submitted after August 15 for materials or services supplied in the prior fiscal year.

19. TAXES: Contractor shall be responsible for payment of all taxes including federal, state, and local taxes related to or arising out of Contractor's performance of this Contract. Such taxes include but are not limited to federal and state income tax, social security tax, unemployment insurance taxes, transaction privilege taxes, use taxes, and any other taxes or business license fees as required.

Exception: The City will pay any taxes which are specifically identified as a line item dollar amount in the Contractor's bid, proposal, or quote, and which were considered and approved by the City as part of the Contract award process. In this event, taxes shall be identified as a separate line item in Contractor's invoices.

20. FEDERAL EXCISE TAXES: The City is exempt from paying certain Federal Excise Taxes and will furnish an exemption certificate upon request.

21. FUEL CHARGES: Contractor at its own expense is liable for all fuel costs related to performance. No fuel surcharges will be accepted or paid by City.

22. DISCOUNTS: If the Contract provides for payment discounts, payment discounts will be computed from the later date of the following: (a) when correct invoice is received by the City; or (b) when acceptable materials and/or materials were received by City.

23. AMOUNTS DUE TO THE CITY: Contractor must be current and remain current in all obligations due to the City during performance. Payments to Contractor may be offset by any delinquent amounts due to City or fees and charges owed to City under this Contract.

24. OFAC: No City payments may be made to any person in violation of Office of Foreign Assets Control regulations, 31 C.F.R. Part 501.

SERVICES

25. INDEPENDENT CONTRACTOR: Contractor shall be an independent contractor for purposes of all laws, including but not limited to the Fair Labor Standards Act, Federal Insurance Contribution Act, Social Security Act, Federal Unemployment Tax Act, Internal Revenue Code, Immigration and Naturalization Act; Arizona revenue and taxation, workers' compensation, and unemployment insurance laws.

26. CONTROL: Contractor shall be responsible for the control of the work.

27. WORK SITE: Contractor shall inspect the work site and notify the City in writing of any deficiencies or needs prior to commencing work.

28. SAFEGUARDING PROPERTY: Contractor shall responsible for any damage to real property of the City or adjacent property in performance of the work and safeguard the worksite.

29. QUALITY: All work shall be of good quality and free of defects, performed in a diligent and professional manner.

30. ACCEPTANCE: If work is rejected by the City due to noncompliance with the Contract, The City, after notifying Contractor in writing, may require Contractor to correct the deficiencies at Contractor's expense, or cancel the work order and pay Contractor only for work properly performed.

31. WARRANTY: Contractor warrants all work for a period of one (1) year following final acceptance by the City. Upon receipt of written notice from the City, Contractor at its own expense shall promptly correct work rejected as defective or as failing to conform to the Contract, whether observed before or after acceptance, and whether or not fabricated, installed or completed by Contractor, and shall bear all costs of correction. If Contractor does not correct deficiencies within a reasonable time specified in the written notice from the City, the City may perform the work and Contractor shall be liable for the costs. This one-year warranty is in addition to, and does not limit Contractor's other obligations herein. This warranty shall survive termination or expiration of the Contract.

INSPECTION, RECORDS, ADMINISTRATION

32. RECORDS: The City shall have the right to inspect and audit all Contractor books and records related to the Contract for up to five (5) years after completion of the Contract.

33. RIGHT TO INSPECT BUSINESS: The City shall have the right to inspect the place of business of the Contractor or its subcontractor during regular business hours at reasonable times, to the extent necessary to confirm Contract performance.

34. PUBLIC RECORDS: This Contract and any related materials are a matter of public record and subject to disclosure pursuant to Arizona Public Records Law, A.R.S. § 39-121 et seq. If Contractor has clearly marked its proprietary information as "confidential", the City will endeavor to notify Contractor prior to release of such information.

35. CONTRACT ADMINISTRATION: Contractor will be required to participate in the City's Contract Administration Process. Contractor will be closely monitored for contract compliance and will be required to promptly correct any deficiencies.

INDEMNIFICATION, INSURANCE

36. GENERAL INDEMNIFICATION: Contractor shall indemnify, defend and hold harmless the City, its council, boards and commissions, officers, employees from all losses, claims, suits, payments and judgments, demands, expenses, attorney's fees or actions of any kind resulting from personal injury to any person, including employees, subcontractors or agents of Contractor or damages to any property arising or alleged to have arisen out of the negligent performance of the Contract, except any such injury or damages arising out of the sole negligence of the City, its officers, agents or employees. This indemnification provision shall survive termination or expiration of the Contract. This indemnification clause shall not apply, if a different indemnification clause is included in the City's Specific Terms and Conditions.

37. INSURANCE: Contractor shall maintain all insurance coverage required by the City, including public liability and worker's compensation.

38. INTELLECTUAL PROPERTY INDEMNIFICATION: Contractor shall indemnify and hold harmless the City against any liability, including costs and expenses, for infringement of any patent, trademark or copyright or other proprietary rights of any third parties arising out of contract performance or use by the City of materials furnished or work performed under this Contract. Contractor shall promptly assume full responsibility for the defense of any suit or proceeding which is, has been, or may be brought against the City and its agents for alleged infringement, or alleged unfair competition resulting from similarity in design, trademark or appearance of goods, and indemnify the City against any and all expenses, losses, royalties, profits and damages, attorneys fees and costs resulting from such proceedings or settlement thereof. This indemnification shall survive termination or expiration of the Contract.

CONTRACT CHANGES

39. PRICE INCREASES: Except as expressly provided for in the Contract, no price increases will be approved.

40. COMPLETE AGREEMENT: The Contract is intended to be the complete and final agreement of the parties.

41. AMENDMENTS: This Contract may be amended by written agreement of the parties.

42. SEVERABILITY: If any term or provision of this Contract is found by a court of competent jurisdiction to be illegal or unenforceable, then such term or provision is deemed deleted, and the remainder of this Contract shall remain in full force and effect.

43. NO WAIVER: Each party has the right insist upon strict performance of the Contract, and the prior failure of a party to insist upon strict performance, or a delay in any exercise of any right or remedy, or acceptance of materials or services, shall not be deemed a waiver of any right to insist upon strict performance.

44. ASSIGNMENT: This Contract may be assigned by Contractor with prior written consent of the City, which will not be unreasonably withheld. Any assignment without such consent shall be null and void. Unless expressly provided for in a separately executed Consent to Assignment, no assignment shall relieve Contractor (Assignor) from any of its obligations and liabilities under the Contract with respect to City. The Purchasing Director shall have authority to consent to an assignment on behalf of City.

45. BINDING EFFECT: This Contract shall be binding upon and inure to the benefit of the parties and their successors and assigns.

EMPLOYEES AND SUBCONTRACTORS

46. SUBCONTRACTING: Contractor may subcontract work in whole or in part with the City's advance written consent. City reserves the right to withhold consent if subcontractor is deemed irresponsible and/or subcontracting may negatively affect performance. All subcontracts shall comply with the underlying Contract. Contractor is responsible for Contract performance whether or not subcontractors are used.

47. NONDISCRIMINATION: Contractor shall not discriminate against any employee or applicant for employment or person to whom it provides services because of race, color, religion, sex, national origin, disability, genetic information, veteran's status, pregnancy, familial status and represents and warrants that it complies with all applicable federal, state and local laws and executive orders regarding employment. In addition any Contractor located within City of Flagstaff limits shall comply with the City Code, Chapter 14-02Civil Rights which also prohibits discrimination based on sexual orientation, or gender identity or expression.

48. DRUG FREE WORKPLACE: The City has adopted a Drug Free Workplace policy for itself and those doing business with the City to ensure the safety and health of all persons working on City contracts and projects. Contractor personnel shall abstain from use or possession of illegal drugs while engaged in performance of this Contract.

49. IMMIGRATION LAWS: Pursuant to A.R.S. § 41-4401, Contractor hereby warrants to the City that the Contractor and each of its subcontractors will comply with, and are contractually obligated to comply with, all State and Federal Immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A) (hereinafter "Contractor Immigration Warranty"). A breach of the Contractor Immigration Warranty shall constitute a material breach of this Contract and shall subject the Contractor to penalties up to and including termination of this Contract at the sole discretion of the City. The City retains the legal right to inspect the papers of any Contractor or subcontractor employee who works on this Contract to ensure compliance with the Contractor Immigration

Warranty. Contractor agrees to assist the City in regard to any such inspections. The City may, at its sole discretion, conduct random verification of the employment records of the Contractor and any subcontractors to ensure compliance with Contractor's Immigration Warranty. Contractor agrees to assist the City in regard to any random verification performed. Neither Contractor nor any subcontractor shall be deemed to have materially breached the Contractor Immigration Warranty if Contractor or subcontractor if Contractor or subcontractor establishes that it has complied with the employment verification provisions prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the E-verify requirements prescribed by A.R.S. § 23-214(A).

DEFAULT AND TERMINATION

50. TERMINATION FOR DEFAULT: Prior to terminating this Contract for a material breach, the non-defaulting party shall give the defaulting party written notice and reasonable opportunity to cure the default, not to exceed thirty (30) days unless a longer period of time is granted by the non-defaulting party in writing. In the event the breach is not timely cured, or in the event of a series of repeated breaches the non-defaulting party may elect to terminate Contract by written notice to Contractor, which shall be effective upon receipt. In the event of default, the parties may execute all remedies available at law in addition Contract remedies provided for herein.

51. CITY REMEDIES: In the event of Contractor's default, City may obtain required materials and/or services from a substitute contractor, and Contractor shall be liable to the City to pay for the costs of such substitute service. City may deduct or offset the cost of substitute service from any balance due to Contractor, and/or seek recovery of the costs of substitute service against any performance security, and/or collect any liquidated damages provided for in the Contract. Remedies herein are not exclusive.

52. CONTRACTOR REMEDIES: In the event of City's default, Contractor may pursue all remedies available at law, except as provided for herein.

53. SPECIAL DAMAGES: In the event of default, neither party shall be liable for incidental, special, or consequential damages.

54. TERMINATION FOR NONAPPROPRIATION OF FUNDS: The City may terminate all or a portion of this Contract due to budget constraints and non-appropriation of funds for the following fiscal year, without penalty or liability to Contractor.

55. TERMINATION FOR CONVENIENCE: Unless expressly provided for otherwise in the Contract, this Contract may be terminated in whole or part by the City for convenience upon thirty (30) days written notice, without further penalty or liability to Contractor. If this Contract is terminated, City shall be liable only for payment for satisfactory materials and/or services received and accepted by City before the effective date of termination.

56. TERMINATION DUE TO INSOLVENCY: If Contractor becomes a debtor in a bankruptcy proceeding, or a reorganization, dissolution or liquidation proceeding, or if a trustee or receiver is appointed over all or a substantial portion of the property of Contractor under federal bankruptcy law or any state insolvency law, Contractor shall immediately provide the City with a written notice thereof. The City may terminate this Contract, and Contractor is deemed in default, at any time if the Contractor becomes insolvent, or is a party to any voluntary bankruptcy or receivership proceeding, makes an assignment for a creditor, or there is any similar action that affects Contractor's ability to perform under the Contract.

57. PAYMENT UPON TERMINATION: Upon termination of this Contract, City will pay Contractor for satisfactory performance up until the effective date of termination. City shall make final payment within thirty (30) days from receipt of the Contractor's final invoice.

58. CANCELLATION FOR GRATUITIES: The City may cancel this Contract at any time, without penalty or further liability to Contractor, if City determines that Contractor has given or offered to give any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant ("Gratuities") in connection with award or performance of the Contract.

59. CANCELLATION FOR CONFLICT OF INTEREST (A.R.S. § 38-511): The City may cancel this Contract within three (3) years after its execution, without penalty or further liability to Contractor.

MISCELLANEOUS

60. ADVERTISING: Contractor shall not advertise or publish information concerning its Contract with City, without the prior written consent of the City.

61. NOTICES: All notices given pursuant to this Contract shall be delivered at the addresses as specified in the Contract, or updated by Notice to the other party. Notices may be: (a) personally delivered, with receipt effective upon personal delivery; (b) sent via certified mail, postage prepaid, with receipt deemed effective four (4) days after being sent; (c) or sent by overnight courier, with receipt deemed effective two (2) days after being sent Notice may be sent by email as a secondary form of notice.

62. THIRD PARTY BENEFICIARIES: This Contract is intended for the exclusive benefit of the parties. Nothing herein is intended to create any rights or responsibilities to third parties.

63. GOVERNING LAW: This Contract shall be construed in accordance with the laws of Arizona.

64. FORUM: In the event of litigation relating to this Contract, any action at law or in equity shall be filed in Coconino County, Arizona.

65. ATTORNEYS FEES: If any action at law or in equity is necessary to enforce the terms of this Contract, the prevailing party shall be entitled to recover its reasonable attorneys fees, costs, professional fees and expenses.

66. FORCE MAJUERE: There may be events that occur during the term of this Contract that are beyond the control of both the City and the Contractor, including events of war, floods, labor, disputes, earthquakes, epidemics, pandemics, adverse weather conditions not reasonably anticipated, forest fires, and other acts of God. These events may result in a temporary delay of contractual deliverables, or the permanent inability to provide the contractual deliverables that are the subject of this Contract.

There will be no claims arising from a temporary delay of contractual deliverables, or the permanent inability to provide the contractual deliverables caused by the events described above, and the City will pay no additional costs incurred as a result of such events.

The parties agree to act in good faith to extend the Contract completion date without any penalty to the Contractor and that the extension will be in an amount of time equal to any temporary delay. This term supersedes all other terms regarding temporary delay, permanent shut down, or increased costs.

EXHIBIT C

INSURANCE REQUIREMENTS

1. In General. Contractor shall maintain insurance against claims for injury to persons or damage to property, arising from performance of or in connection with this Contract by the Contractor, its agents, representatives, employees or contractors.

2. Requirement to Procure and Maintain. Each insurance policy required by this Contract shall be in effect at, or before, commencement of work under this Contract and shall remain in effect until all Contractor's obligations under this Contract have been met, including any warranty periods. The Contractor's failure to maintain the insurance policies as required by this Contract or to provide timely evidence of renewal will be considered a material breach of this Contract.

3. Minimum Scope and Limits of Insurance. The following insurance requirements are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The City does not represent or warrant that the minimum limits set forth in this Contract are sufficient to protect the Contractor from liabilities that might arise out of this Contract, and Contractor is free to purchase such additional insurance as Contractor may determine is necessary.

   Contractor shall provide coverage at least as broad and with limits not less than those stated below.

   a. Commercial General Liability - Occurrence Form

General Aggregate	$2,000,000
Products/Completed Operations	$1,000,000
Each Occurrence	$1,000,000

   b. Umbrella Coverage $2,000,000

   c. Automobile Liability – Any Automobile or Owned, Hired and Non-owned Vehicles Combined Single Limit Per Accident for Bodily Injury & Property Damage $1,000,000

   d. Workers' Compensation and Employer's Liability

Workers' Compensation	Statutory
Employer's Liability: Each Accident	$500,000
Disease - Each Employee	$500,000
Disease - Policy Limit	$500,000

4. Self-Insured Retention. Any self-insured retentions must be declared to and approved by the City. If not approved, the City may require that the insurer reduce or eliminate such self-insured retentions with respect to the City, its officers, agents, employees, and volunteers. Contractor shall be solely responsible for any self-insured retention amounts. City at its option may require Contractor to secure payment of such self insured retention by a surety bond or irrevocable and unconditional letter of credit.

5. Other Insurance Requirements. The policies shall contain, or be endorsed to contain, the following provisions:

   a. Additional Insured. In Commercial General Liability and Automobile Liability Coverages, the City of Flagstaff, its officers, officials, agents and employees shall be named and endorsed as additional insureds with respect to liability arising out of this Contract and activities performed by or on behalf of the Contractor, including products and completed operations of the Contractor, and automobiles owned, leased, hired or borrowed by the Contractor.

   b. Broad Form. The Contractor's insurance shall contain broad form contractual liability coverage.

   c. Primary Insurance. The Contractor's insurance coverage shall be primary insurance with respect to the City, its officers, officials, agents, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, agents and employees, shall be in excess of the coverage of the Contractor's insurance and shall not contribute to it.

   d. Each Insured. The Contractor's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

   e. Not Limited. Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.

   f. Waiver of Subrogation. The policies shall contain a waiver of subrogation against the City, its officers, officials, agents and employees for losses arising from work performed by Contractor for the City.

6. Notice of Cancellation. Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, cancelled, reduced in coverage or in limits unless prior written notice has been given to the City. Notices required by this section shall be sent directly to the Buyer listed in the original Solicitation and shall reference the Contract Number:

   Attention: Emily Markel, Senior Procurement Specialist
   Contract No. 2021-61
   Purchasing Department
   City of Flagstaff,
   211 W. Aspen Avenue
   Flagstaff, Arizona 86001.

7. Acceptability of Insurers. Contractor shall place insurance hereunder with insurers duly licensed or approved unlicensed companies in the State of Arizona and with a "Best's" rating of not less than A-: VII. The City does not represent or warrant that the above required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

8. Certificates of Insurance. The Contractor shall furnish the City with certificates of insurance (ACORD form) as required by this Contract. The certificates for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. Any policy endorsements that restrict or limit coverage shall be clearly noted on the certificate of insurance. The City project/contract number and project description shall be noted on the certificates of insurance. The City must receive and approve all certificates of insurance and endorsements before the Contractor commences work.

9. Policies. The City reserves the right to require, and receive within ten (10) days, complete, certified copies of all insurance policies and endorsements required by this Contract at any time. The City shall not be obligated, however, to review any insurance policies or to advise Contractor of any deficiencies in such policies and endorsements. The City's receipt of Contractor's policies or endorsements shall not relieve Contractor from, or be deemed a waiver of, the City's right to insist on strict fulfillment of Contractor's obligations under this Contract.

10. Modifications. Any modification or variation from the insurance requirements in this Contract must have the prior approval of the City's Attorney's Office in consultation with the City's Risk Manager, whose decision shall be final. Such action will not require a formal Contract amendment but may be made by their handwritten revision and notation to the foregoing insurance requirements.

8. C.

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To:	The Honorable Mayor and Council
From:	Stacy Saltzburg, City Clerk
Date:	04/27/2021
Meeting Date:	05/04/2021

TITLE:

Ratification: Surface Transportation Reauthorization Revised Project Request

STAFF RECOMMENDED ACTION:

Ratify the Surface Transportation Reauthorization Revised Project Request Letter

Executive Summary:

In mid-March, the House Transportation and Infrastructure Committee released guidance to House offices requesting projects for the upcoming surface transportation bill. No guidance on project or funding limitations was included in this initial guidance. In response, a team comprised of City and Metroplan staff quickly put together a $46.9 million proposal for the Lone Tree Corridor (specifically focusing on existing Lone Tree Road between JW Powell Boulevard and Sawmill Road). This proposal was supported by a variety of community and state partners and would save Proposition 419 funds by allowing reallocation of funds to other projects.

More recently, the House Transportation and Infrastructure Committee released additional guidance that limited its members to a total of $20M in requests per member. Given this limited dollar amount, City staff and lobbyists worked closely with our congressional delegation to revise our request to a new dollar amount of between $6.6 and $8 million, which the City was required to submit to Congressman O'Halleran's office by April 22.

Due to this decreased dollar amount, City and Metroplan staff worked to narrow the scope of the Lone Tree Corridor project to focus on the section of existing Lone Tree Road from JW Powell Boulevard to Zuni Drive. Specifically, the project would add a roundabout at the Zuni and Lone Tree intersection at the entrance to Coconino Community College, widen the roadway footprint to better accommodate bicyclists and pedestrians, public transit and vehicular movements, and install conduit for fiber optic cable. If this request were to be successful, it will be 100 percent federally funded (no matching funds will be needed) and the potential authorization would provide for automatic appropriation (authorization and appropriation would happen at the same time instead of a longer two-step process). This is a rare and unique opportunity and in order to respond to this rapidly changing landscape within the short deadline given, City staff submitted a revised letter of support for the Lone Tree Corridor project request of $8M (focusing on JW Powell Boulevard to Zuni Dr) from the Flagstaff City Council to Congressman O'Halleran on April 23. City staff is requesting Council's retroactive approval of this letter.

Financial Impact:

Policy Impact:

Connection to PBB Key Community Priorities/Objectives & Regional Plan:

Previous Council Decision on This:

Attachments: Letter

CITY OF
FLAGSTAFF

FLAGSTAFF CITY COUNCIL
211 West Aspen Avenue, Flagstaff, Arizona 86001
Main Line: 928-213-2000
Website: https://www.flagstaff.az.gov

April 23, 2021

The Honorable Tom O'Halleran
324 Cannon House Office Building
Washington, DC 20510

Dear Representative O'Halleran,

In alignment with Congressional efforts to replace the expiring Fixing America's Surface Transportation Act, the Flagstaff City Council would like to urge our congressional delegation to include an $8 million authorization for only the southern portion of the existing Lone Tree Road located between Zuni Drive and John Wesley Powell Boulevard in Flagstaff within the upcoming surface transportation reauthorization bill.

The stand-alone Lone Tree Corridor– Zuni Drive to John Wesley Powell (JWP) Boulevard project works to establish a safer and more inclusive transportation system in Flagstaff by increasing important north-south arterial connectivity from JWP Boulevard to Zuni Drive. The project also benefits the community by adding a roundabout at the Zuni and Lone Tree intersection at the entrance to Coconino Community College, widening the roadway footprint to better accommodate bicyclists and pedestrians, public transit and vehicular movements, and installing conduit for fiber optic cable. Specific information about the project can be found below.

- The Lone Tree Corridor – Zuni Drive to JWP Boulevard project is on both the State Transportation Improvement Program (STIP) and on the Metropolitan Transportation Improvement Program (TIP).
    - Projects 100578 (Lone Tree/ I-40), 101523 (Lone Tree Road Widening) and 101527 (Pedestrian-Bicycle-FUTS Projects) are listed on the STIP.
    - The Lone Tree/ I-40 project, the Lone Tree Road Widening project and the Pedestrian-Bicycle-FUTS Project are listed on the Flagstaff Metropolitan Planning Organization's TIP.
- Letters of support for the project from Northern Arizona Intergovernmental Public Transportation Authority (Mountain Line), Northern Arizona University, Coconino County, Greater Flagstaff Chamber of Commerce, Arizona Department of Transportation, Coconino Community College, Flagstaff Unified School District, Metroplan and the City of Flagstaff Transportation Commission are included in this packet.
- Additional funding required for the project above the $8M request is funded by Proposition 419, which was approved during the 2018 election. Preparation for this proposition invovled approximately 60 public outreach meetings that included questions and answers. Most recently, the Flagstaff City Council and partner agencies, including Metroplan, have publicly discussed the Lone Tree Corridor project at Council and Board meetings in March of 2021.

- A comprehensive planning process has been and will continue to be followed. The project is in the 15% design stage and design work will continue.
- Preliminary environmental review of the project from Zuni Drive to JWP Boulevard indicates that it will be eligible for a Categorical Exclusion.
- Federal funding has not been received previously for this project.

The Lone Tree Corridor – Zuni Drive to JWP Boulevard project advances the goals of the surface transportation authorization legislation, including building a safer, more accessible transportation network that encourages multi-modal transportation while reducing carbon pollution. The Flagstaff City Council would greatly appreciate your support of an $8 million authorization for the Lone Tree Corridor – Zuni Drive to JWP Boulevard project in Flagstaff.

Thank you for your advocacy,

Paul Deasy
Mayor of Flagstaff

Becky Daggett
Vice Mayor of Flagstaff

Austin Aslan
Flagstaff City Councilmember

Jim McCarthy
Flagstaff City Councilmember

Regina Salas
Flagstaff City Councilmember

Adam Shimoni
Flagstaff City Councilmember

Miranda Sweet
Flagstaff City Councilmember

8. D.

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To:	The Honorable Mayor and Council
From:	Jessica Cortes, Court Administrator
Date:	03/18/2021
Meeting Date:	05/04/2021

TITLE:

Consideration of Appointments: On-Call Magistrates for the Flagstaff Municipal Court

STAFF RECOMMENDED ACTION:

Approve the Judicial Appointment Advisory Panel's recommendation to appoint Andrew Moore, Michael Araujo and Howard Grodman as On-Call Magistrates for the Flagstaff Municipal Court.

Executive Summary:

Appointment of all magistrates is required to be completed by the Flagstaff City Council for a two-year term under both the City Charter and FCC Section 1-15-001-0002(A). Appointment of On-Call Magistrates for the Municipal Court allows for ongoing operations of the court without interruption.

On-Call Magistrates hear criminal, civil, traffic and local code violations that are filed in the Flagstaff Municipal Court. They conduct trials, both jury and non-jury, and sentence individuals within the parameters set by law. On-Call Magistrates are required for the ongoing operational needs of the Municipal Court. On-Call Magistrates are critical to the criminal and civil processes of the judicial branch.

Financial Impact:

Funding for all judicial positions are included in the approved budget of the Flagstaff Municipal Court. No additional budgetary impact is anticipated.

Policy Impact:

On-Call Magistrates are critical to the criminal and civil processes of the judicial branch. These appointments help maintain an independent judiciary that is necessary for the ongoing operations of our local government. A strong, independent and fair judicial branch provides balance to criminal and civil matters that require resolution within our municipality.

Connection to PBB Key Community Priorities/Objectives & Regional Plan:

Personnel - Attract and retain quality staff.

Has There Been Previous Council Decision on This:

No, all On-Call Magistrate Candidates would be newly appointed.

Options and Alternatives:

Approve the appointments.
Don't approve the appointments and request alternative candidates for Council consideration.

Community Involvement:

Inform.

Attachments:

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Stacey Brechler-Knaggs, Grants and Contracts Manager

Co-Submitter: Barney Helmick

Date: 04/27/2021

Meeting Date: 05/04/2021

TITLE:

Consideration and Approval of Grant Agreement: Grant Agreement between the City of Flagstaff (COF) and the U.S. Department of Transportation, Federal Aviation Administration (FAA) for Airport Coronavirus Response Grant Program funding for operational and maintenance expenses directly related to the Flagstaff Pulliam Airport.

STAFF RECOMMENDED ACTION:

Approve the grant agreement in the amount of $1,444,012 for airport operational and maintenance costs.

Executive Summary:

The acceptance of the FAA Grant provides funds for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments. The grant funds may be used for expenses incurred no earlier than January 20, 2020 and ending four (4 years) or (1,460 calendar days) from the date of acceptance.
The FAA encourages airports to spend the funds expeditiously to reduce the adverse impacts of the current public health emergency.

Financial Impact:

The funds under the Airport Coronavirus Response Grant Program (ACRGP) are available at a 100% Federal share and there is no local match required.

Policy Impact:

None

Connection to PBB Key Community Priorities/Objectives & Regional Plan:

Priority Based Budget Key Community Priorities and Objectives

Safe & Healthy Community

-Ensure the built environment is safe through the use of consistent standards, rules and regulations, and land use practices.
-Promote physical health through providing recreation opportunities, parks, open space & multiple transportation options.

Sustainable, Innovative Infrastructure

-Deliver outstanding services to residents through a healthy, well maintained infrastructure system.
-Provide effective management of and infrastructure for all modes of transportation.

Has There Been Previous Council Decision on This:

No

Options and Alternatives:

- Accept the Grant Agreement and funding to operate and maintain the Flagstaff Pulliam Airport.
- Do not accept the Grant Agreement and funding.

Background/History:

This ACRGP Grant is provided in accordance with the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA Act or "the Act"), Division M of Public Law 116-260, as described below, to provide eligible Sponsors with funding for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments. ACRGP Grant amounts to specific airports are derived by legislative formula (See Division M, Title IV of the Act).

Key Considerations:

The purpose of this ACRGP Grant is to prevent, prepare for, and respond to coronavirus. Funds provided under this ACRGP Grant Agreement must only be used for purposes directly related to the airport. Such purposes can include the reimbursement of an airport's operational and maintenance expenses or debt service payments in accordance with the limitations prescribed in the Act. ACRGP Grants may be used to reimburse airport operational and maintenance expenses directly related to Flagstaff Pulliam incurred no earlier than January 20, 2020. ACRGP Grants also may be used to reimburse a Sponsor's payment of debt service where such payments occur on or after December 27, 2020. Funds provided under this ACRGP Grant Agreement will be governed by the same principles that govern "airport revenue." New airport development projects not directly related to combating the spread of pathogens and approved by the FAA for such purposes, may not be funded with this Grant.

Community Involvement:

To prevent, prepare for, and respond to coronavirus impacts, including support for continuing airport operations.

Attachments: ACRGP Grant Agreement #3-04-0015-046-2021

U.S. Department
of Transportation
Federal Aviation
Administration

Airports Division
Western-Pacific Region
Arizona, Nevada

FAA PHX ADO
3800 N Central Ave
Suite 1025
Phoenix, AZ 85012

CRRSA Transmittal Letter

April 2, 2021

Mr. Greg Clifton
City Manager
211 West Aspen Ave.
Flagstaff, AZ 86001

Dear Mr. Clifton:

Please find the following electronic Airport Coronavirus Response Grant Program (ACRGP) Grant Offer, Grant No. **3-04-0015-046-2021** for Flagstaff Pulliam Airport. This letter outlines expectations for success. Please read and follow the instructions carefully.

To properly enter into this agreement, you must do the following:

a. The governing body must provide authority to execute the grant to the individual signing the grant; i.e. the sponsor's authorized representative.

b. The sponsor's authorized representative must execute the grant, followed by the attorney's certification, no later than **September 30, 2021** in order for the grant to be valid.

c. You may not make any modification to the text, terms or conditions of the grant offer.

d. The grant offer must be digitally signed by the sponsor's legal signatory authority and then the grant offer will be routed via email to the sponsor's attorney. Once the attorney has digitally attested to the grant, an email with the executed grant will be sent to all parties.

Subject to the requirements in 2 CFR §200.305, each payment request for reimbursement under this grant must be made electronically via the Delphi eInvoicing System. Please see the attached Grant Agreement for more information regarding the use of this System. The terms and conditions of this agreement require you drawdown and expend these funds within four years.

An airport sponsor may use these funds for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments. Please refer to the ACRGP Frequently Asked Questions for further information.

With each payment request you are required to upload an invoice summary directly to Delphi. The invoice summary should include enough detail to permit FAA to verify compliance with the Coronavirus Response and Relief Supplemental Appropriations Act (Public Law 116-260).

For the final payment request, in addition to the requirement listed above for all payment requests, you are required to upload directly to Delphi:

- A final financial report summarizing all of the costs incurred and reimbursed, and
- An SF-425, and.
- A closeout report (A sample report is available here).

Until the grant is completed and closed, you are responsible for submitting a signed/dated SF-425 annually, due 90 days after the end of each federal fiscal year in which this grant is open (due December 31 of each year this grant is open).

As a condition of receiving Federal assistance under this award, you must comply with audit requirements as established under 2 CFR part 200. Subpart F requires non-Federal entities that expend $750,000 or more in Federal awards to conduct a single or program specific audit for that year. Note that this includes Federal expenditures made under other Federal-assistance programs. Please take appropriate and necessary action to assure your organization will comply with applicable audit requirements and standards.

I am readily available to assist you and your designated representative with the requirements stated herein. We sincerely value your cooperation in these efforts.

Sincerely,

Mike N Williams
Mike N Williams (Apr 2, 2021 12:19 PDT)

Mike N. Williams
Manager,
Phoenix ADO

U.S. Department
of Transportation
Federal Aviation
Administration

AIRPORT CORONAVIRUS RELIEF GRANT PROGRAM (ACRGP)

GRANT AGREEMENT

Part I - Offer

Federal Award Offer Date April 2, 2021

Airport/Planning Area Flagstaff Pulliam Airport

ACRGP Grant Number 3-04-0015-046-2021

Unique Entity Identifier 088302625

TO: City of Flagstaff
(herein called the "Sponsor")

FROM: **The United States of America** (acting through the Federal Aviation Administration, herein called the "FAA")

WHEREAS, the Sponsor has submitted to the FAA an Airports Coronavirus Response Grant Program (herein called "ACRGP") Application dated February 19, 2021, for a grant of Federal funds at or associated with the Flagstaff Pulliam Airport, which is included as part of this ACRGP Grant Agreement; and

WHEREAS, the Sponsor has accepted the terms of FAA's ACRGP Grant offer;

WHEREAS, in consideration of the promises, representations and assurances provided by the Sponsor, the FAA has approved the ACRGP Application for the Flagstaff Pulliam Airport, (herein called the "Grant" or "ACRGP Grant") consisting of the following:

This ACRGP Grant is provided in accordance with the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA Act or "the Act"), Division M of Public Law 116-260, as described below, to provide eligible Sponsors with funding for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments. ACRGP Grant amounts to specific airports are derived by legislative formula (See Division M, Title IV of the Act).

The purpose of this ACRGP Grant is to prevent, prepare for, and respond to coronavirus. Funds provided under this ACRGP Grant Agreement must only be used for purposes directly related to the airport. Such purposes can include the reimbursement of an airport's operational and maintenance expenses or debt service payments in accordance with the limitations prescribed in the Act. ACRGP Grants may be used to reimburse airport operational and maintenance expenses directly related to Flagstaff Pulliam incurred

no earlier than January 20, 2020. ACRGP Grants also may be used to reimburse a Sponsor's payment of debt service where such payments occur on or after December 27, 2020. Funds provided under this ACRGP Grant Agreement will be governed by the same principles that govern "airport revenue." New airport development projects not directly related to combating the spread of pathogens and approved by the FAA for such purposes, may not be funded with this Grant.

NOW THEREFORE, in accordance with the applicable provisions of the CRRSA Act, Public Law 116-260, the representations contained in the Grant Application, and in consideration of (a) the Sponsor's acceptance of this Offer; and, (b) the benefits to accrue to the United States and the public from the accomplishment of the Grant and in compliance with the conditions as herein provided,

THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay 100% percent of the allowable costs incurred as a result of and in accordance with this Grant Agreement.

Assistance Listings Number (Formerly CFDA Number): 20.106

This Offer is made on and **SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS**:

CONDITIONS

1. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is $1,444,012, allocated as follows:

   $37,323 Primary KC2021

   $1,406,689 Primary KQ2021

2. **Grant Performance.** This ACRGP Grant Agreement is subject to the following federal award requirements:

   a. The Period of Performance:

      1. Shall start on the date the Sponsor formally accepts this agreement, and is the date signed by the last Sponsor signatory to the agreement. The end date of the period of performance is 4 years (1,460 calendar days) from the date of acceptance. The period of performance end date shall not affect, relieve or reduce Sponsor obligations and assurances that extend beyond the closeout of this Grant Agreement.

      2. Means the total estimated time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions, or budget periods. (2 Code of Federal Regulations (CFR) § 200.1)

   b. The Budget Period:

      1. The budget period for this ACRGP Grant is 4 years (1,460 calendar days). Pursuant to 2 CFR § 200.403(h), the Sponsor may charge to the Grant only allowable costs incurred during the budget period.

      2. Means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which the Sponsor is authorized to expend the funds awarded, including any funds carried forward or other revisions pursuant to §200.308.

   c. Close out and Termination.

1. Unless the FAA authorizes a written extension, the Sponsor must submit all Grant closeout documentation and liquidate (pay-off) all obligations incurred under this award no later than 120 calendar days after the end date of the period of performance. If the Sponsor does not submit all required closeout documentation within this time period, the FAA will proceed to close out the grant within one year of the period of performance end date with the information available at the end of 120 days. (2 CFR § 200.344)

2. The FAA may terminate this ACRGP Grant, in whole or in part, in accordance with the conditions set forth in 2 CFR § 200.340, or other Federal regulatory or statutory authorities as applicable.

3. **Unallowable Costs.** The Sponsor shall not seek reimbursement for any costs that the FAA has determined to be unallowable under the CRRSA Act.

4. **Indirect Costs - Sponsor.** The Sponsor may charge indirect costs under this award by applying the indirect cost rate identified in the Grant Application as accepted by the FAA, to allowable costs for Sponsor direct salaries and wages only.

5. **Final Federal Share of Costs.** The United States' share of allowable Grant costs is 100%.

6. **Completing the Grant without Delay and in Conformance with Requirements.** The Sponsor must carry out and complete the Grant without undue delays and in accordance with this ACRGP Grant Agreement, the CRRSA Act, and the regulations, policies, standards, and procedures of the Secretary of Transportation ("Secretary"). Pursuant to 2 CFR § 200.308, the Sponsor agrees to report to the FAA any disengagement from funding eligible expenses under the Grant that exceeds three months or a 25 percent reduction in time devoted to the Grant, and request prior approval from FAA. The report must include a reason for the stoppage. The Sponsor agrees to comply with the attached assurances, which are part of this agreement and any addendum that may be attached hereto at a later date by mutual consent.

7. **Amendments or Withdrawals before Grant Acceptance.** The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.

8. **Offer Expiration Date.** This offer will expire and the United States will not be obligated to pay any part of the costs unless this offer has been accepted by the Sponsor on or before **September 30, 2021**, or such subsequent date as may be prescribed in writing by the FAA.

9. **Improper Use of Federal Funds.** The Sponsor must take all steps, including litigation if necessary, to recover Federal funds spent fraudulently, wastefully, or in violation of Federal antitrust statutes, or misused in any other manner, including uses that violate this ACRGP Grant Agreement, the CRRSA Act or other provision of applicable law. For the purposes of this ACRGP Grant Agreement, the term "Federal funds" means funds however used or dispersed by the Sponsor, that were originally paid pursuant to this or any other Federal grant agreement(s). The Sponsor must return the recovered Federal share, including funds recovered by settlement, order, or judgment, to the Secretary. The Sponsor must furnish to the Secretary, upon request, all documents and records pertaining to the determination of the amount of the Federal share or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the Sponsor, in court or otherwise, involving the recovery of such Federal share require advance approval by the Secretary.

10. **United States Not Liable for Damage or Injury.** The United States is not responsible or liable for damage to property or injury to persons which may arise from, or relate to this ACRGP Grant

Agreement, including, but not limited to, any action taken by a Sponsor related to or arising from, directly or indirectly, this ACRGP Grant Agreement.

11. **System for Award Management (SAM) Registration and Unique Entity Identifier (UEI).**

    a. Requirement for System for Award Management (SAM): Unless the Sponsor is exempted from this requirement under 2 CFR 25.110, the Sponsor must maintain the currency of its information in the SAM until the Sponsor submits the final financial report required under this grant, or receives the final payment, whichever is later. This requires that the Sponsor review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at http://www.sam.gov).

    b. Unique entity identifier (UEI) means a 12-character alpha-numeric value used to identify a specific commercial, nonprofit or governmental entity. A UEI may be obtained from SAM.gov at https://sam.gov/SAM/pages/public/index.jsf.

12. **Electronic Grant Payment(s).** Unless otherwise directed by the FAA, the Sponsor must make each payment request under this agreement electronically via the Delphi eInvoicing System for Department of Transportation (DOT) Financial Assistance Awardees.

13. **Air and Water Quality.** The Sponsor is required to comply with all applicable air and water quality standards for all projects in this grant. If the Sponsor fails to comply with this requirement, the FAA may suspend, cancel, or terminate this agreement.

14. **Financial Reporting and Payment Requirements.** The Sponsor will comply with all Federal financial reporting requirements and payment requirements, including submittal of timely and accurate reports.

15. **Buy American.** Unless otherwise approved in advance by the FAA, in accordance with 49 United States Code (U.S.C.) § 50101 the Sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured goods produced outside the United States to be used for any project for which funds are provided under this grant. The Sponsor will include a provision implementing Buy American in every contract.

16. **Audits for Sponsors.**

    PUBLIC SPONSORS. The Sponsor must provide for a Single Audit or program-specific audit in accordance with 2 CFR Part 200. The Sponsor must submit the audit reporting package to the Federal Audit Clearinghouse on the Federal Audit Clearinghouse's Internet Data Entry System at http://harvester.census.gov/facweb/ . Upon request of the FAA, the Sponsor shall provide one copy of the completed audit to the FAA.

17. **Suspension or Debarment.** When entering into a "covered transaction" as defined by 2 CFR § 180.200, the Sponsor must:

    a. Verify the non-Federal entity is eligible to participate in this Federal program by:

        1. Checking the excluded parties list system (EPLS) as maintained within the System for Award Management (SAM) to determine if the non-Federal entity is excluded or disqualified; or

        2. Collecting a certification statement from the non-Federal entity attesting the entity is not excluded or disqualified from participating; or

3. Adding a clause or condition to covered transactions attesting the individual or firm is not excluded or disqualified from participating.

b. Require prime contractors to comply with 2 CFR § 180.330 when entering into lower-tier transactions (e.g. sub-contracts).

c. Immediately disclose to the FAA whenever the Sponsor (1) learns the Sponsor has entered into a covered transaction with an ineligible entity, or (2) suspends or debars a contractor, person, or entity.

18. **Ban on Texting While Driving.**

a. In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Sponsor is encouraged to:

1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal government, including work relating to this ACRGP Grant or subgrant funded by this Grant.

2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:

A. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and

B. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

b. The Sponsor must insert the substance of this clause on banning texting while driving in all subgrants, contracts, and subcontracts funded by this ACRGP Grant.

19. **Trafficking in Persons.**

a. You as the recipient, your employees, subrecipients under this ACRGP Grant, and subrecipients' employees may not –

1. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;

2. Procure a commercial sex act during the period of time that the award is in effect; or

3. Use forced labor in the performance of the award or subawards under the ACRGP Grant.

b. The FAA as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity –

1. Is determined to have violated a prohibition in paragraph A of this ACRGP Grant Agreement term; or

2. Has an employee who is determined by the agency official authorized to terminate the ACRGP Grant Agreement to have violated a prohibition in paragraph A.1 of this ACRGP Grant term through conduct that is either –

A. Associated with performance under this ACRGP grant; or

B. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement),"as implemented by the FAA at 2 CFR Part 1200.

c. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph A during this ACRGP Grant Agreement.

d. Our right to terminate unilaterally that is described in paragraph A of this section:

1. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7104(g)), and

2. Is in addition to all other remedies for noncompliance that are available to the FAA under this ACRGP Grant.

20. **Employee Protection from Reprisal.**

a. Prohibition of Reprisals —

1. In accordance with 41 U.S.C. § 4712, an employee of a grantee or subgrantee may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in sub-paragraph (A)(2), information that the employee reasonably believes is evidence of:

a. Gross mismanagement of a Federal grant;
b. Gross waste of Federal funds;
c. An abuse of authority relating to implementation or use of Federal funds;
d. A substantial and specific danger to public health or safety; or
e. A violation of law, rule, or regulation related to a Federal grant.

2. Persons and bodies covered: The persons and bodies to which a disclosure by an employee is covered are as follows:

a. A member of Congress or a representative of a committee of Congress;
b. An Inspector General;
c. The Government Accountability Office;
d. A Federal office or employee responsible for oversight of a grant program;
e. A court or grand jury;
f. A management office of the grantee or subgrantee; or
g. A Federal or State regulatory enforcement agency.

3. Submission of Complaint — A person who believes that they have been subjected to a reprisal prohibited by paragraph A of this ACRGP Grant Agreement may submit a complaint regarding the reprisal to the Office of Inspector General (OIG) for the U.S. Department of Transportation.

4. Time Limitation for Submittal of a Complaint — A complaint may not be brought under this subsection more than three years after the date on which the alleged reprisal took place.

5. Required Actions of the Inspector General — Actions, limitations, and exceptions of the Inspector General's office are established under 41 U.S.C. § 4712(b).

6. Assumption of Rights to Civil Remedy — Upon receipt of an explanation of a decision not to conduct or continue an investigation by the Office of Inspector General, the

person submitting a complaint assumes the right to a civil remedy under 41 U.S.C. § 4712(c).

21. **Limitations.** Nothing provided herein shall be construed to limit, cancel, annul, or modify the terms of any Federal grant agreement(s), including all terms and assurances related thereto, that have been entered into by the Sponsor and the FAA prior to the date of this ACRGP Grant Agreement.

22. **Face Coverings Policy.** The sponsor agrees to implement a face-covering (mask) policy to combat the spread of pathogens. This policy must include a requirement that all persons wear a mask, in accordance with Centers for Disease Control (CDC) and Transportation Security Administration (TSA) requirements, as applicable, at all times while in all public areas of the airport property, except to the extent exempted under those requirements. This special condition requires the airport sponsor continue to require masks until Executive Order 13998, Promoting COVID-19 Safety in Domestic and International Travel, is no longer effective.

SPECIAL CONDITIONS FOR USE OF ACRGP FUNDS

CONDITIONS FOR ROLLING STOCK/EQUIPMENT -

1. **Equipment or Vehicle Replacement.** The Sponsor agrees that when using funds provided by this grant to replace equipment, the proceeds from the trade-in or sale of such replaced equipment shall be classified and used as airport revenue.

2. **Equipment Acquisition.** The Sponsor agrees that for any equipment acquired with funds provided by this grant, such equipment shall be used solely for purposes directly related to the airport.

3. **Low Emission Systems.** The Sponsor agrees that vehicles and equipment acquired with funds provided in this grant:

   a. Will be maintained and used at the airport for which they were purchased; and

   b. Will not be transferred, relocated, or used at another airport without the advance consent of the FAA.

   The Sponsor further agrees that it will maintain annual records on individual vehicles and equipment, project expenditures, cost effectiveness, and emission reductions.

CONDITIONS FOR UTILITIES AND LAND -

4. **Utilities Proration.** For purposes of computing the United States' share of the allowable airport operations and maintenance costs, the allowable cost of utilities incurred by the Sponsor to operate and maintain airport(s) included in the Grant must not exceed the percent attributable to the capital or operating costs of the airport.

5. **Utility Relocation in Grant.** The Sponsor understands and agrees that:

   a. The United States will not participate in the cost of any utility relocation unless and until the Sponsor has submitted evidence satisfactory to the FAA that the Sponsor is legally responsible for payment of such costs;

   b. FAA participation is limited to those utilities located on-airport or off-airport only where the Sponsor has an easement for the utility; and

c. The utilities must serve a purpose directly related to the Airport.

6. **Land Acquisition.** Where funds provided for by this grant are used to acquire land, the Sponsor shall record the grant agreement, including the grant assurances and any and all related requirements, encumbrances, and restrictions that shall apply to such land, in the public land records of the jurisdiction in which the land is located.

The Sponsor's acceptance of this Offer and ratification and adoption of the ACRGP Grant Application incorporated herein shall be evidenced by execution of this instrument by the Sponsor. The Offer and Acceptance shall comprise an ACRGP Grant Agreement, as provided by the CRRSA Act, constituting the contractual obligations and rights of the United States and the Sponsor with respect to this Grant. The effective date of this ACRGP Grant Agreement is the date of the Sponsor's acceptance of this Offer.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

Dated April 2, 2021

UNITED STATES OF AMERICA
FEDERAL AVIATION ADMINISTRATION

Mike N Williams
Mike N Williams (Apr 2, 2021 12:19 PDT)

(Signature)

Mike N Williams

(Typed Name)

Managrr

(Title of FAA Official)

Part II - Acceptance

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the ACRGP Grant Application and incorporated materials referred to in the foregoing Offer under Part I of this ACRGP Grant Agreement, and does hereby accept this Offer and by such acceptance agrees to comply with all of the terms and conditions in this Offer and in the ACRGP Grant Application and all applicable terms and conditions provided for in the CRRSA Act and other applicable provisions of Federal law.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct. [1]

Dated

City of Flagstaff

(Name of Sponsor)

(Signature of Sponsor's Designative Official/Representative)

By: *(Type Name of Sponsor's Designative Official/Representative)*

Title: *(Title of Sponsor's Designative Official/Representative)*

[1] Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. Section 1001 (False Statements) and could subject you to fines, imprisonment, or both.

CERTIFICATE OF SPONSOR'S ATTORNEY

I, , acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of __Arizona__. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and the CRRSA Act. The Sponsor understands funding made available under this Grant Agreement may only be used to reimburse for airport operational and maintenance expenses, and debt service payments. The Sponsor further understands it may submit a separate request to use funds for new airport/project development purposes, subject to additional terms, conditions, and assurances. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

Dated at

By: _____

(Signature of Sponsor's Attorney)

AIRPORT CORONAVIRUS RELIEF GRANT PROGRAM (ACRGP) ASSURANCES

AIRPORT SPONSORS

A. General.

1. These Airport Coronavirus Relief Grant Program (ACRGP) Assurances are required to be submitted as part of the application by sponsors requesting funds under the provisions of the Coronavirus Response and Relief Supplemental Appropriations Act of 2020 (CRRSA Act or "the Act"), Public Law 116-260. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.

2. Upon acceptance of this ACRGP Grant offer by the sponsor, these assurances are incorporated into and become part of this ACRGP Grant Agreement.

B. Sponsor Certification.

The sponsor hereby assures and certifies, with respect to this ACRGP Grant that:

It will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance, and use of Federal funds for this ACRGP Grant including but not limited to the following:

FEDERAL LEGISLATION

a. 49 U.S.C. Chapter 471, as applicable

b. Davis-Bacon Act — 40 U.S.C. 276(a), et. seq.

c. Federal Fair Labor Standards Act — 29 U.S.C. 201, et. seq.

d. Hatch Act — 5 U.S.C. 1501, et. seq. [2]

e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Title 42 U.S.C. 4601, et. seq.

f. National Historic Preservation Act of 1966 — Section 106 — 16 U.S.C. 470(f).

g. Archeological and Historic Preservation Act of 1974 — 16 U.S.C. 469 through 469c.

h. Native Americans Grave Repatriation Act — 25 U.S.C. Section 3001, et. seq.

i. Clean Air Act, P.L. 90-148, as amended.

j. Coastal Zone Management Act, P.L. 93-205, as amended.

k. Flood Disaster Protection Act of 1973 — Section 102(a) — 42 U.S.C. 4012a.

l. Title 49, U.S.C., Section 303, (formerly known as Section 4(f)).

m. Rehabilitation Act of 1973 — 29 U.S.C. 794.

n. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin).

o. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 et seq.), prohibits discrimination on the basis of disability).

p. Age Discrimination Act of 1975 — 42 U.S.C. 6101, et. seq.

q. American Indian Religious Freedom Act, P.L. 95-341, as amended.

r. Architectural Barriers Act of 1968 — 42 U.S.C. 4151, et. seq.

s. Power plant and Industrial Fuel Use Act of 1978 — Section 403- 2 U.S.C. 8373.

t. Contract Work Hours and Safety Standards Act — 40 U.S.C. 327, et. seq.

u. Copeland Anti-kickback Act — 18 U.S.C. 874.1.

v. National Environmental Policy Act of 1969 — 42 U.S.C. 4321, et. seq.

w. Wild and Scenic Rivers Act, P.L. 90-542, as amended.

x. Single Audit Act of 1984 — 31 U.S.C. 7501, et. seq. [2]

y. Drug-Free Workplace Act of 1988 — 41 U.S.C. 702 through 706.

z. The Federal Funding Accountability and Transparency Act of 2006, as amended (Pub. L. 109-282, as amended by section 6202 of Pub. L. 110-252).

EXECUTIVE ORDERS

a. Executive Order 11246 – Equal Employment Opportunity

b. Executive Order 11990 – Protection of Wetlands

c. Executive Order 11998 – Flood Plain Management

d. Executive Order 12372 – Intergovernmental Review of Federal Programs

e. Executive Order 12699 – Seismic Safety of Federal and Federally Assisted New Building Construction

f. Executive Order 12898 – Environmental Justice

g. Executive Order 14005 – Ensuring the Future Is Made in All of America by All of America's Workers.

FEDERAL REGULATIONS

a. 2 CFR Part 180 – OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).

b. 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. [3, 4]

c. 2 CFR Part 1200 – Nonprocurement Suspension and Debarment.

d. 28 CFR Part 35 – Discrimination on the Basis of Disability in State and Local Government Services.

e. 28 CFR § 50.3 – U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964.

f. 29 CFR Part 1 – Procedures for predetermination of wage rates. [1]

g. 29 CFR Part 3 – Contractors and subcontractors on public building or public work financed in whole or part by loans or grants from the United States. [1]

h. 29 CFR Part 5 – Labor standards provisions applicable to contracts covering Federally financed and assisted construction (also labor standards provisions applicable to non-construction contracts subject to the Contract Work Hours and Safety Standards Act). [1]

i. 41 CFR Part 60 – Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and Federally assisted contracting requirements). [1]

j. 49 CFR Part 20 – New restrictions on lobbying.

k. 49 CFR Part 21 – Nondiscrimination in Federally-assisted programs of the Department of Transportation - effectuation of Title VI of the Civil Rights Act of 1964.

l. 49 CFR Part 23 – Participation by Disadvantage Business Enterprise in Airport Concessions.

m. 49 CFR Part 26 – Participation by Disadvantaged Business Enterprises in Department of Transportation Program.

n. 49 CFR Part 27 – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance. [1]

o. 49 CFR Part 28 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities conducted by the Department of Transportation.

p. 49 CFR Part 30 – Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors.

q. 49 CFR Part 32 – Government-wide Requirements for Drug-Free Workplace (Financial Assistance).

r. 49 CFR Part 37 – Transportation Services for Individuals with Disabilities (ADA).

s. 49 CFR Part 41 – Seismic safety of Federal and Federally assisted or regulated new building construction.

FOOTNOTES TO ASSURANCE ACRGP ASSURANCE B.1.

[1] These laws do not apply to airport planning sponsors.
[2] These laws do not apply to private sponsors.
[3] Cost principles established in 2 CFR Part 200 subpart E must be used as guidelines for determining the eligibility of specific types of expenses
[4] Audit requirements established in 2 CFR Part 200 subpart F are the guidelines for audits.

SPECIFIC ASSURANCES

Specific assurances required to be included in grant agreements by any of the above laws, regulations, or circulars are incorporated by reference in this Grant Agreement.

1. Purpose Directly Related to the Airport

It certifies that the reimbursement sought is for a purpose directly related to the airport.

2. Responsibility and Authority of the Sponsor.

a. Public Agency Sponsor:

It has legal authority to apply for this Grant, and to finance and carry out the proposed grant; that an official decision has been made by the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing

and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

b. Private Sponsor:

It has legal authority to apply for this Grant and to finance and carry out the proposed Grant and comply with all terms, conditions, and assurances of this Grant Agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

3. Good Title.

It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.

4. Preserving Rights and Powers.

a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this Grant Agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish, or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.

b. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with this Grant Agreement.

c. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to insure that the airport will be operated and maintained in accordance Title 49, United States Code, the regulations, and the terms and conditions of this Grant Agreement.

5. Consistency with Local Plans.

Any project undertaken by this Grant Agreement is reasonably consistent with plans (existing at the time of submission of the ACGRP application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

6. Consideration of Local Interest.

It has given fair consideration to the interest of communities in or near where any project undertaken by this Grant Agreement may be located.

7. Consultation with Users.

In making a decision to undertake any airport development project undertaken by this Grant Agreement, it has undertaken reasonable consultations with affected parties using the airport at which project is proposed.

8. Pavement Preventative Maintenance.

With respect to a project undertaken by this Grant Agreement for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed, or repaired with Federal financial assistance at the airport, including ACRGP funds provided under this Grant Agreement. It will provide such reports on pavement condition and pavement management programs as the Secretary determines may be useful.

9. Accounting System, Audit, and Record Keeping Requirements.

a. It shall keep all Grant accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of this Grant, the total cost of the Grant in connection with which this Grant is given or used, and the amount or nature of that portion of the cost of the Grant supplied by other sources, and such other financial records pertinent to the Grant. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.

b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to this Grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a Grant or relating to the Grant in connection with which this Grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.

10. Minimum Wage Rates.

It shall include, in all contracts in excess of $2,000 for work on any projects funded under this grant agreement which involve labor, provisions establishing minimum rates of wages, to be predetermined by the Secretary of Labor, in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5), which contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.

11. Veteran's Preference.

It shall include in all contracts for work on any project funded under this grant agreement which involve labor, such provisions as are necessary to insure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in Section 47112 of Title 49, United States Code. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

12. Operation and Maintenance.

a. The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable Federal, state and local agencies for maintenance

and operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Secretary. In furtherance of this assurance, the sponsor will have in effect arrangements for-

1. Operating the airport's aeronautical facilities whenever required;
2. Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and
3. Promptly notifying airmen of any condition affecting aeronautical use of the airport. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood or other climatic conditions interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the sponsor.

b. It will suitably operate and maintain noise compatibility program items that it owns or controls upon which Federal funds have been expended.

13. Hazard Removal and Mitigation.

It will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

14. Compatible Land Use.

It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft.

15. Exclusive Rights.

The sponsor shall not grant an exclusive right to use an air navigation facility on which this Grant has been expended. However, providing services at an airport by only one fixed-based operator is not an exclusive right if—

a. it is unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide the services; and

b. allowing more than one fixed-based operator to provide the services requires a reduction in space leased under an agreement existing on September 3, 1982, between the operator and the airport.

16. Airport Revenues.

a. This Grant shall be available for any purpose for which airport revenues may lawfully be used to prevent, prepare for, and respond to coronavirus. Funds provided under this ACRGP Grant Agreement will only be expended for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or

operator of the airport(s) subject to this agreement and all applicable addendums for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments as prescribed in the Act

b. For airport development, 49 U.S.C. § 47133 applies.

17. Reports and Inspections.

It will:

a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;

b. in a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail:

1. all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and

2. all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

18. Land for Federal Facilities.

It will furnish without cost to the Federal Government for use in connection with any air traffic control or air navigation activities, or weather-reporting and communication activities related to air traffic control, any areas of land or water, or estate therein, or rights in buildings of the sponsor as the Secretary considers necessary or desirable for construction, operation, and maintenance at Federal expense of space or facilities for such purposes. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the Secretary.

19. Airport Layout Plan.

a. Subject to the FAA Reauthorization Act of 2018, Public Law 115-254, Section 163, it will keep up to date at all times an airport layout plan of the airport showing:

1. boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the sponsor for airport purposes and proposed additions thereto;

2. the location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and roads), including all proposed extensions and reductions of existing airport facilities;

3. the location of all existing and proposed non-aviation areas and of all existing improvements thereon; and

4. all proposed and existing access points used to taxi aircraft across the airport's property boundary. Such airport layout plans and each amendment, revision, or modification thereof, shall be subject to the approval of the Secretary which approval shall be evidenced by the signature of a duly authorized representative of the Secretary on the face of the airport layout plan. The sponsor will not make or permit any changes or alterations in the airport or any of its facilities which are not in conformity with the airport

layout plan as approved by the Secretary and which might, in the opinion of the Secretary, adversely affect the safety, utility or efficiency of the airport.

b. Subject to the FAA Reauthorization Act of 2018, Public Law 115-254, Section 163, if a change or alteration in the airport or the facilities is made which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested, by the Secretary (1) eliminate such adverse effect in a manner approved by the Secretary; or (2) bear all costs of relocating such property (or replacement thereof) to a site acceptable to the Secretary and all costs of restoring such property (or replacement thereof) to the level of safety, utility, efficiency, and cost of operation existing before the unapproved change in the airport or its facilities except in the case of a relocation or replacement of an existing airport facility due to a change in the Secretary's design standards beyond the control of the airport sponsor.

20. Civil Rights.

It will promptly take any measures necessary to ensure that no person in the United States shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any activity conducted with, or benefiting from, funds received from this Grant.

a. Using the definitions of activity, facility, and program as found and defined in §§ 21.23 (b) and 21.23 (e) of 49 CFR Part 21, the sponsor will facilitate all programs, operate all facilities, or conduct all programs in compliance with all non-discrimination requirements imposed by or pursuant to these assurances.

b. Applicability

1. Programs and Activities. If the sponsor has received a grant (or other Federal assistance) for any of the sponsor's program or activities, these requirements extend to all of the sponsor's programs and activities

2. Facilities. Where it receives a grant or other Federal financial assistance to construct, expand, renovate, remodel, alter, or acquire a facility, or part of a facility, the assurance extends to the entire facility and facilities operated in connection therewith.

3. Real Property. Where the sponsor receives a grant or other Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the assurance will extend to rights to space on, over, or under such property.

c. Duration

The sponsor agrees that it is obligated to this assurance for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the assurance obligates the sponsor, or any transferee for the longer of the following periods:

1. So long as the airport is used as an airport, or for another purpose involving the provision of similar services or benefits; or

2. So long as the sponsor retains ownership or possession of the property.

d. Required Solicitation Language

It will include the following notification in all solicitations for bids, Requests for Proposals for work, or material under this Grant and in all proposals for agreements, including airport concessions, regardless of funding source:

"The **City of Flagstaff**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

e. Required Contract Provisions.

1. It will insert the non-discrimination contract clauses requiring compliance with the acts and regulations relative to non-discrimination in Federally-assisted programs of the DOT, and incorporating the acts and regulations into the contracts by reference in every contract or agreement subject to the non-discrimination in Federally-assisted programs of the DOT Acts and regulations.

2. It will include a list of the pertinent non-discrimination authorities in every contract that is subject to the non-discrimination acts and regulations.

3. It will insert non-discrimination contract clauses as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a sponsor.

4. It will insert non-discrimination contract clauses prohibiting discrimination on the basis of race, color, national origin, creed, sex, age, or handicap as a covenant running with the land, in any future deeds, leases, license, permits, or similar instruments entered into by the sponsor with other parties:

   A. For the subsequent transfer of real property acquired or improved under the applicable activity, grant, or program; and

   B. For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, grant, or program.

   C. It will provide for such methods of administration for the program as are found by the Secretary to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the acts, the regulations, and this assurance.

   D. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the acts, the regulations, and this assurance.

21. Foreign Market Restrictions.

It will not allow funds provided under this Grant to be used to fund any activity that uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.

22. Policies, Standards and Specifications.

It will carry out any project funded under an Airport Coronavirus Relief Program Grant in accordance with policies, standards, and specifications approved by the Secretary including, but not limited to, current FAA Advisory Circulars for AIP projects, as of February 19, 2021, included in this grant, and in accordance with applicable state policies, standards, and specifications approved by the Secretary.

23. Access By Intercity Buses.

The airport owner or operator will permit, to the maximum extent practicable, intercity buses or other modes of transportation to have access to the airport; however, it has no obligation to fund special facilities for intercity buses or for other modes of transportation.

24. Disadvantaged Business Enterprises.

The sponsor shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract covered by 49 CFR Part 26, or in the award and performance of any concession activity contract covered by 49 CFR Part 23. In addition, the sponsor shall not discriminate on the basis of race, color, national origin or sex in the administration of its Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE) programs or the requirements of 49 CFR Parts 23 and 26. The sponsor shall take all necessary and reasonable steps under 49 CFR Parts 23 and 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts, and/or concession contracts. The sponsor's DBE and ACDBE programs, as required by 49 CFR Parts 26 and 23, and as approved by DOT, are incorporated by reference in this agreement. Implementation of these programs is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the sponsor of its failure to carry out its approved program, the Department may impose sanctions as provided for under Parts 26 and 23 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1936 (31 U.S.C. 3801).

25. Acquisition Thresholds.

The FAA deems equipment to mean tangible personal property having a useful life greater than one year and a per-unit acquisition cost equal to or greater than $5,000. Procurements by micro-purchase means the acquisition of goods or services for which the aggregate dollar amount does not exceed $10,000, unless authorized in accordance with 2 CFR § 200.320. Procurement by small purchase procedures means those relatively simple and informal procurement methods for securing goods or services that do not exceed the $250,000 threshold for simplified acquisitions.

Current FAA Advisory Circulars Required for Use in AIP Funded and PFC Approved Projects

View the most current Series 150 Advisory Circulars (ACs) for Airport Projects at
http://www.faa.gov/airports/resources/advisory_circulars and
http://www.faa.gov/regulations_policies/advisory_circulars

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To:	The Honorable Mayor and Council
From:	Tiffany Antol, Planning Director
Date:	04/27/2021
Meeting Date:	05/04/2021

TITLE:

Consideration and Approval of Preliminary Plat: Case No. PZ-20-00088-01, CDR 276, LLC requests Preliminary Plat approval for Canyon Del Rio Block I located at 3200 E Butler Avenue, a single-family home subdivision on 13.34 acres in the R1 (Single Family Residential) Zone.

STAFF RECOMMENDED ACTION:

Staff recommends the City Council, in accordance with the findings presented in this report and the Planning and Zoning Commission recommendation of approval (4-1), approve the Preliminary Plat.

Executive Summary:

The vacant subject site is located within the northwestern corner of the larger Canyon Del Rio development, which encompasses 261 acres. Canyon Del Rio includes 1,426 residential dwelling units and 225,000 square feet of commercial development. The Canyon Del Rio Block I subdivision, consisting of 50 single-family lots located on 13.34 acres in the R1 (Single Family Residential) Zone.

In considering the advancement of the proposed Preliminary Plat, action is needed by the City Council.

Financial Impact:

No financial impacts are anticipated with this Preliminary Plat.

Policy Impact:

There are no policy impacts affiliated with this Preliminary Plat.

Connection to PBB Key Community Priorities/Objectives & Regional Plan:

Priority Based Budget Key Community Priorities and Objectives

Robust Resilient Economy - Grow and strengthen a more equitable and resilient economy.

Regional Plan

- Policy LU.5.1. Encourage development patterns within the designated growth boundaries to sustain efficient infrastructure projects and maintenance.
- Policy LU.5.2. Promote infill development over peripheral expansion to conserve environmental resources, spur economic investments, and reduce the cost of providing infrastructure and services.
- Goal NH.1. Foster and maintain healthy and diverse urban, suburban, and rural neighborhoods in the Flagstaff region.
- Policy WR.4.3. Development requiring public utility services will be located within the Urban Growth

Boundary

Has There Been Previous Council Decision on This:

In June 2019, the City Council approved a rezoning request, development agreement, and preliminary block plat allowing the development of Canyon Del Rio, consisting of 1,426 residential dwelling units and 225,000 square feet of commercial development. The development includes a mixture of high-, medium-, and single-family residential units combined with commercial service and open space on 261 acres.

The Canyon Del Rio Development Agreement sets out the development provisions for the development standards, density and zoning, plats, and site plans within the development. The agreement provides for a workforce affordable housing in-lieu contribution of 1,000 equal installments of $650 as building permits are pulled for the first 1,000 dwelling units. This serves as a 5% credit for the use of incentives of the individual blocks within the development. The development also provides for the in lieu of construction contributions for off-site and on-site public improvements.

Options and Alternatives:

1. Approve the Preliminary Plat with no conditions, as recommended by the Planning and Zoning Commission.
2. Approve the Preliminary Plat with conditions.
3. Deny the Preliminary Plat based on non-compliance with the Zoning Code, the Subdivision Code, and/or the Engineering Design Standards and Specifications for New Infrastructure.

Background/History:

The applicant, CDR 276, LLC, is seeking Preliminary Plat approval for a 50-lot single-family residential subdivision within the larger Canyon Del Rio development. Lot sizes range from 6,000 square feet to 13,366 square feet. The subdivision is one of the first blocks within the Canyon Del Rio to be platted. New infrastructure will need to be provided for the project including two new residential roads (Tarragon Drive and Valerian Lane), 8” water and sewer lines, dry utilities, and stormwater detention. City Staff approved the Preliminary Plat on March 19, 2021, based on conformance with all relevant development standards. All areas in the subdivision not allocated as lots are reserved as tracts or rights-of-way. Tract A is located at the northeastern portion of the subdivision and is designated as open space and Tract B along the eastern boundary of the subdivision is designated for open space and stormwater detention.

Key Considerations:

The property is zoned R1, Single Family Residential. The Development Agreement for Canyon Del Rio requires 50 lots on this tract, which is what is proposed. The R1 Zone has a minimum density requirement of 2 units per acre and a maximum density of 5 units per acre in the Resource Protection Overlay. 50 lots on 13.34 acres is a density of 3.7 units per acres which exceeds the minimum density for the R1 Zone. All lots within this proposed subdivision meet the minimum lot width, depth, and size requirements for the R1 Zone.

- Minimum lot width: 60’ (65’ for corner lots)
- Minimum lot depth: 100’
- Minimum size: 6,000 sq. ft.

For the purposes of tree and steep slope resource protection, the plat proposes unique building envelopes for each lot that reduces the minimum required setbacks for the R1 Zone (see page 2 of the Preliminary Plat).

- Front: 15’ (25’ for parking) required – proposing 20’ for parking
- Interior Side: 8’ required – proposing 5’
- Exterior Side: 15’ required – proposing 12’
- Rear: 25’ required

The subdivider is required to improve all streets, pedestrian ways, alleys, and easements in the subdivision and adjacent to it as required to serve the subdivision. Staff review of the Preliminary Plat along with the impact analyses discussed in the Engineering Standards section below identified the required improvements in conformance with Section 11-20.130: Minimum Required Subdivision Improvements. These improvements will formally be approved with Civil Engineering Plans review, which will occur after Preliminary Plat approval by City Council.

Community Benefits and Considerations:

The community benefits of this project are encapsulated in the PBB Key Community Priorities/Objectives and the Regional Plan goals and policies that it meets, such as providing new housing within the urban growth boundary.

Community Involvement:

Inform. The existing zoning of the Subject Property allows for the proposed subdivision. No public hearings or public outreach are required by either the Zoning Code or the Subdivision Code as part of the Preliminary Subdivision Plat review process.

Attachments:

P&Z Commission Staff Summary
Application
Preliminary Plat
Vicinity Map
Agency Notification Responses
Presentation

PLANNING & DEVELOPMENT SERVICES REPORT
PRELIMINARY PLAT

PZ-20-00088-01

DATE: **March 31, 2021**
MEETING DATE: **April 14, 2021**
REPORT BY: **Tiffany Antol, AICP**

REQUEST:
CDR 276, LLC requests Preliminary Plat approval for Canyon Del Rio Block I located at 3200 E Butler Avenue, a single-family home subdivision on 13.34 acres in the R1 (Single Family Residential) Zone.

STAFF RECOMMENDATION:
Staff recommends the Planning and Zoning Commission, in accordance with the findings presented in this report, forward the Preliminary Plat to the City Council with a recommendation of approval.

PRESENT LAND USE:
The vacant subject site is located within the northwestern corner of the larger Canyon Del Rio development, which encompasses 261 acres. Canyon Del Rio includes 1,426 residential dwelling units and 225,000 square feet of commercial development.

PROPOSED LAND USE:
The Canyon Del Rio Block I subdivision, consisting of 50 single-family lots located on 13.34 acres in the R1 (Single Family Residential) Zone.

NEIGHBORHOOD DEVELOPMENT:
See the attached vicinity map for more information.

North: Butler Avenue and developed and undeveloped land, HC Zone.
South: Canyon Del Rio Block Q1, R1 Zone.
East: Canyon Del Rio Block G, MR Zone.
West: Woodshire on Butler Condominiums, HR Zone.

REQUIRED FINDINGS:
The Planning and Zoning Commission shall find the proposed Preliminary Plat meets the requirements of the City Code Title 10, Flagstaff Zoning Code; City Code Title 11, General Plans and Subdivisions; and City Code Title 13, Engineering Design Standards and Specifications.

STAFF REVIEW:

I. Project Information

A. Background
In June of 2019, the City Council approved a rezoning request, development agreement, and preliminary block plat allowing the development of Canyon Del Rio, consisting of 1,426 residential dwelling units and 225,000 square feet of commercial development. The development includes a mixture of high-, medium-, and single-family residential units combined with commercial service and open space on 261 acres.

The applicant, CDR 276, LLC, is seeking Preliminary Plat approval for a 50-lot single-family residential subdivision within the larger Canyon Del Rio development. Lot sizes range from 6,000 square feet to 13,366 square feet. The subdivision is one of the first blocks within the Canyon Del Rio to be platted.

New infrastructure will need to be provided for the project including two new residential roads (Tarragon Drive and Valerian Lane), 8" water and sewer lines, dry utilities, and stormwater detention. City Staff approved the Preliminary Plat on October 8, 2020, based on conformance with all relevant development standards.

B. Type of Plat

This Preliminary Plat request is for a single-family residential subdivision consisting of 50 individual lots. All areas in the subdivision not allocated as lots are reserved as tracts. Tract A is located at the northeastern portion of the subdivision and is designated as open space and Tract B along the eastern boundary of the subdivision is designated for open space and stormwater detention.

II. Required Findings: Conformance with City Development Standards and Regional Plan

Staff reviewed and approved the Preliminary Plat based on conformance with City Code Title 10, Flagstaff Zoning Code; City Code Title 11, General Plans and Subdivisions; and City Code Title 13, Engineering Design Standards and Specifications.

A. City of Flagstaff Zoning Code (Title 10)

i. Single Family Residential (R1) Zone

The property is zoned R1, Single Family Residential. The Development Agreement for Canyon Del Rio requires 50 lots on this tract, which is what is proposed. The R1 Zone has a minimum density requirement of 2 units per acre and a maximum density of 5 units per acre in the Resource Protection Overlay. 50 lots on 13.34 acres is a density of 3.7 units per acres which exceeds the minimum density for the R1 Zone. All lots within this proposed subdivision meet the minimum lot width, depth, and size requirements for the R1 Zone.

- Minimum width: 60' (65' for corner lots)
- Minimum Depth: 100'
- Minimum size: 6,000 sq. ft.

For the purposes of tree and steep slope resource protection, the plat proposes unique building envelopes for each lot that **reduces** the minimum required setbacks for the R1 Zone (see page 2 of the Preliminary Plat).

- Front: 15' (25' for parking) required – **proposing 20' for parking**
- Interior Side: 8' required – **proposing 5'**
- Exterior Side: 15' required – **proposing 12'**
- Rear: 25' required

ii. Natural Resources

The subject property is located within the Resource Protection Overlay. Paragraph 4.12 (Resource, Open Space and Easement Requirements) of the Canyon Del Rio Development Agreement discusses the resources and allows the developer to create two "resource banks": one for the residential properties and one for the commercial properties. These banks will allow the application of extra resources from one parcel to another parcel when extra resources are available. A Resource Protection Plan was provided in conjunction with this Preliminary Plat. Resources on the site include slopes and forest; there are no floodplains on the site. The Resource Protection Plan submitted with the Preliminary Plat application indicated that the minimum protection standards would be met using unique building envelopes for each lot.

Forest Resource Protection in the R1 Zone: Canyon Del Rio Block I Subdivision

EXISTING TREE CANOPY	REQUIRED PROTECTION	PROPOSED PROTECTION
240,797 Square Feet	50% or 120,398 Square Feet	33.7% or 81,053 Square Feet

*The developer will be utilizing 39,346 square feet of excess tree canopy from the 169,114 square feet in the residential resource bank for Canyon Del Rio (see page 6 of the plat).

Steep Slope Protection in the R1 Zone: Canyon Del Rio Block I Subdivision

SLOPE RESOURCE	TOTAL SF	REQUIRED PROTECTION	PROPOSED PROTECTION
Slope: 17%-24.9%	43,061	70% or 30,143 SF	74.5%* or 32,077 SF
Slope: 25%-34.9%	14,677	80% or 11,741 SF	99.4%* or 14,592 SF
Slope: 35%+	3,872	100% or 3,872 SF	100% or 3,872 SF

*The developer credited approximately 4,784 square feet of excess slope to meet minimum forest resource protection thresholds.

iii. Historic/Cultural Resources

The City of Flagstaff Heritage Preservation Commission accepted the previous Cultural Resource Report prepared by a professional meeting Secretary of the Interior Standards on file with the State.

iv. Parks, Open Space, Pedestrian, and Bicycle Facilities

Canyon del Rio is located .53 miles via Butler Avenue from the Foxglenn Community Park, and slightly more using the Rio de Flag FUTS system. The City of Flagstaff Parks and Recreation Organization Master Plan identifies Foxglenn Park as the park servicing this portion of the community. The park is 28 acres in size and includes standard community park facilities. Internal to the Canyon Del Rio development, a total of 55.8 acres, or 21% of the site, has been identified for open space, trails, or drainage. Additionally, each of the individual blocks are required to meet the open space and civic space requirements associated with the proposed development. Block I is required to provide 5% of the gross area as Civic Space which is 1.43 acres. This acreage is found in Tracts A and B. Internal pedestrian trails that connect the proposed parcels and future developments and the FUTS alignments have been identified. These trails will be constructed and connected with other internal trails as each parcel develops.

B. City of Flagstaff Subdivision Standards (Title 11)

i. Preliminary Plat

IDS approved the Preliminary Plat based on conformance with the procedures and application requirements outlined in Section 11-20.60: Preliminary Plat.

ii. Subdivision Standards and Regulations

IDS also approved the Preliminary Plat based on conformance with relevant standards in Section 11-20.120: Subdivision Design Standards and Requirements.

ii.1 Lot Design

The proposed subdivision meets the standards for lot design:

- Meet the minimum lot width, depth, and size requirements of the Zoning Code.
- Be designed appropriately for the location and character of the proposed development, street improvements, and underlying topography.

- All lots shall be lawfully built upon and be developable (lots are designed in a way so that development can meet all relevant development standards).
- Buildable area (building envelope) shall be located away from the crest of ridge lines.
- Buildable area shall be determined by setback requirements and the location of natural topographic features.

ii.2 Street Design
The proposed subdivision meets the standards for street design:

- Meet the street cross-section standards (Engineering Standards) for the type of street proposed.
- Street design is appropriate for underlying topography and in relation to existing streets. Where feasible, streets shall be placed on top of ridges to minimize the extent of grading and reduce the visual impact of development.

ii.3 Easement Design
The proposed subdivision meets the standards for easement design:

- Easements shall be provided and dedicated where deemed necessary for specific purposes (the plat will dedicate a public utility easement and a drainage easement).
- Drainage easements shall substantially follow the line of any existing watercourse that traverses the land.

ii.4 Block Design

The proposed subdivision meets the standards for block design:

- Blocks in non-transect zones shall not normally exceed 1,200 feet in length measured from the property lines, except in hillside developments or where a subdivision of one-half acre lots or larger justify or require a variation from this requirement, or where there are unusual conditions of the property being subdivided.

iii. Minimum Required Subdivision Improvements
The subdivider is required to improve all streets, pedestrian ways, alleys, and easements in the subdivision and adjacent to it as required to serve the subdivision. Staff review of the Preliminary Plat along with the impact analyses discussed in the Engineering Standards section below identified the required improvements in conformance with Section 11-20.130: Minimum Required Subdivision Improvements. These improvements will formally be approved with Civil Engineering Plans review, which will occur after Preliminary Plat approval by City Council.

C. City of Flagstaff Engineering Standards (Title 13)

As part of the Preliminary Plat Block Plat review, Staff conducted a public systems analysis to confirm preliminary compliance with Engineering Standards. Following Preliminary Plat approval, the applicant shall submit and receive approval for Civil Engineering Plans for the subdivision prior to review and approval of the Final Plat. Approval of the Civil Engineering Plans will be contingent on the plat meeting City Engineering Standards.

i. Access and Traffic
The Canyon Del Rio Transportation Impact Analysis (TIA) included six (6) existing intersections and seven (7) new intersections within and along the edge of the proposed development. The study area covered Butler Avenue from I-40 to Fourth Street, Fourth Street from Huntington Drive to south of Butler Avenue along the development site, and the internal Canyon Del Rio roadway system. Traffic expected from nearby yet to be developed parcels was included as future background traffic in the analysis. Analyses were conducted for assumed development levels at years 2026 (Phases I & II) and 2030 (full build-out). Phases I & II include all except four (4) retail parcels at the northeast edge of the site and three (3) relatively small residential parcels at the south edge.

The larger Canyon Del Rio project proposes several access points to the current and future street system. The project will build the west portion of Fourth Street south of Butler Avenue, and the south portion of Butler Avenue west of Fourth Street, adjacent to the site. Internal collector streets will provide access to and from Butler Avenue,

Fourth Street, and Herold Ranch Road, a portion of which goes through the very south end of the site. These will be minor collector streets with one vehicle lane and one bike lane in each direction with a center turn lane. Canyon Drive will be an east/west street crossing the entire site at about its midpoint. Mountain View Drive, along with the easternmost section of Canyon Drive, will form a loop through the northern two-thirds of the site that intersects with Fourth Street in two locations south of Butler Avenue. Peak Point Road will connect this loop road to Butler Avenue in the northwest corner of the site, and South Ridge Road will connect the loop to Herold Ranch Road in the southwest section of the site. Herold Ranch Road crosses most of the site near its southern edge. West of Mountain View Drive, Canyon Drive will have a residential local "wide" cross section planned to connect to a future development on the Little America site, which is immediately west of Canyon Del Rio. The location of the Butler Avenue and Peak Point Road intersection is being coordinated with the property on the north side of Butler Avenue to provide access for Canyon Del Rio and a future development north of Butler Avenue. This intersection will initially be stop controlled for northbound traffic but will need to be signalized or converted to a roundabout to ultimately accommodate Canyon Del Rio traffic.

Adjacent to the Canyon Del Rio site, both Butler Avenue and Fourth Street are designated minor arterials. Butler Avenue currently has one lane in each direction, and Fourth Street is graded dirt/gravel. Fourth Street is planned to ultimately connect with John Wesley Powell Boulevard to the southwest. The developer is responsible for improvements on the south side of Butler Avenue; Butler Avenue at completion will include 102 feet of ROW, two travel lanes in each direction, raised median, bike lanes, curb, gutter, 5-foot parkway, and 6-foot wide sidewalk. The developer will also provide the west side improvements to Fourth Street (same street section as Butler Avenue). The internal collector streets propose right-of-way of 70 feet, one travel lane in each direction, raised median, bike lanes, 5-foot parkway, and 5-foot sidewalk. Where a FUTS is adjacent to the street (Boulder Mountain Drive), the ROW expands to 75 feet, and the trail will be 10-feet wide.

ii. Water and Wastewater

Civil Design & Engineering, Inc., on behalf of the City of Flagstaff Water Services Division, prepared the Water and Wastewater Impact Analysis (WSIA). The analysis is based on the demands generated by Canyon del Rio and a residential dwelling cap of 1,715 units and 67.9 acres of commercial development.

Water

The closest source of Zone B water for this site includes a 24-inch waterline within Butler Avenue along the northern property boundary. This existing Zone B waterline will be supported by a new secondary water line provided by the developer that will extend new lines from north of I-40 to Soliere Drive, Fourth Street, and to the site. Internally, 12-inch supply mains will be installed under the internal spine loop and with the roadways identified by the Phasing Map and Plan. A 24-inch main will be located under Fourth Street across the frontage of Canyon del Rio; this will ultimately be extended to John Wesley Powell Boulevard southwest of CDR. Connection with the individual subdivisions and site plan approvals will extend the water system providing services to individual structures. Canyon del Rio Investors have agreed through the Development Agreement to provide roughly $667,000 in a cash-in-lieu payment for future water storage, and $1.3 million dollars for the secondary water source improvements. The secondary water source payment is required prior to recording of the first final plat or site plan approval; the storage payment is due with the issuance of the 400-dwelling unit. The developer has also agreed to provide up to two well sites on the CDR site if the City identifies that successful production wells warrant further exploration.

Wastewater

Several connections to the sewer are available to this project, given its location at the intersection of Butler Avenue and Fourth Street, and the location of the Rio de Flag Wash and the major sewer interceptor line that is in the Wash. The nearest sewer that allows for gravity flow from the CDR site is in the Rio de Flag Wash. The existing sewer line is 42-inches in diameter and gravity flows to the east along the river channel.

The Wildcat Hill Wastewater Treatment Plant, which is currently operating below maximum capacity, will treat all sewage collected for CDR. The Wildcat Hill facility currently processes 3.6-million gallons of sewage per day. This facility has design capacity of 6-million gallons per day. The design flows from the CDR development indicate an average daily flow increase to the plant of 456,738 gallons per day.

The Water and Sewer Impact Analysis did not identify the need for off-site improvements from the Canyon del Rio development.

iii. Stormwater

A completed Drainage Impact Analysis and Preliminary Drainage Report for Canyon del Rio has been submitted and reviewed by Stormwater Staff. In lieu of a downstream analysis, the project has elected to store the volumetric flow difference between the pre-development conditions and the post-development conditions on-site. The development will use open space corridors to manage major portions of the stormwater on the project site. A series of retention basins will be constructed in the open space areas across the property. These basins will convey on-site and off-site flows from the project site ultimately out letting to the Rio de Flag Wash channel.

Low Impact Development (LID) requirements are required to meet the ½-inch threshold, less than the current 1-inch code requirement. The ½-inch threshold was negotiated as part of the settlement agreement approved in 2013. The water quality aspects of the LID requirements will be met at the discharge points of impervious surface areas.

REQUIRED FINDINGS:

The Planning and Zoning Commission shall find the Preliminary Plat meets the requirements of the City Code Title 10, Flagstaff Zoning Code; City Code Title 11, General Plans and Subdivisions; and City Code Title 13, Engineering Design Standards and Specifications.

Recommendation

Staff recommends the Planning and Zoning Commission, in accordance with the required findings presented in this report, forward the Preliminary Plat to the City Council with a recommendation of approval.

Attachments:

- Application
- Preliminary Plat, including the Natural Resource Protection Plan (8 sheets, 24 x 36")
- Vicinity Map
- Utility notification letters

City of Flagstaff — Community Development Division

211 W. Aspen Ave
Flagstaff, AZ 86001
www.flagstaff.az.gov
P: (928) 213-2618
F: (928) 213-2609

Date Received	Application for Subdivision Review	File Number

Property Owner(s) CDR LAND INVESTORS I, LLC		**Phone** 602-241-1500
Mailing Address 3101 N. CENTRAL AVE., NO 1600	**City, State, Zip** PHOENIX, AZ 85012	**Email**
Applicant(s) RAC PARTNERS, LLC		**Phone** 928-699-1169
Mailing Address 3605 S. FLAGSTAFF RANCH RD.	**City, State, Zip** FLAGSTAFF, AZ 86005	**Email** brhoton@capstonehomesaz.com
Project Representative JOHN SUTHERLAND		**Phone** 928-774-3026
Mailing Address 3605 S. FLAGSTAFF RANCH RD.	**City, State, Zip** FLAGSTAFF, AZ 86005	**Email** jsutherland@capstonehomesaz.com

Requested Review: ☐ Development Master Plan ☐ Modified Subdivision ☐ Conceptual Plat ■ Preliminary Plat ☐ Preliminary Plat P&Z and Council ☐ Final Plat- Council

Project Name: CDR - PARCEL 1	**Site Address** TBD		**Parcel Number** 106-08-005 N
Proposed Use SINGLE-FAMILY HOUSING	**Existing Use** UNDEVELOPED		**Subdivision, Tract & Lot Number** CANYON DEL RIO (CDR) PARCEL 1
Zoning District R1	**Regional Plan Category** SUBURBAN	**Flood Zone** X	**Size of Site (Sq. ft. or Acres)** +/- 13.4 AC

Property Information:
☐ Yes ☒ No Located in an existing Local/National Historic District? (Name: _____)
☐ Yes ☒ No Existing structures are over 50 years old at the time of application?
☒ Yes ☐ No Subject property is undeveloped land?

Surrounding Uses (Res, Com, Ind)	North	South	East	West
	COM.	RES. (FUTURE)	COM./RES.	UNDEVELOPED

Proposed Use:	Number of Lots	Number of Units	Number of acres per use	Building Square Feet
RESIDENTIAL	50	50		

Please complete a *"Subdivision Review Application"* and provide an initialed *"Application and Information Checklist"* form along with the required number of plans and information as appropriate for a Development Master Plan, Conceptual, Preliminary or Final Plat. **Incomplete submittals will not be scheduled.**

Property Owner Signature: (required)	Date: 9/4/20	Applicant Signature: John Sutherland	Date: 9/2/20

For City Use

Date Filed:	**Case Number (s)**	
P & Z Hearing Date:		**Publication and Posting Date:**
Council Hearing Date:		**Publication and Posting Date:**
Fee Receipt Number:	**Amount:**	**Date:**

Action by Planning and Zoning Commission:	Action By City Council:
☐ Approved	☐ Approved
☐ Denied	☐ Denied
☐ Continued	☐ Continued

Staff Assignments	Planning	Engineering	Fire	Public Works/Utilities	Stormwater

PLOTTED: Mar 18, 2021–5:02pm

PROPERTY OWNER:

CDR LAND INVESTORS I, LLC
3101 N. CENTRAL AVE., NO 1600
PHOENIX, AZ 85012
CONTACT: CLINT WHITING

PROJECT DEVELOPER:

RAC PARTNERS, LLC
3605 S FLAGSTAFF RANCH RD
FLAGSTAFF, AZ 86001
TEL: (928) 774–3826
CONTACT: JOHN SUTHERLAND

PROPERTY INFORMATION:

CANYON DEL RIO – PARCEL I
ADDRESS – TBD
FLAGSTAFF, AZ 86005

APN# 106–08–005N (±172.12 AC)
ZONING: SINGLE FAMILY RESIDENTIAL (R1)

NUMBER OF UNITS/LOTS: 50
TOTAL ACREAGE OF LOTS: ±9.51 ACRES
NUMBER OF TRACTS: 2
TOTAL ACREAGE OF TRACTS: ±1.43 ACRES
BUILDING TYPE: SINGLE FAMILY RESIDENTIAL (R1)
FRONTAGE TYPE: COMMON YARD
GROSS ACREAGE: ±13.34 ACRES
GROSS DENSITY: ±3.75 UNITS PER ACRE
NET ACREAGE (EXCLUDING ROADWAY): ±10.94 ACRES
NET DENSITY (EXCLUDING ROADWAY): ±4.57 UNITS PER ACRE

1. ALL UTILITIES, INCLUDING STREET LIGHT AND ELECTRIC LINES INSTALLED WITH THIS DEVELOPMENT SHALL BE PLACED UNDERGROUND.
2. DEVELOPMENT AND USE OF THIS SITE WILL CONFORM TO ALL APPLICABLE CITY OF FLAGSTAFF CODES AND ORDINANCES.
3. AN ASSOCIATION WILL BE FORMED AND HAVE THE RESPONSIBILITY FOR MAINTAINING ALL COMMON AREAS TO BE NOTED AS "TRACTS" (INCLUDING LANDSCAPED AREAS AND DRAINAGE FACILITIES).
4. NEW IMPERVIOUS SURFACE AREA: 4.62 ACRES PER TABLE ON SHEET SS01.
5. ALL RIGHT–OF–WAYS WITHIN THE SUBDIVISION SHALL BE DEDICATED TO CITY OF FLAGSTAFF.
6. SINGLE MAIL BOXES WILL BE PROVIDED AT EACH SINGLE–FAMILY RESIDENCE. MAIL BOX LOCATIONS MUST BE APPROVED BY THE UNITED STATES POST OFFICE.

SUMMARY OF TRACTS

1. TRACT A IS INTENDED FOR THE PRESERVATION OF TREE AND SLOPE RESOURCES AND OPEN SPACE.
2. TRACT B IS INTENDED FOR OPEN SPACE, PRESERVATION OF TREE RESOURCES, A POCKET PARK, AND DRAINAGE FACILITIES.

ZONING:

THE PROJECT IS LOCATED WITHIN THE CITY OF FLAGSTAFF'S R1 ZONING DISTRICT. THE PROPOSED DEVELOPMENT IS USING THE SINGLE–FAMILY HOME BUILDING TYPE.

STREET NAMING:

THE STREET NAMES PROPOSED HEREON HAVE BEEN VERIFIED WITH THE CITY WEBSITE. IF IT IS DETERMINED THERE IS A CONFLICT WITH THESE NAMES BY THE CITY ADDRESSING DEPARTMENT, PLEASE CONSIDER THE FOLLOWING ALTERNATE NAMES – ZINNIA, SENNA, OR AMARANTH. THESE ALTERNATES CAN USE ANY SUFFIX PER THE CITY ZONING CODE.

OPEN SPACE/CIVIC SPACE NOTE:

PER CITY OF FLAGSTAFF ZONING CODE SECTION 10–30.60.90, THE SITE IS REQUIRED TO PROVIDE 5% OF THE SITE AS OPEN SPACE. BASED ON THE PROPOSED LAYOUT, THE SITE PROVIDES APPROXIMATELY 1.43 ACRES OF OPEN SPACE (~15.2% OF THE SITE). A MAJORITY OF THE ONSITE OPEN SPACE WILL BE "GREEN" SPACE – TO BE DESIGNATED AS OPEN SPACE FOR UNSTRUCTURED RECREATION.

EARTHWORK SUMMARY

SITE GRADING:

UNADJUSTED CUT: 10,810 CY
UNADJUSTED FILL: 2,820 CY

EARTHWORK VOLUMES SHOWN ABOVE ARE BASED ON IN–PLACE VOLUMES REQUIRED FOR SITE GRADING. QUANTITIES ARE NOT ADJUSTED FOR SHRINKAGE (SEE GEOTECH REPORT FOR ESTIMATED SHRINKAGE FACTORS). THESE RESULTS MAY NOT REFLECT THE FINAL CONSTRUCTED QUANTITIES. THE CONTRACTOR IS RESPONSIBLE FOR MAKING HIS OWN QUANTITY DETERMINATIONS. ADDITIONAL EARTHWORK QUANTITIES SHALL BE CONSIDERED INCIDENTAL TO BUILDING CONSTRUCTION. ANY WASTE MATERIAL SHALL BE INCIDENTAL TO CONSTRUCTION.

SOURCE OF PROJECT INFORMATION

BOUNDARY AND TOPOGRAPHIC INFORMATION ACCORDING TO AN ALTA SURVEY PREPARED BY SHEPHARD–WESNITZER, INC. IN MAY 2003, INSTRUMENT NUMBER 3203783, OFFICIAL RECORDS OF COCONINO COUNTY, ARIZONA.

BASIS OF BEARING

NORTH 89–34–20 EAST, 2655.62' FROM THE NORTHWEST CORNER OF SECTION 24 TO THE NORTH QUARTER CORNER OF SECTION 24, TOWNSHIP 21 NORTH, RANGE 7 EAST OF THE GILA AND SALT RIVER MERIDIAN, COCONINO COUNTY, ARIZONA, ACCORDING TO AN ALTA SURVEY PREPARED BY SHEPHARD–WESNITZER, INC. IN MAY 2003, INSTRUMENT NUMBER 3203783, OFFICIAL RECORDS OF COCONINO COUNTY, ARIZONA.

LEGAL DESCRIPTIONS

ASSESSOR'S PARCEL NUMBER 106–08–005N ACCORDING TO INSTRUMENT NUMBER 37176454 AND 3717644 OFFICIAL RECORDS OF COCONINO COUNTY, ARIZONA.

RESOURCE PRESERVATION

THE PROJECT DOES FALL WITHIN THE CITY OF FLAGSTAFF RESOURCE PROTECTION OVERLAY ZONE. REFER TO THE APPROVED PRELIMINARY NATURAL RESOURCE PROTECTION PLAN, DATED FEBRUARY 27, 2019, FOR THE RESOURCE AVAILABLE THROUGHOUT THE CANYON DEL RIO SUBDIVISION. THE PROJECT NARRATIVE FOR THE CDR BLOCK PLAT, DATED FEBRUARY 20, 2019 INCLUDES THE CROSS–CREDITING DESCRIPTION. REFER TO THE PRELIMINARY NRPP INCLUDED IN THIS PLAT FOR THE REVISED RESOURCE INFORMATION AS IT RELATES TO THE PROPOSED DEVELOPMENT FOR PARCEL I.

FEMA DESIGNATION

THE PROJECT AREA IS WITHIN ZONE X DESIGNATED BY FEMA FIRM MAP #04005C6828G. ZONE X IS THE AREA DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN.

ADEQUATE WATER SUPPLY NOTE:

THE CITY OF FLAGSTAFF PROVIDES WATER [UTILITY] SERVICE PURSUANT TO STATE LAW, AND IS CURRENTLY OPERATING UNDER A DESIGNATION OF ADEQUATE WATER SUPPLY GRANTED BY THE ARIZONA DEPARTMENT OF WATER RESOURCES, APPLICATION NO. 41–900002.0002.

WATER AND SEWER IMPACT ANALYSIS

THE PLAT IS IN COMPLIANCE WITH THE RECOMMENDATIONS SET FORTH IN THE PUBLIC W.S.I.A. PREPARED BY THE CITY OF FLAGSTAFF UTILITIES DEPARTMENT DATED JULY 29, 2015.

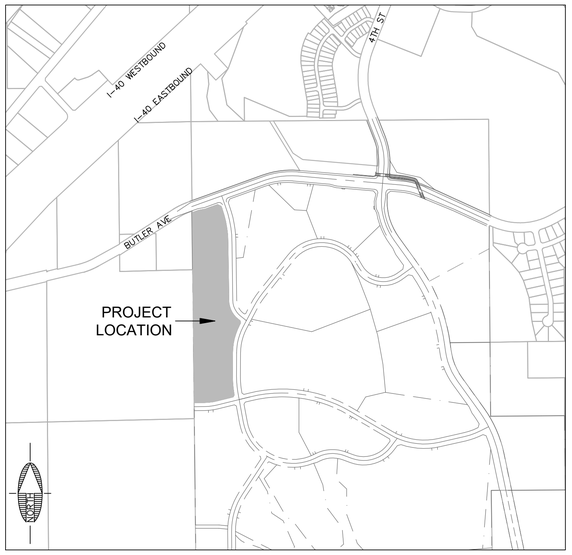
FENCING NOTE

FENCING IS ALLOWED WITHIN THE APPROVED SETBACKS AND BUILDING ENVELOPES. FENCING, STRUCTURES OR GROUND DISTURBANCE OTHER THAN DRIVEWAYS AND UTILITY CONNECTIONS ARE NOT ALLOWED WITHIN RESOURCE PROTECTED AREAS.

FILE: P:\2019\19146\DRAWINGS\PLATS\PRELIMINARY\19146–COVER SHEET.DWG KBAYER

PRELIMINARY PLAT
FOR
CANYON DEL RIO - PARCEL I
FLAGSTAFF, ARIZONA

LOCATED IN WESTERN HALF OF SECTION 24, TOWNSHIP 21 NORTH, RANGE 7 EAST OF THE GILA AND SALT RIVER MERIDIAN, COCONINO COUNTY, CITY OF FLAGSTAFF, ARIZONA



VICINITY MAP

SWI SHEET INDEX		
SHT NO.	DWG. NO.	DESCRIPTION
1	CVR	COVER SHEET
2	SS01	TYPICAL SECTIONS & SETBACKS
3	RS01	RECORD OF SURVEY
4	PP01	PRELIMINARY PLAT
5	PP02	PRELIMINARY PLAT
6	NRPP	NATURAL RESOURCE PROTECTION PLAN
7	LA 1	CONCEPTUAL LANDSCAPE PLAN

LEGEND

EXISTING EASEMENT
ROAD CENTERLINE
LOT LINE
RIGHT–OF–WAY
PROPERTY LINE
G — G EXISTING GAS
EXISTING EASEMENT
8"SS EXISTING SEWER
UGE EXISTING UNDERGROUND ELECTRIC
12"W EXISTING WATER
EXISTING INTERMEDIATE CONTOUR
EXISTING INDEX CONTOUR

PROPOSED EASEMENT
30 PROPOSED LOT #
8"W PROPOSED WATER
8"SS PROPOSED SEWER
PROPOSED INTERMEDIATE CONTOUR
PROPOSED INDEX CONTOUR
PROPOSED STORM DRAIN
FIRE HYDRANT
WM WATER METER
S SEWER MANHOLE
CATCH BASIN
LID/DETENTION BASIN
PROPOSED TREE

UTILITY COMPANY CONTACTS

APS
CONTACT: CHAD BROOKS
2200 E. HUNTINGTON
FLAGSTAFF, AZ 86004
CHAD.BROOKS@APS.COM
PHONE: (928) 773–6440

UNISOURCE ENERGY SERVICES
CONTACT: MARTIN CONBOY
2901 W SHAMRELL BLVD #110
FLAGSTAFF, AZ 86001
MCONBOY@UESAZ.COM
PHONE: (928) 226–2269

CENTURYLINK
CONTACT: MANUEL HERNANDEZ
112 NORTH BEAVER STREET
FLAGSTAFF, AZ 86001
MANUEL.HERNANDEZ4@CENTURYLINK.COM
PHONE: (928) 779–4935

ALTICE USA
CONTACT: SANFORD YAZZIE
1601 SOUTH PLAZA WAY
FLAGSTAFF, AZ 86001
SANFORD.YAZZIE@ALTICEUSA.COM
PHONE: (928) 266–0672

UTILITY COMPANY APPROVAL

ARIZONA PUBLIC SERVICE
CHAD BROOKS (BY LETTER) 9/21/2020
BY: DATE:

UNISOURCE ENERGY SERVICES
MARTIN CONBOY (BY LETTER) 1/26/2021
BY: DATE:

CENTURYLINK
MANUEL HERNANDEZ (BY LETTER – KEVIN WAGNER) 9/17/2020
BY: DATE:

ALTICE USA
SANFORD YAZZIE (BY LETTER) 9/16/2020
BY: DATE:

UTILITY CONFLICT

UNDERGROUND UTILITIES SHOWN ARE APPROXIMATE AND WERE COMPILED FROM RECORD DRAWINGS, SURVEY, AND CONSTRUCTION PLANS FURNISHED BY OTHERS. THE CONTRACTOR IS ULTIMATELY RESPONSIBLE FOR DETERMINING THE ACTUAL LOCATIONS OF ALL UNDERGROUND LINES THAT MAY AFFECT WORK PRIOR TO CONSTRUCTION.

THERE ARE NO APPARENT CONFLICTS. REFER TO UTILITY CONFLICT RESPONSE LETTERS FOR MORE DETAILED INFORMATION.

DEDICATION

THE OWNER DOES HEREBY DEDICATE TO UNISOURCE ENERGY SERVICES AND ITS SUBSIDIARY UNS GAS, INC., ITS SUCCESSORS AND ASSIGNS ALL AREAS ON THIS PLAT MARKED PUE OR PUBLIC UTILITY EASEMENT AND THE PROPERTY DESIGNATED ON THE PLAT FOR STREETS, WHETHER PUBLIC OR PRIVATE, FOR EXISTING NATURAL GAS FACILITIES TOGETHER WITHIN THE RIGHT TO INSTALL REQUIRED SERVICE CONNECTIONS OVER OR UNDER THE SURFACE TO SERVE IMPROVEMENTS THEREON OR ADJACENT TO.

CERTIFICATE OF LAND SURVEYOR

I HEREBY STATE THAT THE SURVEY SHOWN HEREON WAS DONE UNDER MY DIRECT SUPERVISION AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Aaron D. Borling, RLS 48756

REGISTERED LAND SURVEYOR CERTIFICATE NO. 48756 AARON D. BORLING Date Signed 3/18/21 ARIZONA, USA Expires 12/31/22

REGISTERED professional engineer CERTIFICATE NO. 58405 STEPHEN C. IRWIN Date Signed 3/18/21 ARIZONA, U.S.A.

Stephen C. Irwin

C.O.F. Project #PZ-20-0088

FLAGSTAFF
ARIZONA

CANYON DEL RIO – PARCEL I

COVER SHEET

JOB NO: 19146
DATE: MAR 21
SCALE: AS SHOWN
DRAWN: EGT
DESIGN: KMF/EGT
CHECKED: KMF/SCI

110 W. Dale Avenue
Flagstaff, AZ 86001
928.773.0354
928.774.8934 fax
www.swiaz.com

SWI
Shephard Wesnitzer, Inc.

REVISIONS

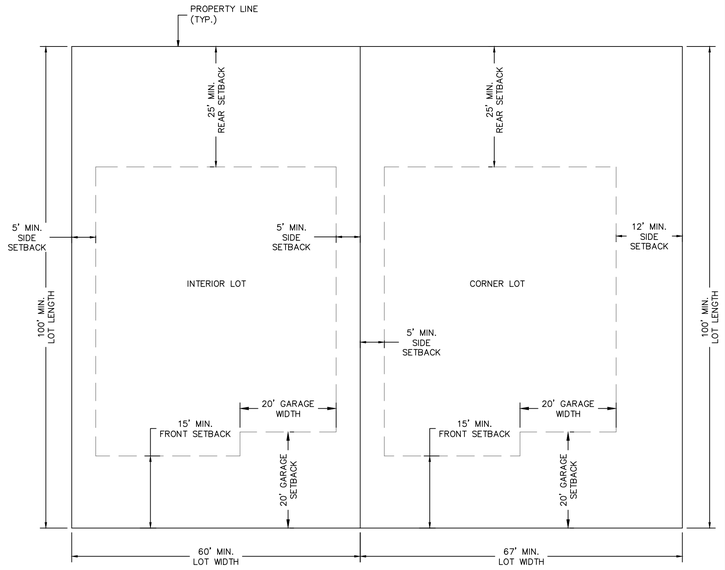
NO.	DESCRIPTION	DATE	BY

Call at least two full working days before you begin excavation.
ARIZONA811 Arizona Blue Stake, Inc.
Dial 8–1–1 or 1–800–STAKE–11 (782–5348)

DRAWING NO.
CVR

SHT NO. 1 OF 7

PLOTTED: Mar 18, 2021–5:03pm

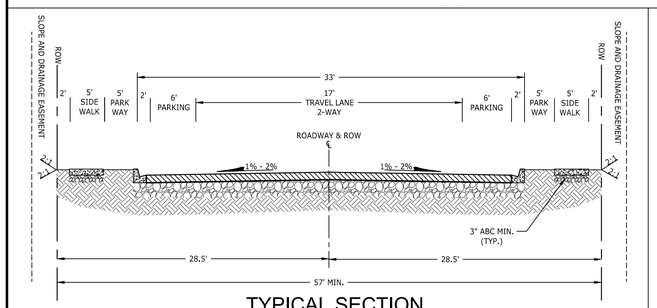


LOT PROVISIONS:

1. NOMINAL LOT AREA TO BE MIN. 6,000 SF, TYPICAL 60'X100' LOTS.
2. LOT WIDTH FOR INTERIOR LOTS IS 60 FT AT FRONT OR REAR SETBACK LINE.
3. LOT WIDTH FOR CORNER LOTS IS 67 FT AT FRONT OR REAR SETBACK LINE.
4. MAXIMUM ALLOWABE LOT COVERAGE IS 35%.
5. MAXIMUM ALLOWABLE BUILDING HEIGHT IS 35 FT.
7. MINIMUM 20' GARAGE SETBACK FROM FRONT PROPERTY LINE.
8. MINIMUM 20' GARAGE WIDTH.
9. MINIMUM 25' REAR BUILDING SETBACK EXCEPT ATTACHED REAR DECKS MAY BE 15' FROM REAR PROPERTY LINE IF DECK WIDTH DOES NOT EXCEED 50% OF LOT WIDTH.

TYPICAL LOT LAYOUT

N.T.S.



TYPICAL SECTION

RESIDENTIAL LOCAL (COF 10-09-038)

N.T.S.

Impervious Area & LID Analysis

						LID Required Depth (ft)
						0.1250
Basin ID	Existing Basin Area (sf)	Proposed Basin Area (sf)	Existing Basin Impervious Area for LID (sf)	Proposed Basin Impervious Area for LID (sf)	Net Impervious Area (sf)	Required LID Volume (cf)
A1	29,669	29,669	0	0	0	0
A2	491,602	491,602	0	0	0	0
A3	61,185	61,185	0	0	0	0
B1	142,717	142,717	0	101,994	101,994	12,749
B2	439,738	439,738	0	117,349	117,349	14,669
					Total Required LID Volume (cf)	**27,418**

1. Gross required 1.5" LID volume is for impervious area including proposed streets, parking, sidewalks, and buildings.

PARCEL MAP CHECK REPORT

OVERALL PROPERTY BOUNDARY

Point of Beginning : North: 49811.1152' East: 42273.9860'

Segment #1 : Line
Course: S 89°16'44" W Length: 43.659'
North: 49810.5658' East: 42230.3306'

Segment #2 : Line
Course: S 44°14'46" W Length: 20.875'
North: 49795.6116' East: 42215.7649'

Segment #3 : Line
Course: S 89°16'55" W Length: 94.000'
North: 49794.4336' East: 42121.7718'

Segment #4 : Line
Course: N 0°43'05" W Length: 1697.357'
North: 51491.6571' East: 42100.5001'

Segment #5 : Line
Course: N 70°10'43" E Length: 68.723'
North: 51514.9604' East: 42165.1517'

Segment #6 : Line
Course: N 80°29'50" E Length: 55.832'
North: 51524.1781' East: 42220.2177'

Segment #7 : Line
Course: N 70°10'43" E Length: 118.950'
North: 51564.5128' East: 42332.1206'

Segment #8 : Line
Course: S 64°50'02" E Length: 35.363'
North: 51549.4749' East: 42364.1270'

Segment #9 : Line
Course: S 19°50'47" E Length: 20.399'
North: 51530.2878' East: 42371.0523'

Segment #10 : Curve
Length: 304.372' Radius: 915.000'
Delta: 19°03'33" Tangent: 153.605'
Chord: 302.971' Course: S 10°19'00" E
Course In: S 70°09'13" W Course Out: N 89°12'46" E
RP North: 51219.6457' East: 41510.3976'
End North: 51232.2155' East: 42425.3113'

Segment #11 : Line
Course: S 0°47'14" E Length: 466.427'
North: 50765.8323' East: 42431.7188'

Segment #12 : Line
Course: S 0°47'13" E Length: 5.576'
North: 50760.2568' East: 42431.7954'

Segment #13 : Line
Course: S 40°39'14" W Length: 8.250'
North: 50753.9977' East: 42426.4205'

Segment #14 : Line
Course: S 82°01'35" W Length: 11.319'
North: 50752.4276' East: 42415.2109'

Segment #15 : Line
Course: S 7°58'25" E Length: 57.000'
North: 50695.9787' East: 42423.1178'

Segment #16 : Line
Course: N 82°01'35" E Length: 3.606'
North: 50696.4789' East: 42426.6890'

Segment #17 : Line
Course: S 51°55'45" E Length: 8.579'
North: 50691.1886' East: 42433.4430'

Segment #18 : Curve
Length: 176.476' Radius: 216.000'
Delta: 46°48'43" Tangent: 93.498'
Chord: 171.609' Course: S 28°48'12" E
Course In: N 84°36'10" E Course Out: S 37°47'27" W
RP North: 50711.5060' East: 42648.4853'
End North: 50540.8114' East: 42516.1247'

Segment #19 : Line
Course: S 52°12'33" E Length: 27.979'
North: 50523.6663' East: 42538.2353'

Segment #20 : Line
Course: S 9°18'01" E Length: 12.834'
North: 50511.0013' East: 42540.3094'

Segment #21 : Line
Course: S 27°47'27" W Length: 25.787'
North: 50488.1885' East: 42528.2862'

Segment #22 : Curve
Length: 257.203' Radius: 535.000'
Delta: 27°32'42" Tangent: 131.137'
Chord: 254.733' Course: S 14°01'06" W
Course In: S 62°12'33" E Course Out: N 89°45'15" W
RP North: 50238.7474' East: 43001.5769'
End North: 50241.0416' East: 42466.5818'

Segment #23 : Line
Course: S 0°14'45" W Length: 212.651'
North: 50028.3928' East: 42465.6699'

Segment #24 : Curve
Length: 155.339' Radius: 835.000'
Delta: 10°39'33" Tangent: 77.895'
Chord: 155.116' Course: S 5°05'02" E
Course In: S 89°45'15" E Course Out: S 79°35'12" W
RP North: 50024.8120' East: 43300.6622'
End North: 49873.8874' East: 42479.4152'

Segment #25 : Line
Course: S 10°24'48" E Length: 10.190'
North: 49863.8655' East: 42481.2569'

Segment #26 : Line
Course: S 32°50'09" W Length: 21.851'
North: 49845.5059' East: 42469.4088'

Segment #27 : Line
Course: S 76°05'12" W Length: 150.850'
North: 49809.2334' East: 42322.9846'

Segment #28 : Curve
Length: 38.372' Radius: 465.000'
Delta: 4°43'41" Tangent: 19.197'
Chord: 38.362' Course: S 78°27'03" W
Course In: N 13°54'48" W Course Out: S 9°11'07" E
RP North: 50260.5906' East: 42211.1735'
End North: 49801.5531' East: 42285.3998'

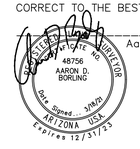
Segment #29 : Line
Course: N 50°02'42" W Length: 14.890'
North: 49811.1152' East: 42273.9860'

Perimeter: 4124.711' Area: 580963.06 Sq. Ft.

CERTIFICATE OF LAND SURVEYOR

I HEREBY STATE THAT THE SURVEY SHOWN HEREON WAS DONE UNDER MY DIRECT SUPERVISION AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Aaron D. Borling, RLS 48756





C.O.F. Project #PZ-20-0088

FLAGSTAFF ARIZONA

CANYON DEL RIO – PARCEL I

TYPICAL SECTIONS & SETBACKS

JOB NO:	19146
DATE:	MAR 21
SCALE:	AS SHOWN
DRAWN:	EGT
DESIGN:	KMF/EGT
CHECKED:	KMF/SCI

110 W. Dale Avenue
Flagstaff, AZ 86001
928.773.0334
928.774.8934 fax
www.swiaz.com
Shephard Wesnitzer, Inc.

REVISIONS			
NO.	DESCRIPTION	DATE	BY

Call at least two full working days before you dig in Arizona
ARIZONA811 Arizona Blue Stake, Inc.
Dial 8-1-1 or 1-800-STAKE-IT (782-5348)

DRAWING NO.
SS01

SHT NO. 2 OF 7

FILE: P:\2019\19146\DRAWINGS\PLATS\PRELIMINARY\19146-TYPICAL SECTION & SET BACKS.DWG KBAYER

PLOTTED: Mar 18, 2021-5:03pm

RECORD OF SURVEY

FLAGSTAFF ARIZONA

CANYON DEL RIO – PARCEL I

LEGEND

- PARCEL BOUNDARY
- R.O.W. LINE
- 4TH STREET EXTENSION
- FND. REBAR W/ CAP AS SHOWN
- SET. REBAR W/ CAP "LS 27253"
- CALCULATED POINT
- FND. REBAR
- FND. BRASS CAP AS SHOWN
- FND. OPEN PIPE
- (M) MEASURED DIMENSION
- (R) RECORD DIMENSION PER APPLICABLE BLM/GLO PLATS
- (R1) RECORD DIMENSION PER STATE LAND DEPARTMENT LEGAL DESCRIPTION

DIMENSIONS AS SHOWN ARE CALCULATED UNLESS LABELED AS SHOWN ABOVE.

CWE 1/64

S 00°30'11" E 662.44' (M&R1)

REBAR STAMPED "LS 16630 FLAGSTAFF ENGINEERING" NWSE 1/64

N 89°32'15" E 660.12' (M&R1)

589.73'
S 89°35'51" W 659.84' (M)
S 89°33'53" W 659.94' (R1)

106-08-001C
NOT A PART OF SUBJECT PARCEL

106-08-002T
SINAGUA HIGH SCHOOL
DOCKET 1301, PAGE 1

106-11-042
SINAGUA HEIGHTS
TRACT A

106-08-003
INVESTMENT PROPERTY EXCHANGE SERVICES

2 1/2" ALUMINUM CAP STAMPED "CITY OF FLAGSTAFF LS 16630" #1100
NORTHING= 52318.51
EASTING= 44745.93
ELEV= 6880.14

S 00°30'36" E 947.91' (R1)
S 00°30'38" E 947.81' (M)
899.23' (M)

1/4 S13
S24

N 00°29'36" W 1085.32' (M)

CENTERLINE MONUMENT CAP ILLEGIBLE

5/8" REBAR IN CONCRETE
C 1/4 BEARS S 01°08'58" E 1302.54'

REBAR STAMPED "14671 NES" CSN 1/4

3/4" OPEN PIPE C1/4 S24

N 00°29'36" W 660.31' (M)
N 00°30'36" W 660.00' (R1)

S 11°45'28" E 391.88'

BLM BRASS CAP 1965

S 00°31'07" E 1986.56' (R1)
S 00°29'29" E 1986.62' (M)

CNS 1/64

1/4 S24
S25

106-07-033
BRON TRUST
DOCKET 2155,
PAGE 842

L=336.37' R=750.00' Δ=25°41'47"

NOT A PART OF SUBJECT PARCEL

N 89°30'54" E 357.01' (M)
N 89°29'24" E 356.64' (R1)

L=750.41' R=1543.97'
Δ=27°50'51" (M)
SEE NOTE THIS SHEET

S 37°27'16" E 235.51'

NOT A PART OF SUBJECT PARCEL

NOT A PART OF SUBJECT PARCEL

S 12°32'15" E 509.12' (R1)
S 13°05'27" W 520.46' (M)
S 65°29'38" W 320.72' (M)

4TH STREET EXTENSION

L=360.38' R=608.58' Δ=33°55'42"

L=447.83' R=1351.04'
Δ=18°59'31" (M)

L=447.83' R=1351.00'
Δ=18°59'33" (R1)

L=476.83'
R=1395.00'
Δ=19°35'04"

N 35°44'39" W 310.32' (M)
N 35°46'09" W 225.57' (R1)

PROPOSED 4TH STREET EXTENSION 88' WIDE

L=843.47' R=1500.03' Δ=32°13'03"

1025.52'

N 05°01'02" E 117.33'

N 21°20'46" W 160.09'

=397.52' R=559.01'
Δ=40°44'38" (M&R1)

S 35°44'39" E 310.32'

L=428.81' R=603.01' Δ=40°44'38"

4TH STREET

L=299.08'
R=650.00'
Δ=26°21'48"

S 04°59'59" W 55.92' (M)
S 04°58'29" E 55.91' (R1)

N 04°59'59" E 100.00'

NOT A PART OF SUBJECT PARCEL
4TH STREET
DOCKET 977, PAGE 54
88' WIDE

5/8" REBAR FOUND
N 86°36'56" W 2.59'
FROM INTERSECTION POINT

N 89°35'39" W 2638.48' (M)
S 89°46'00" W 2638.68' (R)

1/2" REBAR
W1/16 ON LINE
1319.50' FROM
SW SEC. CORNER

REBAR STAMPED "PL 28230"
ON LINE 1088.88' FROM
SOUTH 1/4 CORNER

106-07-012A
CAREY ENTERPRISES
DOCKET 2142,
PAGE 246

N 89°32'52" E 2655.85' (R1)
N 89°54'00" E 2647.59' (R)
N 89°34'20" E 2655.62' (M)

107-16-008N
FOREST SPRINGS

N 89°35'58" W 731.76'

SUBJECT PARCEL
11428401 sq. ft
262.36 Acres (Gross)
1.08 Acres (4th Street)
5.59 Acres (Butler Avenue)
255.69 Acres (Net)

NOT A PART OF SUBJECT PARCEL
BUTLER AVE EXTENSION
DOCKET 970, PAGE 696
RE-RECORDED
DOCKET 977, PAGE 59
88' WIDE

106-07-001C
JACK L MOSSIER
DOCKET 2155,
PAGE 842

106-07-010
COLLIEN O'NEAL

L=307.80'
R=710.00'
Δ=24°50'19"

BUTLER AVENUE

S 10°10'47" W 687.88'

1650.10'

2x2 SQUARE ROD W/ PUNCH MARK
COF CP#1922200

753.11'

14|13
23|24

106-04-006B
BUTLER PROPERTY INVESTMENTS

REBAR STAMPED "11369"
ON LINE 799.65'
FROM NW SEC. CORNER

REBAR STAMPED "11369"
NW SEC COR BEARS
N 00°26'24" E 805.53'

REBAR STAMPED "11369"
SEE DETAIL A SHEET 6

106-04-006C
BAR T BAR RANCH
DOCKET 1586, PAGE 915

N 00°01'00" W 2640.00' (R)
N 00°43'05" W 2645.53' (M)

106-04-005B
LITTLE AMERICA

REBAR W/ 1.5" ALUMINUM CAP STAMPED "LS 4321"
COF CP#2022200

1/4 S23 S24

1/2" REBAR
6.11' OFF LINE
W1/4 CORNER BEARS
N 01°17'33" E 180.71'

SET SWI CAPPED REBAR #1000
NORTHING= 50706.20
EASTING= 41780.15
ELEV= 6857.22

N 00°38'39" W 2646.63' (M)
N 00°01'00" W 2640.00' (R)
N 00°40'11" W 2646.51' (R1)

106-09-002
LITTLE AMERICA
DOCKET 311,
PAGE 448

BLM BRASS CAP
1965
COF CP#2122101

106-07-011B
ROBERT SCHMITT
DOCKET 1547,
PAGE 178

23|24
26|25

NOTE: On April 16, 2003, John Nebrich of the Arizona State Land Department provided the information he used in creating the legal description for the subject property. Although this legal description does not close mathematically, the intent stated by John Nebrich is that the East Right of Way line of the Proposed 4th Street Extension be the boundary line of the subject property (per legal descriptions of Parcel D, Parcel L-1 and Parcel L-2 by Cella Barr Associates and sealed by Bruce F. Small RLS # 12112 on March 9, 1984).

CERTIFICATE OF LAND SURVEYOR

I HEREBY STATE THAT THE SURVEY SHOWN HEREON WAS DONE UNDER MY DIRECT SUPERVISION AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Aaron D. Borling, RLS 48756

REGISTERED LAND SURVEYOR
CERTIFICATE NO.
48756
AARON D. BORLING
Date Signed 3/18/21
ARIZONA, USA
Expires 12/31/23

Registered Professional Engineer
CERTIFICATE NO.
58405
STEPHEN C. IRWIN
3/18/21
Date Signed
ARIZONA, USA

SCALE 1" : 200'
0 100 200

C.O.F. Project #PZ-20-0088

Shephard Wesnitzer, Inc.
110 W. Dale Avenue
Flagstaff, AZ 86001
928.773.0354
928.774.8934 fax
www.swiaz.com

JOB NO:	19146
DATE:	MAR 21
SCALE:	AS SHOWN
DRAWN:	EGT
DESIGN:	KMF/EGT
CHECKED:	KMF/SCI

NO.	DESCRIPTION	DATE	BY

REVISIONS

Call at least two full working days before you dig or excavate
ARIZONA811 Arizona Blue Stake, Inc.
Dial 8-1-1 or 1-800-STAKE-IT (782-5348)

DRAWING NO.
RS01

SHT NO. 3 OF 7

FILE: P:\2019\19146\DRAWINGS\PLATS\PRELIMINARY\19146-EXISTING CONDITIONS.DWG KBAYER

PLOTTED: Mar 18, 2021–5:03pm

CLEAR VIEW ZONE CALCULATIONS

ID #	MAJOR STREET	MANEUVER DIRECTION	DESIGN SPEED (VMAJOR)1	TIME GAP tg (unadjusted)2	GRADE ≤ 3%	MULTIPLE LANE CROSSINGS	NO. OF LANES4	TIME GAP tg(adjusted) 2	INTERSECTION SIGHT DISTANCE (ISD3)	STOPPING SIGHT DISTANCE (SSD)
D1	Peak Point Road	Right	30	6.5	Yes	No	1	6.5	290	200
D2	Canyon del Rio Drive	Right	30	6.5	Yes	No	1	6.5	290	200
D3	Canyon del Rio Drive	Left	30	7.5	Yes	Yes	3	8.5	375	200

Notes:

(1) The major road speed limits (VMAJOR in MPH) are based on existing conditions in the project vicinity.

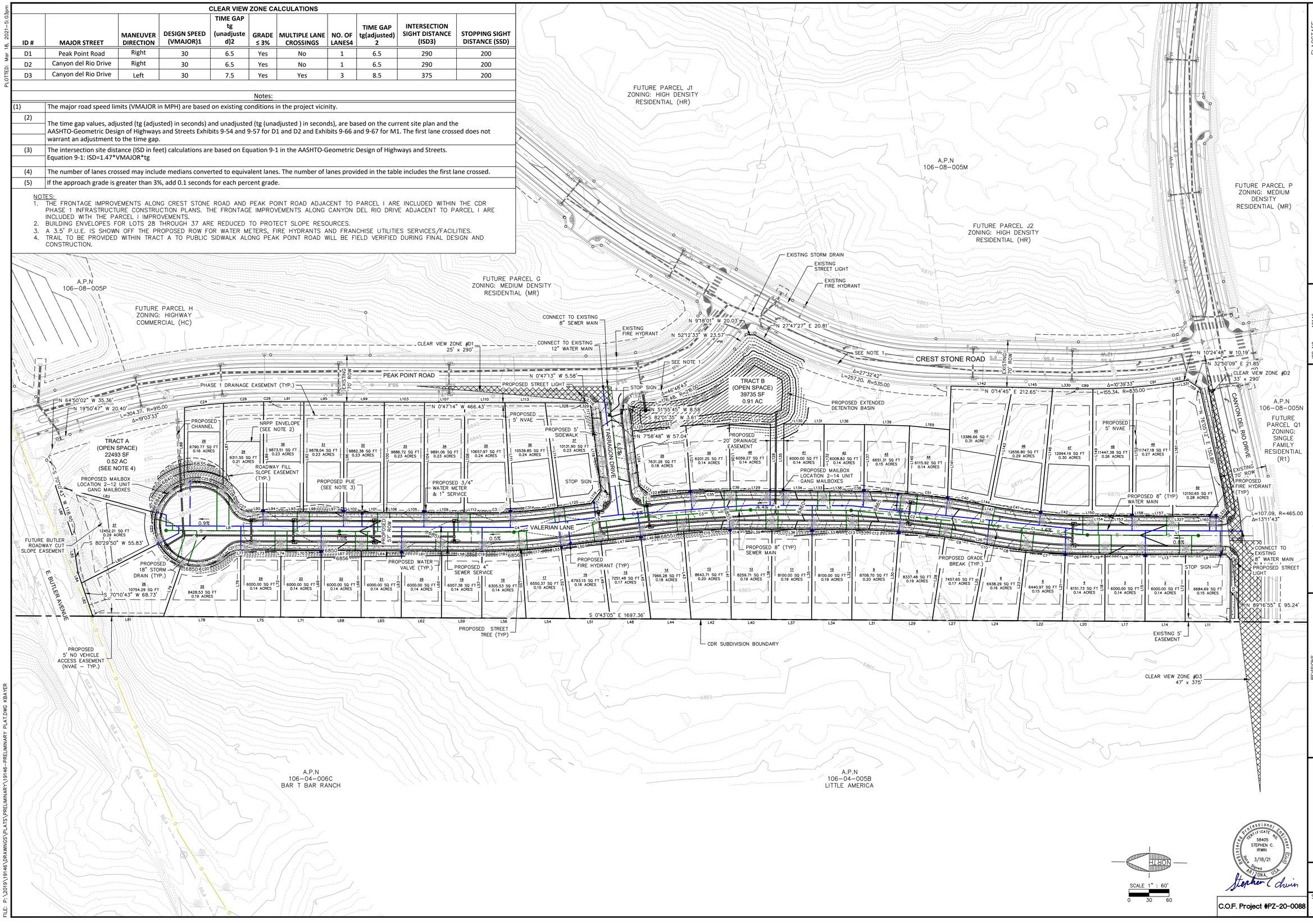
(2) The time gap values, adjusted (tg (adjusted) in seconds) and unadjusted (tg (unadjusted) in seconds), are based on the current site plan and the AASHTO-Geometric Design of Highways and Streets Exhibits 9-54 and 9-57 for D1 and D2 and Exhibits 9-66 and 9-67 for M1. The first lane crossed does not warrant an adjustment to the time gap.

(3) The intersection site distance (ISD in feet) calculations are based on Equation 9-1 in the AASHTO-Geometric Design of Highways and Streets. Equation 9-1: ISD=1.47*VMAJOR*tg

(4) The number of lanes crossed may include medians converted to equivalent lanes. The number of lanes provided in the table includes the first lane crossed.

(5) If the approach grade is greater than 3%, add 0.1 seconds for each percent grade.

NOTES:
1. THE FRONTAGE IMPROVEMENTS ALONG CREST STONE ROAD AND PEAK POINT ROAD ADJACENT TO PARCEL I ARE INCLUDED WITHIN THE CDR PHASE 1 INFRASTRUCTURE CONSTRUCTION PLANS. THE FRONTAGE IMPROVEMENTS ALONG CANYON DEL RIO DRIVE ADJACENT TO PARCEL I ARE INCLUDED WITH THE PARCEL I IMPROVEMENTS.
2. BUILDING ENVELOPES FOR LOTS 28 THROUGH 37 ARE REDUCED TO PROTECT SLOPE RESOURCES.
3. A 3.5' P.U.E. IS SHOWN OFF THE PROPOSED ROW FOR WATER METERS, FIRE HYDRANTS AND FRANCHISE UTILITIES SERVICES/FACILITIES.
4. TRAIL TO BE PROVIDED WITHIN TRACT A TO PUBLIC SIDWALK ALONG PEAK POINT ROAD WILL BE FIELD VERIFIED DURING FINAL DESIGN AND CONSTRUCTION.



FLAGSTAFF
ARIZONA

CANYON DEL RIO – PARCEL I

PRELIMINARY PLAT

JOB NO:	19146
DATE:	MAR 21
SCALE:	AS SHOWN
DRAWN:	EGT
DESIGN:	KMF/EGT
CHECKED:	KMF/SCI

110 W. Dale Avenue
Flagstaff, AZ 86001
928.773.0354
928.774.6934 fax
www.swiaz.com
Shepherd Wesnitzer, Inc.

NO.	DESCRIPTION	DATE	BY

REVISIONS

Call at least two full working days before you dig in Arizona
ARIZONA811 Arizona Blue Stake, Inc.
Dial 8-1-1 or 1-800-STAKE-IT (782-5348)

SCALE 1" : 60'
0 30 60

Registered Professional Engineer
CERTIFICATE NO.
58405
STEPHEN C.
IRWIN
3/18/21
State of
ARIZONA, U.S.A.

C.O.F. Project #PZ-20-0088

DRAWING NO.
PP01

SHT NO. 4 OF 7

FILE: P:\2019\19146\DRAWINGS\PLATS\PRELIMINARY\19146-PRELIMINARY PLAT.DWG KBAYER

LINE TABLE		
LINE #	LENGTH	DIRECTION
L1	246.63	S 0°43'08" E
L2	14.43	S 10°08'57" W
L3	58.20	S 0°43'05" E
L4	105.23	S 0°43'05" E
L5	163.01	S 7°58'25" E
L6	209.65	S 82°01'35" W
L7	298.22	S 0°43'05" E
L8	155.13	S 0°43'05" E
L9	60.99	S 0°47'30" E
L10	94.00	S 89°16'55" W
L11	67.00	N 0°43'05" W
L12	100.00	N 89°16'55" E
L13	60.00	S 0°43'05" E
L14	60.00	N 0°43'05" W
L15	100.00	N 89°16'55" E
L16	60.00	S 0°43'05" E
L17	60.00	N 0°43'05" W
L18	100.00	N 89°16'55" E
L19	25.73	S 0°43'05" E
L20	63.47	N 0°43'05" W
L21	100.77	S 88°23'31" E
L22	66.46	N 0°43'05" W
L23	105.83	S 84°18'54" E
L24	67.53	N 0°43'05" W
L25	115.75	S 80°14'22" E
L26	14.43	S 10°08'57" W
L27	60.00	N 0°43'05" W
L28	126.18	S 82°26'31" E
L29	60.00	N 0°43'05" W
L30	132.72	S 86°30'05" E
L31	60.00	N 0°43'05" W
L32	135.00	N 89°16'55" E
L33	58.20	S 0°43'05" E
L34	60.00	N 0°43'05" W
L35	135.00	N 89°16'55" E
L36	60.00	S 0°43'05" E
L37	60.00	N 0°43'05" W
L38	135.00	N 89°16'55" E
L39	45.23	S 0°43'05" E
L40	60.00	N 0°43'05" W
L41	134.87	N 88°16'21" E
L42	60.00	N 0°43'05" W
L43	131.67	N 84°10'34" E
L44	60.00	N 0°43'05" W
L45	124.68	N 82°01'35" E
L46	28.04	S 7°58'25" E
L47	60.00	S 7°58'25" E
L48	60.48	N 0°43'05" W
L49	117.04	N 82°01'35" E
L50	60.00	S 7°58'25" E

LINE TABLE		
LINE #	LENGTH	DIRECTION
L51	60.48	N 0°43'05" W
L52	109.40	N 82°01'35" E
L53	14.96	S 7°58'25" E
L54	65.17	N 0°43'05" W
L55	102.50	N 85°05'08" E
L56	66.17	N 0°43'05" W
L57	100.00	N 89°09'40" E
L58	58.22	S 0°43'05" E
L59	60.18	N 0°43'05" W
L60	100.00	N 89°16'55" E
L61	60.00	S 0°43'05" E
L62	60.00	N 0°43'05" W
L63	100.00	N 89°16'55" E
L64	60.00	S 0°43'05" E
L65	60.00	N 0°43'05" W
L66	100.00	N 89°16'55" E
L67	60.00	S 0°43'05" E
L68	60.00	N 0°43'05" W
L69	100.00	N 89°16'55" E
L70	60.00	S 0°43'05" E
L71	60.00	N 0°43'05" W
L72	100.00	N 89°16'55" E
L73	60.00	S 0°43'05" E
L74	0.00	S 0°43'05" E
L75	60.00	N 0°43'05" W
L76	100.00	N 89°16'55" E
L77	1.72	S 0°43'05" E
L78	114.89	N 0°43'05" W
L79	83.62	S 71°58'20" E
L80	130.35	S 28°04'36" E
L81	105.51	N 0°43'05" W
L82	52.30	N 70°10'43" E
L83	155.55	S 14°04'05" W
L84	16.43	N 70°10'43" E
L85	55.83	N 80°29'50" E
L86	78.61	N 70°10'43" E
L87	129.70	S 89°16'55" W
L88	113.49	N 89°16'55" E
L89	164.47	S 89°16'55" W
L90	18.47	N 0°43'05" W
L91	49.97	S 0°47'14" E
L92	164.60	S 89°16'55" W
L93	33.05	N 0°43'05" W
L94	26.95	N 0°43'05" W
L95	60.00	S 0°47'14" E
L96	164.67	S 89°16'55" W
L97	33.05	N 0°43'05" W
L98	26.95	N 0°43'05" W
L99	60.00	S 0°47'14" E
L100	164.74	S 89°16'55" W

LINE TABLE		
LINE #	LENGTH	DIRECTION
L101	33.05	N 0°43'05" W
L102	26.95	N 0°43'05" W
L103	60.00	S 0°47'14" E
L104	164.81	S 89°16'55" W
L105	33.05	N 0°43'05" W
L106	26.95	N 0°43'05" W
L107	60.00	S 0°47'14" E
L108	164.89	S 89°16'55" W
L109	60.00	N 0°43'05" W
L110	60.00	S 0°47'14" E
L111	163.96	S 85°59'43" W
L112	25.17	N 0°43'05" W
L113	60.00	S 0°47'14" E
L114	157.91	S 82°01'35" W
L115	17.48	N 7°58'25" W
L116	8.25	S 40°39'14" W
L117	11.32	S 82°01'35" W
L118	115.31	S 82°01'35" W
L119	24.51	N 52°58'25" W
L120	49.67	N 7°58'25" W
L121	100.00	S 85°01'02" W
L122	4.20	N 7°58'25" W
L123	24.51	N 37°01'35" E
L124	82.67	N 82°01'35" E
L125	21.53	S 7°58'25" E
L126	100.00	S 88°18'42" W
L127	42.33	S 0°43'05" E
L128	100.00	S 89°16'55" W
L129	42.33	N 0°43'05" W
L130	42.90	S 0°43'05" E
L131	17.10	S 0°43'05" E
L132	100.00	S 89°16'55" W
L133	17.10	N 0°43'05" W
L134	42.90	N 0°43'05" W
L135	100.00	N 89°16'55" E
L136	60.32	S 0°33'12" E
L137	100.00	S 89°29'42" W
L138	41.10	N 0°43'05" W
L139	67.31	S 0°44'18" W
L140	101.58	N 89°15'42" W
L141	102.88	N 89°15'42" W
L142	91.86	S 0°14'45" W
L143	180.41	N 79°51'03" W
L144	12.19	N 10°08'57" E
L145	60.00	S 0°14'45" W
L146	187.95	N 85°26'36" W
L147	2.24	N 10°08'57" E
L149	189.74	S 89°16'55" W
L150	6.35	S 0°43'05" E
L152	192.56	S 89°16'55" W

LINE TABLE		
LINE #	LENGTH	DIRECTION
L153	40.62	N 0°43'05" W
L154	19.38	N 0°43'05" W
L156	199.75	S 89°16'55" W
L157	40.62	N 0°43'05" W
L158	19.38	N 0°43'05" W
L159	21.85	S 32°50'09" W
L160	56.18	N 0°43'16" W
L161	199.75	N 89°16'55" E
L162	11.57	S 10°00'59" E
L163	60.12	S 4°24'30" W
L164	211.54	S 0°43'08" E
L165	14.43	S 10°08'57" W
L166	58.20	S 0°43'05" E
L167	105.23	S 0°43'05" E
L168	163.01	S 7°58'25" E
L169	60.12	S 4°24'30" W
L170	174.37	S 82°01'35" W
L171	298.22	S 0°43'05" E
L172	155.13	S 0°43'05" E
L173	66.98	S 0°43'16" E
L174	95.24	S 89°16'55" W
L175	67.00	N 0°43'05" W
L176	100.00	N 89°16'55" E
L177	60.00	S 0°43'05" E
L178	60.00	N 0°43'05" W
L179	100.00	N 89°16'55" E
L180	60.00	S 0°43'05" E
L181	60.00	N 0°43'05" W
L182	100.00	N 89°16'55" E
L183	25.73	S 0°43'05" E
L184	63.47	N 0°43'05" W
L185	100.77	S 88°23'31" E
L186	66.46	N 0°43'05" W
L187	105.83	S 84°18'54" E
L188	67.53	N 0°43'05" W
L189	115.75	S 80°14'22" E
L190	14.43	S 10°08'57" W
L191	60.00	N 0°43'05" W
L192	126.18	S 82°26'31" E
L193	60.00	N 0°43'05" W
L194	132.72	S 86°30'05" E
L195	60.00	N 0°43'05" W
L196	135.00	N 89°16'55" E
L197	58.20	S 0°43'05" E
L198	60.00	N 0°43'05" W
L199	135.00	N 89°16'55" E
L200	60.00	S 0°43'05" E
L201	60.00	N 0°43'05" W
L202	135.00	N 89°16'55" E
L203	45.23	S 0°43'05" E

LINE TABLE		
LINE #	LENGTH	DIRECTION
L204	60.00	N 0°43'05" W
L205	134.87	N 88°16'21" E
L206	60.00	N 0°43'05" W
L207	131.67	N 84°10'34" E
L208	60.00	N 0°43'05" W
L209	124.68	N 82°01'35" E
L210	28.04	S 7°58'25" E
L211	60.00	S 7°58'25" E
L212	60.48	N 0°43'05" W
L213	117.04	N 82°01'35" E
L214	60.00	S 7°58'25" E
L215	60.48	N 0°43'05" W
L216	109.40	N 82°01'35" E
L217	14.96	S 7°58'25" E
L218	65.17	N 0°43'05" W
L219	102.50	N 85°05'08" E
L220	66.17	N 0°43'05" W
L221	100.00	N 89°09'40" E
L222	58.22	S 0°43'05" E
L223	60.18	N 0°43'05" W
L224	100.00	N 89°16'55" E
L225	60.00	S 0°43'05" E
L226	60.00	N 0°43'05" W
L227	100.00	N 89°16'55" E
L228	60.00	S 0°43'05" E
L229	60.00	N 0°43'05" W
L230	100.00	N 89°16'55" E
L231	60.00	S 0°43'05" E
L232	60.00	N 0°43'05" W
L233	100.00	N 89°16'55" E
L234	60.00	S 0°43'05" E
L235	60.00	N 0°43'05" W
L236	100.00	N 89°16'55" E
L237	60.00	S 0°43'05" E
L238	0.00	S 0°43'05" E
L239	60.00	N 0°43'05" W
L240	100.00	N 89°16'55" E
L241	1.72	S 0°43'05" E
L242	114.89	N 0°43'05" W
L243	83.62	S 71°58'20" E
L244	130.35	S 28°04'36" E
L245	105.51	N 0°43'05" W
L246	52.30	N 70°10'43" E
L247	155.55	S 14°04'05" W
L248	16.43	N 70°10'43" E
L249	55.83	N 80°29'50" E
L250	78.61	N 70°10'43" E
L251	129.70	S 89°16'55" W
L252	113.49	N 89°16'55" E
L253	164.47	S 89°16'55" W

LINE TABLE		
LINE #	LENGTH	DIRECTION
L254	18.47	N 0°43'05" W
L255	49.97	S 0°47'14" E
L256	164.60	S 89°16'55" W
L257	33.05	N 0°43'05" W
L258	26.95	N 0°43'05" W
L259	60.00	S 0°47'14" E
L260	164.67	S 89°16'55" W
L261	33.05	N 0°43'05" W
L262	26.95	N 0°43'05" W
L263	60.00	S 0°47'14" E
L264	164.74	S 89°16'55" W
L265	33.05	N 0°43'05" W
L266	26.95	N 0°43'05" W
L267	60.00	S 0°47'14" E
L268	164.81	S 89°16'55" W
L269	33.05	N 0°43'05" W
L270	26.95	N 0°43'05" W
L271	60.00	S 0°47'14" E
L272	164.89	S 89°16'55" W
L273	60.00	N 0°43'05" W
L274	60.00	S 0°47'14" E
L275	163.96	S 85°59'43" W
L276	25.17	N 0°43'05" W
L277	60.00	S 0°47'14" E
L278	157.91	S 82°01'35" W
L279	17.48	N 7°58'25" W
L280	50.90	S 0°47'14" E
L281	24.94	S 40°37'11" W
L282	115.51	S 82°01'35" W
L283	24.51	N 52°58'25" W
L284	49.67	N 7°58'25" W
L285	100.00	S 85°01'02" W
L286	4.20	N 7°58'25" W
L287	24.51	N 37°01'35" E
L288	82.67	N 82°01'35" E
L289	21.53	S 7°58'25" E
L290	100.00	S 88°18'42" W
L291	42.33	S 0°43'05" E
L292	100.00	S 89°16'55" W
L293	42.33	N 0°43'05" W
L294	42.90	S 0°43'05" E
L295	17.10	S 0°43'05" E
L296	100.00	S 89°16'55" W
L297	17.10	N 0°43'05" W
L298	42.90	N 0°43'05" W
L299	100.00	N 89°16'55" E
L300	60.32	S 0°33'12" E
L301	100.00	S 89°29'42" W
L302	41.10	N 0°43'05" W
L303	67.31	S 0°44'18" W

LINE TABLE		
LINE #	LENGTH	DIRECTION
L304	101.58	N 89°15'42" W
L305	102.88	N 89°15'42" W
L306	91.86	S 0°14'30" W
L307	180.41	N 79°51'03" W
L308	12.19	N 10°08'57" E
L309	60.00	S 0°14'30" W
L310	121.24	N 85°26'36" W
L311	2.24	N 10°08'57" E
L312	66.16	S 0°44'18" W
L313	122.32	S 89°16'55" W
L314	6.35	N 0°43'05" W
L315	60.02	S 0°44'18" W
L316	120.79	S 89°16'55" W
L317	40.62	N 0°43'05" W
L318	19.38	N 0°43'05" W
L319	60.02	S 0°44'18" W
L320	119.27	S 89°16'55" W
L321	40.62	N 0°43'05" W
L322	19.38	N 0°43'05" W
L323	56.90	S 0°44'18" W
L324	75.43	S 76°05'12" W
L325	62.89	N 0°43'16" W
L326	19.37	N 0°43'05" W
L327	19.37	N 0°43'05" W
L328	56.46	N 0°47'14" W
L329	5.58	N 0°47'13" W
L330	36.76	N 0°14'45" E
L331	10.19	N 10°24'48" W
L332	8.84	S 50°02'42" E

CURVE TABLE			
CURVE #	LENGTH	RADIUS	DELTA
C1	151.74	800.00	10°52'02"
C2	189.67	1000.00	10°52'02"
C3	126.63	1000.00	7°15'20"
C4	101.31	800.00	7°15'20"
C5	8.54	833.89	0°35'13"
C6	33.66	828.50	2°19'39"
C7	58.93	828.50	4°04'32"
C8	58.93	828.50	4°04'32"
C9	43.81	971.50	2°35'02"
C10	5.62	828.50	0°23'19"
C11	68.83	971.50	4°03'33"
C12	69.82	971.50	4°07'05"
C13	1.80	971.50	0°06'22"
C14	17.15	971.50	1°00'40"
C15	69.45	971.50	4°05'46"
C16	36.42	971.50	2°08'53"
C17	44.24	828.50	3°03'33"
C18	58.93	828.50	4°04'32"
C19	1.75	828.50	0°07'15"
C20	70.71	63.50	63°48'16"
C21	22.46	30.00	42°53'37"
C22	46.25	63.50	41°43'50"
C23	46.71	63.50	42°08'40"
C24	58.42	915.00	3°39'30"
C25	61.23	63.50	55°14'56"

CURVE TABLE			
CURVE #	LENGTH	RADIUS	DELTA
C26	60.07	915.00	3°45'42"
C27	30.76	30.00	58°45'14"
C28	23.87	63.50	21°32'00"
C29	10.03	915.00	0°37'41"
C30	44.26	771.50	3°17'12"
C31	53.44	771.50	3°58'08"
C32	58.91	1235.54	2°43'54"
C33	53.69	1028.50	2°59'27"
C34	64.89	1128.50	3°17'40"
C35	59.14	1028.50	3°17'40"
C36	17.42	1028.50	0°58'13"
C37	19.11	1128.50	0°58'13"
C38	18.84	1028.50	1°02'59"
C39	65.17	1046.80	3°34'02"
C40	50.83	1043.20	2°47'31"
C41	75.30	771.50	5°35'33"
C42	71.03	771.50	5°16'29"
C44	60.23	1028.50	3°21'19"
C45	151.74	800.00	10°52'02"
C46	189.67	1000.00	10°52'02"
C47	126.63	1000.00	7°15'20"
C48	101.31	800.00	7°15'20"
C49	4.76	465.00	0°35'13"
C50	33.66	828.50	2°19'39"
C51	60.23	1028.50	3°21'19"

CURVE TABLE			
CURVE #	LENGTH	RADIUS	DELTA
C52	58.93	828.50	4°04'32"
C53	58.93	828.50	4°04'32"
C54	43.81	971.50	2°35'02"
C55	5.62	828.50	0°23'19"
C56	68.83	971.50	4°03'33"
C57	69.82	971.50	4°07'05"
C58	1.80	971.50	0°06'22"
C59	17.15	971.50	1°00'40"
C60	69.45	971.50	4°05'46"
C61	36.42	971.50	2°08'53"
C62	44.24	828.50	3°03'33"
C63	58.93	828.50	4°04'32"
C64	1.75	828.50	0°07'15"
C65	70.71	63.50	63°48'16"
C66	22.46	30.00	42°53'37"
C67	46.25	63.50	41°43'50"
C68	46.71	63.50	42°08'40"
C69	58.42	915.00	3°39'30"
C70	61.23	63.50	55°14'56"
C71	60.07	915.00	3°45'42"
C72	30.76	30.00	58°45'14"
C73	23.87	63.50	21°32'00"
C74	10.03	915.00	0°37'41"
C75	44.26	771.50	3°17'12"
C76	53.44	771.50	3°58'08"

CURVE TABLE			
CURVE #	LENGTH	RADIUS	DELTA
C77	58.91	1235.54	2°43'54"
C78	53.69	1028.50	2°59'27"
C79	64.89	1128.50	3°17'40"
C80	59.14	1028.50	3°17'40"
C81	17.42	1028.50	0°58'13"
C82	19.11	1128.50	0°58'13"
C83	18.84	1028.50	1°02'59"
C84	65.17	1046.80	3°34'02"
C85	50.83	1043.20	2°47'31"
C86	75.30	771.50	5°35'33"
C87	71.03	771.50	5°16'29"
C88	45.14	465.00	5°33'45"
C89	23.25	835.00	1°35'44"
C90	60.08	835.00	4°07'21"
C91	60.44	835.00	4°08'51"

PROPOSED LOT AREA		
LOT #	AREA (SF)	AREA (AC)
1	6684.69	0.15
2	6000.00	0.14
3	6000.00	0.14
4	6151.73	0.14
5	6440.97	0.15
6	6938.29	0.16
7	7457.65	0.17
8	8337.48	0.19
9	8708.70	0.20
10	8100.00	0.19
11	8100.00	0.19
12	8259.71	0.19
13	8642.71	0.20
14	7966.28	0.18
15	7251.48	0.17
16	6793.15	0.16
17	6550.37	0.15
18	6305.53	0.14
19	6007.38	0.14
20	6000.00	0.14

PROPOSED LOT AREA		
LOT #	AREA (SF)	AREA (AC)
21	6000.00	0.14
22	6000.00	0.14
23	6000.00	0.14
24	6000.00	0.14
25	8428.53	0.19
26	10754.29	0.25
27	12452.21	0.29
28	6790.77	0.16
29	9311.55	0.21
30	9873.51	0.23
31	9878.04	0.23
32	9882.38	0.23
33	9886.72	0.23
34	9891.06	0.23
35	10657.97	0.24
36	10539.85	0.24
37	10131.90	0.23
38	7631.26	0.18
39	6201.25	0.14
40	6059.27	0.14

PROPOSED LOT AREA		
LOT #	AREA (SF)	AREA (AC)
41	6000.00	0.14
42	6008.83	0.14
43	6651.31	0.15
44	6115.92	0.14
45	13386.66	0.31
46	12656.80	0.29
47	12994.19	0.30
48	11447.38	0.26
49	11747.18	0.27
50	12150.65	0.28

Registered Professional Engineer
CERTIFICATE NO.
58405
STEPHEN C. IRWIN
3/18/21
Date Signed
ARIZONA, U.S.A.

C.O.F. Project #PZ-20-0088

FLAGSTAFF
ARIZONA

PRELIMINARY PLAT

CANYON DEL RIO – PARCEL I

110 W. Dale Avenue
Flagstaff, AZ 86001
928.773.0354
928.774.6934 fax
www.swiaz.com

SWI
Shephard Wesnitzer, Inc.

REVISIONS			
NO.	DESCRIPTION	DATE	BY

JOB NO: 19146
DATE: MAR 21
SCALE: NTS
DRAWN: EGT
DESIGN: KMF/EGT
CHECKED: KMF/SCI

Call at least two full working days before you dig in any direction
ARIZONA 811 Arizona Blue Stake, Inc.
Dial 8-1-1 or 1-800-STAKE-IT (782-5348)

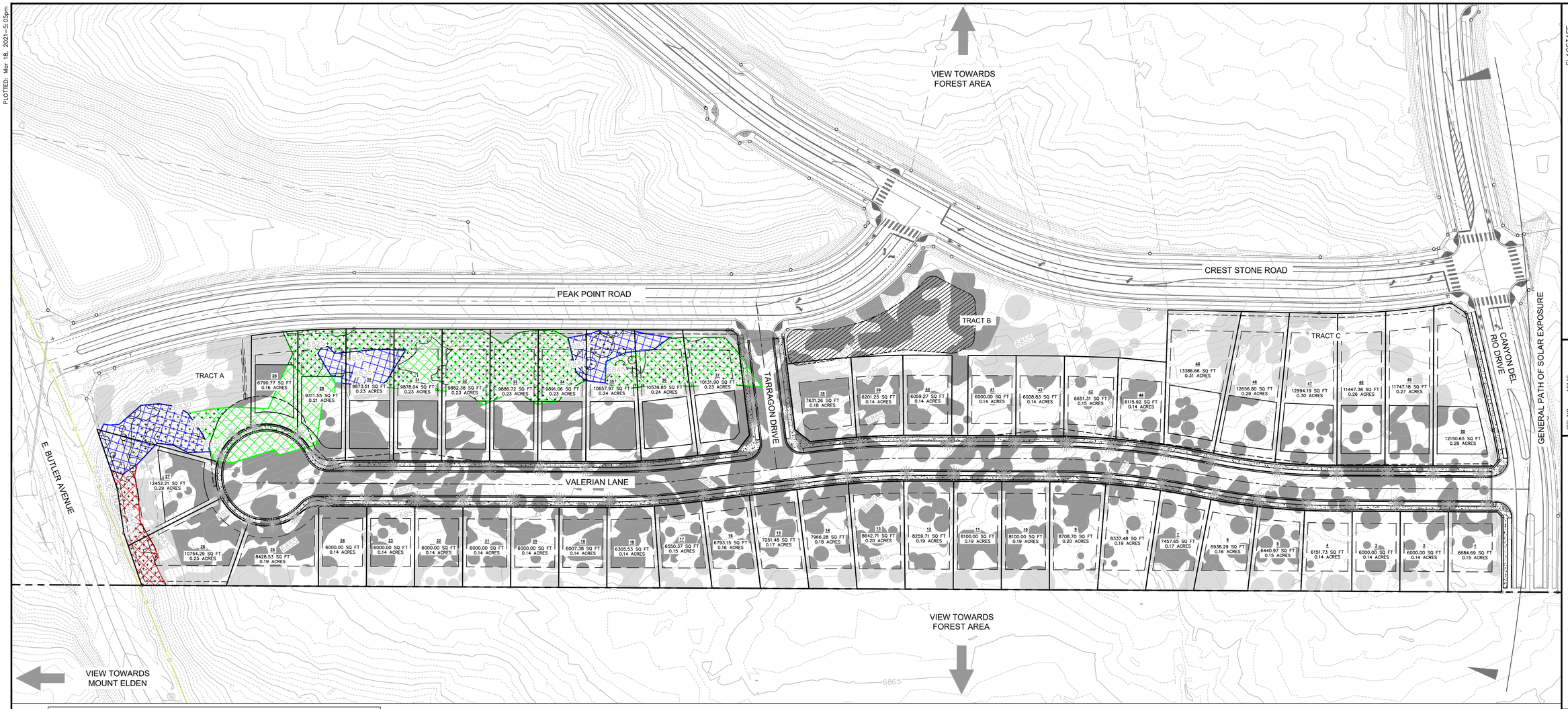
DRAWING NO.
PP02

SHT NO. 5 OF 7

PLOTTED: Mar 18, 2021–5:03pm

FILE: P:\2019\19146\DRAWINGS\PLATS\PRELIMINARY\19146-PRELIMINARY PLAT.DWG KBAYER

PLOTTED: Mar 18, 2021–5:05pm



FOREST RESOURCES

	RESIDENTIAL
REQUIRED PRESERVATION RATE	50% OF CANOPY AREA
TREE CANOPY AREA (SF)	240,797
REQUIRED PRESERVED TREE CANOPY AREA (SF)	120,398
PRESERVED TREE CANOPY AREA (SF)	76,793
ACTUAL PRESERVATION RATE	31.9%
EXCESS PRESERVED SLOPE AREA (SF)	4,784
CONVERSION OF EXCESS SLOPE TO EVERY 50 SF	96
AVERAGE DIAMETER OF TREE CANOPY (1 POINT)	10 FT
AVERAGE TREE CANOPY AREA (SF)	79
CONVERSION OF EXCESS SLOPE AREA TO AVERAGE TREE CANOPY (SF)	7,515
TOTAL TREE CANOPY AREA PRESERVED (SF)	84,307
TOTAL PRESERVATION RATE (WITH EXCESS SLOPE)	35.0%
TREE CANOPY AREA WITHIN SLOPE RESOURCES (SF)	38,166
CONVERSION OF TREE CANOPY AREA WITHIN SLOPE TO EVERY 50 SF	763
AVERAGE DIAMETER OF TREE CANOPY (1 POINT)	10 FT
AVERAGE TREE CANOPY AREA (SF)	79
CONVERSION OF TREE CANOPY AREA WITHIN SLOPES TO AVERAGE TREE CANOPY (SF)	59,951
25% OF TREE CANOPY WITHIN SLOPE RESOURCES (SF)	14,988
TOTAL TREE CANOPY AREA PRESERVED (SF)	99,295
TOTAL PRESERVATION RATE	41.2%
DISTURBED TREE CANOPY AREA WITHIN ROW (SF)	18,243
FINAL TREE CANOPY AREA PRESERVED (SF)	81,053
FINAL TREE CANOPY AREA DEFICIT (SF)	-39,346
FINAL PRESERVATION RATE	**33.7%**

Note:

1. Per City Zoning Code Section 10-50.90.050.C.4, for every 50 sf of additional slope area that is determined to be protected over and above the minimum required in this section, then 1 tree point or 79 sf of tree canopy area will be credited toward the minimum required forest resources.
2. Per City Zoning Code Section 10-50.90.060.B.4(b), up to 25% of the forest resources in the steep slope area may be counted towards the required amount of forest resources for the entire site at a ratio of 1 tree point (or 79 sf of tree canopy area) to 50 sf of slope area.
3. The "Distrubed Tree Canopy Area within ROW" refers to the tree canopy disturbed within the CDR ROW, as listed on the Preliminary Block Plat NRPP, that has been distributed to this parcel based on a ratio of parcel size to the greater CDR development.
4. Refer to the Resource Banking table for an understanding of the resource credits available within the greater CDR development.

STEEP SLOPE RESOURCES

	RESIDENTIAL
REQUIRED PRESERVATION RATE FOR 17-24.99%	70% OF SLOPE AREA
SLOPE AREA (SF) FOR 17-24.99%	43,061
REQUIRED PRESERVATION (SF)	30,143
PRESERVED SLOPE (SF)	32,077
ACTUAL PRESERVATION RATE	74.5%
EXCESS SLOPE FOR 17-24.99% (SF)	1,934
REQUIRED PRESERVATION RATE FOR 25-34.99%	80% OF SLOPE AREA
SLOPE AREA (SF) FOR 24.99-34.99%	14,677
REQUIRED PRESERVATION (SF)	11,741
PRESERVED SLOPE (SF)	14,592
ACTUAL PRESERVATION RATE	99.4%
EXCESS SLOPE FOR 25-34.99% (SF)	2,850
REQUIRED PRESERVATION RATE FOR >35%	100% OF SLOPE AREA
SLOPE AREA (SF) FOR >35%	3,872
REQUIRED PRESERVATION (SF)	3,872
PRESERVED SLOPE (SF)	3,872
ACTUAL PRESERVATION RATE	100.0%
EXCESS SLOPE FOR >35% (SF)	0
TOTAL EXCESS PRESERVED SLOPE AREA (SF)	**4,784**

RESOURCE BANK FOR CDR

	Availble within CDR	Used by Parcel G	Used by Parcel I	Remaining Available within CDR
SLOPE AREA (SF) FOR 17-24.99%	60,763	4,148	0	56,615
SLOPE AREA (SF) FOR 24.99-34.99%	12,187	741	0	11,446
SLOPE AREA (SF) FOR >35%	0	0	0	0
TREE CANOPY AREA (SF)	169,114	47,700	39,346	82,068

Notes:

1. Resources shown in this table are from Tracts A through G which will be dedicated as open space per the CDR Preliminary Block Plat.

SITE ANALYSIS:

1. THE EXISTING TOPOGRAPHY IS AS SHOWN.
2. THE EXISTING VEGETATION IS AS SHOWN.
3. NOTICEABLE SITE VIEWS INCLUDE MOUNT ELDEN (NORTH).
4. THE PREVAILING WINDS ARE GENERALLY FROM THE SOUTHWEST. AT 7,000 FEET, FLAGSTAFF EXPERIENCES SNOW AND LARGE TEMPERATURE SWINGS. AS A RESULT OF REOCCURRING FREEZE/THAW CYCLES, PEDESTRIAN WALKWAYS WILL AVOID THE NORTH SIDE OF BUILDINGS AS MUCH AS POSSIBLE.
5. FLAGSTAFF SUBSURFACE CONDITIONS GENERALLY CONSIST OF ROCK AND/OR CLAY MATERIAL. IT IS EXPECTED THAT THIS SITE WILL BE THE SAME. ALL DESIGN WILL BE PER THE RECOMMENDATIONS OF THE GEOTECHNICAL REPORT.
6. THE SITE EXPERIENCES A LOT OF EXPOSURE AS IT SITS ON A HIGH RIDGE. PRECIPITATION NATURALLY RUNS INTO BOW AND ARROW WASH.
7. THE SITE IS ACCESSIBLE FROM BOULDER MOUNTAIN DRIVE AND CANYON DEL RIO DRIVE AND VIEWABLE FROM BUTLER AVENUE.

LEGEND

- EXISTING TREE CANOPY
- EXISTING SLOPE 17–24.99%
- EXISTING SLOPE 25–34.99%
- EXISTING SLOPE >35%
- PROPOSED SETBACK
- PROPOSED LOT LINE
- PROPOSED BUILDING ENVELOPE
- EXISTING TREE CANOPY
- EXISTING SLOPE 17–24.99%
- EXISTING SLOPE 25–34.99%
- EXISTING TREE CANOPY WITHIN SLOPE

NOTE:
1. LOTS 27–38 AND 45–50 INCLUDE A PROPOSED BUILDING ENVELOPE IN ORDER TO PRESERVE EXISTING NATURAL RESOURCES WITHIN THE LOT ITSELF.

SCALE 1" : 60'
0 30 60

REGISTERED PROFESSIONAL ENGINEER (CIVIL)
CERTIFICATE NO. 58405
STEPHEN C. IRWIN
3/18/21
Date Signed
ARIZONA, U.S.A.

C.O.F. Project #PZ-20-0088

FLAGSTAFF
ARIZONA

CANYON DEL RIO – PARCEL I

NATURAL RESOURCE PROTECTION PLAN

JOB NO:	19146
DATE:	MAR 21
SCALE:	AS SHOWN
DRAWN:	EGT
DESIGN:	KMF/EGT
CHECKED:	KMF/SCI

110 W. Dale Avenue
Flagstaff, AZ 86001
928.773.0354
928.774.6934 fax
www.SWIGZ.com

Shephard Wesnitzer, Inc.

NO.	DESCRIPTION	DATE	BY
	REVISIONS		

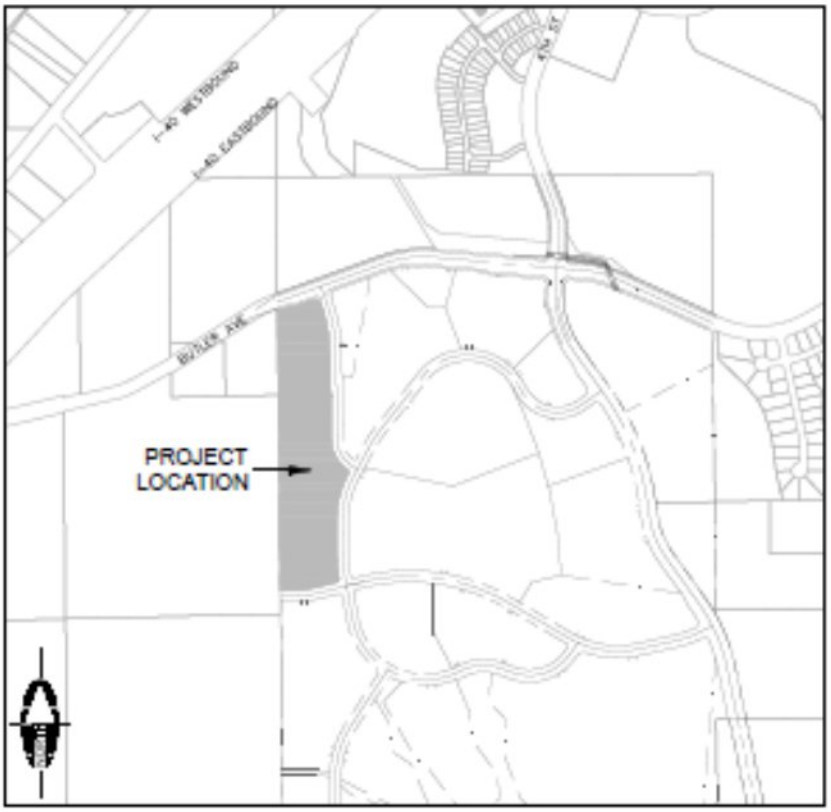
Call at least two full working days before you plan to excavate.
ARIZONA 811 Arizona Blue Stake, Inc.
Dial 8-1-1 or 1-800-STAKE-IT (782-5348)

DRAWING NO.
NRPP

SHT NO. 6 OF 7

FILE: P:\2019\19146\DRAWINGS\PLATS\PRELIMINARY\19146-NATURAL RESOURCE PROTECTION PLAN.DWG KBAYER

LOCATED IN WESTERN HALF OF SECTION 24,
TOWNSHIP 21 NORTH, RANGE 7 EAST OF THE GILA
AND SALT RIVER MERIDIAN, COCONINO COUNTY,
CITY OF FLAGSTAFF, ARIZONA



VICINITY MAP

Shephard Wesnitzer, Inc.
Engineering an environment of excellence

110 West Dale Avenue
Flagstaff, AZ 86001

928.773.0354
928.774.8923

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September 15, 2020 **Job #19146**

PROJECT: ***Canyon Del Rio – Parcel I***

UTILITY CONFLICT LETTER

TO: ADOT

Nathan Reisner
1801 South Milton Road
Flagstaff, AZ 86001

FROM: Shephard Wesnitzer Inc.

Kayla Fleishman
110 W Dale Ave
Flagstaff, AZ 86001

In conformance with the City of Flagstaff subdivision development process, we have enclosed the Preliminary Plat for the Canyon Del Rio – Parcel I development prepared by Shephard-Wesnitzer, Inc. The site is situated on the south side of East Butler Avenue.

Please provide any comments and return them to us as soon as possible. Thank you for taking the time to complete, sign, date, and return this document. Your transmittal may be by mail or email as indicated on the bottom of this page.

_____ APPROVED WITHOUT COMMENT

_____ APPROVED WITH COMMENT, AS FOLLOWS

__x__ ACKNOWLEDGED, APPROVAL NOT REQUIRED, COMMENTS AS FOLLOWS

See attached comments

SIGNED: Nathan P. Reisner **TITLE:** Development Egineer

AGENCY: ADOT **DATE:** 9/29/2020

110 W. Dale Ave.
Flagstaff, AZ 86001

Phone #: 928-773-0354

Email: kfleishman@swiaz.com

November 8, 2018

Kayla Fleishman
Shephard Wesnitzer, Inc.
110 West Dale Avenue
Flagstaff, AZ 86001

Subject: Canyon Del Rio Plat Letter

Dear Mrs. Fleishman :

Continued development impacting the local roadway system will create saturation over time if not mitigated. ADOT does not have a policy in which we can require a developer not encroaching on ADOT's right of way to contribute to infrastructure improvements. In partnership, it is requested that local jurisdictions include a proportional share analysis detailing impact to ADOT jurisdictional roadways to assist in future infrastructure improvements caused by City development benefitting the overall local roadway system.

Sincerely,

Nathan Reisner, P.E.
Northcentral District Development Engineer
1801 S. Milton Street
Flagstaff, AZ 86001

SWI
Shephard Wesnitzer, Inc.

110 West Dale Avenue
Flagstaff, AZ 86001

928.773.0354
928.774.8923

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September 15, 2020 **Job #19146**

PROJECT: ***Canyon Del Rio – Parcel I***

UTILITY CONFLICT LETTER

TO: USDA Natural Resources Conservation Service

Joseph Dahms
1611 South Plaza Way
Flagstaff, AZ 86001

FROM: Shephard-Wesnitzer Inc.

Kayla Fleishman
110 W Dale Ave
Flagstaff, AZ 86001

In conformance with the City of Flagstaff subdivision development process, we have enclosed the Preliminary Plat for the Canyon Del Rio – Parcel I development prepared by Shephard-Wesnitzer, Inc. The site is situated on the south side of East Butler Avenue.

Please provide any comments and return them to us as soon as possible. Thank you for taking the time to complete, sign, date, and return this document. Your transmittal may be by mail or email as indicated on the bottom of this page.

✓ APPROVED WITHOUT COMMENT

_____ APPROVED WITH COMMENT, AS FOLLOWS

_____ ACKNOWLEDGED, APPROVAL NOT REQUIRED, COMMENTS AS FOLLOWS

SIGNED: Joseph Dahms **TITLE:** District Conservationist

AGENCY: USDA NRCS **DATE:** 9/15/20

110 W. Dale Ave.
Flagstaff, AZ 86001

Phone #: 928-773-0354

Email: kfleishman@swiaz.com

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September 15, 2020 **Job #19146**

PROJECT: ***Canyon Del Rio – Parcel I***

UTILITY CONFLICT LETTER

TO: Unisource Energy Services

Martin Conboy
1459 East Butler Ave.
Flagstaff, AZ 86001

FROM: Shephard-Wesnitzer Inc.

Kayla Fleishman
110 W Dale Ave
Flagstaff, AZ 86001

In conformance with the City of Flagstaff subdivision development process, we have enclosed the Preliminary Plat for the Canyon Del Rio – Parcel I development prepared by Shephard-Wesnitzer, Inc. The site is situated on the south side of East Butler Avenue.

Please provide any comments and return them to us as soon as possible. Please also provide maps of any existing Unisource utilities in the vicinity of the site for coordination purposes. Thank you for taking the time to complete, sign, date, and return this document. Your transmittal may be by mail or email as indicated on the bottom of this page.

__X__ APPROVED WITHOUT COMMENT

_____ APPROVED WITH COMMENT, AS FOLLOWS

_____ ACKNOWLEDGED, APPROVAL NOT REQUIRED, COMMENTS AS FOLLOWS

SIGNED: Martin Conboy **TITLE:** Gas Engineering Supervisor

AGENCY: UNS Gas, Inc. **DATE:** January 26, 2021

110 W. Dale Ave.
Flagstaff, AZ 86001

Phone #: 928-773-0354

Email: kfleishman@swiaz.com

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September 15, 2020 **Job #19146**

PROJECT: ***Canyon Del Rio – Parcel I***

UTILITY CONFLICT LETTER

TO: Flagstaff Unified School District

Bob Kuhn
3285 E. Sparrow Avenue
Flagstaff, AZ 86001

FROM: Shephard-Wesnitzer Inc.

Kayla Fleishman
110 W Dale Ave
Flagstaff, AZ 86001

In conformance with the City of Flagstaff subdivision development process, we have enclosed the Preliminary Plat for the Canyon Del Rio – Parcel I development prepared by Shephard-Wesnitzer, Inc. The site is situated on the south side of East Butler Avenue.

Please provide any comments and return them to us as soon as possible. Thank you for taking the time to complete, sign, date, and return this document. Your transmittal may be by mail or email as indicated on the bottom of this page.

___ APPROVED WITHOUT COMMENT
✓ APPROVED WITH COMMENT, AS FOLLOWS
___ ACKNOWLEDGED, APPROVAL NOT REQUIRED, COMMENTS AS FOLLOWS

The cul-de-sac is too narrow for winter driving when it snows. FUSD will not bus to the end of street due to safety

SIGNED: DMK **TITLE:** Asst. Sup. of Operations

AGENCY: FUSD **DATE:** 9-16-2020

110 W. Dale Ave.
Flagstaff, AZ 86001

Phone #: 928-773-0354

Email: kfleishman@swiaz.com

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September 15, 2020 **Job #19146**

PROJECT: ***Canyon Del Rio – Parcel I***

UTILITY CONFLICT LETTER

TO: CC Health Dept. – Environ. Services

Jay Christelman
2500 North Fort Valley Road, Bldg. 1
Flagstaff, AZ 86001

FROM: Shephard-Wesnitzer Inc.

Kayla Fleishman
110 W Dale Ave
Flagstaff, AZ 86001

In conformance with the City of Flagstaff subdivision development process, we have enclosed the Preliminary Plat for the Canyon Del Rio – Parcel I development prepared by Shephard-Wesnitzer, Inc. The site is situated on the south side of East Butler Avenue.

Please provide any comments and return them to us as soon as possible. Thank you for taking the time to complete, sign, date, and return this document. Your transmittal may be by mail or email as indicated on the bottom of this page.

X APPROVED WITHOUT COMMENT

_____ APPROVED WITH COMMENT, AS FOLLOWS

_____ ACKNOWLEDGED, APPROVAL NOT REQUIRED, COMMENTS AS FOLLOWS

SIGNED: _____ **TITLE:** Director

AGENCY: Coconino Com. Dev. **DATE:** 1.20.21

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110 West Dale Avenue
Flagstaff, AZ 86001

928.773.0354
928.774.8923

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September 15, 2020 **Job #19146**

PROJECT: ***Canyon Del Rio – Parcel I***

UTILITY CONFLICT LETTER

TO: Coconino County Flood Control District

Jay Christelman
2500 North Fort Valley Road, Bldg. 1
Flagstaff, AZ 86001

FROM: Shephard-Wesnitzer Inc.

Kayla Fleishman
110 W Dale Ave
Flagstaff, AZ 86001

In conformance with the City of Flagstaff subdivision development process, we have enclosed the Preliminary Plat for the Canyon Del Rio – Parcel I development prepared by Shephard-Wesnitzer, Inc. The site is situated on the south side of East Butler Avenue.

Please provide any comments and return them to us as soon as possible. Thank you for taking the time to complete, sign, date, and return this document. Your transmittal may be by mail or email as indicated on the bottom of this page.

X APPROVED WITHOUT COMMENT

_____ APPROVED WITH COMMENT, AS FOLLOWS

_____ ACKNOWLEDGED, APPROVAL NOT REQUIRED, COMMENTS AS FOLLOWS

SIGNED: _____ **TITLE:** Director

AGENCY: Coconino Com. Dev. **DATE:** 1.20.21

110 W. Dale Ave.
Flagstaff, AZ 86001

Phone #: 928-773-0354

Email: kfleishman@swiaz.com

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September 15, 2020 **Job #19146**

PROJECT: ***Canyon Del Rio – Parcel I***

UTILITY CONFLICT LETTER

TO: CenturyLink

Manual Hernandez
112 North Beaver Street
Flagstaff, AZ 86001

FROM: Shephard-Wesnitzer Inc.

Kayla Fleishman
110 W Dale Ave
Flagstaff, AZ 86001

In conformance with the City of Flagstaff subdivision development process, we have enclosed the Preliminary Plat for the Canyon Del Rio – Parcel I development prepared by Shephard-Wesnitzer, Inc. The site is situated on the south side of East Butler Avenue.

Please provide any comments and return them to us as soon as possible. Please also provide maps of any existing CenturyLink utilities in the vicinity of the site for coordination purposes. Thank you for taking the time to complete, sign, date, and return this document. Your transmittal may be by mail or email as indicated on the bottom of this page.

_____ APPROVED WITHOUT COMMENT

_____ APPROVED WITH COMMENT, AS FOLLOWS

_____ ACKNOWLEDGED, APPROVAL NOT REQUIRED, COMMENTS AS FOLLOWS

_____

_____

_____

_____

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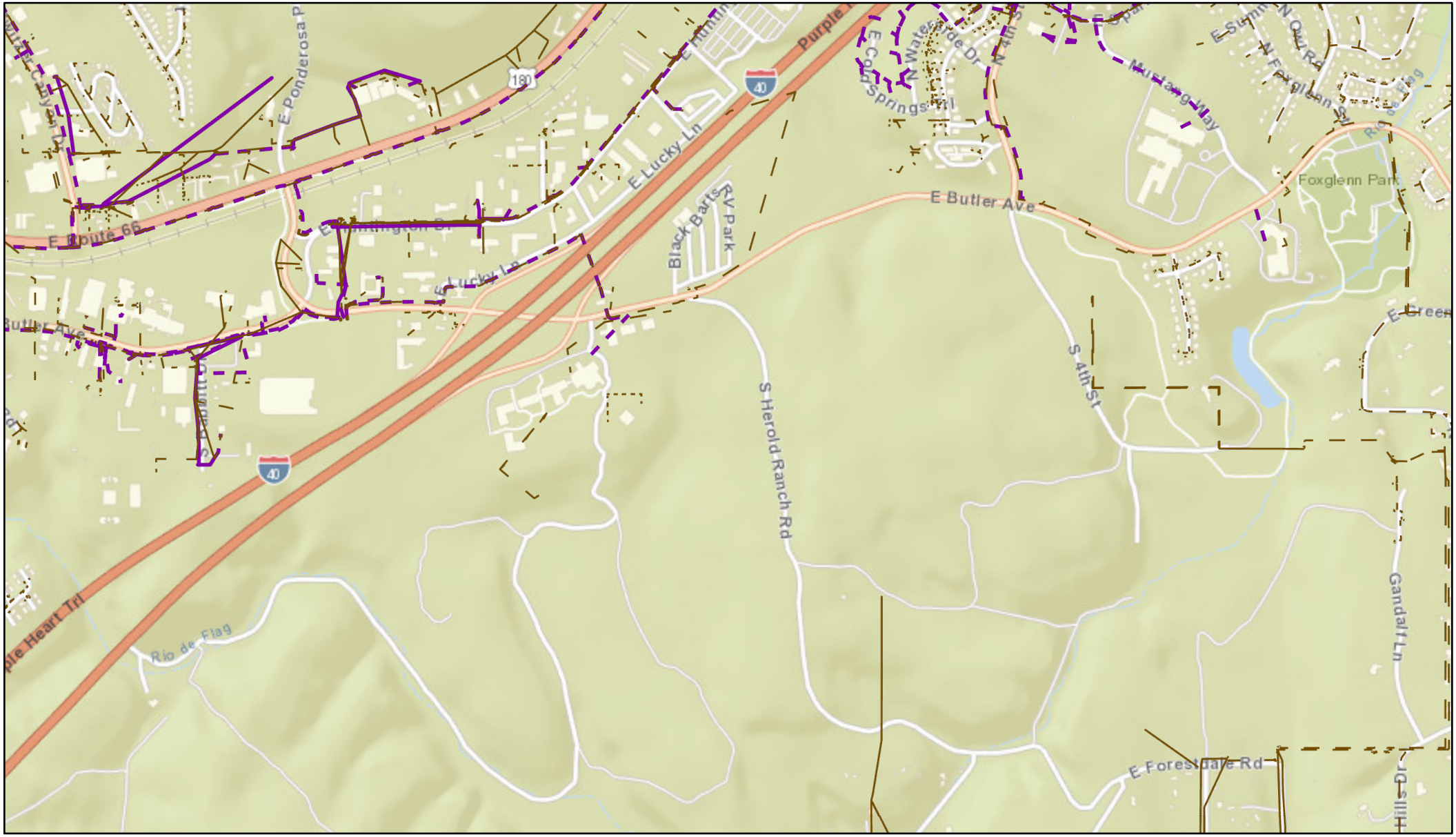
_____

_____

SIGNED: _____ **TITLE:** _____

AGENCY: _____ **DATE:** _____

CenturyLink Relo Utility Map



September 16, 2020

1:13,519

0 0.1 0.2 0.4 mi

0 0.17 0.35 0.7 km

CLA	Non Owned Facilities	Level 3 Facilities	CTL Facilities	Local Fiber	
Aerial	Aerial	Aerial	Aerial	Aerial	Underground
Underground	Underground	Underground	Underground	Underground	Aerial

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community, Level 3 Data is Highly Confidential and Proprietary.

Persons working in the area covered by this data must contact the statewide Call-Before-You-Dig System to ascertain the location of underground facilities prior to performing any excavation. CenturyLink Data is Highly Confidential and Proprietary.
CenturyLink Data is Confidential and Proprietary.

CenturyLink™ Conflict Memorandum

Date: September 17, 2020

To: Elizabeth Tague (Shephard Wesnitzer Inc)
ETague@swiaz.com

From: Kevin Wagner, Terra Technologies LLC

Subject: CenturyLink™ – Conflict Memo – Project No. 19146 – Canyon Del Rio – Parcel 1, Flagstaff

---

Terra Technologies is in receipt of the plans and a letter dated September 15, 2020. Below you will see an overview of CenturyLink™ facilities within the project limits, and a brief project overview along with comments regarding any CenturyLink™ facilities with respect to the proposed project.

Inventory of CenturyLink™ Facilities
CenturyLink™ has no facilities within the project limits. Plan markups have been attached with CenturyLink™ comments.

Project Overview
The design intent of this project appears to be developing a vacant parcel of land for a residential subdivision.

Facility Locations and Impacts
Plans have been reviewed for conflicts with CenturyLink™ facilities based on NDS mapping which show a general location of utility locations. Neither Terra Technologies LLC nor CenturyLink™ makes any representation regarding the completeness or accuracy of vertical and horizontal utility information used to determine conflicts or no conflicts.

Based on CenturyLink™ mapping and the construction drawings provided there appear to be **no conflicts.**

Utility conflicts with this private development project will be 100% reimbursable. Payment for design and mitigation of conflicts is to be coordinated prior to work commencing.

CenturyLink™ Conflict Memorandum

In accordance with state law, Blue Staking for location of CenturyLink™ facilities must be completed prior to any construction. When crossing CenturyLink™ facilities you will be required to pothole to determine depth and maintain a minimum of 12 inch vertical and horizontal separation from facilities.

Pursuant to state law, support and protection is required for all CenturyLink™ facilities during construction.

Should the Contractor locate or expose an unknown CenturyLink™ facility, please contact CenturyLink™ as soon as possible.

In the event CenturyLink™ facilities need to be removed/relocated, some or all cost may be at the expense of the sponsoring agency.

If you have any questions or concerns regarding this review feel free to contact me immediately, either by phone or email at the number/address provided below. The contractor is also responsible for contacting CenturyLink™ prior to construction around the CenturyLink™ facilities.

Notification List

Terra Technologies LLC Kevin Wagner, Project Manager kwagner@terratechllc.net 815-245-9640	**Terra Technologies LLC** Jason Jensen, P.E. jjensen@terratechllc.net 801-735-2464
CenturyLink™ (Engineer II) Manny Hernandez Manuel.Hernandez4@centurylink.com 112 N Beaver Street Flagstaff AZ, 86001 Work: 928-779-4935	**CenturyLink™ (SR Account Mgr – BDP/MDU)** Wendy Lofton Wendy.Lofton@centurylink.com Work: 602-403-4052
CenturyLink™ (SR Account Mgr – BDP/MDU-GF) John West John.West1@centurylink.com Work: 480-423-4737	**CenturyLink™ (SR Account Mgr – BDP/MDU)** Jerry Lumpkin Jerry.F.Lumpkin@centurylink.com

PLOTTED: Sep 15, 2020–10:42am

PRELIMINARY PLAT
FOR
CANYON DEL RIO - PARCEL I
FLAGSTAFF, ARIZONA

LOCATED IN WESTERN HALF OF SECTION 24, TOWNSHIP 21 NORTH, RANGE 7 EAST OF THE GILA AND SALT RIVER MERIDIAN, COCONINO COUNTY, CITY OF FLAGSTAFF, ARIZONA

PROPERTY OWNER:

CDR LAND INVESTORS I, LLC
3101 N. CENTRAL AVE., NO 1600
PHOENIX, AZ 85012
CONTACT: CLINT WHITING

PROJECT DEVELOPER:

RAC PARTNERS, LLC
3605 S FLAGSTAFF RANCH RD
FLAGSTAFF, AZ 86001
TEL: (928) 774–3826
CONTACT: JOHNN SUTHERLAND

PROPERTY INFORMATION:

CANYON DEL RIO – PARCEL I
ADDRESS – TBD
FLAGSTAFF, AZ 86005

APN# 106–08–005N (±172.12 AC)
ZONING: SINGLE FAMILY RESIDENTIAL (R1)

PROJECT ENGINEER:

SHEPHARD–WESNITZER, INC.
CONTACT: STEPHEN C. IRWIN, P.E.
110 W. DALE AVENUE
FLAGSTAFF, ARIZONA 86001
928–773–0354

NUMBER OF UNITS/LOTS: 50
TOTAL ACREAGE OF LOTS: ±8.94 AC
NUMBER OF TRACTS: 3
TOTAL ACREAGE OF TRACTS: ±2.04 AC
BUILDING TYPE: SINGLE FAMILY RESIDENTIAL (R1)
FRONTAGE TYPE: COMMON YARD
GROSS ACREAGE: 13.40 ACRES
GROSS DENSITY: 3.73 UNITS PER ACRE
NET ACREAGE (EXCLUDING ROADWAY): 10.98 ACRES
NET DENSITY (EXCLUDING ROADWAY): 4.55 UNITS PER ACRE

1. ALL UTILITIES, INCLUDING STREET LIGHT AND ELECTRIC LINES INSTALLED WITH THIS DEVELOPMENT SHALL BE PLACED UNDERGROUND.
2. DEVELOPMENT AND USE OF THIS SITE WILL CONFORM TO ALL APPLICABLE CITY OF FLAGSTAFF CODES AND ORDINANCES.
3. AN ASSOCIATION WILL BE FORMED AND HAVE THE RESPONSIBILITY FOR MAINTAINING ALL COMMON AREAS TO BE NOTED AS "TRACTS" (INCLUDING LANDSCAPED AREAS AND DRAINAGE FACILITIES).
4. NEW IMPERVIOUS SURFACE AREA: 4.62 ACRES PER TABLE ON SHEET SS01.
5. ALL RIGHT–OF–WAYS WITHIN THE SUBDIVISION SHALL BE DEDICATED TO CITY OF FLAGSTAFF.
6. SINGLE MAIL BOXES WILL BE PROVIDED AT EACH SINGLE–FAMILY RESIDENCE. MAIL BOX LOCATIONS MUST BE APPROVED BY THE UNITED STATES POST OFFICE.

SUMMARY OF TRACTS

1. TRACT A IS INTENDED FOR THE PRESERVATION OF TREE AND SLOPE RESOURCES AND OPEN SPACE.
2. TRACT B IS INTENDED FOR OPEN SPACE AND DRAINAGE FACILITIES.
3. TRACT C IS INTENDED FOR THE PRESERVATION OF TREE RESOURCES, OPEN SPACE AND DRAINAGE FACILITIES.

ZONING:

THE PROJECT IS LOCATED WITHIN THE CITY OF FLAGSTAFF'S R1 ZONING DISTRICT. THE PROPOSED DEVELOPMENT IS USING SINGLE–FAMILY HOME BUILDING TYPE.

STREET NAMING:

THE STREET NAMES PROPOSED HEREON HAVE BEEN VERIFIED WITH THE CITY WEBSITE. IF IT IS DETERMINED THERE IS A CONFLICT WITH THESE NAMES BY THE CITY ADDRESSING DEPARTMENT, PLEASE CONSIDER THE FOLLOWING ALTERNATE NAMES – ZINNIA, SENNA, OR AMARANTH. THESE ALTERNATES CAN USE ANY SUFFIX PER THE CITY ZONING CODE.

OPEN SPACE/CIVIC SPACE NOTE:

PER CITY OF FLAGSTAFF ZONING CODE SECTION 10–30.60.90, THE SITE IS REQUIRED TO PROVIDE 5% OF THE SITE AS OPEN SPACE. BASED ON THE PROPOSED LAYOUT, THE SITE PROVIDES APPROXIMATELY 2.04 ACRES OF OPEN SPACE (~15.2% OF THE SITE). A MAJORITY OF THE ONSITE OPEN SPACE WILL BE "GREEN" SPACE – TO BE DESIGNATED AS OPEN SPACE FOR UNSTRUCTURED RECREATION.

EARTHWORK SUMMARY

SITE GRADING:

UNADJUSTED CUT: 11,821 CY
UNADJUSTED FILL: 2,270 CY

EARTHWORK VOLUMES SHOWN ABOVE ARE BASED ON IN–PLACE VOLUMES REQUIRED FOR SITE GRADING. QUANTITIES ARE NOT ADJUSTED FOR SHRINKAGE (SEE GEOTECH REPORT FOR ESTIMATED SHRINKAGE FACTORS). THESE RESULTS MAY NOT REFLECT THE FINAL CONSTRUCTED QUANTITIES. THE CONTRACTOR IS RESPONSIBLE FOR MAKING HIS OWN QUANTITY DETERMINATIONS. ADDITIONAL EARTHWORK QUANTITIES SHALL BE CONSIDERED INCIDENTAL TO BUILDING CONSTRUCTION. ANY WASTE MATERIAL SHALL BE INCIDENTAL TO CONSTRUCTION.

SOURCE OF PROJECT INFORMATION

BOUNDARY AND TOPOGRAPHIC INFORMATION ACCORDING TO AN ALTA SURVEY PREPARED BY SHEPHARD–WESNITZER, INC. IN MAY 2003, INSTRUMENT NUMBER 3203783, OFFICIAL RECORDS OF COCONINO COUNTY, ARIZONA.

BASIS OF BEARING

NORTH 89–34–20 EAST, 2655.62' FROM THE NORTHWEST CORNER OF SECTION 24 TO THE NORTH QUARTER CORNER OF SECTION 24, TOWNSHIP 21 NORTH, RANGE 7 EAST OF THE GILA AND SALT RIVER MERIDAN, COCONINO COUNTY, ARIZONA, ACCORDING TO AN ALTA SURVEY PREPARED BY SHEPHARD–WESNITZER, INC. IN MAY 2003, INSTRUMENT NUMBER 3203783, OFFICIAL RECORDS OF COCONINO COUNTY, ARIZONA.

LEGAL DESCRIPTIONS

ASSESSOR'S PARCEL NUMBER 106–08–005N ACCORDING TO INSTRUMENT NUMBER 37176454 AND 3717644 OFFICIAL RECORDS OF COCONINO COUNTY, ARIZONA.

RESOURCE PRESERVATION

THE PROJECT DOES FALL WITHIN THE CITY OF FLAGSTAFF RESOURCE PROTECTION OVERLAY ZONE. REFER TO THE APPROVED PRELIMINARY NATURAL RESOURCE PROTECTION PLAN, DATED FEBRUARY 27, 2019, FOR THE RESOURCE AVAILABLE THROUGHOUT THE CANYON DEL RIO SUBDIVISION. THE PROJECT NARRATIVE FOR THE CDR BLOCK PLAT, DATED FEBRUARY 20, 2019 INCLUDES THE CROSS–CREDITING DESCRIPTION. REFER TO THE PRELIMINARY NRPP INCLUDED IN THIS PLAT FOR THE REVISED RESOURCE INFORMATION AS IT RELATES TO THE PROPOSED DEVELOPMENT FOR PARCEL I.

FEMA DESIGNATION

THE PROJECT AREA IS WITHIN ZONE X DESIGNATED BY FEMA FIRM MAP #04005C6828G. ZONE X IS THE AREA DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN.

ADEQUATE WATER SUPPLY NOTE:

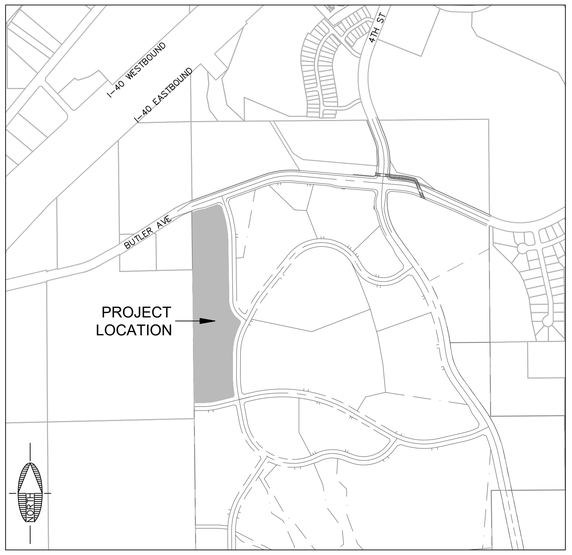
THE CITY OF FLAGSTAFF PROVIDES WATER [UTILITY] SERVICE PURSUANT TO STATE LAW, AND IS CURRENTLY OPERATING UNDER A DESIGNATION OF ADEQUATE WATER SUPPLY GRANTED BY THE ARIZONA DEPARTMENT OF WATER RESOURCES, APPLICATION NO. 41–900002.0002.

WATER AND SEWER IMPACT ANALYSIS

THE PLAT IS IN COMPLIANCE WITH THE RECOMMENDATIONS SET FORTH IN THE PUBLIC W.S.I.A. PREPARED BY THE CITY OF FLAGSTAFF UTILITIES DEPARTMENT DATED JULY 29, 2015.

FENCING NOTE

FENCING IS ALLOWED WITHIN THE APPROVED SETBACKS AND BUILDING ENVELOPES. FENCING, STRUCTURES OR GROUND DISTURBANCE OTHER THAN DRIVEWAYS AND UTILITY CONNECTIONS ARE NOT ALLOWED WITHIN RESOURCE PROTECTED AREAS.



VICINITY MAP

SWI SHEET INDEX		
SHT NO.	DWG. NO.	DESCRIPTION
1	CVR	COVER SHEET
2	SS01	TYPICAL SECTIONS & SETBACKS
3	RS01	RECORD OF SURVEY
4	PP01	PRELIMINARY PLAT
5	PP02	PRELIMINARY PLAT
6	NRPP	NATURAL RESOURCE PROTECTION PLAN

LEGEND

	EXISTING EASEMENT		PROPOSED EASEMENT
	ROAD CENTERLINE	30	PROPOSED LOT #
	LOT LINE	8"W	PROPOSED WATER
	RIGHT–OF–WAY	8"SS	PROPOSED SEWER
	PROPERTY LINE		PROPOSED INTERMEDIATE CONTOUR
G G	EXISTING GAS		PROPOSED INDEX CONTOUR
	EXISTING EASEMENT		PROPOSED STORM DRAIN
8"SS	EXISTING SEWER		FIRE HYDRANT
UGE	EXISTING UNDERGROUND ELECTRIC	WM	WATER METER
12"W	EXISTING WATER	S	SEWER MANHOLE
	EXISTING INTERMEDIATE CONTOUR		CATCH BASIN
	EXISTING INDEX CONTOUR		LID/DETENTION BASIN
			PROPOSED TREE

UTILITY COMPANY CONTACTS

APS
CONTACT: CHAD BROOKS
2200 E. HUNTINGTON
FLAGSTAFF, AZ 86004
CHAD.BROOKS@APS.COM
PHONE: (928) 773–6440

UNISOURCE ENERGY SERVICES
CONTACT: MARTIN CONBOY
2901 W SHAMRELL BLVD #110
FLAGSTAFF, AZ 86001
MCONBOY@UESAZ.COM
PHONE: (928) 226–2269

CENTURYLINK
CONTACT: MANUEL HERNANDEZ
112 NORTH BEAVER STREET
FLAGSTAFF, AZ 86001
MANUEL.HERNANDEZ4@CENTURYLINK.COM
PHONE: (928) 779–4935

ALTICE USA
CONTACT: SANFORD YAZZIE
1601 SOUTH PLAZA WAY
FLAGSTAFF, AZ 86001
SANFORD.YAZZIE@ALTICEUSA.COM
PHONE: (928) 266–0672

UTILITY COMPANY APPROVAL

ARIZONA PUBLIC SERVICE
BY: _____ DATE:

UNISOURCE ENERGY SERVICES
BY: _____ DATE:

CENTURYLINK
BY: _____ DATE:

ALTICE USA
BY: _____ DATE:

UTILITY CONFLICT

UNDERGROUND UTILITIES SHOWN ARE APPROXIMATE AND WERE COMPILED FROM RECORD DRAWINGS, SURVEY, AND CONSTRUCTION PLANS FURNISHED BY OTHERS. THE CONTRACTOR IS ULTIMATELY RESPONSIBLE FOR DETERMINING THE ACTUAL LOCATIONS OF ALL UNDERGROUND LINES THAT MAY AFFECT WORK PRIOR TO CONSTRUCTION.

ACTION IS BEING TAKEN TO CONTACT ALL FRANCHISE UTILITIES.

DEDICATION

THE OWNER DOES HEREBY DEDICATE TO UNISOURCE ENERGY SERVICES AND ITS SUBSIDIARY UNS GAS, INC., ITS SUCCESSORS AND ASSIGNS ALL AREAS ON THIS PLAT MARKED PUE OR PUBLIC UTILITY EASEMENT AND THE PROPERTY DESIGNATED ON THE PLAT FOR STREETS, WHETHER PUBLIC OR PRIVATE, FOR EXISTING NATURAL GAS FACILITIES TOGETHER WITHIN THE RIGHT TO INSTALL REQUIRED SERVICE CONNECTIONS OVER OR UNDER THE SURFACE TO SERVE IMPROVEMENTS THEREON OR ADJACENT TO.

CenturyLink Markups
Wire Center: FLGSAZEA

CERTIFICATE OF LAND SURVEYOR

I HEREBY STATE THAT THE SURVEY SHOWN HEREON WAS DONE UNDER MY DIRECT SUPERVISION AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

_____
Aaron D. Borling, RLS 48756

REGISTERED LAND SURVEYOR 48756 AARON D. BORLING 9/15/20 Date Signed ARIZONA U.S.A. Expires 12/31/20

58405 STEPHEN C. IRWIN 9/15/20 Date Signed ARIZONA, U.S.A. Expires 9/30/2020

C.O.F. Project #PZ-20-0088

FLAGSTAFF ARIZONA

CANYON DEL RIO – PARCEL I

COVER SHEET

JOB NO: 19146
DATE: SEP 20
SCALE: AS SHOWN
DRAWN: EGT
DESIGN: KMF/EGT
CHECKED: KMF/SCI

REVISIONS

NO.	DESCRIPTION	DATE	BY

110 W. Dale Avenue
Flagstaff, AZ 86001
928.773.0354
928.774.6934 fax
www.swiaz.com
Shephard Wesnitzer, Inc.

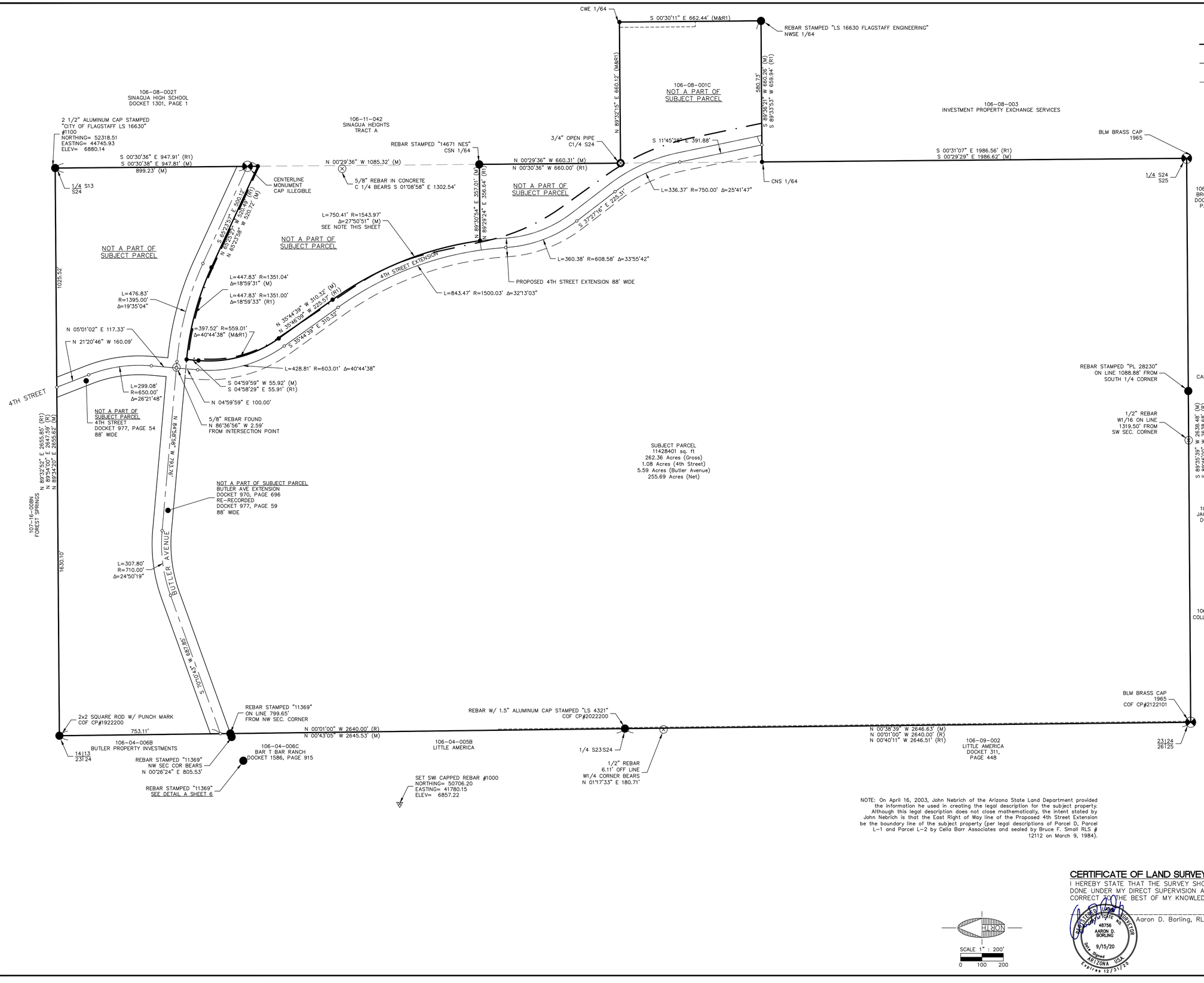
Call at least two full working days before you dig in Arizona
ARIZONA811 Arizona Blue Stake, Inc.
Dial 8–1–1 or 1–800–STAKE–IT (782–5348)

DRAWING NO.
CVR

SHT NO. 1 OF 6

FILE: P:\2019\19146\DRAWINGS\PLATS\PRELIMINARY\19146–COVER SHEET.DWG KBAYER

PLOTTED: Sep 15, 2020–10:43am



LEGEND

- PARCEL BOUNDARY
- R.O.W. LINE
- 4TH STREET EXTENSION
- FND. REBAR W/ CAP AS SHOWN
- SET. REBAR W/ CAP "LS 27253"
- CALCULATED POINT
- FND. REBAR
- FND. BRASS CAP AS SHOWN
- FND. OPEN PIPE
- (M) MEASURED DIMENSION
- (R) RECORD DIMENSION PER APPLICABLE BLM/GLO PLATS
- (R1) RECORD DIMENSION PER STATE LAND DEPARTMENT LEGAL DESCRIPTION

DIMENSIONS AS SHOWN ARE CALCULATED UNLESS LABELED AS SHOWN ABOVE.

CERTIFICATE OF LAND SURVEYOR

I HEREBY STATE THAT THE SURVEY SHOWN HEREON WAS DONE UNDER MY DIRECT SUPERVISION AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Aaron D. Borling, RLS 48756

REGISTERED LAND SURVEYOR 48756 AARON D. BORLING 9/15/20 Date Signed ARIZONA, USA Expires 12/31/20

58405 STEPHEN C. IRWIN 9/15/20 Date Signed REGISTERED PROFESSIONAL ENGINEER (Civil) ARIZONA, USA Expires 9/30/2020

C.O.F. Project #PZ-20-0088

FLAGSTAFF ARIZONA

CANYON DEL RIO – PARCEL I

RECORD OF SURVEY

JOB NO:	19146
DATE:	SEP 20
SCALE:	AS SHOWN
DRAWN:	EGT
DESIGN:	KMF/EGT
CHECKED:	KMF/SCI

110 W. Dale Avenue
Flagstaff, AZ 86001
928.773.0354
928.774.8934 fax
www.swiaz.com

Shephard Wesnitzer, Inc.

NO.	DESCRIPTION	DATE	BY

REVISIONS

Call at least two full working days before you dig or excavate
ARIZONA811 Arizona Blue Stake, Inc.
Dial 8-1-1 or 1-800-STAKE-IT (782-5348)

DRAWING NO.
RS01

SHT NO. 3 OF 6

FILE: P:\2019\19146\DRAWINGS\PLATS\PRELIMINARY\19146-EXISTING CONDITIONS.DWG KBAYER

PLOTTED: Sep 15, 2020–10:44am

CLEAR VIEW ZONE CALCULATIONS

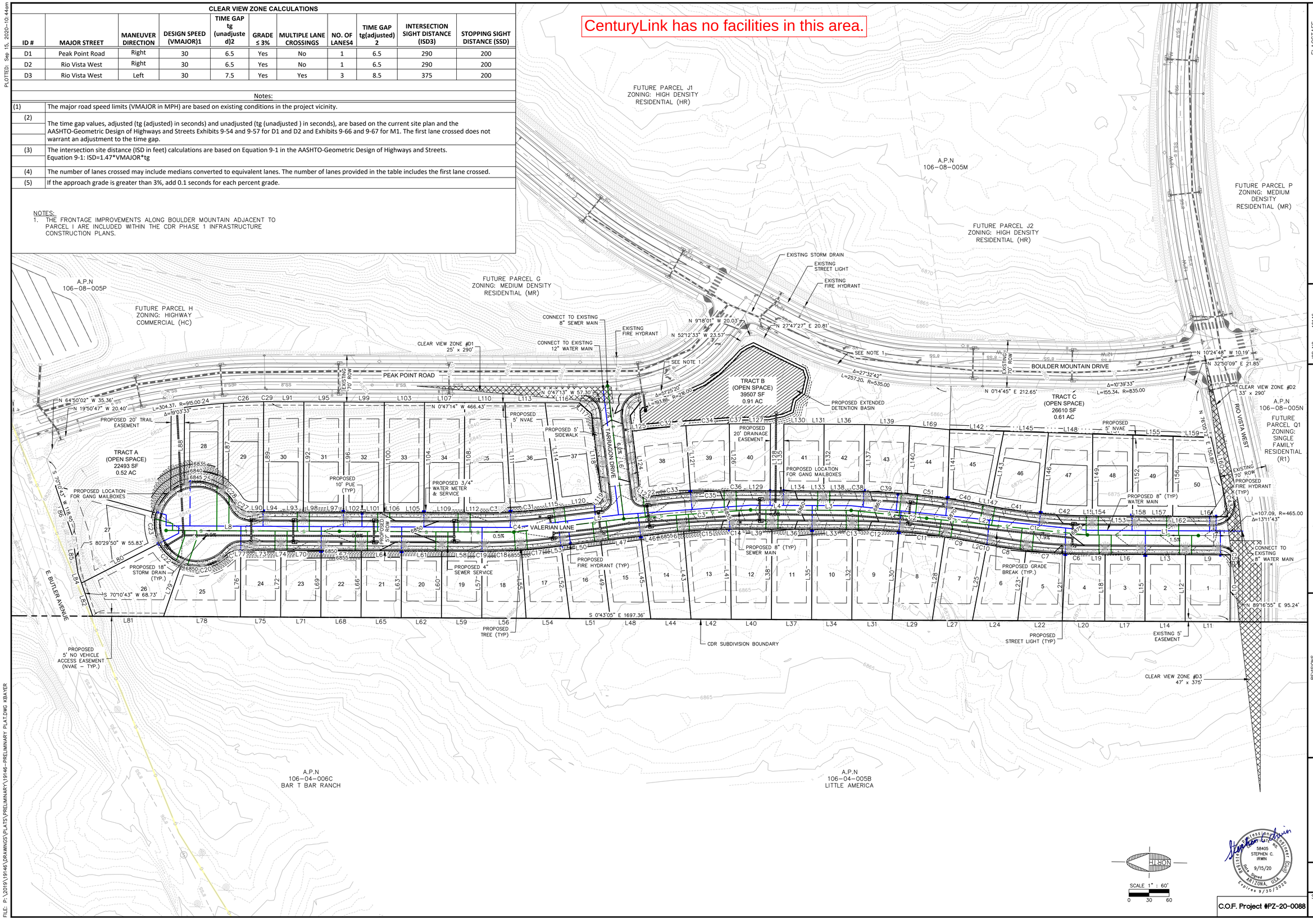
ID #	MAJOR STREET	MANEUVER DIRECTION	DESIGN SPEED (VMAJOR)1	TIME GAP tg (unadjusted)2	GRADE ≤ 3%	MULTIPLE LANE CROSSINGS	NO. OF LANES4	TIME GAP tg(adjusted) 2	INTERSECTION SIGHT DISTANCE (ISD3)	STOPPING SIGHT DISTANCE (SSD)
D1	Peak Point Road	Right	30	6.5	Yes	No	1	6.5	290	200
D2	Rio Vista West	Right	30	6.5	Yes	No	1	6.5	290	200
D3	Rio Vista West	Left	30	7.5	Yes	Yes	3	8.5	375	200

Notes:

(1)	The major road speed limits (VMAJOR in MPH) are based on existing conditions in the project vicinity.
(2)	The time gap values, adjusted (tg (adjusted) in seconds) and unadjusted (tg (unadjusted) in seconds), are based on the current site plan and the AASHTO-Geometric Design of Highways and Streets Exhibits 9-54 and 9-57 for D1 and D2 and Exhibits 9-66 and 9-67 for M1. The first lane crossed does not warrant an adjustment to the time gap.
(3)	The intersection site distance (ISD in feet) calculations are based on Equation 9-1 in the AASHTO-Geometric Design of Highways and Streets. Equation 9-1: ISD=1.47*VMAJOR*tg
(4)	The number of lanes crossed may include medians converted to equivalent lanes. The number of lanes provided in the table includes the first lane crossed.
(5)	If the approach grade is greater than 3%, add 0.1 seconds for each percent grade.

NOTES:
1. THE FRONTAGE IMPROVEMENTS ALONG BOULDER MOUNTAIN ADJACENT TO PARCEL I ARE INCLUDED WITHIN THE CDR PHASE 1 INFRASTRUCTURE CONSTRUCTION PLANS.

CenturyLink has no facilities in this area.



SCALE 1" : 60'
0 30 60

C.O.F. Project #PZ-20-0088

FLAGSTAFF ARIZONA

CANYON DEL RIO – PARCEL I

PRELIMINARY PLAT

JOB NO:	19146
DATE:	SEP 20
SCALE:	AS SHOWN
DRAWN:	EGT
DESIGN:	KMF/EGT
CHECKED:	KMF/SCI

110 W. Dale Avenue
Flagstaff, AZ 86001
928.773.0354
928.774.6934 fax
www.SWIGZ.com
Shepard Wesnitzer, Inc.

NO.	DESCRIPTION	DATE	BY
	REVISIONS		

Call at least two full working days before you dig: 811 or 1-800-STAKE-IT (782-5348)
Dial 8-1-1 or 1-800-STAKE-IT (782-5348)
ARIZONA811 Arizona Blue Stake, Inc.

58405 STEPHEN C. IRWIN 9/15/20 Date Signed ARIZONA, U.S.A. Expires 9/30/2020

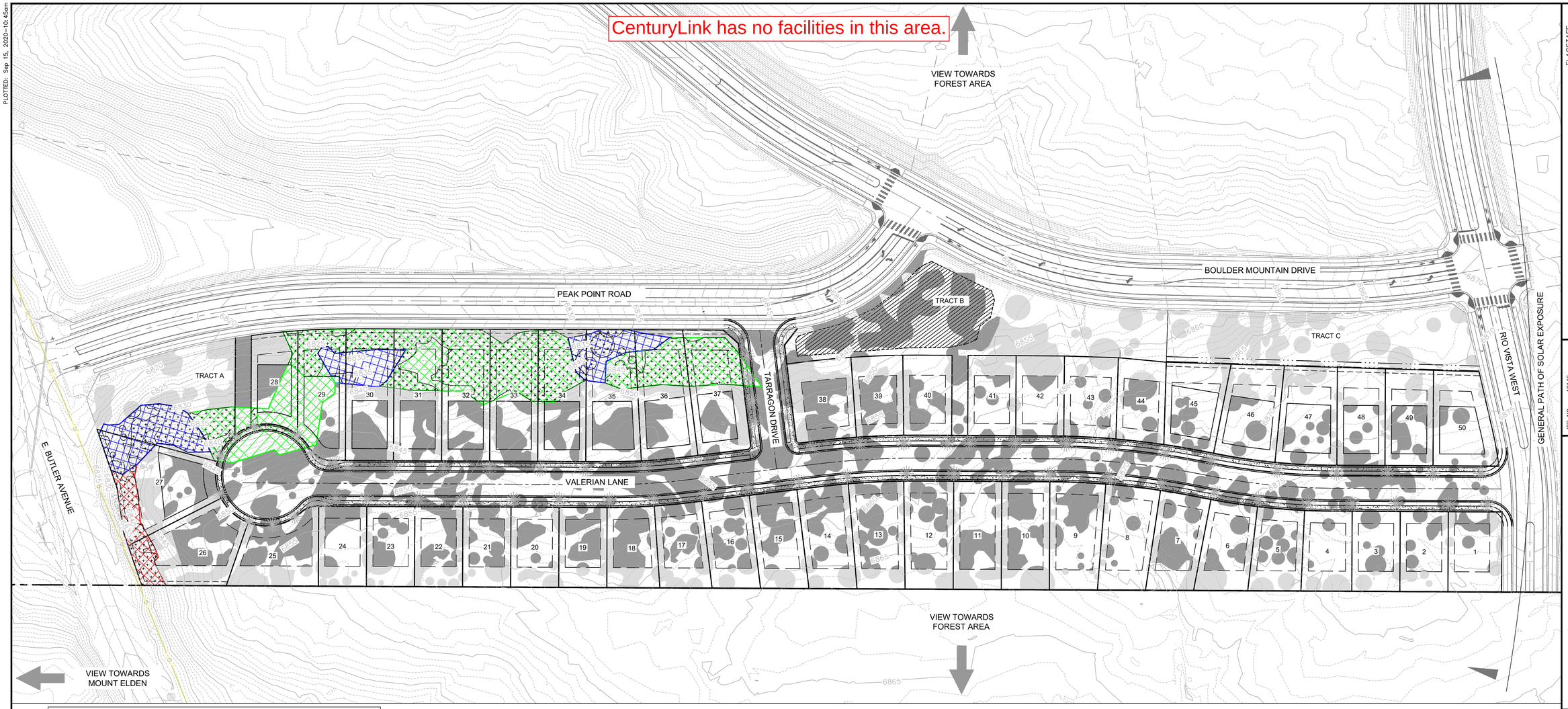
DRAWING NO. PP01

SHT NO. 4 OF 6

FILE: P:\2019\19146\DRAWINGS\PLATS\PRELIMINARY\19146-PRELIMINARY PLAT.DWG KBAYER

PLOTTED: Sep 15, 2020–10:45am

CenturyLink has no facilities in this area.



FOREST RESOURCES

	RESIDENTIAL
REQUIRED PRESERVATION RATE	50% OF CANOPY AREA
TREE CANOPY AREA (SF)	240,487
REQUIRED PRESERVED TREE CANOPY AREA (SF)	120,244
PRESERVED TREE CANOPY AREA (SF)	88,064
ACTUAL PRESERVATION RATE	36.6%
EXCESS PRESERVED SLOPE AREA (SF)	6,251
CONVERSION OF EXCESS SLOPE TO EVERY 50 SF	125
AVERAGE DIAMETER OF TREE CANOPY (1 POINT)	10 FT
AVERAGE TREE CANOPY AREA (SF)	79
CONVERSION OF EXCESS SLOPE AREA TO AVERAGE TREE CANOPY (SF)	9,819
TOTAL TREE CANOPY AREA PRESERVED (SF)	97,882
TOTAL PRESERVATION RATE (WITH EXCESS SLOPE)	40.7%
TREE CANOPY AREA WITHIN SLOPE RESOURCES (SF)	39,238
CONVERSION OF TREE CANOPY AREA WITHIN SLOPE TO EVERY 50 SF	785
AVERAGE DIAMETER OF TREE CANOPY (1 POINT)	10 FT
AVERAGE TREE CANOPY AREA (SF)	79
CONVERSION OF TREE CANOPY AREA WITHIN SLOPES TO AVERAGE TREE CANOPY (SF)	61,635
25% OF TREE CANOPY WITHIN SLOPE RESOURCES (SF)	15,409
TOTAL TREE CANOPY AREA PRESERVED (SF)	113,291
TOTAL PRESERVATION RATE	47.1%
DISTURBED TREE CANOPY AREA WITHIN ROW (SF)	18,243
FINAL TREE CANOPY AREA PRESERVED (SF)	95,049
FINAL TREE CANOPY AREA DEFICIT (SF)	-25,195
FINAL PRESERVATION RATE	**39.5%**

Note:

1. Per City Zoning Code Section 10-50.90.050.C.4, for every 50 sf of additional slope area that is determined to be protected over and above the minimum required in this section, then 1 tree point or 79 sf of tree canopy area will be credited toward the minimum required forest resources.

2. Per City Zoning Code Section 10-50.90.060.B.4(b), up to 25% of the forest resources in the steep slope area may be counted towards the required amount of forest resources for the entire site at a ratio of 1 tree point (or 79 sf of tree canopy area) to 50 sf of slope area.

3. The "Distrubed Tree Canopy Area within ROW" refers to the tree canopy disturbed within the CDR ROW, as listed on the Preliminary Block Plat NRPP, that has been distributed to this parcel based on a ratio of parcel size to the greater CDR development.

4. Refer to the Resource Banking table for an understanding of the resource credits available within the greater CDR development.

STEEP SLOPE RESOURCES

	RESIDENTIAL
REQUIRED PRESERVATION RATE FOR 17-24.99%	70% OF SLOPE AREA
SLOPE AREA (SF) FOR 17-24.99%	43,061
REQUIRED PRESERVATION (SF)	30,143
PRESERVED SLOPE (SF)	33,517
ACTUAL PRESERVATION RATE	77.8%
EXCESS SLOPE FOR 17-24.99% (SF)	3,374
REQUIRED PRESERVATION RATE FOR 25-34.99%	80% OF SLOPE AREA
SLOPE AREA (SF) FOR 24.99-34.99%	14,683
REQUIRED PRESERVATION (SF)	11,746
PRESERVED SLOPE (SF)	14,623
ACTUAL PRESERVATION RATE	99.6%
EXCESS SLOPE FOR 25-34.99% (SF)	2,877
REQUIRED PRESERVATION RATE FOR >35%	100% OF SLOPE AREA
SLOPE AREA (SF) FOR >35%	3,872
REQUIRED PRESERVATION (SF)	3,872
PRESERVED SLOPE (SF)	3,872
ACTUAL PRESERVATION RATE	100.0%
EXCESS SLOPE FOR >35% (SF)	0
TOTAL EXCESS PRESERVED SLOPE AREA (SF)	**6,251**

RESOURCE BANK FOR CDR

	Availble within CDR	Used by Parcel G	Used by Parcel I	Remaining Available within CDR
SLOPE AREA (SF) FOR 17-24.99%	61,967	7,953	0	54,014
SLOPE AREA (SF) FOR 24.99-34.99%	12,187	741	0	11,446
SLOPE AREA (SF) FOR >35%	0	0	0	0
TREE CANOPY AREA (SF)	170,060	46,235	25,195	98,630

Notes:

1. Resources shown in this table are from Tracts A through G which will be dedicated as open space per the CDR Preliminary Block Plat.

SITE ANALYSIS:
1. THE EXISTING TOPOGRAPHY IS AS SHOWN.
2. THE EXISTING VEGETATION IS AS SHOWN.
3. NOTICEABLE SITE VIEWS INCLUDE MOUNT ELDEN (NORTH).
4. THE PREVAILING WINDS ARE GENERALLY FROM THE SOUTHWEST. AT 7,000 FEET, FLAGSTAFF EXPERIENCES SNOW AND LARGE TEMPERATURE SWINGS. AS A RESULT OF REOCCURRING FREEZE/THAW CYCLES, PEDESTRIAN WALKWAYS WILL AVOID THE NORTH SIDE OF BUILDINGS AS MUCH AS POSSIBLE.
5. FLAGSTAFF SUBSURFACE CONDITIONS GENERALLY CONSIST OF ROCK AND/OR CLAY MATERIAL. IT IS EXPECTED THAT THIS SITE WILL BE THE SAME. ALL DESIGN WILL BE PER THE RECOMMENDATIONS OF THE GEOTECHNICAL REPORT.
6. THE SITE EXPERIENCES A LOT OF EXPOSURE AS IT SITS ON A HIGH RIDGE. PRECIPITATION NATURALLY RUNS INTO BOW AND ARROW WASH.
7. THE SITE IS ACCESSIBLE FROM BOULDER MOUNTAIN DRIVE AND RIO VISTA WEST AND VIEWABLE FROM BUTLER AVENUE.

LEGEND

- EXISTING TREE CANOPY
- EXISTING SLOPE 17–24.99%
- EXISTING SLOPE 25–34.99%
- EXISTING SLOPE >35%
- PROPOSED SETBACK
- PROPOSED LOT LINE
- PROPOSED BUILDING ENVELOPE
- EXISTING TREE CANOPY
- EXISTING SLOPE 17–24.99%
- EXISTING SLOPE 25–34.99%
- EXISTING TREE CANOPY WITHIN SLOPE

NOTE:
1. LOTS 27–38 AND 45–50 INCLUDE A PROPOSED BUILDING ENVELOPE IN ORDER TO PRESERVE EXISTING NATURAL RESOURCES WITHIN THE LOT ITSELF.

SCALE 1" : 60'
0 30 60

Stephen C. Irwin
58405
STEPHEN C. IRWIN
9/15/20
Registered Professional Engineer
Signed
ARIZONA, USA
Expires 9/30/2020

C.O.F. Project #PZ-20-0088

FLAGSTAFF
ARIZONA

CANYON DEL RIO – PARCEL I

NATURAL RESOURCE PROTECTION PLAN

JOB NO:	19146
DATE:	SEP 20
SCALE:	AS SHOWN
DRAWN:	EGT
DESIGN:	KMF/EGT
CHECKED:	KMF/SCI

110 W. Dale Avenue
Flagstaff, AZ 86001
928.773.0354
928.774.6934 fax
www.SWIAZ.com

SWI
Shephard Wesnitzer, Inc.

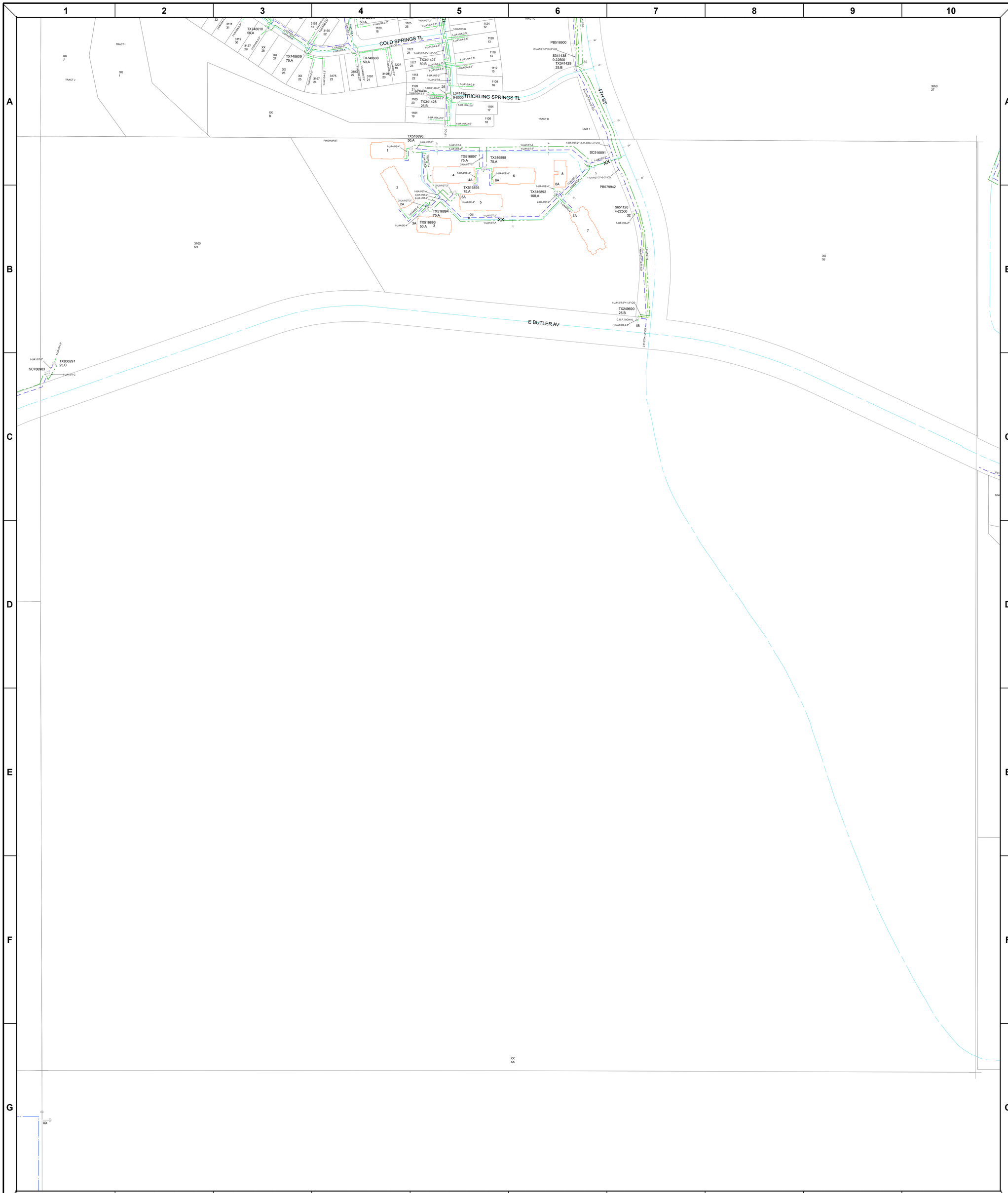
NO.	DESCRIPTION	DATE	BY
	REVISIONS		

Call at least two full working days before you dig in Arizona
ARIZONA811
Arizona Blue Stake, Inc.
Dial 8-1-1 or 1-800-STAKE-IT (782-5348)

DRAWING NO.
NRPP

SHT NO. 6 OF 6

FILE: P:\2019\19146\DRAWINGS\PLATS\PRELIMINARY\19146-NATURAL RESOURCE PROTECTION PLAN.DWG KBAYER



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NOTICE:

THE UTILITY LOCATIONS SHOWN ON THIS MAP ARE APPROXIMATE ONLY AND ARE NOT RELIABLE FOR CONSTRUCTION PURPOSES. IN ADDITION, THERE MAY BE FACILITIES IN EXISTENCE DUE TO RECENT CONSTRUCTION THAT ARE NOT SHOWN. FOR ACTUAL FIELD LOCATIONS CONTACT ARIZONA BLUE STAKE CENTER AT 1-800-782-5348 (1-800-STAKE-IT).

Electric Line Features Legend

- Overhead Primary
- Overhead Aerial Cable
- Overhead Secondary
- Overhead Service
- Underground Secondary
- Underground Service
- Underground Primary
- Underground Transmission
- Underground 230 kV Transmission
- Overhead Transmission
- Overhead Communication Line
- Conduit / Duct / Direct Buried

Electric Device Features Legend

- Overhead Capacitor Bank
- Pad Mounted Capacitor
- Feeder Circuit Breaker
- Fuse Disconnect
- One Anchor Guy
- OH/UG Change in Wire/Conduit Size
- Overhead Tap Mid Span
- PM Auto Transfer Enclosure
- PM Switching Enclosure
- PM Junction Enclosure
- PM Sectionalizing Enclosure
- PM Termination Enclosure
- OH Auto Transfer Switch
- OH Recloser
- OH Sectionalizer
- Pad Mounted Sectionalizer
- Metal Pole - APS-Owned - Not Joint Use
- Metal Pole - APS Owned - Joint Use
- Wood Pole - APS Owned - Not Joint Use
- Wood Pole - APS Owned - Joint Use
- Riser/Transition Assembly
- OH Primary Meter
- Service Entry Point
- Pad Mounted Primary Meter
- Dusk-To-Dawn Light
- Street Light

- OH Blade Disconnect
- OH Gang-Operated Air Break Switch
- Open Point
- Manhole - Octagon
- Manhole - Rectangular
- Primary Pull Box - Man Accessible
- Primary Junction Box
- Secondary Junction Box
- Primary Pull Box
- Vault Building
- OH Voltage Regulator
- Pad Mounted Voltage Regulator
- OH APS XFR Bank - One Unit
- OH APS XFR Bank - Two Units
- OH APS XFR Bank - Three Units
- Pad Mounted 1 Ph XFR
- Pad Mounted Duplex XFR
- Pad Mounted 3Ph XFR
- Subsurface XFR

Wire Code Legend

Overhead:

3 – R002W – NC – ABC
- ABC: Phases
- NC: Neutral Position
- R002W: Wire Code
- 3: # of Conductors

Underground:

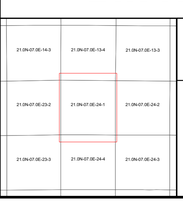
3 – UA750T – 5" – CO
- CO: Encasement*
- 5": Size of Conduit*
- UA750T: Wire Code
- 3: # of Conductors

(* No Conduit Size or Encasement = Direct Buried)

Arizona Public Service

OH & UG ELECTRIC

21N 7E 24 NW



Date: 9/17/2020

Scale: 1:1,200

1 " = 100 '

Shephard Wesnitzer, Inc.
Engineering an environment of excellence

110 West Dale Avenue
Flagstaff, AZ 86001

928.773.0354
928.774.8923

www.swiaz.com

Engineering an environment of excellence.

September 15, 2020 **Job #19146**

PROJECT: ***Canyon Del Rio - Parcel I***

UTILITY CONFLICT LETTER

TO: Arizona Public Service

Chad Brooks
2200 E Huntington Dr.
Flagstaff, AZ 86004

FROM: Shephard-Wesnitzer Inc.

Kayla Fleishman
110 W Dale Ave
Flagstaff, AZ 86001

In conformance with the City of Flagstaff subdivision development process, we have enclosed the Preliminary Plat for the Canyon Del Rio – Parcel I development prepared by Shephard-Wesnitzer, Inc. The site is situated on the south side of East Butler Avenue.

Please provide any comments and return them to us as soon as possible. Please also provide maps of any existing APS utilities in the vicinity of the site for coordination purposes. Thank you for taking the time to complete, sign, date, and return this document. Your transmittal may be by mail or email as indicated on the bottom of this page.

_____ APPROVED WITHOUT COMMENT

X APPROVED WITH COMMENT, AS FOLLOWS

_____ ACKNOWLEDGED, APPROVAL NOT REQUIRED, COMMENTS AS FOLLOWS

PLEASE SEE ATTACHMENT

SIGNED: Chad Brooks **TITLE:** CPR

AGENCY: APS **DATE:** 9-21-2020

110 W. Dale Ave.
Flagstaff, AZ 86001

Phone #: 928-773-0354

Email: kfleishman@swiaz.com

A subsidiary of Pinnacle West Capital Corporation

Station 4423
2200 E Huntington DR
Flagstaff, AZ 86004
www.aps.com

September 21, 2020,

Re: Canyon Del Rio – Parcel 1

SHEPHARD WESNITZER, INC.
100 W DALE AVE
FLAGSTAFF, AZ, 86001

Dear Kayla,

Thank you for your recent request for a utility conflict check. Please complete the attached Map Request, and e-mail it to the e-mail address on the form (mapprint@apsc.com). Once APS receives a completed Map Request, you should receive the map or maps by email within 5-7 business days.

The APS maps show facility locations adjacent to or within the property shown on the proposed plans we received from you. Please review these maps for possible conflicts. The utility locations are approximate only and are not reliable for construction purposes. It is important to note that there may be additional conflicts in existence due to recent construction that are not shown on the current maps you receive.

Please be advised that it is the responsibility of the customer to maintain proper clearances and blue stake prior to digging. For actual conditions, please contact the Arizona Blue Stake Center at 602-263-1100.

Also enclosed is APS's General Design Guidelines for Proposed Improvements in APS Transmission ROW Please review this document carefully.

If I can be of further assistance, please do not hesitate to call me at 602-371-5770. Further information is also available on the APS Construction Services at:

www.aps.com/construction

Sincerely,

Chad Brooks

Chad Brooks
Customer Project Representative
Flagstaff Construction

Enclosures

Shephard Wesnitzer, Inc.
Engineering an environment of excellence

110 West Dale Avenue
Flagstaff, AZ 86001

928.773.0354
928.774.8923

www.swiaz.com

Engineering an environment of excellence.

September 15, 2020 **Job #19146**

PROJECT: ***Canyon Del Rio – Parcel I***

UTILITY CONFLICT LETTER

TO: AlticeUSA

Sanford Yazzie
1601 S Plaza Way
Flagstaff, AZ 86001

FROM: Shephard-Wesnitzer Inc.

Kayla Fleishman
110 W Dale Ave
Flagstaff, AZ 86001

In conformance with the City of Flagstaff subdivision development process, we have enclosed the Preliminary Plat for the Canyon Del Rio – Parcel I development prepared by Shephard-Wesnitzer, Inc. The site is situated on the south side of East Butler Avenue.

Please provide any comments and return them to us as soon as possible. Please also provide maps of any existing Altice USA utilities in the vicinity of the site for coordination purposes. Thank you for taking the time to complete, sign, date, and return this document. Your transmittal may be by mail or email as indicated on the bottom of this page.

X APPROVED WITHOUT COMMENT

_____ APPROVED WITH COMMENT, AS FOLLOWS

_____ ACKNOWLEDGED, APPROVAL NOT REQUIRED, COMMENTS AS FOLLOWS

SIGNED: Sanford Yazzie **TITLE:** Sr. Construction Supervisor

AGENCY: Suddenlink/Altice **DATE:** 09-16-2020

110 W. Dale Ave.
Flagstaff, AZ 86001

Phone #: 928-773-0354

Email: kfleishman@swiaz.com

Canyon Del Rio -Block I

Preliminary Plat Approval Request

City Council | May 4, 2021

Tiffany Antol, AICP | Planning Director

TEAM FLAGSTAFF
WE MAKE THE CITY BETTER

Request Overview

- Request from CDR 276, LLC for **Preliminary Plat approval for Canyon Del Rio Block I** located at 3200 E Butler Avenue.
- Single family subdivision with 50 single-family home lots on 13.34 acres in the R1 (Single-Family Residential) Zone
- Staff approved the Preliminary Plat on March 19, 2021

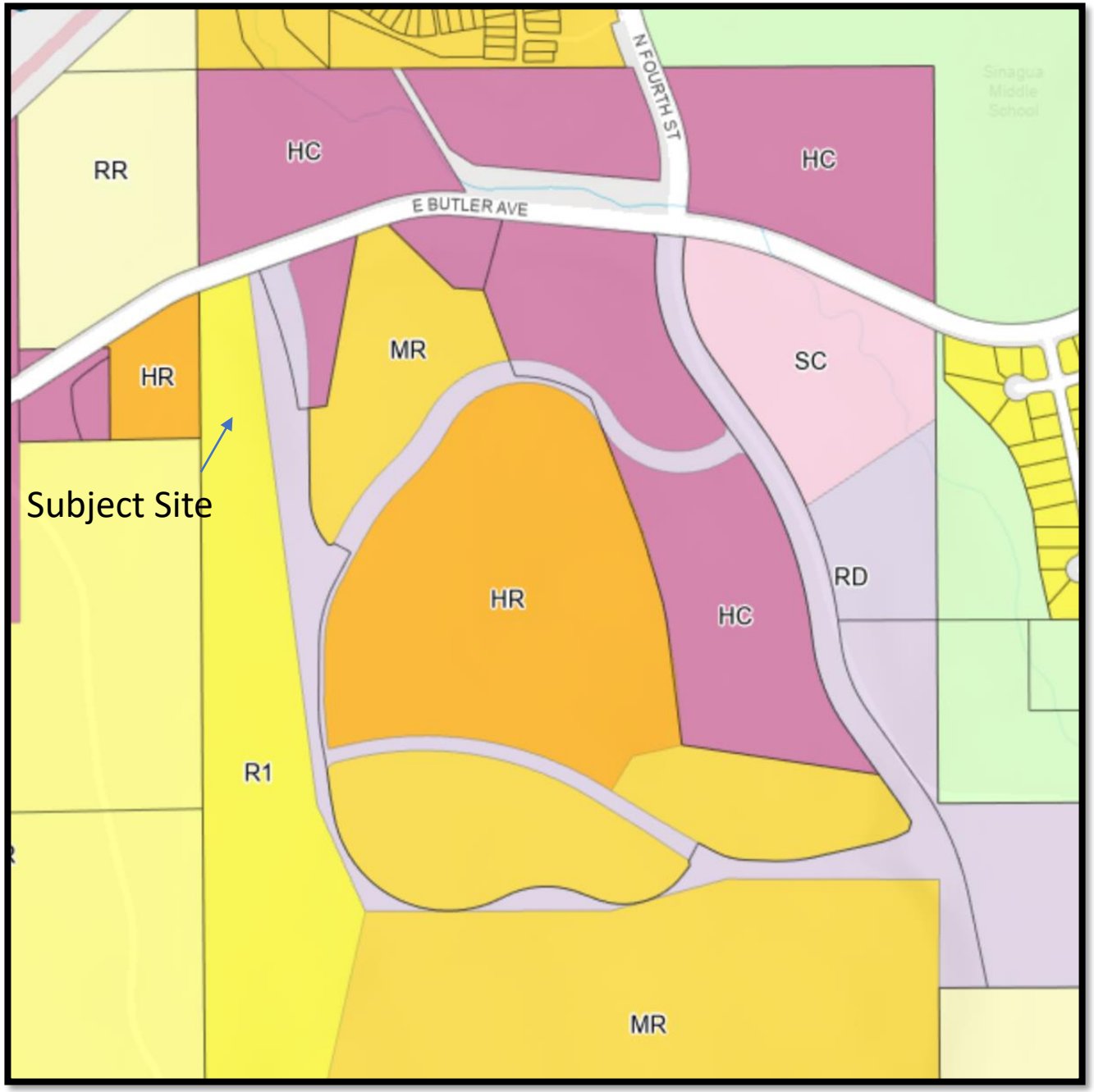
Vicinity Map

North: Butler Avenue and The Bluffs, HC Zone.

South: Canyon Del Rio Block Q1, R1 Zone.

West: Woodshire on Butler Condominiums, HR Zone.

East: Canyon Del Rio Block G, MR Zone.



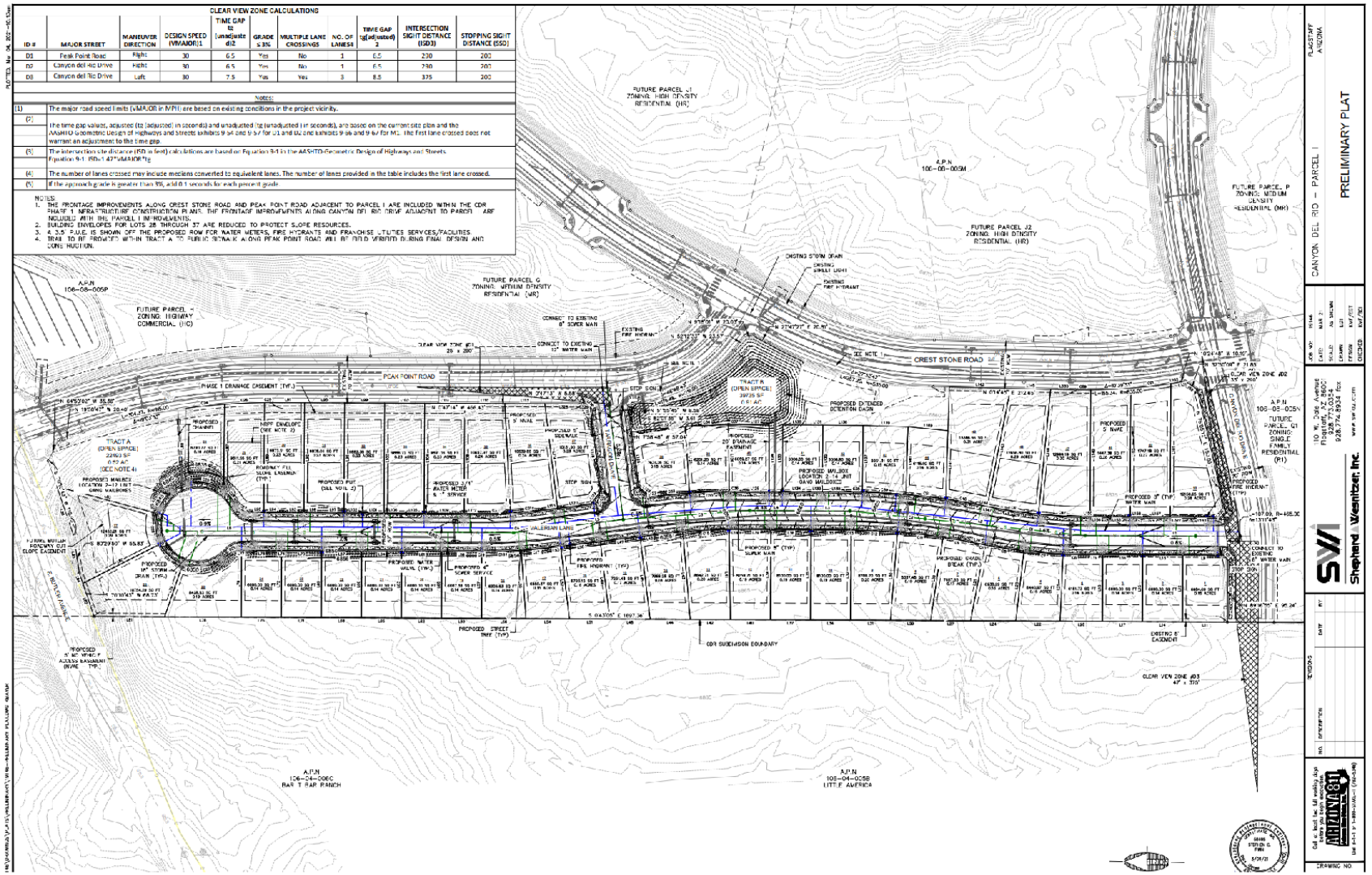
Canyon Del Rio - Background

- 261-acre development at Fourth Street and Butler Avenue
- 1,426 residential dwelling units and 225,000 square feet of commercial development
- Rezoning request, Development Agreement and Preliminary Plat Block Plat approved in June 2020

Block I

- 13.34 acres in larger 261-acre Canyon Del Rio Development
  - Currently vacant (one of the first blocks to be platted)
- R1 Zone (Single-Family Residential)
- 50 single family lots (6,000 – 13,366 sq. ft.)
- Resource Protection Overlay
  - Significant slopes and trees require unique building envelopes and lot and setbacks to meet resource protection standards

Block I Preliminary Plat



Required Finding #1: Zoning Code (Title 10)

Meets Single-Family Residential (R1) Zone Standards

- Density
  - 3.7 units/acre is within R1 range of 2-5 units/acre
  - CDR Development Agreement requires 50 lots on this Block

- Lot design and resource protection
  - Lots designed to meet resource protection requirements using specific building envelopes.

Required Finding #1: Zoning Code (Title 10)

Meets Single Family Residential (R1) Standards

- Lot sizes
  - All lots meet minimum size of 6,000 square feet
  - Most lots meet requirements for minimum width and depth
- Setbacks
  - Alternative setbacks are proposed to ensure slope preservation

Zoning Code allows City Council to approve alternate lot sizes and setbacks on a final plat

Required Finding #1: Zoning Code (Title 10)

Meets Resource Protection Standards

Forest Resource Protection in the R1 Zone: Canyon Del Rio Block I Subdivision

EXISTING TREE CANOPY	REQUIRED PROTECTION	PROPOSED PROTECTION
240,797 Square Feet	50% or 120,398 Square Feet	33.7% or 81,053 Square Feet

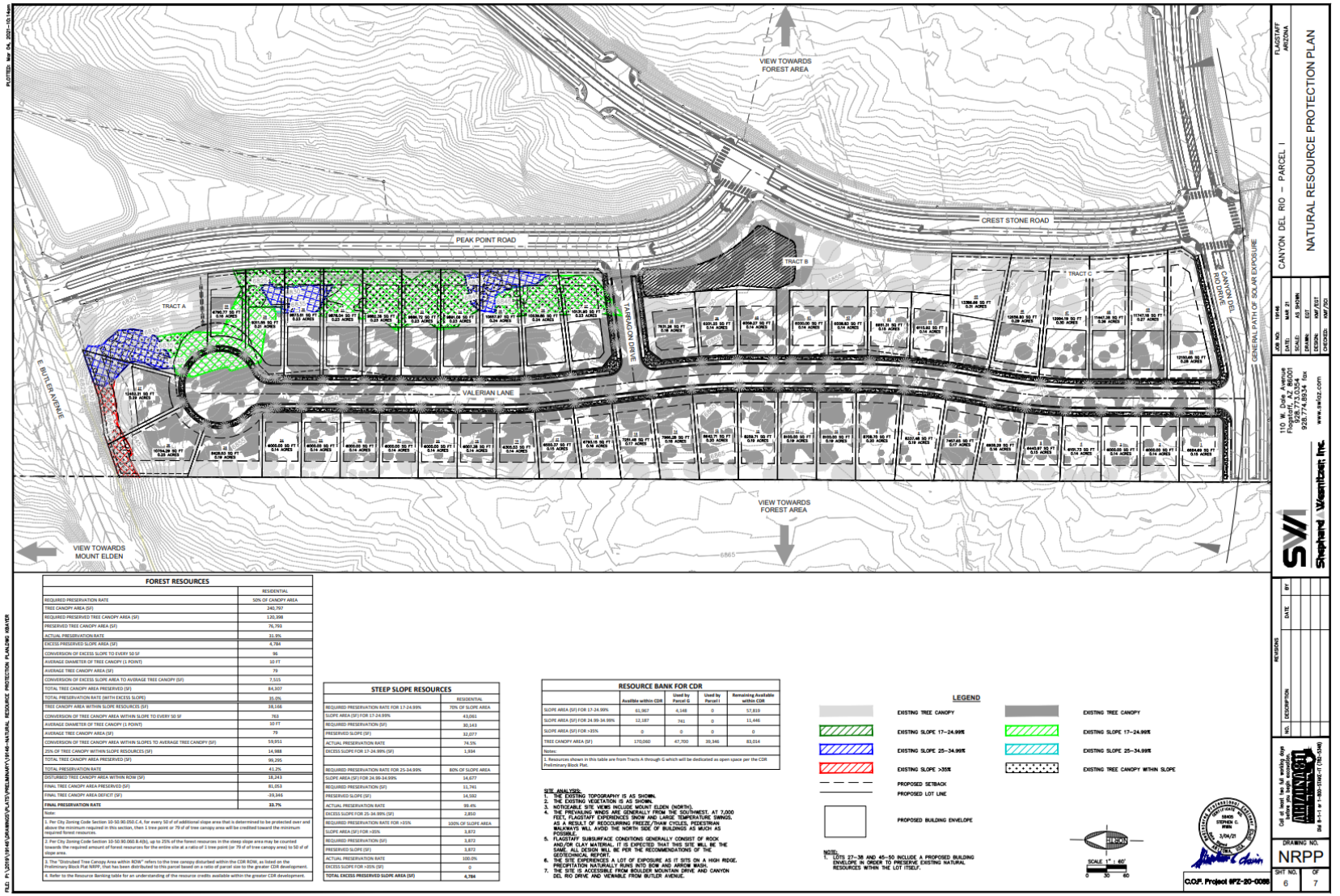
*The developer will be utilizing 39,346 square feet of excess tree canopy from the 169,114 square feet in the residential resource bank for Canyon Del Rio (see page 6 of the plat).

Steep Slope Protection in the R1 Zone: Canyon Del Rio Block I Subdivision

SLOPE RESOURCE	TOTAL SF	REQUIRED PROTECTION	PROPOSED PROTECTION
Slope: 17%-24.9%	43,061	70% or 30,143 SF	74.5%* or 32,077 SF
Slope: 25%-34.9%	14,677	80% or 11,741 SF	99.4%* or 14,592 SF
Slope: 35%+	3,872	100% or 3,872 SF	100% or 3,872 SF

*The developer credited approximately 4,784 square feet of excess slope to meet minimum forest resource protection thresholds.

Resource Protection Plan



FOREST RESOURCES

	RESIDENTIAL
REQUIRED PRESERVATION RATE	50% OF CANOPY AREA
TREE CANOPY AREA (SF)	240,797
REQUIRED PRESERVED TREE CANOPY AREA (SF)	120,398
PRESERVED TREE CANOPY AREA (SF)	76,793
ACTUAL PRESERVATION RATE	31.9%
EXCESS PRESERVED SLOPE AREA (SF)	4,784
CONVERSION OF EXCESS SLOPE TO EVERY 50 SF	96
AVERAGE DIAMETER OF TREE CANOPY (1 POINT)	10 FT
AVERAGE TREE CANOPY AREA (SF)	79
CONVERSION OF EXCESS SLOPE AREA TO AVERAGE TREE CANOPY (SF)	7,515
TOTAL TREE CANOPY AREA PRESERVED (SF)	84,307
TOTAL PRESERVATION RATE (WITH EXCESS SLOPE)	35.0%
TREE CANOPY AREA WITHIN SLOPE RESOURCES (SF)	18,166
CONVERSION OF TREE CANOPY AREA WITHIN SLOPE TO EVERY 50 SF	763
AVERAGE DIAMETER OF TREE CANOPY (1 POINT)	10 FT
AVERAGE TREE CANOPY AREA (SF)	79
CONVERSION OF TREE CANOPY AREA WITHIN SLOPES TO AVERAGE TREE CANOPY (SF)	59,951
25% OF TREE CANOPY WITHIN SLOPE RESOURCES (SF)	14,988
TOTAL TREE CANOPY AREA PRESERVED (SF)	99,295
TOTAL PRESERVATION RATE	41.2%
DISTURBED TREE CANOPY AREA WITHIN ROW (SF)	18,243
FINAL TREE CANOPY AREA PRESERVED (SF)	81,053
FINAL TREE CANOPY AREA DEFICIT (SF)	-39,346
FINAL PRESERVATION RATE	**33.7%**

Note:

1. Per City Zoning Code Section 10-50.90.050.C.4, for every 50 sf of additional slope area that is determined to be protected over and above the minimum required in this section, then 1 tree point or 79 sf of tree canopy area will be credited toward the minimum required forest resources.
2. Per City Zoning Code Section 10-50.90.060.B.4(b), up to 25% of the forest resources in the steep slope area may be counted towards the required amount of forest resources for the entire site at a ratio of 1 tree point (or 79 sf of tree canopy area) to 50 sf of slope area.
3. The "Disturbed Tree Canopy Area within ROW" refers to the tree canopy disturbed within the CDR ROW, as listed on the Preliminary Block Plat NRPP, that has been distributed to this parcel based on a ratio of parcel size to the greater CDR development.
4. Refer to the Resource Banking table for an understanding of the resource credits available within the greater CDR development.

STEEP SLOPE RESOURCES

	RESIDENTIAL
REQUIRED PRESERVATION RATE FOR 17-24.99%	70% OF SLOPE AREA
SLOPE AREA (SF) FOR 17-24.99%	43,061
REQUIRED PRESERVATION (SF)	30,143
PRESERVED SLOPE (SF)	32,077
ACTUAL PRESERVATION RATE	74.5%
EXCESS SLOPE FOR 17-24.99% (SF)	1,934
REQUIRED PRESERVATION RATE FOR 25-34.99%	80% OF SLOPE AREA
SLOPE AREA (SF) FOR 24.99-34.99%	14,677
REQUIRED PRESERVATION (SF)	11,741
PRESERVED SLOPE (SF)	14,592
ACTUAL PRESERVATION RATE	99.4%
EXCESS SLOPE FOR 25-34.99% (SF)	2,850
REQUIRED PRESERVATION RATE FOR >35%	100% OF SLOPE AREA
SLOPE AREA (SF) FOR >35%	3,872
REQUIRED PRESERVATION (SF)	3,872
PRESERVED SLOPE (SF)	3,872
ACTUAL PRESERVATION RATE	100.0%
EXCESS SLOPE FOR >35% (SF)	0
TOTAL EXCESS PRESERVED SLOPE AREA (SF)	**4,784**

RESOURCE BANK FOR CDR

	Available within CDR	Used by Parcel G	Used by Parcel I	Remaining Available within CDR
SLOPE AREA (SF) FOR 17-24.99%	61,987	4,148	0	57,819
SLOPE AREA (SF) FOR 24.99-34.99%	12,187	741	0	11,446
SLOPE AREA (SF) FOR >35%	0	0	0	0
TREE CANOPY AREA (SF)	170,060	47,700	39,346	83,014

Notes:

1. Resources shown in this table are from Tracts A through G which will be dedicated as open space per the CDR Preliminary Block Plat.

SITE ANALYSIS:

1. THE EXISTING TOPOGRAPHY IS AS SHOWN.
2. THE EXISTING VEGETATION IS AS SHOWN.
3. NOTICEABLE SITE VIEWS INCLUDE MOUNT ELDEN (NORTH).
4. THE PREVAILING WINDS ARE GENERALLY FROM THE SOUTHWEST. AT 7,000 FEET, FLAGSTAFF EXPERIENCES SNOW AND LARGE TEMPERATURE SWINGS. AS A RESULT OF REOCCURRING FREEZE/THAW CYCLES, PEDESTRIAN CIRCULATION WILL AVOID THE NORTH SIDE OF BUILDINGS AS MUCH AS POSSIBLE.
5. FLAGSTAFF SUBSURFACE CONDITIONS GENERALLY CONSIST OF ROCK AND/OR CLAY MATERIAL. IT IS EXPECTED THAT THIS SITE WILL BE THE SAME. ALL DESIGN WILL BE PER THE RECOMMENDATIONS OF THE GEOTECHNICAL REPORT.
6. THE SITE EXPERIENCES A LOT OF EXPOSURE AS IT SITS ON A HIGH RIDGE. PRECIPITATION NATURALLY RUNS INTO BOW AND ARROW WASH.
7. THE SITE IS ACCESSIBLE FROM BOULDER MOUNTAIN DRIVE AND CANYON DEL RIO DRIVE AND VIEWABLE FROM BUTLER AVENUE.

LEGEND

- EXISTING TREE CANOPY
- EXISTING SLOPE 17–24.99%
- EXISTING SLOPE 25–34.99%
- EXISTING SLOPE >35%
- PROPOSED SETBACK
- PROPOSED LOT LINE
- PROPOSED BUILDING ENVELOPE
- EXISTING TREE CANOPY
- EXISTING SLOPE 17–24.99%
- EXISTING SLOPE 25–34.99%
- EXISTING TREE CANOPY WITHIN SLOPE

NOTE:
1. LOTS 37–39 AND 45–50 INCLUDE A PROPOSED BUILDING ENVELOPE IN ORDER TO PRESERVE EXISTING NATURAL RESOURCES WITHIN THE LOT ITSELF.

SCALE: 1" = 60'

C.O.F. Project #FZ-20-0008

CANYON DEL RIO – PARCEL I
FLAGSTAFF ARIZONA
NATURAL RESOURCE PROTECTION PLAN

JOB NO. 19146
DATE: MAR 21
SCALE: AS SHOWN
DRAWN: EST
DESIGN: AKF/KST
CHECKED: AKF/SO

Shephard Wesnitzer Inc.
110 W. Dale / Aspen
Flagstaff, AZ 86001
928.773.0354
928.774.6934 fax
www.swiaz.com

REVISIONS

NO.	DESCRIPTION	DATE	BY

Call at least two full working days before you begin excavation.
ARIZONA811
Dial 8-1-1 or 1-800-STAKE-IT (782-5348)

DRAWING NO.
NRPP
SHT NO. 6 OF 7

FILE: P:\2019\19146\DRAWINGS\PLATS\PRELIMINARY\19146-NATURAL RESOURCE PROTECTION PLANING.dwg
PLOTTED: Mar 04, 2021—10:14am

Required Finding #1: Zoning Code (Title 10)

Meets other relevant standards

- Historic/Cultural Resources
  - Cultural Resource clearance was approved with the original development
- Parks, Open Space, Pedestrian, Bicycle Facilities
  - CDR includes a total of 55.8 acres or 21% of the site as open space
  - This plat provides an additional 1.43 acres as civic space.

Required Finding #2: Engineering Standards (Title 13)

Meets Engineering Standards

- Public systems analysis conducted to confirm preliminary compliance with Engineering Standards
  - Compliance confirmed with Civil Engineering Plans (after Preliminary Plat approval)
- Access and Traffic
  - Traffic Impact Analysis (TIA) approved for Canyon Del Rio
    - Identified required street improvements on and off-site

Required Finding #2: Engineering Standards (Title 13)

Meets Engineering Standards

- Water and Wastewater
  - New 8” water line
  - New 8” sewer line
- Stormwater
  - Stormwater analysis already completed for Canyon Del Rio

Required Finding #3: Subdivisions Standards (Title 11)

Meets Subdivision and Land Split Regulations (Chapter 11-20)

- Preliminary Plat procedures, application requirements
- Minimum Required Subdivision Improvements
  - Identified in public systems analyses (previous slides)

Required Finding #3: Subdivisions Standards (Title 11)

Meets Subdivision and Land Split Regulations (Chapter 11-20)

- Subdivision Standards and Regulations
  - Lot Design
  - Street Design
  - Easement Design
  - Block Design

Findings and Recommendation

Required Findings

- **The City Council shall find the Preliminary Plat meets the requirements of City Code** Title 10, Flagstaff Zoning Code; City Code Title 11, General Plans and Subdivisions; and City Code Title 13, Engineering Design Standards and Specifications

Staff Recommendation

- **The Planning and Zoning Commission, based on the required findings, forwards this Preliminary Plat to the City Council with a recommendation for approval**

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To:	The Honorable Mayor and Council
From:	Tiffany Antol, Planning Director
Date:	04/27/2021
Meeting Date:	05/04/2021

TITLE:

Consideration and Approval of Preliminary Plat: Case No. PZ-20-00089-01 CDR 276, LLC requests Preliminary Plat approval for Canyon Del Rio Block G located at 3200 E Butler Avenue, a single-family townhome subdivision on 9.03 acres in the MR (Medium Density Residential) Zone.

STAFF RECOMMENDED ACTION:

Staff recommends the City Council, in accordance with the findings presented in this report and the Planning and Zoning Commission recommendation of approval (4-1), approve the Preliminary Plat.

Executive Summary:

The vacant subject site is located within the northwestern corner of the larger Canyon Del Rio development, which encompasses 261 acres. Canyon Del Rio includes 1,426 residential dwelling units and 225,000 square feet of commercial development. The Canyon Del Rio Block G subdivision, consisting of 50 single-family townhome lots located on 9.03 acres in the MR (Medium Density Residential) Zone.

In considering the advancement of the proposed Preliminary Plat, action is needed by the City Council.

Financial Impact:

No financial impacts are anticipated with this Preliminary Plat.

Policy Impact:

There are no policy impacts affiliated with this Preliminary Plat.

Connection to PBB Key Community Priorities/Objectives & Regional Plan:

Priority Based Budget Key Community Priorities and Objectives

Robust Resilient Economy - Grow and strengthen a more equitable and resilient economy.

Regional Plan

- Policy LU.5.1. Encourage development patterns within the designated growth boundaries to sustain efficient infrastructure projects and maintenance.
- Policy LU.5.2. Promote infill development over peripheral expansion to conserve environmental resources, spur economic investments, and reduce the cost of providing infrastructure and services.
- Goal NH.1. Foster and maintain healthy and diverse urban, suburban, and rural neighborhoods in the Flagstaff region.

- Policy WR.4.3. Development requiring public utility services will be located within the Urban Growth Boundary

Has There Been Previous Council Decision on This:

In June 2019, the City Council approved a rezoning request, development agreement, and preliminary block plat allowing the development of Canyon Del Rio, consisting of 1,426 residential dwelling units and 225,000 square feet of commercial development. The development includes a mixture of high-, medium-, and single-family residential units combined with commercial service and open space on 261 acres.

The Canyon Del Rio Development Agreement sets out the development provisions for the development standards, density and zoning, plats, and site plans within the development. The agreement provides for a workforce affordable housing in-lieu contribution of 1,000 equal installments of $650 as building permits are pulled for the first 1,000 dwelling units. This serves as a 5% credit for the use of incentives of the individual blocks within the development. The development also provides for the in lieu of construction contributions for off-site and on-site public improvements.

Options and Alternatives:

1. Approve the Preliminary Plat with no conditions, as recommended by the Planning and Zoning Commission.
2. Approve the Preliminary Plat with conditions.
3. Deny the Preliminary Plat based on non-compliance with the Zoning Code, the Subdivision Code, and/or the Engineering Design Standards and Specifications for New Infrastructure.

Background/History:

The applicant, CDR 276, LLC, is seeking Preliminary Plat approval for a 50-lot single-family residential subdivision within the larger Canyon Del Rio development. Lot sizes range from 6,000 square feet to 13,366 square feet. The subdivision is one of the first blocks within the Canyon Del Rio to be platted. New infrastructure will need to be provided for the project including two new residential roads (Tarragon Drive and Valerian Lane), 8” water and sewer lines, dry utilities, and stormwater detention. City Staff approved the Preliminary Plat on March 19, 2021, based on conformance with all relevant development standards. All areas in the subdivision not allocated as lots are reserved as tracts or rights-of-way. Tract A is located at the northeastern portion of the subdivision and is designated as open space and Tract B along the eastern boundary of the subdivision is designated for open space and stormwater detention.

Key Considerations:

The property is zoned MR, Medium Density Residential. The Development Agreement for Canyon Del Rio requires 50 lots on this block, which is what is proposed. The MR Zone has a minimum density requirement of 6 units per acre and a maximum density of 9 units per acre in the Resource Protection Overlay. The proposed 50 lots on 9.03 acres is a density of 5.54 units per acre, which meets the minimum density for the MR Zone per Section 10-10.30.070, and allows for rounding of density requirements.

Planned Residential Development (PRD) is a permitted use in the MR zone. Division 10-40.60.280 of the Zoning Code addresses specific use standards for Planned Residential Developments. PRDs may use different building types (i.e., Carriage House, Single-Family Cottage, Duplex) as part of an integrated site planning process in non-transect zones and for achieving gross densities on undeveloped land where substantial natural resources are present on the site. Division 10-50.110 of the Zoning Code provides standards for specific building types and specifies the transect zones in which they are allowed. The T4N.2 transect zone allows the Townhouse and Single-Family Cottage building type in new neighborhoods.

The Single-Family Cottage building type permits a minimum lot area of 2,500 square feet, and the

Townhouse building type permits a minimum lot area of 1,440 square feet. The lots within this subdivision comply with the minimum lot area per building type. The preliminary plat complies with the applicable standards and building form and placement standards such as setbacks and height allowed in the T4N.2 transect zone (Division 10-40.40.060 of the Zoning Code).

Setback requirements for the T4N.2 transect zone are:

Front	5'min, 12' max
Side	3' min
Side Street	10' min, 15' max
Rear	3' min

Each building type has specific frontage types that must be used when developing the individual lots. In this case, the Projecting Porch frontage type has been applied to all lots. Division 10-50.120.040 addresses the standards for the Projecting Porch frontage type. With this frontage type, the house has a small to medium setback from the property line. The resulting front yard is typically very small.

Community Benefits and Considerations:

The community benefits of this project are encapsulated in the PBB Key Community Priorities/Objectives and the Regional Plan goals and policies that it meets, such as providing new housing within the urban growth boundary.

Community Involvement:

Inform. The existing zoning of the Subject Property allows for the proposed subdivision. No public hearings or public outreach are required by either the Zoning Code or the Subdivision Code as part of the Preliminary Subdivision Plat review process.

Attachments:

P&Z Commission Staff Summary
Application
Preliminary Plat
Vicinity Map
Agency Review Letters
Presentation

PLANNING & DEVELOPMENT SERVICES REPORT
PRELIMINARY PLAT

PZ-20-00089-01

DATE: **April 2, 2021**
MEETING DATE: **April 14, 2021**
REPORT BY: **Tiffany Antol, AICP**

REQUEST:
CDR 276, LLC requests Preliminary Plat approval for Canyon Del Rio Block G located at 3200 E Butler Avenue, a single-family townhome subdivision on 9.03 acres in the MR (Medium Density Residential) Zone utilizing the Planned Residential option.

STAFF RECOMMENDATION:
Staff recommends the Planning and Zoning Commission, in accordance with the findings presented in this report, forward the Preliminary Plat to the City Council with a recommendation of approval.

PRESENT LAND USE:
The vacant subject site is located within the northwestern corner of the larger Canyon Del Rio development, which encompasses 261 acres. Canyon Del Rio includes 1,426 residential dwelling units and 225,000 square feet of commercial development.

PROPOSED LAND USE:
The Canyon Del Rio Block G subdivision, consisting of 50 single-family townhome lots located on 9.03 acres in the MR (Medium Density Residential) Zone.

NEIGHBORHOOD DEVELOPMENT:
See the attached vicinity map for more information.

North: Canyon Del Rio Blocks F and H, HC Zone; Butler Avenue.
South: Canyon Del Rio Block J1, HR Zone.
East: Canyon Del Rio Block E1, HC Zone.
West: Canyon Del Rio Block I, R1 Zone.

REQUIRED FINDINGS:
The Planning and Zoning Commission shall find the proposed Preliminary Plat meets the requirements of the City Code Title 10, Flagstaff Zoning Code; City Code Title 11, General Plans and Subdivisions; and City Code Title 13, Engineering Design Standards and Specifications.

STAFF REVIEW:

I. Project Information

A. Background
In June of 2019, the City Council approved a rezoning request, development agreement, and preliminary block plat allowing the development of Canyon Del Rio, consisting of 1,426 residential dwelling units and 225,000 square feet of commercial development. The development includes a mixture of high-, medium-, and single-family residential units combined with commercial service and open space on 261 acres.

The applicant, CDR 276, LLC, is seeking Preliminary Plat approval for a 50-lot single-family townhome residential subdivision within the larger Canyon Del Rio development utilizing the Planned Residential Development. Lot sizes

range from 3,200 square feet to 4,605 square feet. The subdivision is one of the first blocks within the Canyon Del Rio to be platted.

New infrastructure will need to be provided for the project including two new residential roads (Copperleaf Lane and Snowberry Circle), 8" water and sewer lines, dry utilities, and stormwater detention. City Staff approved the Preliminary Plat on March 19, 2021 based on conformance with all relevant development standards.

B. Type of Plat

This Preliminary Plat request is for a single-family townhome residential subdivision consisting of 50 individual lots. All areas in the subdivision not allocated as lots are reserved as tracts. Tract A is located at the northern portion of the subdivision and is designated as open space and Tract B and C are located along the southern boundary of the subdivision adjacent to Crest Stone Road also designated for open space and stormwater detention.

II. Required Findings: Conformance with City Development Standards and Regional Plan

Staff reviewed and approved the Preliminary Plat based on conformance with City Code Title 10, Flagstaff Zoning Code; City Code Title 11, General Plans and Subdivisions; and City Code Title 13, Engineering Design Standards and Specifications.

A. City of Flagstaff Zoning Code (Title 10)

i. Medium Density Residential (MR) Zone

The property is zoned MR, Medium Density Residential. The Development Agreement for Canyon Del Rio requires 50 lots on this block, which is what is proposed. The MR Zone has a minimum density requirement of 6 units per acre and a maximum density of 9 units per acre in the Resource Protection Overlay. The proposed 50 lots on 9.03 acres is a density of 5.54 units per acre, which meets the minimum density for the MR Zone per Section 10-10.30.070, and allows for rounding of density requirements.

Planned Residential Development (PRD) is a permitted use in the MR zone. Division 10-40.60.280 of the Zoning Code addresses specific use standards for Planned Residential Developments. PRDs may use different building types (i.e., Carriage House, Single-Family Cottage, Duplex) as part of an integrated site planning process in non-transect zones and for achieving gross densities on undeveloped land where substantial natural resources are present on the site. Division 10-50.110 of the Zoning Code provides standards for specific building types and specifies the transect zones in which they are allowed. The T4N.2 transect zone allows the Townhouse and Single-Family Cottage building type in new neighborhoods.

The Single-Family Cottage building type permits a minimum lot area of 2,500 square feet, and the Townhouse building type permits a minimum lot area of 1,440 square feet. The lots within this subdivision comply with the minimum lot area per building type. The preliminary plat complies with the applicable standards and building form and placement standards such as setbacks and height allowed in the T4N.2 transect zone (Division 10-40.40.060 of the Zoning Code).

Setback requirements for the T4N.2 transect zone are:

Front	5'min, 12' max
Side	3' min
Side Street	10' min, 15' max
Rear	3' min

Each building type has specific frontage types that must be used when developing the individual lots. In this case, the Projecting Porch frontage type has been applied to all lots. Division 10-50.120.040 addresses the standards for the Projecting Porch frontage type. With this frontage type, the house has a small to medium setback from the property line. The resulting front yard is typically very small.

ii. Natural Resources

The subject property is located within the Resource Protection Overlay. Paragraph 4.12 (Resource, Open Space and Easement Requirements) of the Canyon Del Rio Development Agreement discusses the resources and allows the developer to create two "resource banks": one for the residential properties and one for the commercial properties. These banks will allow the application of extra resources from one parcel to another parcel when extra resources are available. A Resource Protection Plan was provided in conjunction with this Preliminary Plat. Resources on the site include slopes and forest; there are no floodplains on the site. The Resource Protection Plan submitted with the Preliminary Plat application indicated that the minimum protection standards would be met using unique building envelopes for each lot.

Forest Resource Protection in the R1 Zone: Canyon Del Rio Block I Subdivision

EXISTING TREE CANOPY	REQUIRED PROTECTION	PROPOSED PROTECTION
202,054 Square Feet	50% or 101,027 Square Feet	26.4% or 53,327 Square Feet

*The developer will be utilizing 47,700 square feet of excess tree canopy from the 169,114 square feet in the residential resource bank for Canyon Del Rio (see page 6 of the plat).

Steep Slope Protection in the R1 Zone: Canyon Del Rio Block I Subdivision

SLOPE RESOURCE	TOTAL SF	REQUIRED PROTECTION	PROPOSED PROTECTION
Slope: 17%-24.9%	22,024	70% or 15,417 SF	51.2%* or 11,269 SF
Slope: 25%-34.9%	62,246	80% or 49,797 SF	78.8%* or 49,056 SF
Slope: 35%+	2,884	100% or 2,884 SF	100% or 2,884 SF

*The developer will be utilizing 4,148 square feet of excess slope from the 56,615 square feet in the residential resource bank for Canyon Del Rio (see page 6 of the plat).

iii. Historic/Cultural Resources

The City of Flagstaff Heritage Preservation Commission accepted the previous Cultural Resource Report prepared by a professional meeting Secretary of the Interior Standards on file with the State.

iv. Parks, Open Space, Pedestrian, and Bicycle Facilities

Canyon del Rio is located .53 miles via Butler Avenue from the Foxglenn Community Park, and slightly more using the Rio de Flag FUTS system. The City of Flagstaff Parks and Recreation Organization Master Plan identifies Foxglenn Park as the park servicing this portion of the community. The park is 28 acres in size and includes standard community park facilities. Internal to the Canyon Del Rio development, a total of 55.8 acres, or 21% of the site, has been identified for open space, trails, or drainage. Additionally, each of the individual blocks are required to meet the open space and civic space requirements associated with the proposed development. Block G is required to provide 5% of the gross area as Civic Space and 15% of the gross area as Open Space. This acreage is found in Tracts A, B, and C which represents approximately 36.5% of the site. Internal pedestrian trails that connect the proposed parcels and future developments and the FUTS alignments have been identified. These trails will be constructed and connected with other internal trails as each parcel develops.

B. City of Flagstaff Subdivision Standards (Title 11)

i. Preliminary Plat

IDS approved the Preliminary Plat based on conformance with the procedures and application requirements outlined in Section 11-20.60: Preliminary Plat.

ii. Subdivision Standards and Regulations

IDS also approved the Preliminary Plat based on conformance with relevant standards in Section 11-20.120: Subdivision Design Standards and Requirements.

ii.1 Lot Design

The proposed subdivision meets the standards for lot design:

- Meet the minimum lot width, depth, and size requirements of the Zoning Code.
- Be designed appropriately for the location and character of the proposed development, street improvements, and underlying topography.
- All lots shall be lawfully built upon and be developable (lots are designed in a way so that development can meet all relevant development standards).
- Buildable area (building envelope) shall be located away from the crest of ridge lines.
- Buildable area shall be determined by setback requirements and the location of natural topographic features.

ii.2 Street Design

The proposed subdivision meets the standards for street design:

- Meet the street cross-section standards (Engineering Standards) for the type of street proposed.
- Street design is appropriate for underlying topography and in relation to existing streets. Where feasible, streets shall be placed on top of ridges to minimize the extent of grading and reduce the visual impact of development.

ii.3 Easement Design

The proposed subdivision meets the standards for easement design:

- Easements shall be provided and dedicated where deemed necessary for specific purposes (the plat will dedicate a public utility easement and a drainage easement).
- Drainage easements shall substantially follow the line of any existing watercourse that traverses the land.

ii.4 Block Design

The proposed subdivision meets the standards for block design:

- Blocks in non-transect zones shall not normally exceed 1,200 feet in length measured from the property lines, except in hillside developments or where a subdivision of one-half acre lots or larger justify or require a variation from this requirement, or where there are unusual conditions of the property being subdivided.

iii. Minimum Required Subdivision Improvements

The subdivider is required to improve all streets, pedestrian ways, alleys, and easements in the subdivision and adjacent to it as required to serve the subdivision. Staff review of the Preliminary Plat along with the impact analyses discussed in the Engineering Standards section below identified the required improvements in conformance with Section 11-20.130: Minimum Required Subdivision Improvements. These improvements will formally be approved with Civil Engineering Plans review, which will occur after Preliminary Plat approval by City Council.

C. City of Flagstaff Engineering Standards (Title 13)

As part of the Preliminary Plat Block Plat review, Staff conducted a public systems analysis to confirm preliminary compliance with Engineering Standards. Following Preliminary Plat approval, the applicant shall submit and receive approval for Civil Engineering Plans for the subdivision prior to review and approval of the Final Plat. Approval of the Civil Engineering Plans will be contingent on the plat meeting City Engineering Standards.

i. Access and Traffic

The Canyon Del Rio Transportation Impact Analysis (TIA) included six (6) existing intersections and seven (7) new intersections within and along the edge of the proposed development. The study area covered Butler Avenue from I-40 to Fourth Street, Fourth Street from Huntington Drive to south of Butler Avenue along the development site, and the internal Canyon Del Rio roadway system. Traffic expected from nearby yet to be developed parcels was included as future background traffic in the analysis. Analyses were conducted for assumed development levels at years 2026 (Phases I & II) and 2030 (full build-out). Phases I & II include all except four (4) retail parcels at the northeast edge of the site and three (3) relatively small residential parcels at the south edge.

The larger Canyon Del Rio project proposes several access points to the current and future street system. The project will build the west portion of Fourth Street south of Butler Avenue, and the south portion of Butler Avenue west of Fourth Street, adjacent to the site. Internal collector streets will provide access to and from Butler Avenue, Fourth Street, and Herold Ranch Road, a portion of which goes through the very south end of the site. These will be minor collector streets with one vehicle lane and one bike lane in each direction with a center turn lane. Canyon Drive will be an east/west street crossing the entire site at about its midpoint. Mountain View Drive, along with the easternmost section of Canyon Drive, will form a loop through the northern two-thirds of the site that intersects with Fourth Street in two locations south of Butler Avenue. Peak Point Road will connect this loop road to Butler Avenue in the northwest corner of the site, and South Ridge Road will connect the loop to Herold Ranch Road in the southwest section of the site. Herold Ranch Road crosses most of the site near its southern edge. West of Mountain View Drive, Canyon Drive will have a residential local “wide” cross section planned to connect to a future development on the Little America site, which is immediately west of Canyon Del Rio. The location of the Butler Avenue and Peak Point Road intersection is being coordinated with the property on the north side of Butler Avenue to provide access for Canyon Del Rio and a future development north of Butler Avenue. This intersection will initially be stop controlled for northbound traffic but will need to be signalized or converted to a roundabout to ultimately accommodate Canyon Del Rio traffic.

Adjacent to the Canyon Del Rio site, both Butler Avenue and Fourth Street are designated minor arterials. Butler Avenue currently has one lane in each direction, and Fourth Street is graded dirt/gravel. Fourth Street is planned to ultimately connect with John Wesley Powell Boulevard to the southwest. The developer is responsible for improvements on the south side of Butler Avenue; Butler Avenue at completion will include 102 feet of ROW, two travel lanes in each direction, raised median, bike lanes, curb, gutter, 5-foot parkway, and 6-foot wide sidewalk. The developer will also provide the west side improvements to Fourth Street (same street section as Butler Avenue). The internal collector streets propose right-of-way of 70 feet, one travel lane in each direction, raised median, bike lanes, 5-foot parkway, and 5-foot sidewalk. Where a FUTS is adjacent to the street (Boulder Mountain Drive), the ROW expands to 75 feet, and the trail will be 10-feet wide.

ii. Water and Wastewater

Civil Design & Engineering, Inc., on behalf of the City of Flagstaff Water Services Division, prepared the Water and Wastewater Impact Analysis (WSIA). The analysis is based on the demands generated by Canyon del Rio and a residential dwelling cap of 1,715 units and 67.9 acres of commercial development.

Water

The closest source of Zone B water for this site includes a 24-inch waterline within Butler Avenue along the northern property boundary. This existing Zone B waterline will be supported by a new secondary water line provided by the

developer that will extend new lines from north of I-40 to Soliere Drive, Fourth Street, and to the site. Internally, 12-inch supply mains will be installed under the internal spine loop and with the roadways identified by the Phasing Map and Plan. A 24-inch main will be located under Fourth Street across the frontage of Canyon del Rio; this will ultimately be extended to John Wesley Powell Boulevard southwest of CDR. Connection with the individual subdivisions and site plan approvals will extend the water system providing services to individual structures. Canyon del Rio Investors have agreed through the Development Agreement to provide roughly $667,000 in a cash-in-lieu payment for future water storage, and $1.3 million dollars for the secondary water source improvements. The secondary water source payment is required prior to recording of the first final plat or site plan approval; the storage payment is due with the issuance of the 400-dwelling unit. The developer has also agreed to provide up to two well sites on the CDR site if the City identifies that successful production wells warrant further exploration.

Wastewater

Several connections to the sewer are available to this project, given its location at the intersection of Butler Avenue and Fourth Street, and the location of the Rio de Flag Wash and the major sewer interceptor line that is in the Wash. The nearest sewer that allows for gravity flow from the CDR site is in the Rio de Flag Wash. The existing sewer line is 42 inches in diameter and gravity flows to the east along the river channel.

The Wildcat Hill Wastewater Treatment Plant, which is currently operating below maximum capacity, will treat all sewage collected for CDR. The Wildcat Hill facility currently processes 3.6-million gallons of sewage per day. This facility has design capacity of 6-million gallons per day. The design flows from the CDR development indicate an average daily flow increase to the plant of 456,738 gallons per day.

The Water and Sewer Impact Analysis did not identify the need for off-site improvements from the Canyon del Rio development.

iii. Stormwater

A completed Drainage Impact Analysis and Preliminary Drainage Report for Canyon del Rio has been submitted and reviewed by Stormwater Staff. In lieu of a downstream analysis, the project has elected to store the volumetric flow difference between the pre-development conditions and the post-development conditions on-site. The development will use open space corridors to manage major portions of the stormwater on the project site. A series of retention basins will be constructed in the open space areas across the property. These basins will convey on-site and off-site flows from the project site ultimately out letting to the Rio de Flag Wash channel.

Low Impact Development (LID) requirements are required to meet the ½-inch threshold, less than the current 1-inch code requirement. The ½-inch threshold was negotiated as part of the settlement agreement approved in 2013. The water quality aspects of the LID requirements will be met at the discharge points of impervious surface areas.

REQUIRED FINDINGS:

The Planning and Zoning Commission shall find the Preliminary Plat meets the requirements of the City Code Title 10, Flagstaff Zoning Code; City Code Title 11, General Plans and Subdivisions; and City Code Title 13, Engineering Design Standards and Specifications.

Recommendation

Staff recommends the Planning and Zoning Commission, in accordance with the required findings presented in this report, forward the Preliminary Plat to the City Council with a recommendation of approval.

Attachments:

- Application

- Preliminary Plat, including the Natural Resource Protection Plan (6 sheets, 24 x 36”)
- Vicinity Map
- Utility notification letters

City of Flagstaff — Community Development Division

211 W. Aspen Ave
Flagstaff, AZ 86001
www.flagstaff.az.gov
P: (928) 213-2618
F: (928) 213-2609

Date Received	**Application for Subdivision Review**	File Number

Property Owner(s) CANYON DEL RIO INVESTORS, LLC		**Phone** 602-241-1500
Mailing Address 2700 N. CENTRAL AVE, 9TH FLOOR	**City, State, Zip** PHOENIX, AZ 85004	**Email**
Applicant(s) RAC PARTNERS, LLC		**Phone** 928-699-1169
Mailing Address 3005 S. FLAGSTAFF RANCH RD.	**City, State, Zip** FLAGSTAFF, AZ 86005	**Email** brhoton@capstonehomesaz.com
Project Representative JOHN SUTHERLAND		**Phone** 928-774-3926
Mailing Address 3005 S. FLAGSTAFF RANCH RD.	**City, State, Zip** FLAGSTAFF, AZ 86005	**Email** jsutherland@capstonehomesaz.com

Requested Review:
- ☐ Development Master Plan
- ☐ Modified Subdivision
- ☐ Conceptual Plat
- ☒ Preliminary Plat
- ☐ Preliminary Plat P&Z and Council
- ☐ Final Plat- Council

Project Name: CDR-PARCEL G	**Site Address** 3200 E. BUTLER AVE.	**Parcel Number** 108-00-005M
Proposed Use TOWNHOMES	**Existing Use** UNDEVELOPED	**Subdivision, Tract & Lot Number** CANYON DEL RIO (CDR) PARCEL G

Zoning District	**Regional Plan Category**	**Flood Zone**	**Size of Site (Sq. ft. or Acres)**
MR	SUBURBAN	X	+/- 9.1 ac

Property Information:
- ☐ Yes ☒ No Located in an existing Local/National Historic District? (Name: _____)
- ☐ Yes ☒ No Existing structures are over 50 years old at the time of application?
- ☒ Yes ☐ No Subject property is undeveloped land?

Surrounding Uses (Res, Com, Ind)	**North**	**South**	**East**	**West**
	RES./COM.	RES. (FUTURE)	COM. (FUTURE)	COM. (FUTURE)

Proposed Use:	**Number of Lots**	**Number of Units**	**Number of acres per use**	**Building Square Feet**
RESIDENTIAL	50	50		

Please complete a *"Subdivision Review Application"* and provide an initialed *"Application and Information Checklist"* form along with the required number of plans and information as appropriate for a Development Master Plan, Conceptual, Preliminary or Final Plat. **Incomplete submittals will not be scheduled.**

Property Owner Signature: (required)	**Date:**	**Applicant Signature:**	**Date:**
John Sutherland	8/26/20	John Sutherland	8/26/20

For City Use

Date Filed:	**Case Number (s)**	
P & Z Hearing Date:	**Publication and Posting Date:**	
Council Hearing Date:	**Publication and Posting Date:**	
Fee Receipt Number:	**Amount:**	**Date:**

Action by Planning and Zoning Commission:	**Action By City Council:**
☐ Approved	☐ Approved
☐ Denied	☐ Denied
☐ Continued	☐ Continued

Staff Assignments	**Planning**	**Engineering**	**Fire**	**Public Works/Utilities**	**Stormwater**

PLOTTED: Mar 18, 2021–5:11pm

PROPERTY OWNER:

CDR LAND INVESTORS III, LLC
3101 N. CENTRAL AVE., NO 1600
PHOENIX, AZ 85012
CONTACT: CLINT WHITING

PROPERTY DEVELOPER

RAC PARTNERS, LLC
3605 S FLAGSTAFF RANCH RD
FLAGSTAFF, AZ 86001
TEL: (928) 774–3826
CONTACT: JOHN SUTHERLAND

PROPERTY INFORMATION:

CANYON DEL RIO – PARCEL G
ADDRESS – TBD
FLAGSTAFF, AZ 86005

APN# 106–08–005M (± 62.03 AC)
ZONING: MEDIUM DENSITY (MR) – PRD (T4N.2)

NUMBER OF UNITS/LOTS: 50
TOTAL ACREAGE OF LOTS: ± 4.02 AC
NUMBER OF TRACTS: 3
TOTAL ACREAGE OF TRACTS: ± 3.31 AC
BUILDING TYPE: TOWNHOUSE
FRONTAGE TYPE: PORCH
GROSS AREAGE: 9.03 ACRES
GROSS DENSITY: 5.54 UNITS PER ACRE
NET ACREAGE (EXCLUDING ROADWAY): 7.33 ACRES
NET DENSITY (EXCLUDING ROADWAY): 6.82 UNITS PER ACRE

PROJECT ENGINEER:

SHEPHARD–WESNITZER, INC.
CONTACT: STEPHEN C. IRWIN, P.E.
110 W. DALE AVENUE
FLAGSTAFF, ARIZONA 86001
928–773–0354

1. ALL UTILITIES, INCLUDING STREET LIGHT AND ELECTRIC LINES INSTALLED WITH THIS DEVELOPMENT SHALL BE PLACED UNDERGROUND.
2. DEVELOPMENT AND USE OF THIS SITE WILL CONFORM TO ALL APPLICABLE CITY OF FLAGSTAFF CODES AND ORDINANCES.
3. AN ASSOCIATION WILL BE FORMED AND HAVE THE RESPONSIBILITY FOR MAINTAINING ALL COMMON AREAS TO BE NOTED AS "TRACTS" (INCLUDING LANDSCAPED AREAS AND DRAINAGE FACILITIES).
4. NEW IMPERVIOUS SURFACE AREA: 4.62 ACRES PER TABLE ON SHEET SS01.
5. ALL RIGHT–OF–WAYS WITHIN THE SUBDIVISION SHALL BE DEDICATED TO CITY OF FLAGSTAFF.
6. MAIL BOX LOCATIONS MUST BE APPROVED BY THE UNITED STATES POST OFFICE.

SUMMARY OF TRACTS

1. TRACT A IS INTENDED FOR THE PRESERVATION OF FOREST AND SLOPE RESOURCES, OPEN SPACE, AND DRAINAGE FACILITIES.
2. TRACT B IS INTENDED FOR THE PRESERVATION OF FOREST RESOURCES AND OPEN SPACE.
3. TRACT C IS INTENDED FOR THE PRESERVATION OF FOREST RESOURCES AND OPEN SPACE.

ZONING:

THE PROJECT IS LOCATED WITHIN THE CITY OF FLAGSTAFF'S MR ZONING DISTRICT. THE PROPOSED DEVELOPMENT SHALL BE DEVELOPED USING THE T4N.2 STANDARDS AND THE UNIQUE BUILDING TYPES OF CANYON DEL RIO TOWNHOME AND CANYON DEL RIO SINGLE FAMILY COTTAGE.

STREET NAMING:

THE STREET NAMES PROPOSED HEREON HAVE BEEN VERIFIED WITH THE CITY WEBSITE. IF IT IS DETERMINED THERE IS A CONFLICT WITH THESE NAMES BY THE CITY ADDRESSING DEPARTMENT, PLEASE CONSIDER THE FOLLOWING ALTERNATE NAMES – DRAGONHEAD AND FIREWHEEL. THESE ALTERNATES CAN USE ANY SUFFIX PER THE CITY ZONING CODE.

OPEN SPACE NOTE:

PER CITY OF FLAGSTAFF ZONING CODE SECTION 10–30.60.90, THE SITE IS REQUIRED TO PROVIDE 15% OF THE SITE AS OPEN SPACE. BASED ON THE PROPOSED LAYOUT, THE SITE PROVIDES APPROXIMATELY 3.31 ACRES OF OPEN SPACE (~36.5% OF THE SITE). A MAJORITY OF THE ONSITE OPEN SPACE WILL BE "GREEN" SPACE – TO BE DESIGNATED AS OPEN SPACE FOR UNSTRUCTURED RECREATION.

EARTHWORK SUMMARY

SITE GRADING:

UNADJUSTED CUT: 2,130 CY
UNADJUSTED FILL: 6,710 CY

EARTHWORK VOLUMES SHOWN ABOVE ARE BASED ON IN–PLACE VOLUMES REQUIRED FOR SITE GRADING. QUANTITIES ARE NOT ADJUSTED FOR SHRINKAGE (SEE GEOTECH REPORT FOR ESTIMATED SHRINKAGE FACTORS). THESE RESULTS MAY NOT REFLECT THE FINAL CONSTRUCTED QUANTITIES. THE CONTRACTOR IS RESPONSIBLE FOR MAKING HIS OWN QUANTITY DETERMINATIONS. ADDITIONAL EARTHWORK QUANTITIES SHALL BE CONSIDERED INCIDENTAL TO BUILDING CONSTRUCTION. ANY WASTE MATERIAL SHALL BE INCIDENTAL TO CONSTRUCTION.

SOURCE OF PROJECT INFORMATION

BOUNDARY AND TOPOGRAPHIC INFORMATION ACCORDING TO AN ALTA SURVEY PREPARED BY SHEPHARD–WESNITZER, INC. IN MAY 2003, INSTRUMENT NUMBER 3203783, OFFICIAL RECORDS OF COCONINO COUNTY, ARIZONA.

BASIS OF BEARING

NORTH 89–34–20 EAST, 2655.62' FROM THE NORTHWEST CORNER OF SECTION 24 TO THE NORTH QUARTER CORNER OF SECTION 24, TOWNSHIP 21 NORTH, RANGE 7 EAST OF THE GILA AND SALT RIVER MERIDAN, COCONINO COUNTY, ARIZONA, ACCORDING TO AN ALTA SURVEY PREPARED BY SHEPHARD–WESNITZER, INC. IN MAY 2003, INSTRUMENT NUMBER 3203783, OFFICIAL RECORDS OF COCONINO COUNTY, ARIZONA.

LEGAL DESCRIPTIONS

ASSESSOR'S PARCEL NUMBER 106–08–005M ACCORDING TO INSTRUMENT NUMBER 37176454, OFFICIAL RECORDS OF COCONINO COUNTY, ARIZONA.

RESOURCE PRESERVATION

THE PROJECT DOES FALL WITHIN THE CITY OF FLAGSTAFF RESOURCE PROTECTION OVERLAY ZONE. REFER TO THE APPROVED PRELIMINARY NATURAL RESOURCE PROTECTION PLAN, DATED FEBRUARY 27, 2019, FOR THE RESOURCE AVAILABLE THROUGHOUT THE CANYON DEL RIO SUBDIVISION. THE PROJECT NARRATIVE FOR THE CDR BLOCK PLAT, DATED FEBRUARY 20, 2019 INCLUDES THE CROSS–CREDITING DESCRIPTION. REFER TO THE PRELIMINARY NRPP INCLUDED IN THIS PLAT FOR THE REVISED RESOURCE INFORMATION AS IT RELATES TO THE PROPOSED DEVELOPMENT FOR PARCEL G.

FEMA DESIGNATION

THE PROJECT AREA IS WITHIN ZONE X DESIGNATED BY FEMA FIRM MAP #04005C6828G. ZONE X IS THE AREA DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN.

WATER AND SEWER IMPACT ANALYSIS

THE PLAT IS IN COMPLIANCE WITH THE RECOMMENDATIONS SET FORTH IN THE PUBLIC W.S.I.A. PREPARED BY THE CITY OF FLAGSTAFF UTILITIES DEPARTMENT DATED JULY 29, 2015.

ADEQUATE WATER SUPPLY NOTE:

THE CITY OF FLAGSTAFF PROVIDES WATER [UTILITY] SERVICE PURSUANT TO STATE LAW, AND IS CURRENTLY OPERATING UNDER A DESIGNATION OF ADEQUATE WATER SUPPLY GRANTED BY THE ARIZONA DEPARTMENT OF WATER RESOURCES, APPLICATION NO. 41–900002.0002.

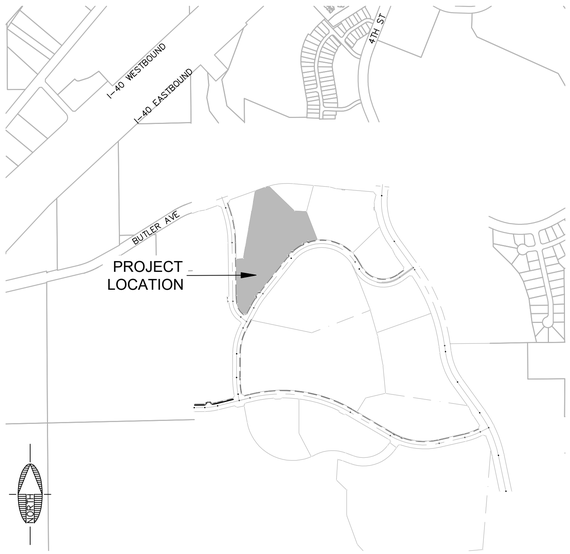
FENCING NOTE

FENCING IS ALLOWED WITHIN THE APPROVED SETBACKS AND BUILDING ENVELOPES. FENCING, STRUCTURES OR GROUND DISTURBANCE OTHER THAN DRIVEWAYS AND UTILITY CONNECTIONS ARE NOT ALLOWED WITHIN RESOURCE PROTECTED AREAS.

FILE: P:\2019\19147\DRAWINGS\PLATS\PRELIMINARY\19147-COVER SHEET.DWG KBAYER

PRELIMINARY PLAT
FOR
CANYON DEL RIO - PARCEL G
FLAGSTAFF, ARIZONA

LOCATED IN WESTERN HALF OF SECTION 24, TOWNSHIP 21 NORTH, RANGE 7 EAST OF THE GILA AND SALT RIVER MERIDIAN, COCONINO COUNTY, CITY OF FLAGSTAFF, ARIZONA



VICINITY MAP
N.T.S.

SWI SHEET INDEX		
SHT NO.	DWG. NO.	DESCRIPTION
1	CVR	COVER SHEET
2	SS01	TYPICAL SECTIONS & SETBACKS
3	RS01	RECORD OF SURVEY
4	PP01	PRELIMINARY PLAT
5	PP02	PRELIMINARY PLAT
6	NRPP	NATURAL RESOURCE PROTECTION PLAN
7	LA 1	CONCEPTUAL LANDSCAPE PLAN

LEGEND

- EXISTING EASEMENT
- ROAD CENTERLINE
- LOT LINE
- RIGHT–OF–WAY
- PROPERTY LINE
- G — G — EXISTING GAS
- EXISTING EASEMENT
- 8"SS — EXISTING SEWER
- UGE — EXISTING UNDERGROUND ELECTRIC
- 12"W — EXISTING WATER
- EXISTING INTERMEDIATE CONTOUR
- EXISTING INDEX CONTOUR
- PROPOSED EASEMENT
- 30 PROPOSED LOT #
- 8"W PROPOSED WATER
- 8"SS PROPOSED SEWER
- PROPOSED INTERMEDIATE CONTOUR
- PROPOSED INDEX CONTOUR
- PROPOSED STORM DRAIN
- FIRE HYDRANT
- WM WATER METER
- S SEWER MANHOLE
- CATCH BASIN
- LID/DETENTION BASIN
- PROPOSED TREE

UTILITY COMPANY CONTACTS

APS
CONTACT: CHAD BROOKS
2200 E. HUNTINGTON
FLAGSTAFF, AZ 86004
CHAD.BROOKS@APS.COM
PHONE: (928) 773–6440

UNISOURCE ENERGY SERVICES
CONTACT: MARTIN CONBOY
2901 W SHAMRELL BLVD #110
FLAGSTAFF, AZ 86001
MCONBOY@UESAZ.COM
PHONE: (928) 226–2269

CENTURYLINK
CONTACT: MANUEL HERNANDEZ
112 NORTH BEAVER STREET
FLAGSTAFF, AZ 86001
MANUEL.HERNANDEZ4@CENTURYLINK.COM
PHONE: (928) 779–4935

ALTICE USA
CONTACT: SANFORD YAZZIE
1601 SOUTH PLAZA WAY
FLAGSTAFF, AZ 86001
SANFORD.YAZZIE@ALTICEUSA.COM
PHONE: (928) 266–0672

UTILITY COMPANY APPROVAL

ARIZONA PUBLIC SERVICE
CHAD BROOKS (BY LETTER) 9/1/2020
BY: DATE:

UNISOURCE ENERGY SERVICES
MARTIN CONBOY (BY LETTER) 11/6/2020
BY: DATE:

CENTURYLINK
MANUEL HERNANDEZ (BY LETTER – KEVIN WAGNER) 11/5/2020
BY: DATE:

ALTICE USA
SANFORD YAZZIE (BY LETTER) 9/3/2020
BY: DATE:

UTILITY CONFLICT

UNDERGROUND UTILITIES SHOWN ARE APPROXIMATE AND WERE COMPILED FROM RECORD DRAWINGS, SURVEY, AND CONSTRUCTION PLANS FURNISHED BY OTHERS. THE CONTRACTOR IS ULTIMATELY RESPONSIBLE FOR DETERMINING THE ACTUAL LOCATIONS OF ALL UNDERGROUND LINES THAT MAY AFFECT WORK PRIOR TO CONSTRUCTION.

THERE ARE NO APPARENT CONFLICTS. REFER TO UTILITY CONFLICT RESPONSE LETTERS FOR MORE DETAILED INFORMATION.

DEDICATION

THE OWNER DOES HEREBY DEDICATE TO UNISOURCE ENERGY SERVICES AND ITS SUBSIDIARY UNS GAS, INC., ITS SUCCESSORS AND ASSIGNS ALL AREAS ON THIS PLAT MARKED PUE OR PUBLIC UTILITY EASEMENT AND THE PROPERTY DESIGNATED ON THE PLAT FOR STREETS, WHETHER PUBLIC OR PRIVATE, FOR EXISTING NATURAL GAS FACILITIES TOGETHER WITHIN THE RIGHT TO INSTALL REQUIRED SERVICE CONNECTIONS OVER OR UNDER THE SURFACE TO SERVE IMPROVEMENTS THEREON OR ADJACENT TO.

CERTIFICATE OF LAND SURVEYOR

I HEREBY STATE THAT THE SURVEY SHOWN HEREON WAS DONE UNDER MY DIRECT SUPERVISION AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Aaron D. Borling, RLS 48756

REGISTERED LAND SURVEYOR CERTIFICATE NO. 48756 AARON D. BORLING Date Signed 3/18/21 ARIZONA, USA Expires 12/31/22

REGISTERED PROFESSIONAL ENGINEER CERTIFICATE NO. 58405 STEPHEN C. IRWIN Date Signed 3/18/21 ARIZONA, USA

Stephen C Irwin

C.O.F. Project #PZ-20-0089

FLAGSTAFF
ARIZONA

CANYON DEL RIO – PARCEL G

COVER SHEET

JOB NO: 19147
DATE: MAR 21
SCALE: AS SHOWN
DRAWN: EGT
DESIGN: KMF/EGT
CHECKED: KMF/SCI

110 W. Dale Avenue
Flagstaff, AZ 86001
928.773.0354
928.774.8934 fax
www.swiaz.com

Shephard Wesnitzer, Inc.

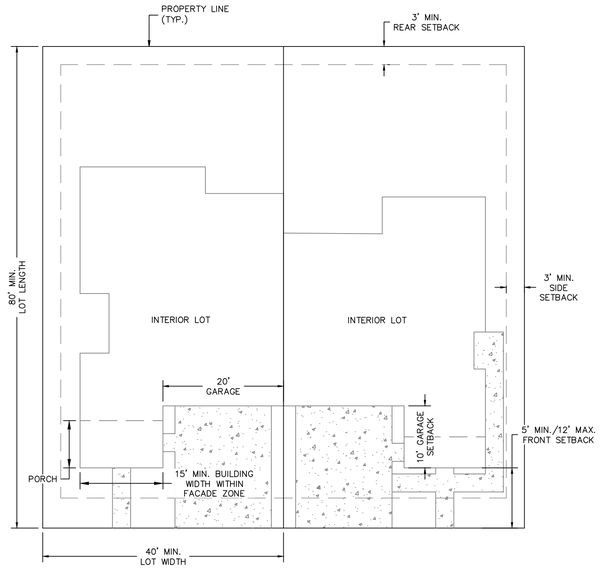
REVISIONS			
NO.	DESCRIPTION	DATE	BY

Call at least two full working days before you begin excavation.
ARIZONA811 Arizona Blue Stake, Inc.
Dial 8–1–1 or 1–800–STAKE–IT (782–5348)

DRAWING NO.
CVR

SHT NO. 1 OF 7

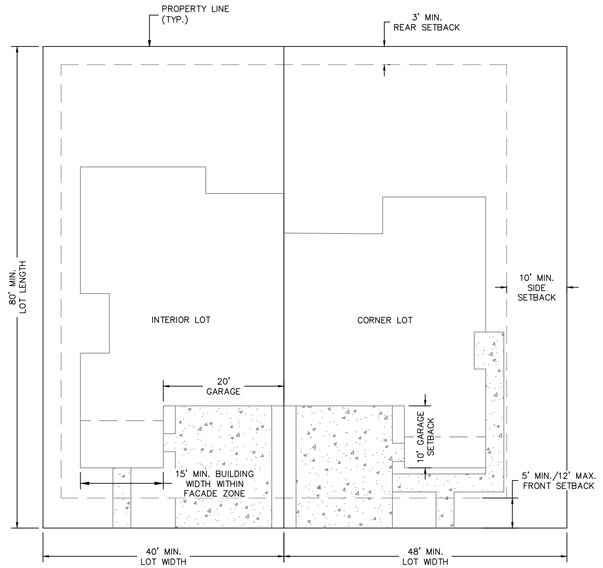
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INTERIOR LOT PROVISIONS:
1. NOMINAL LOT AREA TO BE MIN. 3,200 SF, TYPICAL 40'X80' LOTS.
2. LOT WIDTH FOR INTERIOR LOTS IS 40 FT AT FRONT OR REAR SETBACK LINE.
3. PRIVATE OPEN SPACE TO HAVE 10 FT MINIMUM WIDTH AND DEPTH.
4. MAXIMUM ALLOWABE LOT COVERAGE IS 80%.
5. MAXIMUM ALLOWABLE BUILDING HEIGHT IS 52 FT.
6. PORCH FRONTAGE PROVIDED FOR THE UNIT.
7. NO SIDE SETBACK ALONG SHARED PROPERTY LINE.

TYPICAL INTERIOR LOT LAYOUT FOR CANYON DEL RIO TOWNHOME

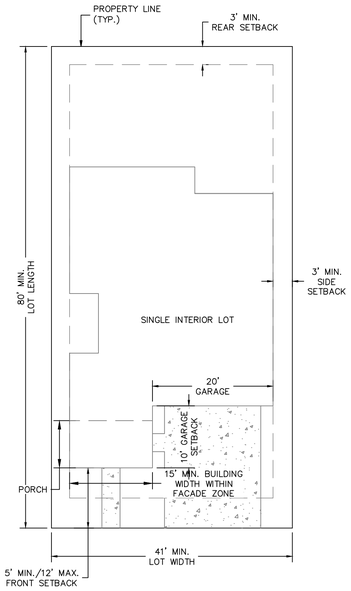
N.T.S.



CORNER LOT PROVISIONS:
1. NOMINAL LOT AREA TO BE MIN. 3,200 SF.
2. LOT WIDTH FOR LOTS ON STREET CORNER IS 48' AT FRONT OR REAR BUILDING SETBACK LINE.
3. PRIVATE OPEN SPACE TO HAVE 10 FT MINIMUM WIDTH AND DEPTH.
4. MAXIMUM ALLOWABE LOT COVERAGE IS 80%.
5. MAXIMUM ALLOWABLE BUILDING HEIGHT IS 52 FT.
6. PORCH FRONTAGE PROVIDED FOR THE UNIT.
7. NO SIDE SETBACK ALONG SHARED PROPERTY LINE.

TYPICAL CORNER LOT LAYOUT FOR CANYON DEL RIO TOWNHOME

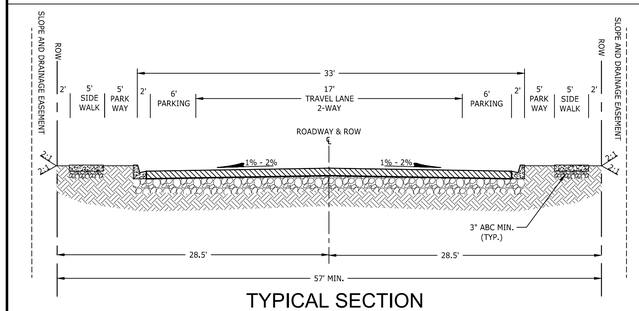
N.T.S.



SINGLE INTERIOR LOT PROVISIONS:
1. NOMINAL LOT AREA TO BE MIN. 3,200 SF.
2. LOT WIDTH FOR INTERIOR SINGLE LOTS IS 41 FT AT FRONT OR REAR SETBACK LINE.
3. PRIVATE OPEN SPACE TO HAVE 10 FT MINIMUM WIDTH AND DEPTH.
4. MAXIMUM ALLOWABE LOT COVERAGE IS 80%.
5. MAXIMUM ALLOWABLE BUILDING HEIGHT IS 52 FT.
6. PORCH FRONTAGE PROVIDED FOR THE UNIT.

TYPICAL INTERIOR LOT LAYOUT FOR CANYON DEL RIO SINGLE FAMILY COTTAGE

N.T.S.



TYPICAL SECTION

RESIDENTIAL LOCAL (COF 10-09-038)

N.T.S.

Impervious Area & LID Analysis

LID Required Depth (ft) 0.1250

Basin ID	Existing Basin Area (sf)	Proposed Basin Area (sf)	Existing Basin Impervious Area for LID (sf)	Proposed Basin Impervious Area for LID (sf)	Net Impervious Area (sf)	Required LID Volume (cf)
A1	242,426	242,426	0	0	0	0
A2	153,027	153,027	0	0	0	0
B1	89,412	89,412	0	28,822	28,822	3,603
B2	145,251	145,251	0	80,957	80,957	10,120
B3	160,773	160,773	0	91,578	91,578	11,447
					Required LID Volume for West (cf)	**15,050**
					Required LID Volume for East (cf)	**10,120**
					Total Required LID Volume (cf)	**25,170**

1. Gross required 1.5" LID volume is for impervious area including proposed streets, parking, sidewalks, and buildings.

PARCEL MAP CHECK REPORT

OVERALL PROPERTY BOUNDARY

Point of Beginning : North: 51510.6550' East: 43125.5930'

Segment #1 : Line
Course: S 21°05'13" E Length: 270.907'
North: 51257.8891' East: 43223.0610'

Segment #2 : Curve
Length: 75.538' Radius: 385.000'
Delta: 11°14'29" Tangent: 37.890'
Chord: 75.416' Course: S 78°40'28" W
Course In: S 5°42'17" E Course Out: N 16°56'46" W
RP North: 50874.7958' East: 43261.3305'
End North: 51243.0787' East: 43149.1131'

Segment #3 : Line
Course: N 63°57'31" W Length: 13.392'
North: 51248.9582' East: 43137.0803'

Segment #4 : Line
Course: S 66°35'36" W Length: 51.177'
North: 51228.6281' East: 43090.1151'

Segment #5 : Line
Course: S 20°50'52" W Length: 11.917'
North: 51217.4910' East: 43085.8739'

Segment #6 : Curve
Length: 101.059' Radius: 385.000'
Delta: 15°02'22" Tangent: 50.821'
Chord: 100.769' Course: S 55°22'06" W
Course In: S 27°06'43" E Course Out: N 42°09'06" W
RP North: 50874.7958' East: 43261.3305'
End North: 51160.2240' East: 43002.9592'

Segment #7 : Line
Course: N 89°39'56" W Length: 12.647'
North: 51160.2979' East: 42990.3121'

Segment #8 : Line
Course: S 42°53'34" W Length: 51.004'
North: 51122.9307' East: 42955.5970'

Segment #9 : Line
Course: S 4°18'40" E Length: 12.851'
North: 51110.1162' East: 42956.5630'

Segment #10 : Line
Course: S 38°32'21" W Length: 398.172'
North: 50798.6729' East: 42708.4818'

Segment #11 : Curve
Length: 1.003' Radius: 835.000'
Delta: 0°04'08" Tangent: 0.502'
Chord: 1.003' Course: S 38°30'17" W
Course In: S 51°27'39" E Course Out: N 51°31'47" W
RP North: 50278.4263' East: 43361.6039'
End North: 50797.8880' East: 42707.8573'

Segment #12 : Line
Course: S 82°35'54" W Length: 13.439'
North: 50796.1567' East: 42694.5299'

Segment #13 : Line
Course: S 35°29'33" W Length: 50.516'
North: 50755.0268' East: 42665.2002'

Segment #14 : Line
Course: S 9°59'40" E Length: 12.761'
North: 50742.4594' East: 42667.4149'

Segment #15 : Curve
Length: 87.005' Radius: 835.000'
Delta: 5°58'12" Tangent: 43.542'
Chord: 86.966' Course: S 30°46'33" W
Course In: S 56°14'21" E Course Out: N 62°12'33" W
RP North: 50278.4263' East: 43361.6039'
End North: 50667.7406' East: 42622.9163'

Segment #16 : Line
Course: S 27°47'25" W Length: 78.527'
North: 50598.2707' East: 42586.3039'

Segment #17 : Line
Course: S 73°50'59" W Length: 18.343'
North: 50593.1684' East: 42568.6848'

Segment #18 : Line
Course: N 52°12'33" W Length: 5.570'
North: 50596.5813' East: 42564.2834'

Segment #19 : Curve
Length: 110.317' Radius: 145.217'
Delta: 43°31'33" Tangent: 57.974'
Chord: 107.683' Course: N 31°17'47" W
Course In: N 36°56'26" E Course Out: S 80°27'59" W
RP North: 50712.6471' East: 42651.5568'
End North: 50688.5957' East: 42508.3456'

Segment #20 : Curve
Length: 74.294' Radius: 495.566'
Delta: 8°35'23" Tangent: 37.217'
Chord: 74.224' Course: N 5°04'55" W
Course In: N 80°37'24" E Course Out: S 89°12'46" W
RP North: 50769.3362' East: 42997.2898'
End North: 50762.5280' East: 42501.7708'

Segment #21 : Line
Course: N 0°47'14" W Length: 322.028'
North: 51084.5260' East: 42497.3470'

Segment #22 : Line
Course: N 82°58'09" E Length: 64.058'
North: 51092.3670' East: 42560.9230'

Segment #23 : Line
Course: N 10°03'15" E Length: 613.254'
North: 51696.2031' East: 42667.9836'

Segment #24 : Line
Course: N 70°10'43" E Length: 91.894'
North: 51727.3633' East: 42754.4333'

Segment #25 : Curve
Length: 35.995' Radius: 586.500'
Delta: 3°30'59" Tangent: 18.003'
Chord: 35.990' Course: N 71°56'13" E
Course In: S 19°49'17" E Course Out: N 16°18'18" W
RP North: 51175.6110' East: 42953.3090'
End North: 51738.5225' East: 42788.6492'

Segment #26 : Line
Course: S 45°57'58" E Length: 318.314'
North: 51517.2680' East: 43017.4950'

Segment #27 : Line
Course: S 86°29'57" E Length: 108.300'
North: 51510.6550' East: 43125.5930'

Perimeter: 3004.283' Area: 393231.05 Sq. Ft.

CERTIFICATE OF LAND SURVEYOR

I HEREBY STATE THAT THE SURVEY SHOWN HEREON WAS DONE UNDER MY DIRECT SUPERVISION AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Aaron D. Borling, RLS 48756

REGISTERED LAND SURVEYOR 48756 AARON D. BORLING Date Signed 3/18/21 ARIZONA, U.S.A. Expires 12/31/22

Registered Professional Engineer (Civil) CERTIFICATE NO. 58405 STEPHEN C. IRWIN Date Signed 3/18/21 ARIZONA, U.S.A.

C.O.F. Project #PZ-20-0089

FLAGSTAFF ARIZONA

CANYON DEL RIO – PARCEL G

TYPICAL SECTIONS & SETBACKS

JOB NO:	19147
DATE:	MAR 21
SCALE:	AS SHOWN
DRAWN:	EGT
DESIGN:	KMF/EGT
CHECKED:	KMF/SCI

110 W. Dale Avenue
Flagstaff, AZ 86001
928.773.0334
928.774.8934 fax
www.SWI02.com

Shephard Wesnitzer, Inc.

NO.	DESCRIPTION	DATE	BY
REVISIONS			

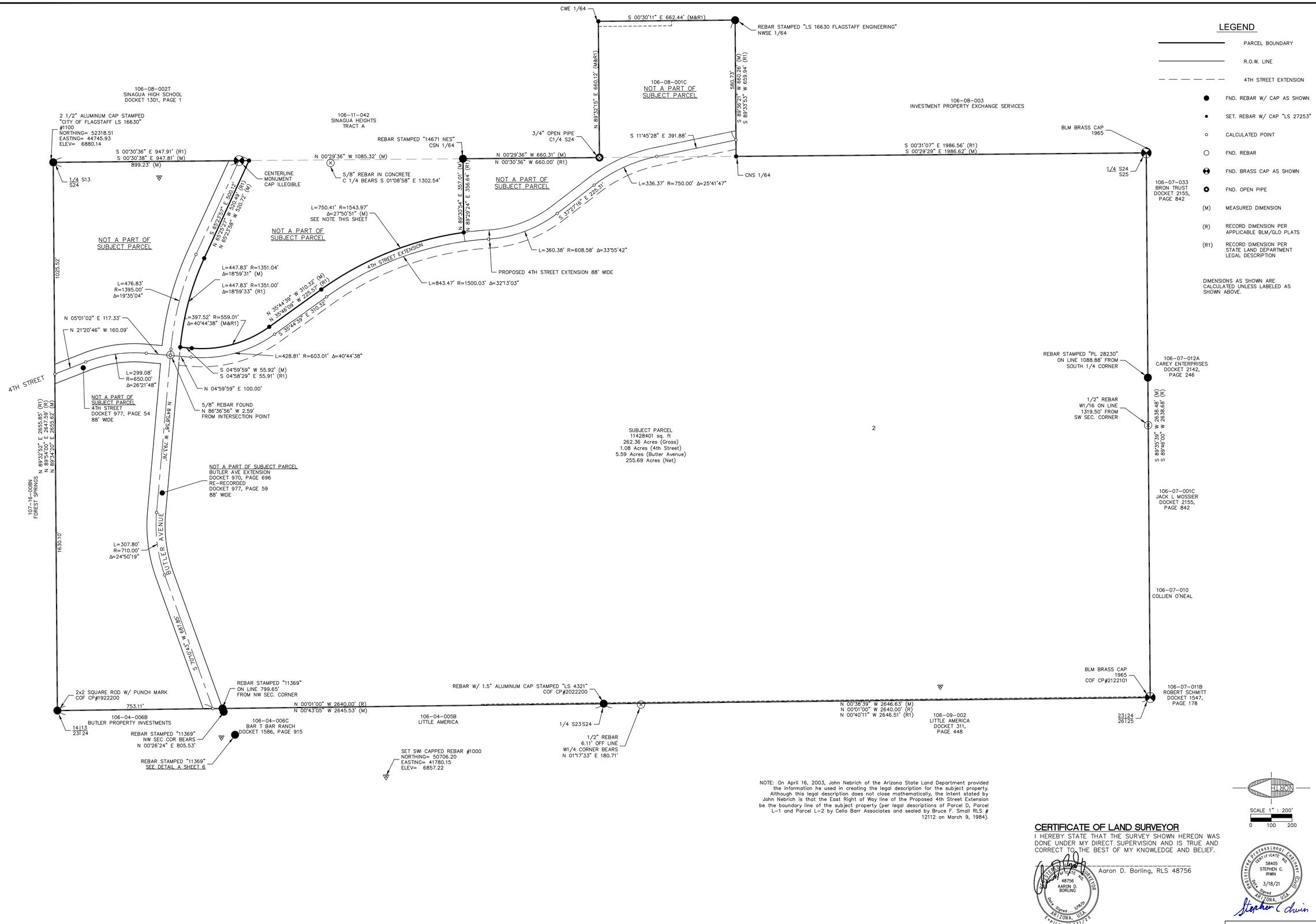
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DRAWING NO. SS01

SHT NO. 2 OF 7

FILE: P:\2019\19147\DRAWINGS\PLATS\PRELIMINARY\19147-TYPICAL SECTIONS & SET BACKS.DWG KBAYER

PLOTTED: Mar 18, 2021-5:12pm



NOTE: On April 16, 2003, John Nebrich of the Arizona State Land Department provided the information he used in creating the legal description for the subject property. Although this legal description does not close mathematically, the intent stated by John Nebrich is that the East Right of Way line of the Proposed 4th Street Extension be the boundary line of the subject property (per legal descriptions of Parcel D, Parcel L-1 and Parcel L-2 by Cella Barr Associates and sealed by Bruce F. Small RLS # 12112 on March 9, 1984).

CERTIFICATE OF LAND SURVEYOR

I HEREBY STATE THAT THE SURVEY SHOWN HEREON WAS DONE UNDER MY DIRECT SUPERVISION AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Aaron D. Borling, RLS 48756

REGISTERED LAND SURVEYOR — CERTIFICATE NO. 48756 — AARON D. BORLING — Date Signed 3/18/21 — ARIZONA, USA — Expires 12/31/22

REGISTERED PROFESSIONAL ENGINEER (RETIRED) — CERTIFICATE NO. 58405 — STEPHEN C. IRWIN — 3/18/21 — ARIZONA, U.S.A.

C.O.F. Project #PZ-20-0089

Shephard Wesnitzer, Inc.
110 W. Dale Avenue
Flagstaff, AZ 86001
928.773.0354
928.774.8934 fax
www.swiaz.com

FLAGSTAFF ARIZONA

CANYON DEL RIO – PARCEL G

RECORD OF SURVEY

JOB NO:	19147
DATE:	MAR 21
SCALE:	AS SHOWN
DRAWN:	EGT
DESIGN:	KMF/EGT
CHECKED:	KMF/SCI

REVISIONS NO.	DESCRIPTION	DATE	BY

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DRAWING NO. RS01

SHT NO. 3 OF 7

FILE: P:\2019\19147\DRAWINGS\PLATS\PRELIMINARY\19147-EXISTING CONDITIONS.DWG KBAYER

PLOTTED: Mar 18, 2021–5:12pm

CLEAR VIEW ZONE CALCULATIONS

ID #	MAJOR STREET	MANEUVER DIRECTION	DESIGN SPEED (VMAJOR)1	TIME GAP tg (unadjusted)2	GRADE ≤ 3%	MULTIPLE LANE CROSSINGS	NO. OF LANES4	TIME GAP tg(adjusted) 2	INTERSECTION SIGHT DISTANCE (ISD3)	STOPPING SIGHT DISTANCE (SSD)
D1	Crest Stone Road	Right	30	6.5	No	No	1	7.0	310	200
D2	Crest Stone Road	Left	30	7.5	No	Yes	3	9.0	400	200
D3	Crest Stone Road	Right	30	6.5	Yes	No	1	6.5	290	200
D4	Crest Stone Road	Left	30	7.5	Yes	Yes	3	8.5	375	200
D5	Crest Stone Road	Right	30	6.5	Yes	No	1	6.5	290	200

Notes:

(1) The major road speed limits (VMAJOR in MPH) are based on existing conditions in the project vicinity.

(2) The time gap values, adjusted (tg (adjusted) in seconds) and unadjusted (tg (unadjusted) in seconds), are based on the current site plan and the AASHTO-Geometric Design of Highways and Streets Exhibits 9-54 and 9-57 for D1 and D2 and Exhibits 9-66 and 9-67 for M1. The first lane crossed does not warrant an adjustment to the time gap.

(3) The intersection site distance (ISD in feet) calculations are based on Equation 9-1 in the AASHTO-Geometric Design of Highways and Streets. Equation 9-1: ISD=1.47*VMAJOR*tg

(4) The number of lanes crossed may include medians converted to equivalent lanes. The number of lanes provided in the table includes the first lane crossed.

(5) If the approach grade is greater than 3%, add 0.1 seconds for each percent grade.

NOTES:
1. THE SIDEWALK IMPROVEMENTS ALONG CREST STONE ROAD AND PEAK POINT ADJACENT TO PARCEL G WILL BE CONSTRUCTED WITH THE PARCEL G IMPROVEMENTS.
2. A 3.5' P.U.E. IS SHOWN OFF THE PROPOSED ROW FOR WATER METERS, FIRE HYDRANTS AND FRANCHISE UTILITIES SERVICES/FACILITIES.
3. REFER TO POST–DEVELOPMENT DRAINAGE EXHIBIT FOR INFORMATION ON CROSS LOT/TRACT DRAINAGE.

FUTURE PARCEL E1
ZONING: HIGHWAY COMMERCIAL (HC)

PROPOSED POND

FUTURE PARCEL F
ZONING: HIGHWAY COMMERCIAL (HC)

PROPOSED CHANNEL

PROPOSED 16' DRAINAGE EASEMENT

PROPOSED 5' SIDEWALK

PROPOSED ROADWAY FILL SLOPE EASEMENT (TYP.)

PROPOSED 4" SEWER SERVICE (TYP.)

PROPOSED 1" WATER SERVICE & METER (TYP.)

PROPOSED MAILBOX LOCATION 2–14 UNIT GANG MAILBOXES

PROPOSED FIRE HYDRANT (TYP)

PROPOSED 18" STORM DRAIN (TYP.)

PROPOSED 57' ROW

PROPOSED GRADE BREAK(TYP)

PROPOSED 3.5' PUE (TYP.– SEE NOTE 2)

PROPOSED STREET SIGN TREE (TYP)

PROPOSED 16' DRAINAGE EASEMENT

TRACT A
(OPEN SPACE)
119,455 SF
2.74 AC

TRACT C
(OPEN SPACE)
4,058 SF
0.09 AC

TRACT B
(OPEN SPACE)
20,581 SF
0.47 AC

CLEAR VIEW ZONE #D1
39' x 310'

CLEAR VIEW ZONE #D2
61' x 400'

CLEAR VIEW ZONE #D3
33' x 290'

CLEAR VIEW ZONE #D4
61' X 375'

CLEAR VIEW ZONE #D5
39' X 290'

EXISTING STORM DRAIN

EXISTING STREET LIGHT

EXISTING FIRE HYDRANT

CONNECT TO EXISTING 8" WATER STUB

CONNECT TO EXISTING 8" SEWER STUB

PROPOSED STREET LIGHT

PROPOSED RIGHT–IN/RIGHT–OUT DRIVEWAY

PROPOSED STOP SIGN (TYP.)

PROPOSED 8" (TYP) SEWER MAIN

PROPOSED 8" (TYP) WATER MAIN

PROPOSED P.U.E.

STORAGE = 40'

STORAGE = 75'

TAPER = 60'

CREST STONE ROAD

N. COPPERLEAF LANE

SNOWBERRY CIRCLE

PEAK POINT ROAD

E. BULTER AVENUE

EXISTING 70' ROW

EXISTING 120' ROW

RIGHT OF WAY

SEE NOTE 1

L=36.00, R=588.02
Δ=3°30'26"

N 21°05'13" W 270.91'

S 86°29'57" E 108.30'

S 65°57'58" E 318.31'

N 70°10'43" E 91.89'

S 10°03'15" W 613.25'

S 82°58'09" W 64.06'

S 39°30'21" W 403.99'

S 0°47'14" E 317.76'

S 0°47'13" E 57.30'

A.P.N
106–08–005P

FUTURE PARCEL H
ZONING: HIGHWAY COMMERCIAL (HC)

FUTURE PARCEL J1
ZONING: HIGH DENSITY RESIDENTIAL (HR)

A.P.N
106–08–005N

FUTURE PARCEL I
ZONING: SINGLE FAMILY RESIDENTIAL (R1)

SCALE 1" : 40'
0 20 40

Registered Professional Engineer (Civil)
CERTIFICATE NO.
58405
STEPHEN C. IRWIN
3/18/21
State of ARIZONA, U.S.A.

C.O.F. Project #PZ-20-0089

FLAGSTAFF
ARIZONA

CANYON DEL RIO – PARCEL G

PRELIMINARY PLAT

JOB NO:	19147
DATE:	MAR 21
SCALE:	AS SHOWN
DRAWN:	MMB
DESIGN:	KMF
CHECKED:	GEC/SCI

NO.	DESCRIPTION	DATE	BY
	REVISIONS		

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110 W. Dale Avenue
Flagstaff, AZ 86001
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928.774.8934 fax
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DRAWING NO.
PP01

SHT NO. 4 OF 7

FILE: P:\2019\19147\DRAWINGS\PLATS\PRELIMINARY\19147-PRELIMINARY PLAT.DWG KBAYER

PLOTTED: Mar 18, 2021–5:12pm

LINE TABLE		
LINE #	LENGTH	DIRECTION
L???	28.20	N 72°28'31" W
L1	106.54	N 21°05'13" W
L2	144.84	N 72°28'31" W
L3	176.64	S 22°43'54" W
L4	300.11	S 22°43'54" W
L7	40.69	S 53°53'00" E
L8	59.21	N 47°14'03" W
L10	183.24	N 72°25'42" W
L11	58.45	S 21°05'13" E
L14	28.66	N 21°05'13" W
L15	80.00	N 68°54'47" E
L16	26.83	N 21°05'13" W
L18	80.53	N 65°04'58" E
L19	42.70	S 21°05'13" E
L20	53.87	S 31°59'48" E
L22	80.00	N 52°02'43" E
L24	80.00	N 39°00'29" E
L25	53.81	S 44°28'24" E
L26	79.98	S 17°46'29" W
L27	31.50	N 72°28'31" W
L28	80.00	N 17°31'29" E
L29	31.50	S 72°28'31" E
L30	40.00	N 72°28'31" W
L31	80.00	N 17°31'29" E
L32	40.00	S 72°28'31" E
L33	40.00	N 72°28'31" W
L34	80.00	N 17°31'29" E
L35	40.00	S 72°28'31" E
L36	80.00	S 17°31'29" W
L41	39.92	S 70°48'45" E
L43	80.00	N 4°50'34" W
L44	63.56	S 81°10'40" E
L47	86.08	N 66°46'29" E
L48	63.63	N 36°11'32" E
L51	80.00	S 45°07'30" E
L52	16.45	S 22°43'54" W
L53	80.00	N 67°16'06" W
L54	40.52	N 17°52'42" E
L55	40.00	S 22°43'54" W
L56	80.00	N 67°16'06" W
L57	40.00	N 22°43'54" E
L58	40.00	S 22°43'54" W
L59	80.00	N 67°16'06" W
L60	40.00	N 22°43'54" E
L61	40.00	S 22°43'54" W
L62	80.00	N 67°16'06" W
L63	40.00	N 22°43'54" E
L64	40.00	S 22°43'54" W
L65	80.00	N 67°16'06" W
L66	40.00	N 22°43'54" E

LINE TABLE		
LINE #	LENGTH	DIRECTION
L67	40.00	S 22°43'54" W
L68	80.00	N 67°16'06" W
L69	40.00	N 22°43'54" E
L70	40.00	S 22°43'54" W
L71	80.00	N 67°16'06" W
L72	40.00	N 22°43'54" E
L73	40.00	S 22°43'54" W
L74	80.00	N 67°16'06" W
L75	40.00	N 22°43'54" E
L76	40.00	S 22°43'54" W
L77	80.00	N 67°16'06" W
L78	40.00	N 22°43'54" E
L79	43.00	S 22°43'54" W
L80	80.00	N 67°16'06" W
L81	43.00	N 22°43'54" E
L82	80.00	S 67°16'06" E
L83	40.00	S 22°43'54" W
L84	80.00	N 67°16'06" W
L85	40.00	N 22°43'54" E
L86	31.77	S 22°43'54" W
L87	80.00	S 67°29'37" E
L88	80.11	N 70°58'08" W
L89	43.00	N 22°31'16" E
L90	80.00	N 67°29'37" W
L91	80.00	N 80°46'01" W
L92	49.60	N 14°38'20" E
L93	80.00	N 45°07'30" W
L94	80.00	S 87°40'49" W
L95	52.03	N 3°27'24" E
L97	80.00	S 70°35'01" W
L98	51.68	N 13°40'44" W
L99	80.00	N 82°03'30" E
L100	80.00	S 59°06'32" W
L101	51.68	N 25°09'13" W
L102	80.00	S 47°36'46" W
L103	51.78	N 36°38'21" W
L104	64.44	N 49°32'03" W
L105	62.15	S 38°32'21" W
L108	90.02	N 69°48'07" E
L109	31.06	S 24°12'35" E
L110	24.93	S 24°12'35" E
L112	80.00	S 73°22'41" E
L113	36.99	S 22°22'00" W
L115	32.58	N 22°43'54" E
L116	80.00	S 67°16'06" E
L117	40.00	S 22°43'54" W
L118	40.00	N 22°43'54" E
L119	80.00	S 67°16'06" E
L120	40.00	S 22°43'54" W
L121	40.00	N 22°43'54" E

LINE TABLE		
LINE #	LENGTH	DIRECTION
L122	80.00	S 67°16'06" E
L123	40.00	S 22°43'54" W
L124	40.00	N 22°43'54" E
L125	80.00	S 67°16'06" E
L126	48.27	S 22°20'30" W
L127	41.05	N 22°43'54" E
L128	53.19	S 72°26'26" E
L129	26.81	S 72°28'31" E
L130	65.23	N 22°43'54" E
L131	22.25	N 65°07'41" E
L132	30.83	S 72°28'31" E
L133	80.00	S 17°31'29" W
L134	13.19	N 72°28'31" W
L135	40.00	S 72°28'31" E
L136	80.00	S 17°31'29" W
L137	40.00	N 72°28'31" W
L138	40.00	S 72°28'31" E
L139	80.00	S 17°31'29" W
L140	31.31	S 72°30'32" E
L141	79.35	S 17°31'29" W
L142	41.00	N 72°28'31" W
L143	81.95	S 17°31'29" W
L145	19.75	N 72°28'31" W
L146	80.00	N 17°31'29" E
L147	24.10	S 72°28'31" E
L148	15.90	S 72°28'31" E
L149	40.00	N 72°28'31" W
L150	80.00	N 17°31'29" E
L151	17.27	S 72°28'31" E
L152	22.73	S 72°28'31" E
L153	40.00	N 72°28'31" W
L154	80.00	N 17°31'29" E
L155	11.27	S 72°28'31" E
L156	28.73	S 72°28'31" E
L157	36.32	N 72°28'31" W
L158	24.37	N 24°52'19" W
L159	62.26	N 22°43'54" E
L160	47.10	S 72°28'31" E
L161	65.27	N 22°43'54" E
L163	36.02	S 72°28'31" E
L164	80.00	S 17°31'29" W
L165	46.00	S 72°28'31" E
L166	80.00	S 17°31'29" W
L167	80.00	S 17°31'29" W
L168	46.82	S 72°28'31" E
L170	80.00	S 54°20'30" W
L171	5.19	N 22°11'56" W
L172	8.77	N 72°28'31" W
L173	16.00	S 72°28'31" E
L174	28.11	S 21°05'13" E

LINE TABLE		
LINE #	LENGTH	DIRECTION
L175	80.00	S 68°54'47" W
L176	33.15	N 22°11'56" W
L177	28.86	S 21°05'13" E
L180	60.91	N 21°05'13" W

CURVE TABLE			
CURVE #	LENGTH	RADIUS	DELTA
C???	0.90	59.00	0°52'31"
C1	115.25	128.50	51°23'18"
C2	66.60	45.00	84°47'35"
C3	200.58	150.00	76°36'54"
C4	43.97	100.00	25°11'38"
C5	64.97	385.00	9°40'06"
C6	26.48	18.00	84°17'10"
C7	10.50	157.00	3°49'49"
C8	35.72	157.00	13°02'15"
C9	35.72	157.00	13°02'15"
C11	8.50	157.00	3°06'02"
C15	8.85	158.57	3°11'46"
C17	10.88	59.00	10°33'50"
C19	33.01	59.00	32°03'23"
C20	31.43	59.00	30°31'26"
C22	8.36	30.00	15°57'25"
C27	6.06	178.50	1°56'45"
C28	35.99	179.71	11°28'29"
C29	35.99	179.71	11°28'29"
C30	35.75	178.50	11°28'29"

CURVE TABLE			
CURVE #	LENGTH	RADIUS	DELTA
C31	35.75	178.50	11°28'29"
C32	16.20	59.00	15°43'54"
C33	33.08	59.00	32°07'37"
C34	35.82	178.50	11°29'46"
C35	63.24	660.05	5°29'22"
C37	25.76	178.50	8°16'11"
C38	26.33	18.00	83°47'59"
C39	29.44	18.00	93°43'18"
C40	58.40	121.50	27°32'25"
C41	78.08	121.50	36°49'11"
C42	12.96	121.50	6°06'35"
C44	9.72	71.50	7°47'09"
C47	20.37	128.50	9°04'58"
C48	24.42	16.50	84°47'35"
C49	64.26	100.00	36°49'01"
C53	25.43	100.00	14°34'17"
C54	25.91	18.00	82°27'39"
C55	65.99	385.00	9°49'16"

PROPOSED LOT AREA		
LOT #	AREA (SF)	AREA (AC)
1	3977.22	0.09
2	3202.74	0.07
3	3545.29	0.08
4	3531.10	0.08
5	3213.64	0.07
6	3200.00	0.07
7	3200.00	0.07
8	3211.07	0.07
9	3715.57	0.09
10	4350.23	0.10
11	3720.63	0.09
13	3200.00	0.07
14	3200.00	0.07
15	3200.00	0.07
16	3200.00	0.07
17	3200.00	0.07
18	3200.00	0.07
19	3200.00	0.07
20	3200.00	0.07
21	3440.00	0.08
22	3200.00	0.07
23	3230.63	0.07
24	3389.38	0.08
25	3479.17	0.08
26	3456.12	0.08

PROPOSED LOT AREA		
LOT #	AREA (SF)	AREA (AC)
27	3456.12	0.08
28	3462.38	0.08
29	4061.11	0.09
30	4605.21	0.11
31	4351.88	0.10
32	3305.43	0.08
33	3200.00	0.07
34	3200.00	0.07
35	3200.00	0.07
36	3565.57	0.08
39	3200.00	0.07
40	3278.30	0.08
41	3214.32	0.07
42	3200.00	0.07
43	3200.00	0.07
44	3896.93	0.09
45	4331.05	0.10
46	3680.00	0.08
47	3745.86	0.09
48	4355.73	0.10
49	3479.22	0.08
50	4064.50	0.09

FLAGSTAFF
ARIZONA

CANYON DEL RIO – PARCEL G

PRELIMINARY PLAT

JOB NO: 19147
DATE: MAR 21
SCALE: AS SHOWN
DRAWN: MMB
DESIGN: KMF
CHECKED: GEC/SCI

110 W. Dale Avenue
Flagstaff, AZ 86001
928.773.0354
928.774.8934 fax
www.swiaz.com

SWI
Shephard Wesnitzer, Inc.

REVISIONS			
NO.	DESCRIPTION	DATE	BY

Call at least two full working days before you dig, it's the law!
ARIZONA811 Arizona Blue Stake, Inc.
Dial 8-1-1 or 1-800-STAKE-IT (782-5348)

Registered Professional Engineer
CERTIFICATE NO.
58405
STEPHEN C.
IRWIN
3/18/21
Date Signed
ARIZONA, U.S.A.

Stephen C Irwin

C.O.F. Project #PZ-20-0089

DRAWING NO.
PP02

SHT NO. 5 OF 7

FILE: P:\2019\19147\DRAWINGS\PLATS\PRELIMINARY\19147-PRELIMINARY PLAT.DWG KBAYER

PLOTTED: Mar 18, 2021–5:13pm

FILE: P:\2019\19147\DRAWINGS\PLATS\PRELIMINARY\19147-NATURAL RESOURCE PROTECTION PLAN.DWG KBAYER



FOREST RESOURCES

	RESIDENTIAL
REQUIRED PRESERVATION RATE	50% OF CANOPY AREA
TREE CANOPY AREA (SF)	202,054
REQUIRED PRESERVED TREE CANOPY AREA (SF)	101,027
PRESERVED TREE CANOPY AREA (SF)	48,658
ACTUAL PRESERVATION RATE	24.1%
EXCESS PRESERVED SLOPE AREA (SF)	-741
CONVERSION OF EXCESS SLOPE TO EVERY 50 SF	-15
AVERAGE DIAMETER OF TREE CANOPY (1 POINT)	10 FT
AVERAGE TREE CANOPY AREA (SF)	79
CONVERSION OF EXCESS SLOPE AREA TO AVERAGE TREE CANOPY (SF)	-1,164
TOTAL TREE CANOPY AREA PRESERVED (SF)	47,495
TOTAL PRESERVATION RATE (WITH EXCESS SLOPE)	23.5%
TREE CANOPY AREA WITHIN SLOPE RESOURCES (SF)	51,795
CONVERSION OF TREE CANOPY AREA WITHIN SLOPE TO EVERY 50 SF	1,036
AVERAGE DIAMETER OF TREE CANOPY (1 POINT)	10 FT
AVERAGE TREE CANOPY AREA (SF)	79
CONVERSION OF TREE CANOPY AREA WITHIN SLOPES TO AVERAGE TREE CANOPY (SF)	81,360
25% OF TREE CANOPY WITHIN SLOPE RESOURCES (SF)	20,340
TOTAL TREE CANOPY AREA PRESERVED (SF)	67,835
TOTAL PRESERVATION RATE	33.6%
DISTURBED TREE CANOPY AREA WITHIN ROW (SF)	14,508
FINAL TREE CANOPY AREA PRESERVED (SF)	53,327
FINAL TREE CANOPY AREA DEFICIT (SF)	-47,700
FINAL PRESERVATION RATE	**26.4%**

Note:

1. Per City Zoning Code Section 10-50.90.050.C.4, for every 50 sf of additional slope area that is determined to be protected over and above the minimum required in this section, then 1 tree point or 79 sf of tree canopy area will be credited toward the minimum required forest resources.

2. Per City Zoning Code Section 10-50.90.060.B.4(b), up to 25% of the forest resources in the steep slope area may be counted towards the required amount of forest resources for the entire site at a ratio of 1 tree point (or 79 sf of tree canopy area) to 50 sf of slope area.

3. The "Distrubed Tree Canopy Area within ROW" refers to the tree canopy disturbed within the CDR ROW, as listed on the Preliminary Block Plat NRPP, that has been distributed to this parcel based on a ratio of parcel size to the greater CDR development.

4. Refer to the Resource Banking table for an understanding of the resource credits available within the greater CDR development.

STEEP SLOPE RESOURCES

	RESIDENTIAL
REQUIRED PRESERVATION RATE FOR 17-24.99%	70% OF SLOPE AREA
SLOPE AREA (SF) FOR 17-24.99%	22,024
REQUIRED PRESERVATION (SF)	15,417
PRESERVED SLOPE (SF)	11,269
ACTUAL PRESERVATION RATE	51.2%
EXCESS SLOPE FOR 17-24.99% (SF)	0
DEFICIT SLOPE FOR 17-24.99% (SF)	-4,148
REQUIRED PRESERVATION RATE FOR 25-34.99%	80% OF SLOPE AREA
SLOPE AREA (SF) FOR 24.99-34.99%	62,246
REQUIRED PRESERVATION (SF)	49,797
PRESERVED SLOPE (SF)	49,056
ACTUAL PRESERVATION RATE	78.8%
EXCESS SLOPE FOR 25-34.99% (SF)	-741
REQUIRED PRESERVATION RATE FOR >35%	100% OF SLOPE AREA
SLOPE AREA (SF) FOR >35%	2,884
REQUIRED PRESERVATION (SF)	2,884
PRESERVED SLOPE (SF)	2,884
ACTUAL PRESERVATION RATE	100.0%
EXCESS SLOPE FOR >35% (SF)	0
TOTAL EXCESS PRESERVED SLOPE AREA (SF)	**-741**

RESOURCE BANK FOR CDR

	Availble within CDR	Used by Parcel G	Used by Parcel I	Remaining Available within CDR
SLOPE AREA (SF) FOR 17-24.99%	60,763	4,148	0	56,615
SLOPE AREA (SF) FOR 24.99-34.99%	12,187	741	0	11,446
SLOPE AREA (SF) FOR >35%	0	0	0	0
TREE CANOPY AREA (SF)	169,114	47,700	39,346	82,068

Notes:

1. Resources shown in this table are from Tracts A through G which will be dedicated as open space per the CDR Preliminary Block Plat.

SITE ANALYSIS:

1. THE EXISTING TOPOGRAPHY IS AS SHOWN.
2. THE EXISTING VEGETATION IS AS SHOWN.
3. NOTICEABLE SITE VIEWS INCLUDE MOUNT ELDEN (NORTH).
4. THE PREVAILING WINDS ARE GENERALLY FROM THE SOUTHWEST. AT 7,000 FEET, FLAGSTAFF EXPERIENCES SNOW AND LARGE TEMPERATURE SWINGS. AS A RESULT OF REOCCURRING FREEZE/THAW CYCLES, PEDESTRIAN WALKWAYS WILL AVOID THE NORTH SIDE OF BUILDINGS AS MUCH AS POSSIBLE.
5. FLAGSTAFF SUBSURFACE CONDITIONS GENERALLY CONSIST OF ROCK AND/OR CLAY MATERIAL. IT IS EXPECTED THAT THIS SITE WILL BE THE SAME. ALL DESIGN WILL BE PER THE RECOMMENDATIONS OF THE GEOTECHNICAL REPORT.
6. THE SITE EXPERIENCES A LOT OF EXPOSURE AS IT SITS ON A HIGH RIDGE. PRECIPITATION NATURALLY RUNS INTO BOW AND ARROW WASH.
7. THE SITE IS ACCESSIBLE FROM CREST STONE ROAD AND VIEWABLE FROM BUTLER AVENUE.

LEGEND

- EXISTING TREE CANOPY
- EXISTING SLOPE 17–24.99%
- EXISTING SLOPE 25–34.99%
- EXISTING SLOPE >35%
- PROPOSED SETBACK
- PROPOSED LOT LINE
- EXISTING TREE CANOPY
- EXISTING SLOPE 17–24.99%
- EXISTING SLOPE 25–34.99%
- EXISTING TREE CANOPY WITHIN SLOPE

NORTH

SCALE 1" : 40'
0 20 40

C.O.F. Project #PZ-20-0089

NATURAL RESOURCE PROTECTION PLAN

CANYON DEL RIO – PARCEL G

FLAGSTAFF ARIZONA

JOB NO:	19147
DATE:	MAR 21
SCALE:	AS SHOWN
DRAWN:	EGT
DESIGN:	KMF/EGT
CHECKED:	KMF/SCI

REVISIONS

NO.	DESCRIPTION	DATE	BY

Shephard Wesnitzer, Inc.
110 W. Dale Avenue
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928.774.8934 fax
www.SWIAZ.com

Call at least two full working days before you plan to excavate
ARIZONA811
Arizona Blue Stake, Inc.
Dial 8-1-1 or 1-800-STAKE-IT (782-5348)

DRAWING NO.
NRPP

SHT NO. 6 OF 7

Registered Professional Engineer
CERTIFICATE NO.
58405
STEPHEN C. IRWIN
3/18/21
Signed
STATE OF ARIZONA, USA
Stephen C Irwin

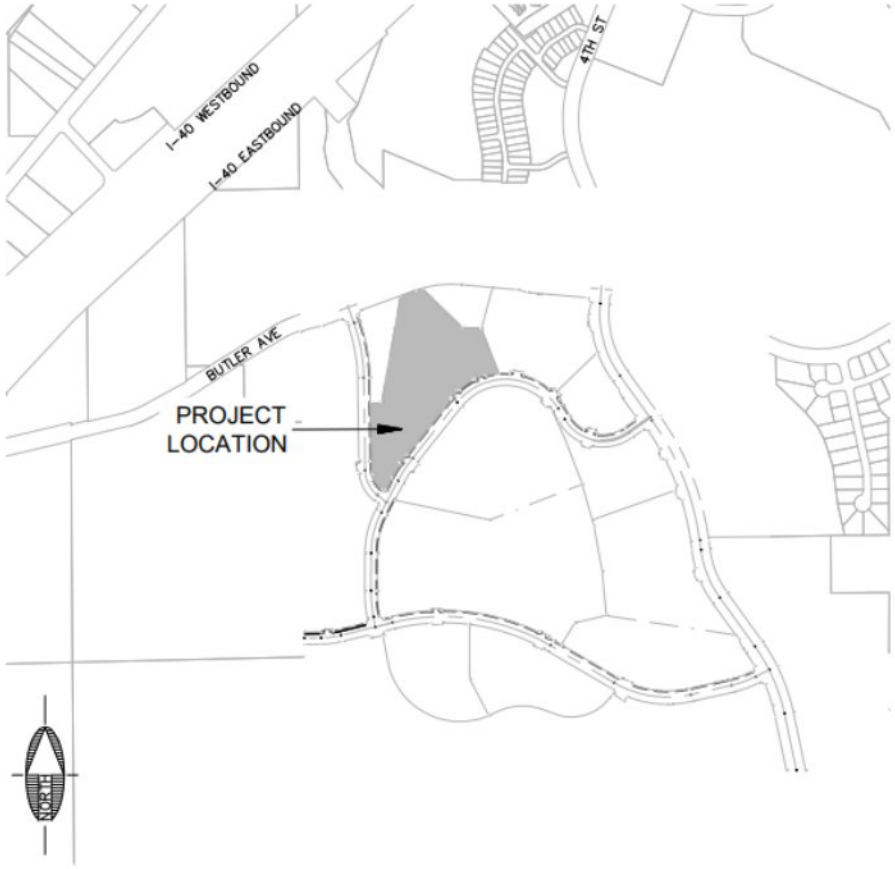
PRELIMINARY PLAT

FOR

CANYON DEL RIO - PARCEL G

FLAGSTAFF, ARIZONA

LOCATED IN WESTERN HALF OF SECTION 24, TOWNSHIP 21 NORTH, RANGE 7 EAST OF THE GILA AND SALT RIVER MERIDIAN, COCONINO COUNTY, CITY OF FLAGSTAFF, ARIZONA



VICINITY MAP

NTS

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928.774.8923

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September 1, 2020 **Job #19147**

PROJECT: ***Canyon Del Rio – Parcel G***

UTILITY CONFLICT LETTER

TO: ADOT

Nathan Reisner
1801 South Milton Road
Flagstaff, AZ 86001

FROM: Shephard Wesnitzer Inc.

Kayla Fleishman
110 W Dale Ave
Flagstaff, AZ 86001

In conformance with the City of Flagstaff subdivision development process, we have enclosed the Preliminary Plat for the Canyon Del Rio – Parcel G development prepared by Shephard-Wesnitzer, Inc. The site is situated on the south side of East Butler Avenue.

Please provide any comments and return them to us as soon as possible. Thank you for taking the time to complete, sign, date, and return this document. Your transmittal may be by mail or email as indicated on the bottom of this page.

_____ APPROVED WITHOUT COMMENT

_____ APPROVED WITH COMMENT, AS FOLLOWS

X ACKNOWLEDGED, APPROVAL NOT REQUIRED, COMMENTS AS FOLLOWS

SIGNED: Nathan P. Reisner **TITLE:** Development Engineer

AGENCY: ADOT **DATE:** 9/3/2020

110 W. Dale Ave.
Flagstaff, AZ 86001

Phone #: 928-773-0354

Email: kfleishman@swiaz.com

November 8, 2018

Kayla Fleishman
Shephard Wesnitzer, Inc.
110 West Dale Avenue
Flagstaff, AZ 86001

Subject: Canyon Del Rio Plat Letter

Dear Mrs. Fleishman :

Continued development impacting the local roadway system will create saturation over time if not mitigated. ADOT does not have a policy in which we can require a developer not encroaching on ADOT's right of way to contribute to infrastructure improvements. In partnership, it is requested that local jurisdictions include a proportional share analysis detailing impact to ADOT jurisdictional roadways to assist in future infrastructure improvements caused by City development benefitting the overall local roadway system.

Sincerely,

Nathan Reisner, P.E.
Northcentral District Development Engineer
1801 S. Milton Street
Flagstaff, AZ 86001

Shephard Wesnitzer, Inc.

110 West Dale Avenue
Flagstaff, AZ 86001

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928.774.8923

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September 1, 2020 **Job #19147**

PROJECT: ***Canyon Del Rio – Parcel G***

UTILITY CONFLICT LETTER

TO: USDA Natural Resources Conservation Service

Jeb Minarik
1611 South Plaza Way
Flagstaff, AZ 86001

FROM: Shephard-Wesnitzer Inc.

Kayla Fleishman
110 W Dale Ave
Flagstaff, AZ 86001

In conformance with the City of Flagstaff subdivision development process, we have enclosed the Preliminary Plat for the Canyon Del Rio – Parcel G development prepared by Shephard-Wesnitzer, Inc. The site is situated on the south side of East Butler Avenue.

Please provide any comments and return them to us as soon as possible. Thank you for taking the time to complete, sign, date, and return this document. Your transmittal may be by mail or email as indicated on the bottom of this page.

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_✓_ APPROVED WITH COMMENT, AS FOLLOWS

_____ ACKNOWLEDGED, APPROVAL NOT REQUIRED, COMMENTS AS FOLLOWS

Comment is same as correspondence from Jeb Minarik dated 11/13/18 reffering to suitability of native soils.

SIGNED: Joseph Dahm **TITLE:** Acting District Conservationist.

AGENCY: USDA-NRCS **DATE:** 9/1/2020

110 W. Dale Ave.
Flagstaff, AZ 86001

Phone #: 928-773-0354

Email: kfleishman@swiaz.com

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September 1, 2020 **Job #19147**

PROJECT: ***Canyon Del Rio – Parcel G***

UTILITY CONFLICT LETTER

TO: Unisource Energy Services

Martin Conboy
1459 East Butler Ave.
Flagstaff, AZ 86001

FROM: Shephard-Wesnitzer Inc.

Kayla Fleishman
110 W Dale Ave
Flagstaff, AZ 86001

In conformance with the City of Flagstaff subdivision development process, we have enclosed the Preliminary Plat for the Canyon Del Rio – Parcel G development prepared by Shephard-Wesnitzer, Inc. The site is situated on the south side of East Butler Avenue.

Please provide any comments and return them to us as soon as possible. Please also provide maps of any existing Unisource utilities in the vicinity of the site for coordination purposes. Thank you for taking the time to complete, sign, date, and return this document. Your transmittal may be by mail or email as indicated on the bottom of this page.

__X__ APPROVED WITHOUT COMMENT

_____ APPROVED WITH COMMENT, AS FOLLOWS

_____ ACKNOWLEDGED, APPROVAL NOT REQUIRED, COMMENTS AS FOLLOWS

SIGNED: Martin Conboy **TITLE:** Gas Engineering Supervisor

AGENCY: UNS Gas, Inc. **DATE:** November 6, 2020

110 W. Dale Ave.
Flagstaff, AZ 86001

Phone #: 928-773-0354

Email: kfleishman@swiaz.com

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September 1, 2020

Job #19147

PROJECT: ***Canyon Del Rio – Parcel G***

UTILITY CONFLICT LETTER

TO: Flagstaff Unified School District

Bob Kuhn
3285 E. Sparrow Avenue
Flagstaff, AZ 86001

FROM: Shephard-Wesnitzer Inc.

Kayla Fleishman
110 W Dale Ave
Flagstaff, AZ 86001

In conformance with the City of Flagstaff subdivision development process, we have enclosed the Preliminary Plat for the Canyon Del Rio – Parcel G development prepared by Shephard-Wesnitzer, Inc. The site is situated on the south side of East Butler Avenue.

Please provide any comments and return them to us as soon as possible. Thank you for taking the time to complete, sign, date, and return this document. Your transmittal may be by mail or email as indicated on the bottom of this page.

X APPROVED WITHOUT COMMENT

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_____ ACKNOWLEDGED, APPROVAL NOT REQUIRED, COMMENTS AS FOLLOWS

SIGNED: [signature] **TITLE:** Asst. Supt of Ops.

AGENCY: ~~Flagstaff~~ USD #1 **DATE:** Sept 2 2020

110 W. Dale Ave.
Flagstaff, AZ 86001

Phone #: 928-773-0354

Email: kfleishman@swiaz.com

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September 1, 2020 **Job #19147**

PROJECT: ***Canyon Del Rio – Parcel G***

UTILITY CONFLICT LETTER

TO: CC Health Dept. – Environ. Services

Jay Christelman
2500 North Fort Valley Road, Bldg. 1
Flagstaff, AZ 86001

FROM: Shephard-Wesnitzer Inc.

Kayla Fleishman
110 W Dale Ave
Flagstaff, AZ 86001

In conformance with the City of Flagstaff subdivision development process, we have enclosed the Preliminary Plat for the Canyon Del Rio – Parcel G development prepared by Shephard-Wesnitzer, Inc. The site is situated on the south side of East Butler Avenue.

Please provide any comments and return them to us as soon as possible. Thank you for taking the time to complete, sign, date, and return this document. Your transmittal may be by mail or email as indicated on the bottom of this page.

X APPROVED WITHOUT COMMENT

_____ APPROVED WITH COMMENT, AS FOLLOWS

_____ ACKNOWLEDGED, APPROVAL NOT REQUIRED, COMMENTS AS FOLLOWS

SIGNED: _____ **TITLE:** CD Director

AGENCY: Coconino **DATE:** 9.2.20

110 W. Dale Ave.
Flagstaff, AZ 86001

Phone #: 928-773-0354

Email: kfleishman@swiaz.com

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September 1, 2020 **Job #19147**

PROJECT: ***Canyon Del Rio – Parcel G***

UTILITY CONFLICT LETTER

TO: Coconino County Flood Control District

Jay Christelman
2500 North Fort Valley Road, Bldg. 1
Flagstaff, AZ 86001

FROM: Shephard-Wesnitzer Inc.

Kayla Fleishman
110 W Dale Ave
Flagstaff, AZ 86001

In conformance with the City of Flagstaff subdivision development process, we have enclosed the Preliminary Plat for the Canyon Del Rio – Parcel G development prepared by Shephard-Wesnitzer, Inc. The site is situated on the south side of East Butler Avenue.

Please provide any comments and return them to us as soon as possible. Thank you for taking the time to complete, sign, date, and return this document. Your transmittal may be by mail or email as indicated on the bottom of this page.

X APPROVED WITHOUT COMMENT

_____ APPROVED WITH COMMENT, AS FOLLOWS

_____ ACKNOWLEDGED, APPROVAL NOT REQUIRED, COMMENTS AS FOLLOWS

SIGNED: _____ **TITLE:** CA Director

AGENCY: Coconino **DATE:** 9.2.20

110 W. Dale Ave.
Flagstaff, AZ 86001

Phone #: 928-773-0354

Email: kfleishman@swiaz.com

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September 1, 2020 **Job #19147**

PROJECT: ***Canyon Del Rio - Parcel G***

UTILITY CONFLICT LETTER

TO: Arizona Public Service

Chad Brooks
2200 E Huntington Dr.
Flagstaff, AZ 86004

FROM: Shephard-Wesnitzer Inc.

Kayla Fleishman
110 W Dale Ave
Flagstaff, AZ 86001

In conformance with the City of Flagstaff subdivision development process, we have enclosed the Preliminary Plat for the Canyon Del Rio – Parcel G development prepared by Shephard-Wesnitzer, Inc. The site is situated on the south side of East Butler Avenue.

Please provide any comments and return them to us as soon as possible. Please also provide maps of any existing APS utilities in the vicinity of the site for coordination purposes. Thank you for taking the time to complete, sign, date, and return this document. Your transmittal may be by mail or email as indicated on the bottom of this page.

_____ APPROVED WITHOUT COMMENT

X APPROVED WITH COMMENT, AS FOLLOWS

_____ ACKNOWLEDGED, APPROVAL NOT REQUIRED, COMMENTS AS FOLLOWS

Please see attached

SIGNED: Chad Brooks **TITLE:** Customer Proj Rep

AGENCY: APS **DATE:** 9-1-2020

110 W. Dale Ave.
Flagstaff, AZ 86001

Phone #: 928-773-0354

Email: kfleishman@swiaz.com

A subsidiary of Pinnacle West Capital Corporation

Station 4423
2200 E Huntington DR
Flagstaff, AZ 86004
www.aps.com

June 30th, 2020

Re: RIO HOMES UNIT 4

Shephard Wesnitzer, Inc.
110 West Dale Ave.
Flagstaff, AZ 860001

Dear Kala,

Thank you for your recent request for a utility conflict check. Please complete the attached Map Request, and e-mail it to the e-mail address on the form (mapprint@apsc.com). Once APS receives a completed Map Request, you should receive the map or maps by email within 5-7 business days.

The APS maps show facility locations adjacent to or within the property shown on the proposed plans we received from you. Please review these maps for possible conflicts. The utility locations are approximate only and are not reliable for construction purposes. It is important to note that there may be additional conflicts in existence due to recent construction that are not shown on the current maps you receive.

Please be advised that it is the responsibility of the customer to maintain proper clearances and blue stake prior to digging. For actual conditions, please contact the Arizona Blue Stake Center at 602-263-1100.

Also enclosed is APS's General Design Guidelines for Proposed Improvements in APS Transmission ROW Please review this document carefully.

If I can be of further assistance, please do not hesitate to call me at 602-371-5770. Further information is also available on the APS Construction Services at:

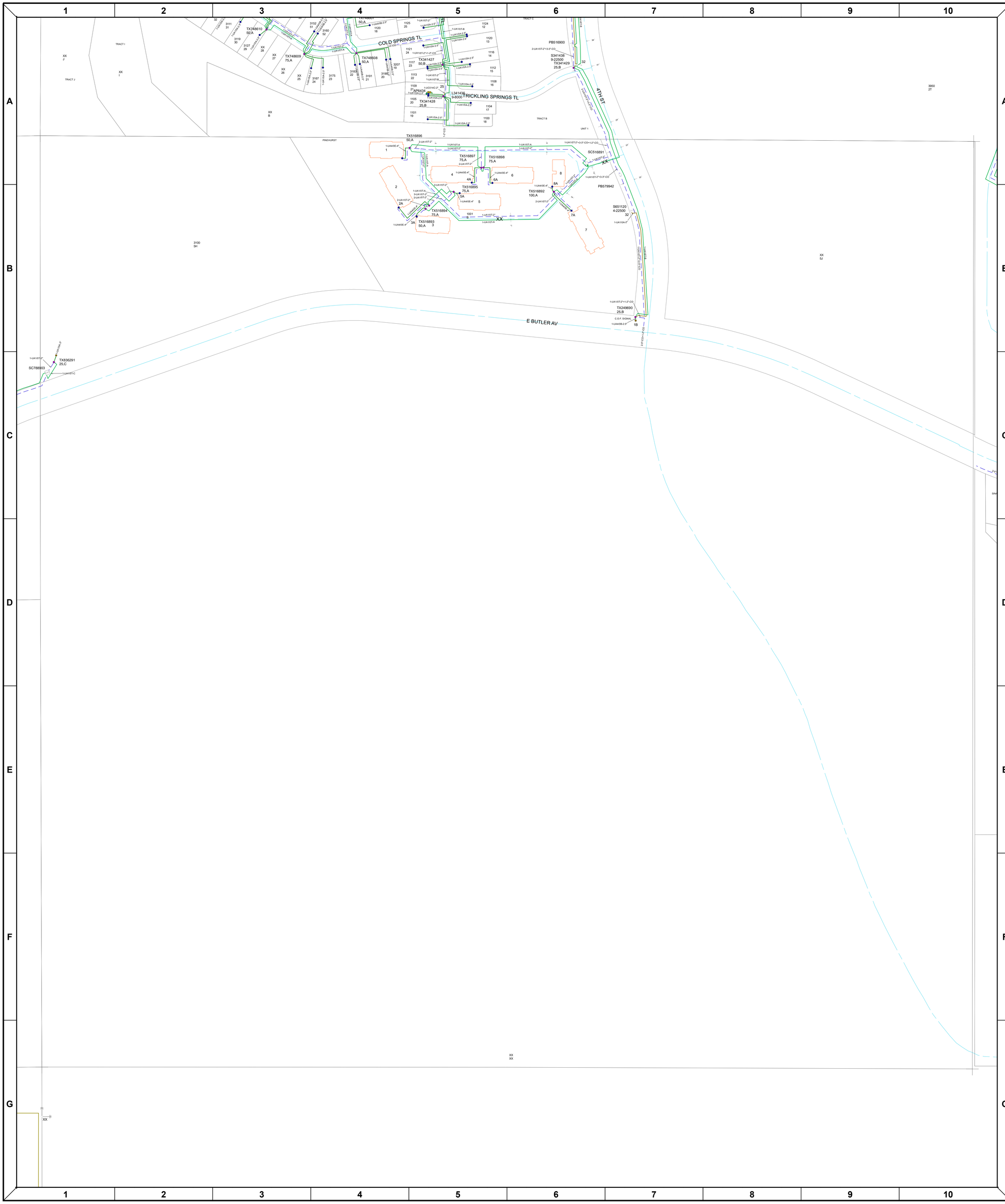
www.aps.com/construction

Sincerely,

Chad Brooks

Chad Brooks
Customer Project Representative
Flagstaff Construction

Enclosures



GIS MAPPING DEPARTMENT
STATION 4028
PO BOX 53933
PHOENIX AZ 85072-3933
E-MAIL mapprint@apsc.com

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NOTICE:

THE UTILITY LOCATIONS SHOWN ON THIS MAP ARE APPROXIMATE ONLY AND ARE NOT RELIABLE FOR CONSTRUCTION PURPOSES. IN ADDITION, THERE MAY BE FACILITIES IN EXISTENCE DUE TO RECENT CONSTRUCTION THAT ARE NOT SHOWN. FOR ACTUAL FIELD LOCATIONS CONTACT ARIZONA BLUE STAKE CENTER AT 1-800-782-5348 (1-800-STAKE-IT).

Electric Line Features Legend

- Overhead Primary
- Overhead Aerial Cable
- Overhead Secondary
- Overhead Service
- Underground Secondary
- Underground Service
- Underground Primary
- Underground Transmission
- Underground 230 kV Transmission
- Overhead Transmission
- Overhead Communication Line
- Underground Communication Line
- Conduit / Duct / Direct Buried

Electric Device Features Legend

- Overhead Capacitor Bank
- Pad Mounted Capacitor
- Feeder Circuit Breaker
- Fuse Disconnect
- One Anchor Guy
- OH/UG Change in Wire/Conduit Size
- Overhead Tap Mid Span
- PM Auto Transfer Enclosure
- PM Switching Enclosure
- PM Junction Enclosure
- PM Sectionalizing Enclosure
- PM Termination Enclosure
- OH Auto Transfer Switch
- OH Recloser
- OH Sectionalizer
- Pad Mounted Sectionalizer
- Metal Pole - APS-Owned - Not Joint Use
- Metal Pole - APS Owned - Joint Use
- Wood Pole - APS Owned - Not Joint Use
- Wood Pole - APS Owned - Joint Use
- Riser/Transition Assembly
- OH Primary Meter
- Service Entry Point
- Pad Mounted Primary Meter
- Dusk-To-Dawn Light
- Street Light
- Substation
- OH Blade Disconnect
- OH Gang-Operated Air Break Switch
- Open Point
- Manhole - Octagon
- Manhole - Rectangular
- Primary Pull Box - Man Accessible
- Primary Junction Box
- Secondary Junction Box
- Primary Pull Box
- Vault Building
- OH Voltage Regulator
- Pad Mounted Voltage Regulator
- OH APS XFR Bank - One Unit
- OH APS XFR Bank - Two Units
- OH APS XFR Bank - Three Units
- Pad Mounted 1 Ph XFR
- Pad Mounted Duplex XFR
- Pad Mounted 3Ph XFR
- Subsurface XFR

Wire Code Legend

Overhead:

3 – R002W – NC – ABC
- Phases
- Neutral Position
- Wire Code
- # of Conductors

Underground:

3 – UA750T – 5" – CO
- Encasement*
- Size of Conduit*
- Wire Code
- # of Conductors

(* No Conduit Size or Encasement = Direct Buried)

Arizona Public Service

OH & UG ELECTRIC

21N 7E 24 NW



Date: 9/10/2020

Scale: 1:1,200

1 " = 100 '

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September 1, 2020 **Job #19147**

PROJECT: ***Canyon Del Rio – Parcel G***

UTILITY CONFLICT LETTER

TO: AlticeUSA

Sanford Yazzie
1601 S Plaza Way
Flagstaff, AZ 86001

FROM: Shephard-Wesnitzer Inc.

Kayla Fleishman
110 W Dale Ave
Flagstaff, AZ 86001

In conformance with the City of Flagstaff subdivision development process, we have enclosed the Preliminary Plat for the Canyon Del Rio – Parcel G development prepared by Shephard-Wesnitzer, Inc. The site is situated on the south side of East Butler Avenue.

Please provide any comments and return them to us as soon as possible. Please also provide maps of any existing Altice USA utilities in the vicinity of the site for coordination purposes. Thank you for taking the time to complete, sign, date, and return this document. Your transmittal may be by mail or email as indicated on the bottom of this page.

X APPROVED WITHOUT COMMENT

_____ APPROVED WITH COMMENT, AS FOLLOWS

_____ ACKNOWLEDGED, APPROVAL NOT REQUIRED, COMMENTS AS FOLLOWS

SIGNED: Sanford Yazzie **TITLE:** Sr. Construction Supervisor

AGENCY: Suddenlink/Altice **DATE:** 09-03-2020

110 W. Dale Ave.
Flagstaff, AZ 86001

Phone #: 928-773-0354

Email: kfleishman@swiaz.com

Shephard Wesnitzer, Inc.
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Flagstaff, AZ 86001

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September 1, 2020 **Job #19147**

PROJECT: ***Canyon Del Rio – Parcel G***

UTILITY CONFLICT LETTER

TO: CenturyLink

Manual Hernandez
112 North Beaver Street
Flagstaff, AZ 86001

FROM: Shephard-Wesnitzer Inc.

Kayla Fleishman
110 W Dale Ave
Flagstaff, AZ 86001

In conformance with the City of Flagstaff subdivision development process, we have enclosed the Preliminary Plat for the Canyon Del Rio – Parcel G development prepared by Shephard-Wesnitzer, Inc. The site is situated on the south side of East Butler Avenue.

Please provide any comments and return them to us as soon as possible. Please also provide maps of any existing CenturyLink utilities in the vicinity of the site for coordination purposes. Thank you for taking the time to complete, sign, date, and return this document. Your transmittal may be by mail or email as indicated on the bottom of this page.

__X__ APPROVED WITHOUT COMMENT

_____ APPROVED WITH COMMENT, AS FOLLOWS

_____ ACKNOWLEDGED, APPROVAL NOT REQUIRED, COMMENTS AS FOLLOWS

SIGNED: Kevin S. Wagner **TITLE:** Project Manager

AGENCY: Terra Technologies on behalf of CenturyLink **DATE:** 11-5-2020

110 W. Dale Ave.
Flagstaff, AZ 86001

Phone #: 928-773-0354

Email: kfleishman@swiaz.com

CenturyLink™ Conflict Memorandum

Date: November 5, 2020

To: Elizabeth Tague (Shephard-Wesnitzer, Inc)
etague@swiaz.com

From: Kevin Wagner, Terra Technologies LLC

Subject: CenturyLink™ – Conflict Memo – Project No. 19147 – Canyon Del Rio – Parcel G, Flagstaff

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Terra Technologies is in receipt of the preliminary plat and a letter dated September 1, 2020. Below you will see an overview of CenturyLink™ facilities within the project limits, and a brief project overview along with comments regarding any CenturyLink™ facilities with respect to the proposed project.

Inventory of CenturyLink™ Facilities
CenturyLink™ has no facilities within the project limits. Plan markups have been attached with CenturyLink™ comments.

Project Overview
The design intent of this project appears to be developing a vacant parcel of land for a residential subdivision.

Facility Locations and Impacts
Plans have been reviewed for conflicts with CenturyLink™ facilities based on NDS mapping which show a general location of utility locations. Neither Terra Technologies LLC nor CenturyLink™ makes any representation regarding the completeness or accuracy of vertical and horizontal utility information used to determine conflicts or no conflicts.

Based on CenturyLink™ mapping and the construction drawings provided there appear to be **no conflicts.**

Utility conflicts with this private development project will be 100% reimbursable. Payment for design and mitigation of conflicts is to be coordinated prior to work commencing.

CenturyLink™ Conflict Memorandum

In accordance with state law, Blue Staking for location of CenturyLink™ facilities must be completed prior to any construction. When crossing CenturyLink™ facilities you will be required to pothole to determine depth and maintain a minimum of 12 inch vertical and horizontal separation from facilities.

Pursuant to state law, support and protection is required for all CenturyLink™ facilities during construction.

Should the Contractor locate or expose an unknown CenturyLink™ facility, please contact CenturyLink™ as soon as possible.

In the event CenturyLink™ facilities need to be removed/relocated, some or all cost may be at the expense of the sponsoring agency.

If you have any questions or concerns regarding this review feel free to contact me immediately, either by phone or email at the number/address provided below. The contractor is also responsible for contacting CenturyLink™ prior to construction around the CenturyLink™ facilities.

Notification List

Terra Technologies LLC Kevin Wagner, Project Manager kwagner@terratechllc.net 815-245-9640	**Terra Technologies LLC** Jason Jensen, P.E. jjensen@terratechllc.net 801-735-2464
CenturyLink™ (Engineer II) Manny Hernandez Manuel.Hernandez4@centurylink.com 112 N Beaver Street Flagstaff AZ, 86001 Work: 928-779-4935	**CenturyLink™ (SR Account Mgr – BDP/MDU)** Wendy Lofton Wendy.Lofton@centurylink.com Work: 602-403-4052
CenturyLink™ (SR Account Mgr – BDP/MDU-GF) John West John.West1@centurylink.com Work: 480-423-4737	**CenturyLink™ (SR Account Mgr – BDP/MDU)** Jerry Lumpkin Jerry.F.Lumpkin@centurylink.com

PLOTTED: Sep 01, 2020-9:45am

PROPERTY OWNER:

CDR 276, LLC
3605 S FLAGSTAFF RANCH RD.
PHOENIX, AZ 85004
CONTACT: CLINT WHITING

PROPERTY DEVELOPER

RAC PARTNERS, LLC
3605 S FLAGSTAFF RANCH RD
FLAGSTAFF, AZ 86001
TEL: (928) 774-3826
CONTACT: JOHNN SUTHERLAND

PROPERTY INFORMATION:

CANYON DEL RIO – PARCEL G
ADDRESS – TBD
FLAGSTAFF, AZ 86005

APN# 106-08-005M (± 62.03 AC)
ZONING: MEDIUM DENSITY (MR) – PRD (T4N.2)

NUMBER OF UNITS/LOTS: 50
TOTAL ACREAGE OF LOTS: ± 4.02 AC
NUMBER OF TRACTS: 3
TOTAL ACREAGE OF TRACTS: ± 3.32 AC
BUILDING TYPE: TOWNHOUSE
FRONTAGE TYPE: COMMON YARD
GROSS AREAGE: 9.10 ACRES
GROSS DENSITY: 5.49 UNITS PER ACRE
NET ACREAGE (EXCLUDING ROADWAY): 7.36 ACRES
NET DENSITY (EXCLUDING ROADWAY): 6.79 UNITS PER ACRE

1. ALL UTILITIES, INCLUDING STREET LIGHT AND ELECTRIC LINES INSTALLED WITH THIS DEVELOPMENT SHALL BE PLACED UNDERGROUND.
2. DEVELOPMENT AND USE OF THIS SITE WILL CONFORM TO ALL APPLICABLE CITY OF FLAGSTAFF CODES AND ORDINANCES.
3. AN ASSOCIATION WILL BE FORMED AND HAVE THE RESPONSIBILITY FOR MAINTAINING ALL COMMON AREAS TO BE NOTED AS "TRACTS" (INCLUDING LANDSCAPED AREAS AND DRAINAGE FACILITIES).
4. NEW IMPERVIOUS SURFACE AREA: 4.62 ACRES PER TABLE ON SHEET SS01.
5. ALL RIGHT-OF-WAYS WITHIN THE SUBDIVISION SHALL BE DEDICATED TO CITY OF FLAGSTAFF.
6. MAIL BOX LOCATIONS MUST BE APPROVED BY THE UNITED STATES POST OFFICE.

SUMMARY OF TRACTS

1. TRACT A IS INTENDED FOR THE PRESERVATION OF FOREST AND SLOPE RESOURCES, OPEN SPACE, AND DRAINAGE FACILITIES.
2. TRACT B IS INTENDED FOR THE PRESERVATION OF FOREST RESOURCES AND OPEN SPACE.
3. TRACT C IS INTENDED FOR THE PRESERVATION OF FOREST RESOURCES AND OPEN SPACE.

ZONING:

THE PROJECT IS LOCATED WITHIN THE CITY OF FLAGSTAFF'S MR ZONING DISTRICT. THE PROPOSED DEVELOPMENT IS USING THE PLANNED RESIDENTIAL DEVELOPMENT OPTION AND THE TOWNHOME STANDARDS.

STREET NAMING:

THE STREET NAMES PROPOSED HEREON HAVE BEEN VERIFIED WITH THE CITY WEBSITE. IF IT IS DETERMINED THERE IS A CONFLICT WITH THESE NAMES BY THE CITY ADDRESSING DEPARTMENT, PLEASE CONSIDER THE FOLLOWING ALTERNATE NAMES – SNOWBERRY, DRAGONHEAD, AND FIREWHEEL. THESE ALTERNATES CAN USE ANY SUFFIX PER THE CITY ZONING CODE.

OPEN SPACE/CIVIC SPACE NOTE:

PER CITY OF FLAGSTAFF ZONING CODE SECTION 10-30.60.90, THE SITE IS REQUIRED TO PROVIDE 5% OF THE SITE AS OPEN SPACE. BASED ON THE PROPOSED LAYOUT, THE SITE PROVIDES APPROXIMATELY 3.32 ACRES OF OPEN SPACE (~36.5% OF THE SITE). A MAJORITY OF THE ONSITE OPEN SPACE WILL BE "GREEN" SPACE – TO BE DESIGNATED AS OPEN SPACE FOR UNSTRUCTURED RECREATION..

EARTHWORK SUMMARY

SITE GRADING:

UNADJUSTED CUT: 2,670 CY
UNADJUSTED FILL: 5,650 CY

EARTHWORK VOLUMES SHOWN ABOVE ARE BASED ON IN-PLACE VOLUMES REQUIRED FOR SITE GRADING. QUANTITIES ARE NOT ADJUSTED FOR SHRINKAGE (SEE GEOTECH REPORT FOR ESTIMATED SHRINKAGE FACTORS). THESE RESULTS MAY NOT REFLECT THE FINAL CONSTRUCTED QUANTITIES. THE CONTRACTOR IS RESPONSIBLE FOR MAKING HIS OWN QUANTITY DETERMINATIONS. ADDITIONAL EARTHWORK QUANTITIES SHALL BE CONSIDERED INCIDENTAL TO BUILDING CONSTRUCTION. ANY WASTE MATERIAL SHALL BE INCIDENTAL TO CONSTRUCTION.

SOURCE OF PROJECT INFORMATION

BOUNDARY AND TOPOGRAPHIC INFORMATION ACCORDING TO AN ALTA SURVEY PREPARED BY SHEPHARD-WESNITZER, INC. IN MAY 2003, INSTRUMENT NUMBER 3203783, OFFICIAL RECORDS OF COCONINO COUNTY, ARIZONA.

BASIS OF BEARING

NORTH 89-34-20 EAST, 2655.62' FROM THE NORTHWEST CORNER OF SECTION 24 TO THE NORTH QUARTER CORNER OF SECTION 24, TOWNSHIP 21 NORTH, RANGE 7 EAST OF THE GILA AND SALT RIVER MERIDIAN, COCONINO COUNTY, ARIZONA, ACCORDING TO AN ALTA SURVEY PREPARED BY SHEPHARD-WESNITZER, INC. IN MAY 2003, INSTRUMENT NUMBER 3203783, OFFICIAL RECORDS OF COCONINO COUNTY, ARIZONA.

LEGAL DESCRIPTIONS

ASSESSOR'S PARCEL NUMBER 106-08-005M ACCORDING TO INSTRUMENT NUMBER 37176454, OFFICIAL RECORDS OF COCONINO COUNTY, ARIZONA.

RESOURCE PRESERVATION

THE PROJECT DOES FALL WITHIN THE CITY OF FLAGSTAFF RESOURCE PROTECTION OVERLAY ZONE. REFER TO THE APPROVED PRELIMINARY NATURAL RESOURCE PROTECTION PLAN, DATED FEBRUARY 27, 2019, FOR THE RESOURCE AVAILABLE THROUGHOUT THE CANYON DEL RIO SUBDIVISION. THE PROJECT NARRATIVE FOR THE CDR BLOCK PLAT, DATED FEBRUARY 20, 2019 INCLUDES THE CROSS-CREDITING DESCRIPTION. REFER TO THE PRELIMINARY NRPP INCLUDED IN THIS PLAT FOR THE REVISED RESOURCE INFORMATION AS IT RELATES TO THE PROPOSED DEVELOPMENT FOR PARCEL G.

FEMA DESIGNATION

THE PROJECT AREA IS WITHIN ZONE X DESIGNATED BY FEMA FIRM MAP #04005C6828G. ZONE X IS THE AREA DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN.

WATER AND SEWER IMPACT ANALYSIS

THE PLAT IS IN COMPLIANCE WITH THE RECOMMENDATIONS SET FORTH IN THE PUBLIC W.S.I.A. PREPARED BY THE CITY OF FLAGSTAFF UTILITIES DEPARTMENT DATED JULY 29, 2015.

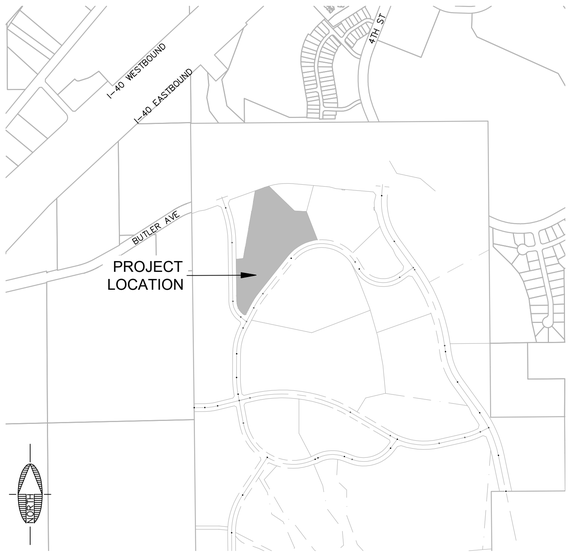
ADEQUATE WATER SUPPLY NOTE:

THE CITY OF FLAGSTAFF PROVIDES WATER [UTILITY] SERVICE PURSUANT TO STATE LAW, AND IS CURRENTLY OPERATING UNDER A DESIGNATION OF ADEQUATE WATER SUPPLY GRANTED BY THE ARIZONA DEPARTMENT OF WATER RESOURCES, APPLICATION NO. 41-900002.0002.

FILE: P:\2019\19147\DRAWINGS\PLATS\PRELIMINARY\19147-COVER SHEET.DWG KBAYER

PRELIMINARY PLAT
FOR
CANYON DEL RIO - PARCEL G
FLAGSTAFF, ARIZONA

LOCATED IN WESTERN HALF OF SECTION 24, TOWNSHIP 21 NORTH, RANGE 7 EAST OF THE GILA AND SALT RIVER MERIDIAN, COCONINO COUNTY, CITY OF FLAGSTAFF, ARIZONA



VICINITY MAP
N.T.S.

SWI SHEET INDEX		
SHT NO.	DWG. NO.	DESCRIPTION
1	CVR	COVER SHEET
2	SS01	TYPICAL SECTIONS & SETBACKS
3	RS01	RECORD OF SURVEY
4	PP01	PRELIMINARY PLAT
5	PP02	PRELIMINARY PLAT
6	NRPP	NATURAL RESOURCE PROTECTION PLAN

LEGEND

EXISTING EASEMENT	PROPOSED EASEMENT
ROAD CENTERLINE	30 PROPOSED LOT #
LOT LINE	8"W PROPOSED WATER
RIGHT-OF-WAY	8"SS PROPOSED SEWER
PROPERTY LINE	PROPOSED INTERMEDIATE CONTOUR
G EXISTING GAS	PROPOSED INDEX CONTOUR
EXISTING EASEMENT	PROPOSED STORM DRAIN
8"SS EXISTING SEWER	FIRE HYDRANT
UGE EXISTING UNDERGROUND ELECTRIC	WM WATER METER
12"W EXISTING WATER	S SEWER MANHOLE
EXISTING INTERMEDIATE CONTOUR	CATCH BASIN
EXISTING INDEX CONTOUR	LID/DETENTION BASIN
	PROPOSED TREE

UTILITY COMPANY CONTACTS

APS
CONTACT: CHAD BROOKS
2200 E. HUNTINGTON
FLAGSTAFF, AZ 86004
CHAD.BROOKS@APS.COM
PHONE: (928) 773-6440

UNISOURCE ENERGY SERVICES
CONTACT: MARTIN CONBOY
2901 W SHAMRELL BLVD #110
FLAGSTAFF, AZ 86001
MCONBOY@UESAZ.COM
PHONE: (928) 226-2269

CENTURYLINK
CONTACT: MANUEL HERNANDEZ
112 NORTH BEAVER STREET
FLAGSTAFF, AZ 86001
MANUEL.HERNANDEZ4@CENTURYLINK.COM
PHONE: (928) 779-4935

ALTICE USA
CONTACT: SANFORD YAZZIE
1601 SOUTH PLAZA WAY
FLAGSTAFF, AZ 86001
SANFORD.YAZZIE@ALTICEUSA.COM
PHONE: (928) 266-0672

UTILITY COMPANY APPROVAL

ARIZONA PUBLIC SERVICE
BY: _____ DATE:

UNISOURCE ENERGY SERVICES
BY: _____ DATE:

CENTURYLINK
BY: _____ DATE:

ALTICE USA
BY: _____ DATE:

UTILITY CONFLICT

UNDERGROUND UTILITIES SHOWN ARE APPROXIMATE AND WERE COMPILED FROM RECORD DRAWINGS, SURVEY, AND CONSTRUCTION PLANS FURNISHED BY OTHERS. THE CONTRACTOR IS ULTIMATELY RESPONSIBLE FOR DETERMINING THE ACTUAL LOCATIONS OF ALL UNDERGROUND LINES THAT MAY AFFECT WORK PRIOR TO CONSTRUCTION.

ACTION IS BEING TAKEN TO CONTACT ALL FRANCHISE UTILITIES.

DEDICATION

THE OWNER DOES HEREBY DEDICATE TO UNISOURCE ENERGY SERVICES AND ITS SUBSIDIARY UNS GAS, INC., ITS SUCCESSORS AND ASSIGNS ALL AREAS ON THIS PLAT MARKED PUE OR PUBLIC UTILITY EASEMENT AND THE PROPERTY DESIGNATED ON THE PLAT FOR STREETS, WHETHER PUBLIC OR PRIVATE, FOR EXISTING NATURAL GAS FACILITIES TOGETHER WITHIN THE RIGHT TO INSTALL REQUIRED SERVICE CONNECTIONS OVER OR UNDER THE SURFACE TO SERVE IMPROVEMENTS THEREON OR ADJACENT TO.

CenturyLink Markups

Wire Center: FLGSAZEA

CERTIFICATE OF LAND SURVEYOR

I HEREBY STATE THAT THE SURVEY SHOWN HEREON WAS DONE UNDER MY DIRECT SUPERVISION AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Aaron D. Borling, RLS 48756

REGISTERED LAND SURVEYOR CERTIFICATE NO. 48756 AARON D. BORLING 9/01/20 Date Signed ARIZONA, USA Expires 12/31/20

REGISTERED PROFESSIONAL ENGINEER (CIVIL) 58405 STEPHEN C. IRWIN 9/01/20 Date Signed ARIZONA, USA Expires 9/30/2020

C.O.F. Project #PZ-20-0089

FLAGSTAFF ARIZONA

CANYON DEL RIO – PARCEL G

COVER SHEET

JOB NO: 19147
DATE: SEP 20
SCALE: AS SHOWN
DRAWN: EGT
DESIGN: KMF/EGT
CHECKED: KMF/SCI

REVISIONS

NO.	DESCRIPTION	DATE	BY

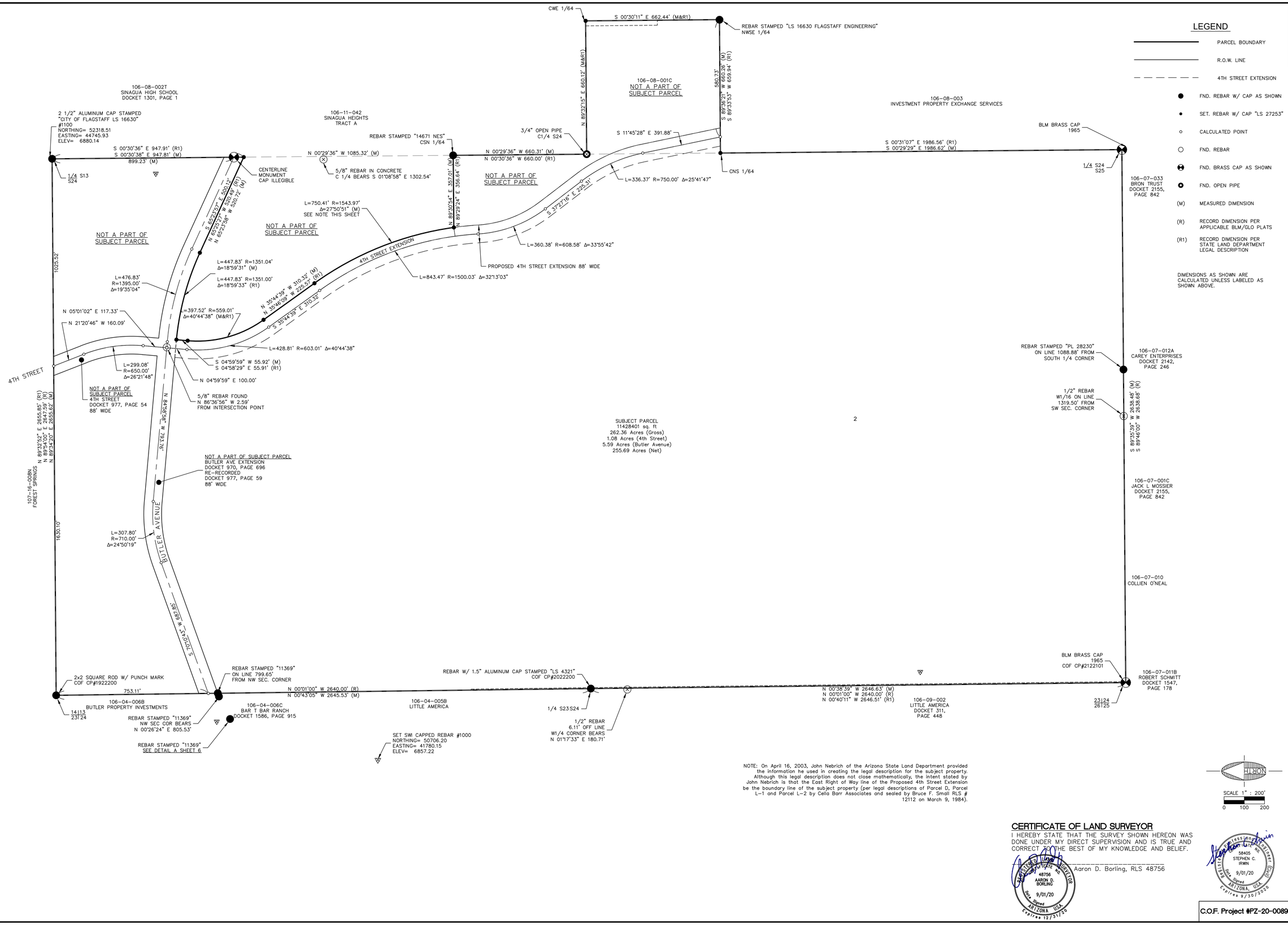
Shepherd Wesnitzer, Inc.
110 W. Dale Avenue
Flagstaff, AZ 86001
928.773.0354
928.774.6934 fax
www.swiaz.com

Call at least two full working days before you dig in Arizona
ARIZONA811
Arizona Blue Stake, Inc.
Dial 8-1-1 or 1-800-STAKE-IT (782-5348)

DRAWING NO.
CVR

SHT NO. 1 OF 6

PLOTTED: Sep 01, 2020-9:45am



LEGEND

- PARCEL BOUNDARY
- R.O.W. LINE
- 4TH STREET EXTENSION
- FND. REBAR W/ CAP AS SHOWN
- SET. REBAR W/ CAP "LS 27253"
- CALCULATED POINT
- FND. REBAR
- FND. BRASS CAP AS SHOWN
- FND. OPEN PIPE
- (M) MEASURED DIMENSION
- (R) RECORD DIMENSION PER APPLICABLE BLM/GLO PLATS
- (R1) RECORD DIMENSION PER STATE LAND DEPARTMENT LEGAL DESCRIPTION

DIMENSIONS AS SHOWN ARE CALCULATED UNLESS LABELED AS SHOWN ABOVE.

NOTE: On April 16, 2003, John Nebrich of the Arizona State Land Department provided the information he used in creating the legal description for the subject property. Although this legal description does not close mathematically, the intent stated by John Nebrich is that the East Right of Way line of the Proposed 4th Street Extension be the boundary line of the subject property (per legal descriptions of Parcel D, Parcel L-1 and Parcel L-2 by Cella Barr Associates and sealed by Bruce F. Small RLS # 12112 on March 9, 1984).

EDSON

SCALE 1" : 200'
0 100 200

CERTIFICATE OF LAND SURVEYOR

I HEREBY STATE THAT THE SURVEY SHOWN HEREON WAS DONE UNDER MY DIRECT SUPERVISION AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Aaron D. Borling, RLS 48756

REGISTERED LAND SURVEYOR 48756 AARON D. BORLING 9/01/20 Date Signed ARIZONA, USA Expires 12/31/20

58405 STEPHEN C. IRWIN 9/01/20 Date Signed REGISTERED PROFESSIONAL ENGINEER (CIVIL) ARIZONA, USA Expires 9/30/2020

C.O.F. Project #PZ-20-0089

FLAGSTAFF ARIZONA

CANYON DEL RIO – PARCEL G

RECORD OF SURVEY

JOB NO: 19147
DATE: SEP 20
SCALE: AS SHOWN
DRAWN: EGT
DESIGN: KMF/EGT
CHECKED: KMF/SCI

Shephard Wesnitzer, Inc.
110 W. Dale Avenue
Flagstaff, AZ 86001
928.773.0354
928.774.8934 fax
www.swiaz.com

REVISIONS

NO.	DESCRIPTION	DATE	BY

Call at least two full working days before you dig or excavate
ARIZONA811 Arizona Blue Stake, Inc.
Dial 8-1-1 or 1-800-STAKE-IT (782-5348)

DRAWING NO. RS01

SHT NO. 3 OF 6

FILE: P:\2019\19147\DRAWINGS\PLATS\PRELIMINARY\19147-EXISTING CONDITIONS.DWG KBAYER

CenturyLink has no facilities in this area.

CLEAR VIEW ZONE CALCULATIONS

ID #	MAJOR STREET	MANEUVER DIRECTION	DESIGN SPEED (VMAJOR)1	TIME GAP tg (unadjusted)2	GRADE ≤ 3%	MULTIPLE LANE CROSSINGS	NO. OF LANES4	TIME GAP tg(adjusted) 2	INTERSECTION SIGHT DISTANCE (ISD3)	STOPPING SIGHT DISTANCE (SSD)
D1	Boulder Mountain Dr	Right	30	6.5	No	No	1	7.0	310	200
D2	Boulder Mountain Dr	Left	30	7.5	No	Yes	3	9.0	400	200
D3	Boulder Mountain Dr	Right	30	6.5	Yes	No	1	6.5	290	200
D4	Boulder Mountain Dr	Left	30	7.5	Yes	Yes	3	8.5	375	200
D5	Boulder Mountain Dr	Right	30	6.5	Yes	No	1	6.5	290	200

Notes:

(1)	The major road speed limits (VMAJOR in MPH) are based on existing conditions in the project vicinity.
(2)	The time gap values, adjusted (tg (adjusted) in seconds) and unadjusted (tg (unadjusted) in seconds), are based on the current site plan and the AASHTO-Geometric Design of Highways and Streets Exhibits 9-54 and 9-57 for D1 and D2 and Exhibits 9-66 and 9-67 for M1. The first lane crossed does not warrant an adjustment to the time gap.
(3)	The intersection site distance (ISD in feet) calculations are based on Equation 9-1 in the AASHTO-Geometric Design of Highways and Streets. Equation 9-1: ISD=1.47*VMAJOR*tg
(4)	The number of lanes crossed may include medians converted to equivalent lanes. The number of lanes provided in the table includes the first lane crossed.
(5)	If the approach grade is greater than 3%, add 0.1 seconds for each percent grade.

NOTES:
1. THE FRONTAGE IMPROVEMENTS ALONG BOULDER MOUNTAIN ADJACENT TO PARCEL G ARE INCLUDED WITHIN THE CDR PHASE 1 INFRASTRUCTURE CONSTRUCTION PLANS.

FUTURE PARCEL E1
ZONING: HIGHWAY COMMERCIAL (HC)

FUTURE PARCEL F
ZONING: HIGHWAY COMMERCIAL (HC)

FUTURE PARCEL J1
ZONING: HIGH DENSITY RESIDENTIAL (HR)
A.P.N 106-08-005M

FUTURE PARCEL H
ZONING: HIGHWAY COMMERCIAL (HC)
A.P.N 106-08-005P

FUTURE PARCEL I
ZONING: SINGLE FAMILY RESIDENTIAL (R1)
A.P.N 106-08-005N

TRACT A (OPEN SPACE) 120,190 SF 2.76 AC
TRACT B (OPEN SPACE) 20,538 SF 0.47 AC
TRACT C (OPEN SPACE) 3,991 SF 0.09 AC

BOULDER MOUNTAIN DRIVE
COPPERLEAF LANE
DEERBRUSH CIRCLE
PEAK POINT ROAD
E BUTLER AVENUE

TRAIL CENTERLINE
PROPOSED 14' TRAIL EASEMENT
PROPOSED 16' DRAINAGE EASEMENT
PROPOSED EXTENDED DETENTION BASIN
PROPOSED DRAINAGE SWALE
PROPOSED DRAINAGE EASEMENT (TO ENCOMPASS SWALE)
PROPOSED 5' SIDEWALK
PROPOSED MAILBOX LOCATION 2-16 UNIT GANG MAILBOXES
PROPOSED 2-12 UNIT GANG MAILBOXES
PROPOSED 4" SEWER SERVICE (TYP.)
PROPOSED 3/4" WATER SERVICE & METER (TYP.)
PROPOSED 18" STORM DRAIN (TYP.)
PROPOSED 8" (TYP) SEWER MAIN
PROPOSED 8" (TYP) WATER MAIN
PROPOSED FIRE HYDRANT (TYP)
PROPOSED GRADE BREAK(TYP)
PROPOSED STREET LIGHT (TYP)
PROPOSED STREET TREE (TYP)
PROPOSED 10' PUE (TYP)
PROPOSED RIGHT-IN/RIGHT-OUT DRIVEWAY
EXISTING STORM DRAIN
CONNECT TO EXISTING 10" SEWER MAIN
CONNECT TO EXISTING 12" WATER MAIN
EXISTING FIRE HYDRANT
EXISTING STREET LIGHT
CLEAR VIEW ZONE #D1 39' x 310'
CLEAR VIEW ZONE #D2 61' x 400'
CLEAR VIEW ZONE #D3 33' x 290'
CLEAR VIEW ZONE #D4 61' X 375'
CLEAR VIEW ZONE #D5 39' x 290'
SEE NOTE 1
EXISTING 70' ROW
EXISTING 120' ROW
PROPOSED 57' ROW
RIGHT OF WAY
A.P.E.R. = 60'
STORAGE = 75' TAPER = 60'

L=36.00, R=588.02
Δ=3°30'26"
N 70°10'43" E 91.88'
S 10°03'15" W 613.25'
S 82°58'09" W 64.06'
S 0°47'14" E 317.76'
S 0°47'13" E 57.30'
S 27°47'25" W 88.17'
S 77°22'10" W 11.56'
N 52°12'33" W 14.56'
L=131.03, R=146.00
Δ=51°25'20"
L=56.64, R=835.00
Δ=3°53'14"
S 45°57'58" E 318.31'
N 21°05'13" W 270.91'
S 86°29'57" E 108.30'
S 38°32'21" W 403.99'

FLAGSTAFF ARIZONA

CANYON DEL RIO – PARCEL G

PRELIMINARY PLAT

JOB NO: 19147
DATE: SEP 20
SCALE: AS SHOWN
DRAWN: MMB
DESIGN: KMF
CHECKED: GEC/SCI

110 W. Dale Avenue
Flagstaff, AZ 86001
928.773.0354
928.774.6934 fax
www.SWGZ.com

Shephard Wesnitzer, Inc.

NO.	DESCRIPTION	REVISIONS DATE	BY

SCALE 1" : 40'
0 20 40

58405
STEPHEN C. IRWIN
9/01/20
Date Signed
ARIZONA, U.S.A.
Expires 9/30/2020

Call at least two full working days before you dig, it's the law!
ARIZONA811 Arizona Blue Stake, Inc.
Dial 8-1-1 or 1-800-STAKE-IT (782-5348)

C.O.F. Project #PZ-20-0089

DRAWING NO. PP01

SHT NO. 4 OF 6

PLOTTED: Sep 01, 2020–9:46am

FILE: P:\2019\19147\DRAWINGS\PLATS\PRELIMINARY\19147-PRELIMINARY PLAT.DWG KBAYER

CenturyLink has no facilities in this area.

TREE CANOPY & SLOPE RESOURCE AREAS SHOWN AS DISTURBED FOR PROPOSED DRAINAGE EASEMENT

VIEW TOWARDS MOUNT ELDEN

VIEW TOWARDS FOREST AREA

BOULDER MOUNTAIN DRIVE

COPPERLEAF LANE

DEERBRUSH CIRCLE

E. BULTER AVENUE

PEAK POINT ROAD

TRACT A

TRACT B

TRACT C

GENERAL PATH OF SOLAR EXPOSURE

FOREST RESOURCES

	RESIDENTIAL
REQUIRED PRESERVATION RATE	50% OF CANOPY AREA
TREE CANOPY AREA (SF)	202,093
REQUIRED PRESERVED TREE CANOPY AREA (SF)	101,047
PRESERVED TREE CANOPY AREA (SF)	51,268
ACTUAL PRESERVATION RATE	25.4%
EXCESS PRESERVED SLOPE AREA (SF)	-741
CONVERSION OF EXCESS SLOPE TO EVERY 50 SF	-15
AVERAGE DIAMETER OF TREE CANOPY (1 POINT)	10 FT
AVERAGE TREE CANOPY AREA (SF)	79
CONVERSION OF EXCESS SLOPE AREA TO AVERAGE TREE CANOPY (SF)	-1,164
TOTAL TREE CANOPY AREA PRESERVED (SF)	50,104
TOTAL PRESERVATION RATE (WITH EXCESS SLOPE)	24.8%
TREE CANOPY AREA WITHIN SLOPE RESOURCES (SF)	48,929
CONVERSION OF TREE CANOPY AREA WITHIN SLOPE TO EVERY 50 SF	979
AVERAGE DIAMETER OF TREE CANOPY (1 POINT)	10 FT
AVERAGE TREE CANOPY AREA (SF)	79
CONVERSION OF TREE CANOPY AREA WITHIN SLOPES TO AVERAGE TREE CANOPY (SF)	76,857
25% OF TREE CANOPY WITHIN SLOPE RESOURCES (SF)	19,214
TOTAL TREE CANOPY AREA PRESERVED (SF)	69,319
TOTAL PRESERVATION RATE	34.3%
DISTURBED TREE CANOPY AREA WITHIN ROW (SF)	14,508
FINAL TREE CANOPY AREA PRESERVED (SF)	54,811
FINAL TREE CANOPY AREA DEFICIT (SF)	-46,235
FINAL PRESERVATION RATE	**27.1%**

Note:

1. Per City Zoning Code Section 10-50.90.050.C.4, for every 50 sf of additional slope area that is determined to be protected over and above the minimum required in this section, then 1 tree point or 79 sf of tree canopy area will be credited toward the minimum required forest resources.

2. Per City Zoning Code Section 10-50.90.060.B.4(b), up to 25% of the forest resources in the steep slope area may be counted towards the required amount of forest resources for the entire site at a ratio of 1 tree point (or 79 sf of tree canopy area) to 50 sf of slope area.

3. The "Distrubed Tree Canopy Area within ROW" refers to the tree canopy disturbed within the CDR ROW, as listed on the Preliminary Block Plat NRPP, that has been distributed to this parcel based on a ratio of parcel size to the greater CDR development.

4. Refer to the Resource Banking table for an understanding of the resource credits available within the greater CDR development.

STEEP SLOPE RESOURCES

	RESIDENTIAL
REQUIRED PRESERVATION RATE FOR 17-24.99%	70% OF SLOPE AREA
SLOPE AREA (SF) FOR 17-24.99%	22,024
REQUIRED PRESERVATION (SF)	15,417
PRESERVED SLOPE (SF)	7,464
ACTUAL PRESERVATION RATE	33.9%
EXCESS SLOPE FOR 17-24.99% (SF)	0
DEFICIT SLOPE FOR 17-24.99% (SF)	-7,953
REQUIRED PRESERVATION RATE FOR 25-34.99%	80% OF SLOPE AREA
SLOPE AREA (SF) FOR 24.99-34.99%	62,246
REQUIRED PRESERVATION (SF)	49,797
PRESERVED SLOPE (SF)	49,056
ACTUAL PRESERVATION RATE	78.8%
EXCESS SLOPE FOR 25-34.99% (SF)	-741
REQUIRED PRESERVATION RATE FOR >35%	100% OF SLOPE AREA
SLOPE AREA (SF) FOR >35%	2,884
REQUIRED PRESERVATION (SF)	2,884
PRESERVED SLOPE (SF)	2,884
ACTUAL PRESERVATION RATE	100.0%
EXCESS SLOPE FOR >35% (SF)	0
TOTAL EXCESS PRESERVED SLOPE AREA (SF)	**-741**

RESOURCE BANK FOR CDR

	Availble within CDR	Used by Parcel G	Used by Parcel I	Remaining Available within CDR
SLOPE AREA (SF) FOR 17-24.99%	61,967	7,953	0	54,014
SLOPE AREA (SF) FOR 24.99-34.99%	12,187	741	0	11,446
SLOPE AREA (SF) FOR >35%	0	0	0	0
TREE CANOPY AREA (SF)	170,060	46,235	30,423	93,402

Notes:

1. Resources shown in this table are from Tracts A through G which will be dedicated as open space per the CDR Preliminary Block Plat.

SITE ANALYSIS:
1. THE EXISTING TOPOGRAPHY IS AS SHOWN.
2. THE EXISTING VEGETATION IS AS SHOWN.
3. NOTICEABLE SITE VIEWS INCLUDE MOUNT ELDEN (NORTH).
4. THE PREVAILING WINDS ARE GENERALLY FROM THE SOUTHWEST. AT 7,000 FEET, FLAGSTAFF EXPERIENCES SNOW AND LARGE TEMPERATURE SWINGS. AS A RESULT OF REOCCURRING FREEZE/THAW CYCLES, PEDESTRIAN WALKWAYS WILL AVOID THE NORTH SIDE OF BUILDINGS AS MUCH AS POSSIBLE.
5. FLAGSTAFF SUBSURFACE CONDITIONS GENERALLY CONSIST OF ROCK AND/OR CLAY MATERIAL. IT IS EXPECTED THAT THIS SITE WILL BE THE SAME. ALL DESIGN WILL BE PER THE RECOMMENDATIONS OF THE GEOTECHNICAL REPORT.
6. THE SITE EXPERIENCES A LOT OF EXPOSURE AS IT SITS ON A HIGH RIDGE. PRECIPITATION NATURALLY RUNS INTO BOW AND ARROW WASH.
7. THE SITE IS ACCESSIBLE FROM BOULDER MOUNTAIN DRIVE AND VIEWABLE FROM BUTLER AVENUE.

LEGEND

- EXISTING TREE CANOPY
- EXISTING SLOPE 17–24.99%
- EXISTING SLOPE 25–34.99%
- EXISTING SLOPE >35%
- PROPOSED SETBACK
- PROPOSED LOT LINE
- EXISTING TREE CANOPY
- EXISTING SLOPE 17–24.99%
- EXISTING SLOPE 25–34.99%
- EXISTING TREE CANOPY WITHIN SLOPE

NORTH

SCALE 1" : 40'
0 20 40

C.O.F. Project #PZ-20-0089

CANYON DEL RIO – PARCEL G
FLAGSTAFF ARIZONA

NATURAL RESOURCE PROTECTION PLAN

JOB NO: 19147
DATE: SEP 20
SCALE: AS SHOWN
DRAWN: EGT
DESIGN: KMF/EGT
CHECKED: KMF/SCI

REVISIONS

NO.	DESCRIPTION	DATE	BY

Shephard Wesnitzer, Inc.
110 W. Dale Avenue
Flagstaff, AZ 86001
928.773.0354
928.774.8934 fax
www.SWIAZ.com

Stephen C. Irwin, No. 58405, Registered Professional Engineer, State of Arizona, Civil. Signed 9/01/20. Expires 9/30/2020

Call at least two full working days before you plan to excavate
ARIZONA811 Arizona Blue Stake, Inc.
Dial 8-1-1 or 1-800-STAKE-IT (782-5348)

DRAWING NO.
NRPP

SHT NO. 6 OF 6

PLOTTED: Sep 01, 2020–9:47am

FILE: P:\2019\19147\DRAWINGS\PLATS\PRELIMINARY\19147–NATURAL RESOURCE PROTECTION PLAN.DWG KBAYER

Canyon Del Rio -Block G

Preliminary Plat Approval Request

City Council | May 4, 2021

Tiffany Antol, AICP | Planning Director

TEAM FLAGSTAFF
WE MAKE THE CITY BETTER

Request Overview

- Request from CDR 276, LLC for **Preliminary Plat approval for Canyon Del Rio Block G** located at 3200 E Butler Avenue.
- Single family subdivision with 50 townhome lots on 9.03 acres in the MR (Medium Density Residential) Zone
- Staff approved the Preliminary Plat on March 19, 2021

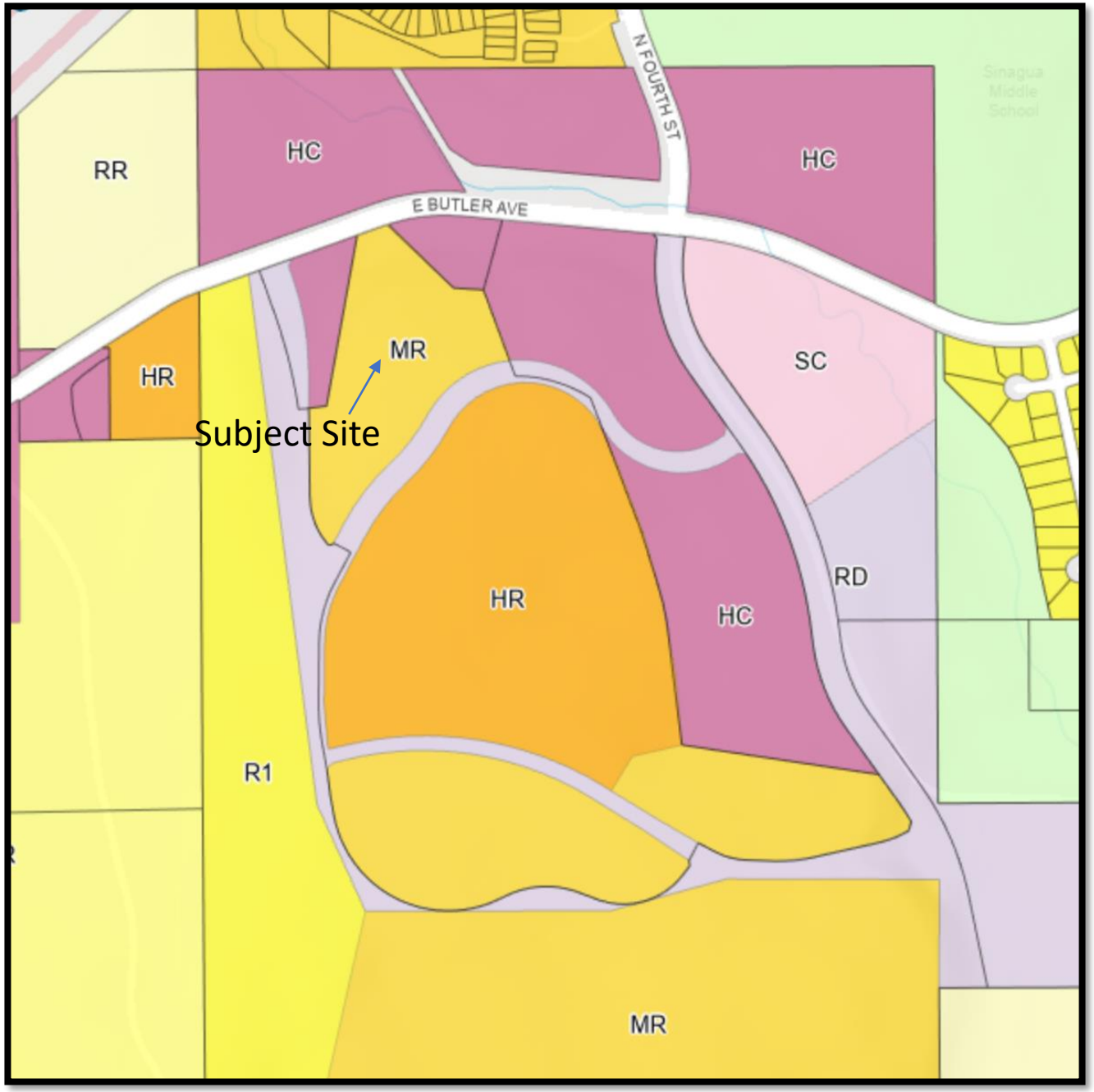
Vicinity Map

North: CDR Blocks F and H, HC Zone.

South: CDR Block J1, HR Zone.

East: CDR Block E1, HC Zone.

West: CDR Block I, R1 Zone.



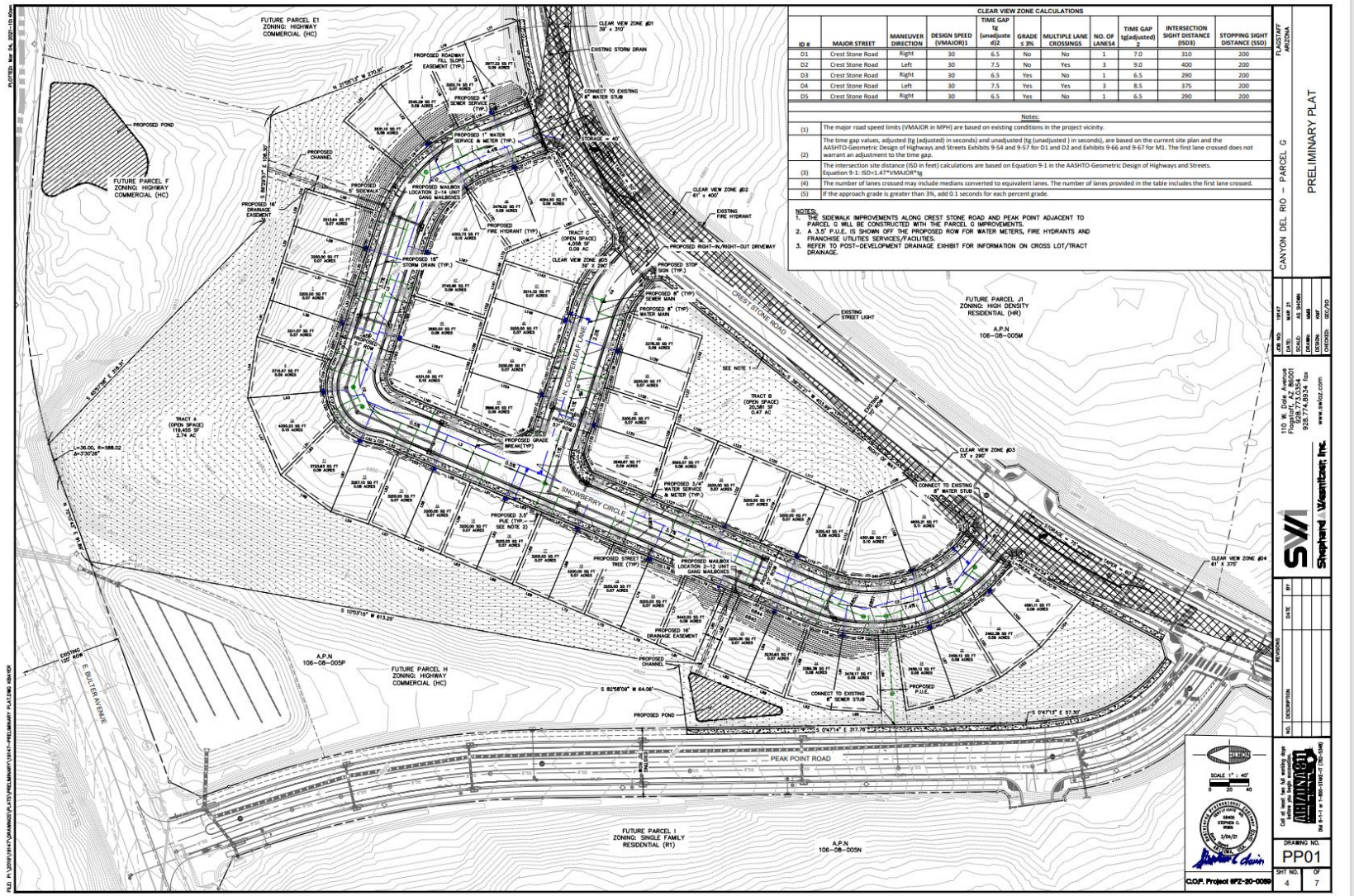
Canyon Del Rio - Background

- 261-acre development at Fourth Street and Butler Avenue
- 1,426 residential dwelling units and 225,000 square feet of commercial development
- Rezoning request, Development Agreement and Preliminary Plat Block Plat approved in June 2020

Block G

- 9.03 acres in larger 261-acre Canyon Del Rio Development
  - Currently vacant (one of the first blocks to be platted)
- MR Zone (Medium Density Residential)
- 50 single family townhome lots (3,200 – 4,605 sq. ft.)
- Resource Protection Overlay
  - Significant slopes and trees require unique building envelopes and setbacks to meet resource protection standards

Block G Preliminary Plat



Required Finding #1: Zoning Code (Title 10)

Meets Medium Density Residential (MR) Zone Standards

- Density
  - 5.54 units/acre is within MR range of 6-9 units/acre (rounded)
  - CDR Development Agreement requires 50 lots on this Block

- Lot design and resource protection
  - Lots designed to meet resource protection requirements using the Planned Residential Development Option.

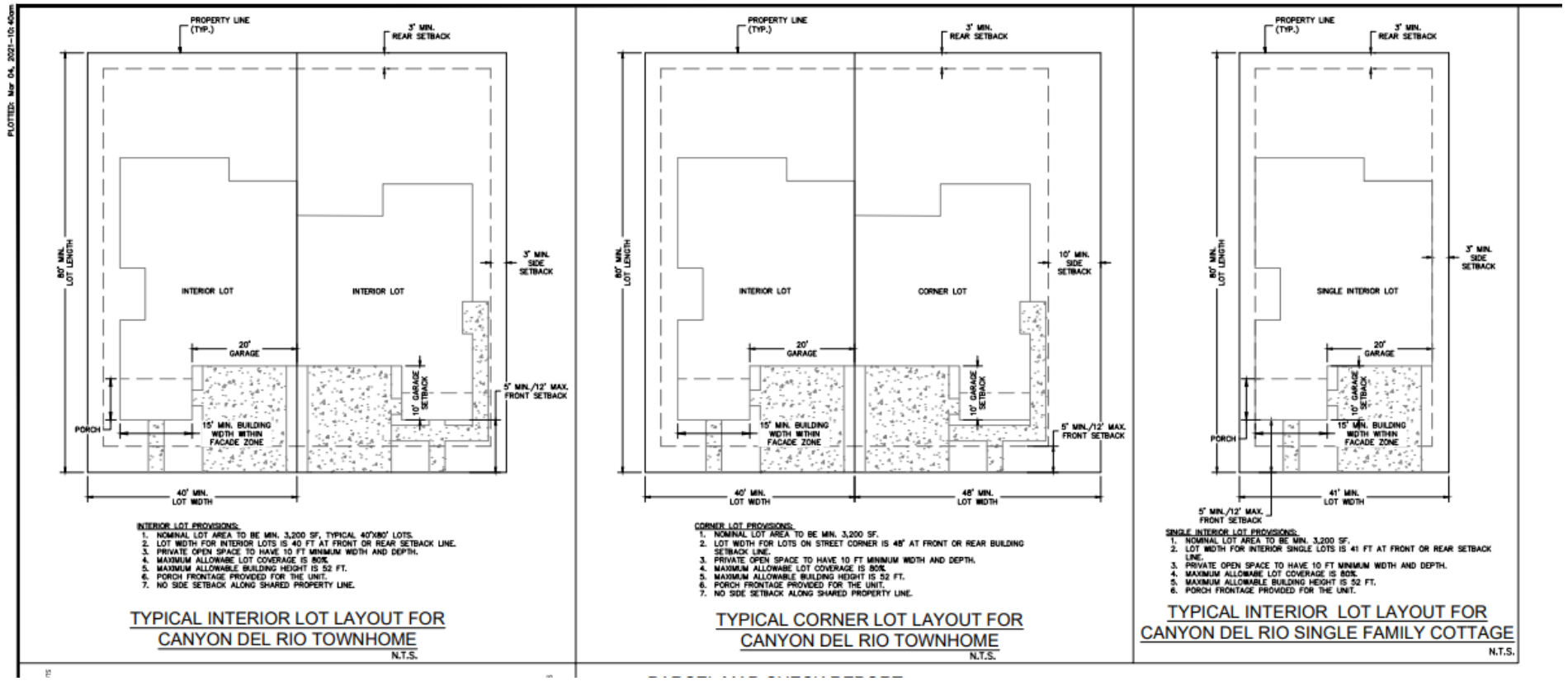
Required Finding #1: Zoning Code (Title 10)

Meets Medium Density (MR) Standards

- Lot sizes
  - All lots meet minimum size for either townhome or single-family cottage building types
  - Most lots meet requirements for minimum width and depth
- Setbacks
  - Unique setbacks have been established to preserve slope utilizing T4N.2 standards per PRD standards.

Zoning Code allows City Council to approve alternate lot sizes and setbacks on a final plat

Building Types Details



Required Finding #1: Zoning Code (Title 10)

Meets Resource Protection Standards

Forest Resource Protection in the MR Zone: Canyon Del Rio Block G Subdivision

EXISTING TREE CANOPY	REQUIRED PROTECTION	PROPOSED PROTECTION
202,054 Square Feet	50% or 101,027 Square Feet	26.4% or 53,327 Square Feet

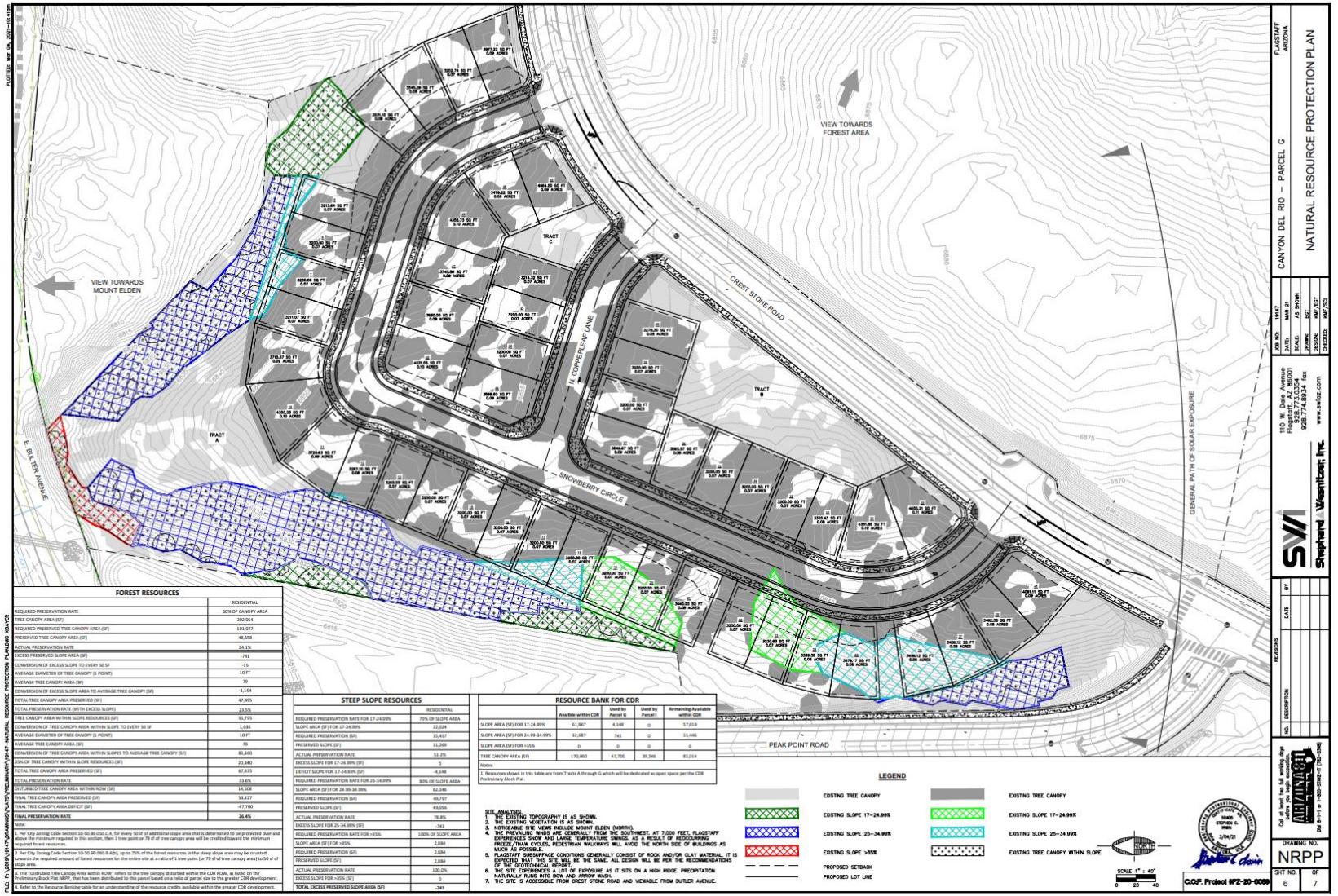
*The developer will be utilizing 47,700 square feet of excess tree canopy from the 169,114 square feet in the residential resource bank for Canyon Del Rio (see page 6 of the plat).

Steep Slope Protection in the MR Zone: Canyon Del Rio Block G Subdivision

SLOPE RESOURCE	TOTAL SF	REQUIRED PROTECTION	PROPOSED PROTECTION
Slope: 17%-24.9%	22,024	70% or 15,417 SF	51.2%* or 11,269 SF
Slope: 25%-34.9%	62,246	80% or 49,797 SF	78.8%* or 49,056 SF
Slope: 35%+	2,884	100% or 2,884 SF	100% or 2,884 SF

*The developer will be utilizing 4,148 square feet of excess slope from the 56,615 square feet in the residential resource bank for Canyon Del Rio (see page 6 of the plat).

Resource Protection Plan



FOREST RESOURCES

	RESIDENTIAL
REQUIRED PRESERVATION RATE	50% OF CANOPY AREA
TREE CANOPY AREA (SF)	202,054
REQUIRED PRESERVED TREE CANOPY AREA (SF)	101,027
PRESERVED TREE CANOPY AREA (SF)	48,658
ACTUAL PRESERVATION RATE	24.1%
EXCESS PRESERVED SLOPE AREA (SF)	-741
CONVERSION OF EXCESS SLOPE TO EVERY 50 SF	-15
AVERAGE DIAMETER OF TREE CANOPY (1 POINT)	10 FT
AVERAGE TREE CANOPY AREA (SF)	79
CONVERSION OF EXCESS SLOPE AREA TO AVERAGE TREE CANOPY (SF)	-1,164
TOTAL TREE CANOPY AREA PRESERVED (SF)	47,495
TOTAL PRESERVATION RATE (WITH EXCESS SLOPE)	23.5%
TREE CANOPY AREA WITHIN SLOPE RESOURCES (SF)	53,795
CONVERSION OF TREE CANOPY AREA WITHIN SLOPE TO EVERY 50 SF	1,076
AVERAGE DIAMETER OF TREE CANOPY (1 POINT)	10 FT
AVERAGE TREE CANOPY AREA (SF)	79
CONVERSION OF TREE CANOPY AREA WITHIN SLOPES TO AVERAGE TREE CANOPY (SF)	81,360
25% OF TREE CANOPY WITHIN SLOPE RESOURCES (SF)	20,340
TOTAL TREE CANOPY AREA PRESERVED (SF)	67,835
TOTAL PRESERVATION RATE	33.6%
DISTURBED TREE CANOPY AREA WITHIN ROW (SF)	14,508
FINAL TREE CANOPY AREA PRESERVED (SF)	53,327
FINAL TREE CANOPY AREA DEFICIT (SF)	-47,700
FINAL PRESERVATION RATE	**26.4%**

Note:
1. Per City Zoning Code Section 10-50.80.050.C.4, for every 50 sf of additional slope area that is determined to be protected over and above the minimum required in this section, then 1 tree point or 79 sf of tree canopy area will be credited toward the minimum required forest resources.
2. Per City Zoning Code Section 10-50.80.060.B.4(b), up to 25% of the forest resources in the steep slope area may be counted towards the required amount of forest resources for the entire site at a ratio of 1 tree point (or 79 sf of tree canopy area) to 50 sf of slope area.
3. The "Disturbed Tree Canopy Area within ROW" refers to the tree canopy disturbed within the CDR ROW, as listed on the Preliminary Block Plat NRPP, that has been distributed to this parcel based on a ratio of parcel size to the greater CDR development.
4. Refer to the Resource Banking table for an understanding of the resource credits available within the greater CDR development.

STEEP SLOPE RESOURCES

	RESIDENTIAL
REQUIRED PRESERVATION RATE FOR 17-24.99%	70% OF SLOPE AREA
SLOPE AREA (SF) FOR 17-24.99%	22,024
REQUIRED PRESERVATION (SF)	15,417
PRESERVED SLOPE (SF)	11,268
ACTUAL PRESERVATION RATE	51.2%
EXCESS SLOPE FOR 17-24.99% (SF)	0
DEFICIT SLOPE FOR 17-24.99% (SF)	-4,148
REQUIRED PRESERVATION RATE FOR 25-34.99%	80% OF SLOPE AREA
SLOPE AREA (SF) FOR 24.99-34.99%	62,246
REQUIRED PRESERVATION (SF)	49,797
PRESERVED SLOPE (SF)	49,056
ACTUAL PRESERVATION RATE	78.8%
EXCESS SLOPE FOR 25-34.99% (SF)	-741
REQUIRED PRESERVATION RATE FOR >35%	100% OF SLOPE AREA
SLOPE AREA (SF) FOR >35%	2,884
REQUIRED PRESERVATION (SF)	2,884
PRESERVED SLOPE (SF)	2,884
ACTUAL PRESERVATION RATE	100.0%
EXCESS SLOPE FOR >35% (SF)	0
TOTAL EXCESS PRESERVED SLOPE AREA (SF)	-741

RESOURCE BANK FOR CDR

	Available within CDR	Used by Parcel G	Used by Parcel I	Remaining Available within CDR
SLOPE AREA (SF) FOR 17-24.99%	61,967	4,148	0	57,819
SLOPE AREA (SF) FOR 24.99-34.99%	12,187	741	0	11,446
SLOPE AREA (SF) FOR >35%	0	0	0	0
TREE CANOPY AREA (SF)	170,060	47,700	38,346	83,014

Notes:
1. Resources shown in this table are from Tracts A through G which will be dedicated as open space per the CDR Preliminary Block Plat.

SITE ANALYSIS:
1. THE EXISTING TOPOGRAPHY IS AS SHOWN.
2. THE EXISTING VEGETATION IS AS SHOWN.
3. NOTICEABLE SITE VIEWS INCLUDE MOUNT ELDEN (NORTH).
4. THE PREVAILING WINDS ARE GENERALLY FROM THE SOUTHWEST. AT 7,000 FEET, FLAGSTAFF EXPERIENCES SNOW AND LARGE TEMPERATURE SWINGS. AS A RESULT OF FREQUENT FREEZE/THAW CYCLES, PEDESTRIAN WALKWAYS WILL AVOID THE NORTH SIDE OF BUILDINGS AS MUCH AS POSSIBLE.
5. FLAGSTAFF SUBSURFACE CONDITIONS GENERALLY CONSIST OF ROCK AND/OR CLAY MATERIAL. IT IS EXPECTED THAT THIS SITE WILL BE THE SAME. ALL DESIGN WILL BE PER THE RECOMMENDATIONS OF THE GEOTECHNICAL REPORT.
6. THE SITE HAS A MODERATE LEVEL OF EXPOSURE AS IT SITS ON A HIGH RIDGE. PRECIPITATION NATURALLY RUNS INTO ROW AND ARROW WASH.
7. THE SITE IS ACCESSIBLE FROM CREST STONE ROAD AND VIEWABLE FROM BUTLER AVENUE.

Required Finding #1: Zoning Code (Title 10)

Meets other relevant standards

- Historic/Cultural Resources
  - Cultural Resource clearance was approved with the original development
- Parks, Open Space, Pedestrian, Bicycle Facilities
  - CDR includes a total of 55.8 acres or 21% of the site as open space
  - This plat provides an additional 3.29 acres as civic and open space.

Required Finding #2: Engineering Standards (Title 13)

Meets Engineering Standards

- Public systems analysis conducted to confirm preliminary compliance with Engineering Standards
  - Compliance confirmed with Civil Engineering Plans (after Preliminary Plat approval)
- Access and Traffic
  - Traffic Impact Analysis (TIA) approved for Canyon Del Rio
    - Identified required street improvements on and off-site

Required Finding #2: Engineering Standards (Title 13)

Meets Engineering Standards

- Water and Wastewater
  - New 8” water line
  - New 8” sewer line
- Stormwater
  - Stormwater analysis already completed for Canyon Del Rio

Required Finding #3: Subdivisions Standards (Title 11)

Meets Subdivision and Land Split Regulations (Chapter 11-20)

- Preliminary Plat procedures, application requirements
- Minimum Required Subdivision Improvements
  - Identified in public systems analyses (previous slides)

Required Finding #3: Subdivisions Standards (Title 11)

Meets Subdivision and Land Split Regulations (Chapter 11-20)

- Subdivision Standards and Regulations
  - Lot Design
  - Street Design
  - Easement Design
  - Block Design

Findings and Recommendation

Required Findings

- **The City Council shall find the Preliminary Plat meets the requirements of City Code** Title 10, Flagstaff Zoning Code; City Code Title 11, General Plans and Subdivisions; and City Code Title 13, Engineering Design Standards and Specifications

Staff Recommendation

- **The Planning and Zoning Commission, based on the required findings, forwards this Preliminary Plat to the City Council with a recommendation for approval**

10. C.

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To:	The Honorable Mayor and Council
From:	Bryce Doty, Real Estate Manager
Date:	04/27/2021
Meeting Date:	05/04/2021

TITLE:

Consideration and Adoption of Ordinance No. 2021-12: An ordinance of the City Council of the City of Flagstaff abandoning and authorizing the sale of approximately 1,400 square feet of the Hoskins Avenue public right-of-way adjacent to 709 S. O'Leary Street; providing for delegation of authority, repeal of conflicting ordinances, severability, and establishing an effective date.

STAFF RECOMMENDED ACTION:

Staff recommends a motion that the requested public right-of-way within Hoskins Avenue is necessary to complete public improvements and therefore do not approve the abandonment request; or

If Council finds that the full width of Hoskins Avenue is no longer needed as public roadway, then

At the May 4, 2021 Council Meeting:
1) Read Ordinance No. 2021-12 by title only for the first time
2) City Clerk reads Ordinance No. 2021-12 by title only (if approved above)

At the May 18, 2021 Council Meeting:
3) Read Ordinance No. 2021-12 by title only for the final time
4) City Clerk reads Ordinance No. 2021-12 by title only (if approved above)
5) Adopt Ordinance No. 2021-12

or as an additional alternative:

City Council can remand the request back to the Planning & Zoning Commission for their consideration.

While staff provided a written recommendation to deny the request at the Planning & Zoning Commission in January, during the meeting staff provided an alternative recommendation that the right-of-way was not needed. Since that time Transportation Engineering has determined the right-of-way is in fact desired to be retained for public use.

Executive Summary:

The property owner of the vacant lot at 709 S. O'Leary St has requested the City abandon and sell a portion of the unimproved public right-of-way on Hoskins Ave. located adjacent to the southern side of the lot. The proposal is to abandon and sell 15 feet by 92 feet along the property line adjacent to 709 S O'Leary St. The new right-of-way/property line would be located at the back of the existing sidewalk. The proposed abandonment/sale of City-owned right of way requires City Council action.

The application and process to abandon public right-of-way is found in City Code 11-20.160. The City Engineer in consultation with the Utilities Director and Public Works Director shall prepare and transmit a staff report to the City Council. The report shall include an evaluation of the consistency of the proposed vacation or abandonment with the General Plan, Zoning Code, any applicable Specific Plan, and all applicable Utilities and Public Works Division standards. The staff report shall also provide an analysis and recommendation City Council may abandon public right-of-way upon finding it is no longer needed for a public purpose. Real Estate has coordinated this report with Transportation Engineering.

City Staff has identified a potential future use for this public right-of-way: connecting the Flagstaff Urban Trails System (FUTS) trails identified in the Flagstaff Regional Plan with a cycletrack/ped-bikeway connection while maintaining on-street parking. Staff finds the request to abandon public right-of-way is not consistent with the Flagstaff Regional Plan or Active Transportation Specific Plan.

If the strip of public right-of-way is abandoned, then the City will have the following options: (a) do not develop the cycletrack connecting the FUTs, or (b) develop the cycletrack and forfeit on-street parking (approximately 20 on-street parking spaces) in any new configuration of Hoskins Ave. City Staff recommends retaining the existing public right-of-way related to this request.

Financial Impact:

City staff has not obtained an appraisal or legal description of the property proposed for abandonment. If City Council approves the first reading of the ordinance, City staff will obtain a legal description and an updated minimum sales price of the property proposed for abandonment prior to the second reading and adoption.

Staff estimates the value of the property based on the Full Cash Value assessment by Coconino County Assessor of the adjacent lot. Recent sales comparisons were analyzed but it was determined that the value of comparable lots were based on the value for assemblage purposes. If sold, the right-of-way will be incorporated into the adjacent lot, but development on the adjacent lot does not require assemblage. The Full Cash Value is currently assessed for this year's taxes at $14.75/SqFt. At approximately 1,400 square feet, Staff values the right-of-way at $20,654. Staff recommends setting the minimum sales prices at $14.75/SqFt plus the cost to obtain legal descriptions, estimated at $1,000. Should the property be sold, the property will be returned to the public property tax rolls.

State law provides that if the property is sold, the City is to receive “an amount …commensurate with the value of the abandoned roadway. “ City Council may consider “fragmentation and marketability and any other public benefit received” in return in determining the amount of consideration., per A.R.S. § 28-7208. Pursuant to A.R.S. § 28-7204 an abutting property owner’s timely offer shall be preferred over all other offers.

Policy Impact:

Abandoning this portion of public right-of-way impacts the City's ability to implement an identified potential use to maximize the public purpose of the right-of-way.

Connection to PBB Key Community Priorities/Objectives & Regional Plan:

Priority Based Budget Key Community Priorities and Objectives
Livable Community - Provide amenities and activities that support a healthy lifestyle.

Regional Plan
Goal T.1. Improve mobility and access throughout the region.
Goal T.2. Improve transportation safety and efficiency for all modes.

Has There Been Previous Council Decision on This:

No.
At the April 27, 2021 Council Meeting, City staff presented more detailed information about potential future use of Hoskins Avenue for development of a FUTS connection and on-street parking.

Options and Alternatives:

1. Do not approve abandonment (Recommended)
2. Approve abandonment, and minimum bid price of $14.75/SqFt
3. Approve abandonment, but with different minimum bid price or direct staff to obtain an appraisal
4. Remand back to Planning and Zoning Commission for further consideration

Alternative to Abandonment
Applicant may apply for a right-of-way encroachment permit and install improvements in this area, until such time as the FUTS connection is completed.

Background/History:

In 1943 the Revised Plat of the Washington Addition of the City of Flagstaff, dedicated Hoskins Ave. to the public for public use in varying widths from 60' to 73.5'. In this plat, Hoskins Ave. is shown bounded on the east by the Rio de Flag; as a result, development of Hoskins Street on the East side of O' Leary Street never occurred.

The 2018 Survey of Block A Revised Washington Addition identifies the width of Hoskins Ave. at the SE/4 of Lot 9, being the SE/4 of 709 O'Leary Street as 72.33'. The as-built roadway and improvements along Hoskins along the southern line of 709 O'Leary street measures approximately 55', leaving approximately 12' of unimproved publicly owned right-of-way abutting the southern line of 709 O'Leary Street. Apart from a fire hydrant on the SE/4 adjacent to 709 O'Leary, the remnant right-of-way has never been developed.; it remains un-landscaped city brush.

The owner of 709 O'Leary Street approached the City with a request to abandon a portion of the unbuilt remnant of Hoskins right-of-way adjacent to 709 O'Leary Street. The City Planners, Engineers, Water Services and Traffic evaluated that certain remnant right-of-way along the south side of the 709 O'Leary Street and determined the remnant may be needed in the foreseeable future for right-of-way or FUTS trail purposes. In February of 2020, City staff, on request from the owner of 709 O'Leary to improve the remnant right-of-way, determined that the owner could improve that certain remnant property by applying for an encroachment permit.

Between September and November of 2020, members of Council and staff met with the owner of 709 O'Leary Street three times to discuss the possibility of abandoning the remnant right-of-way. Staff re-affirmed its conclusion that the remnant right-of-way may be needed in the foreseeable future for public purposes

This request was taken before the Planning and Zoning Commission on January, 27, 2021. Staff provided a written recommendation not to approve the request, however during the meeting additional staff was brought in to the meeting and stated the right-of-way could be abandoned. The Commission did vote to approve the request to abandon the public right-of-way to the adjacent owner.

City Staff has since provided greater detail for the future potential use of the public right-of-way, highlighting the trade-offs abandonment presents. This level of detail was not presented to the Planning and Zoning Commission.

Key Considerations:

Public right-of-way may be abandoned upon a finding that it is not needed for public roadway.

Community Benefits and Considerations:

Abandonment and sale of the public right-of-way will allow the land to be combined with the existing lot at 709 S. O'Leary and be placed on the property tax rolls for use as open space and installation of a sign recognizing the Southside community.

Retaining the public right-of-way will allow for construction of the bike/cycle track, retain on street parking and access throughout the area.

Community Involvement:

Abandonment of public right-of-way requires approval by the City Council at a public meeting. Sale of abandoned property requires posting and notifications to surrounding property owners per Arizona Revised Statutes.

Attachments: Ord. 2021-12
Presentation
Letter from Owner
April 27 Discussion Staff Summary

ORDINANCE NO. 2021-12

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF ABANDONING AND AUTHORIZING THE SALE OF APPROXIMATELY 1,400 SQUARE FEET OF THE HOSKINS AVENUE PUBLIC RIGHT-OF-WAY ADJACENT TO 709 S. O'LEARY STREET; PROVIDING FOR SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE

RECITALS:

WHEREAS, the City has authority to abandon public rights-of-way pursuant to A.R.S. § 28-7201 et seq, and pursuant to the City Code, Title 11, General Plans and Subdivisions, Division 11-20-160, Abandonment or Vacation of Public Right-of-Way; and has authority to dispose of real property pursuant to the Flagstaff City Charter, Article VIII, Section 10; and

WHEREAS, pursuant to A.R.S. 28-7202 public right-of-way may be abandoned or vacated if it is no longer necessary for a public use; and

WHEREAS, all public utility companies, City divisions and agencies have had the opportunity to review a map of the public right-of-way proposed to be abandoned; and

WHEREAS, the City Engineer in consultation with the Water Services (formerly Utility) Director and Public Works Director, along with the Planning and Zoning Commission have determined that the proposed abandonment is consistent with the General Plan, Zoning Code, and any applicable Specific Plan, and all applicable Division standards, as referenced in the staff report on file with the City Clerk.

ENACTMENTS:

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1: In General.

The City Council hereby finds that the certain public right-of-way, approximately 1,400 square of the Hoskins Avenue public right-of-way adjacent to 709 S. O'Leary Street, and legally described in Exhibit A attached hereto (“the Property”) is no longer necessary for public use, and is hereby abandoned.

Notice of the proposed sale of the Property shall be posted along the public right-of-way as provided for by state law, and notice of the proposed sale shall be published one time per week for three weeks prior to the opening of bids pursuant to Article 8, Section 10, of the Flagstaff City Charter.

Pursuant to A.R.S. § 28-7204 an abutting property owner’s timely offer shall be preferred over all other offers.

The Property shall be offered for sale for a minimum bid based on the total square footage multiplied by $14.75. If such an offer is received from the abutting property owner the Property shall be sold and transferred by Quit Claim Deed to the same.

If there are no bids submitted, then pursuant to the Flagstaff City Charter, for a two-year period the City Manager may, subject to Council approval, enter into an agreement to sell the Property for an amount reasonably consistent with an appraisal without further notice and bid process.

All conveyances of the Property shall by Quit Claim Deed and are "AS IS WHERE IS" and subject to all existing public utility uses of the Property, and subject to all existing encumbrances of record.

As a condition of sale the purchaser of the Property at its own expense shall process any necessary plat correction or amendment to reflect the abandonment of the public right-of-way and new ownership.

SECTION 2: Delegation of Authority.

The Mayor and City Manager are hereby authorized to sign all documents relevant to the sale of said property. The City Real Estate Manager is directed to take all necessary steps to effectuate this ordinance. The City Clerk is directed to record a copy of this ordinance.

SECTION 3. Repeal of Conflicting Ordinances

All ordinances and parts of ordinances in conflict with the provisions of the code adopted herein are hereby repealed.

SECTION 4. Severability

If any section, subsection, sentence, clause, phrase or portion of this ordinance or any part of the code adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

SECTION 5. Clerical Corrections

The City Clerk is hereby authorized to correct clerical and grammatical errors, if any, related to this ordinance, and to make formatting changes appropriate for purposes of clarity, form, or consistency with the Flagstaff City Code.

SECTION 6. Effective Date

This Ordinance shall be effective thirty (30) days following adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 18th day of May, 2021.

_____

MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

_____
CITY ATTORNEY

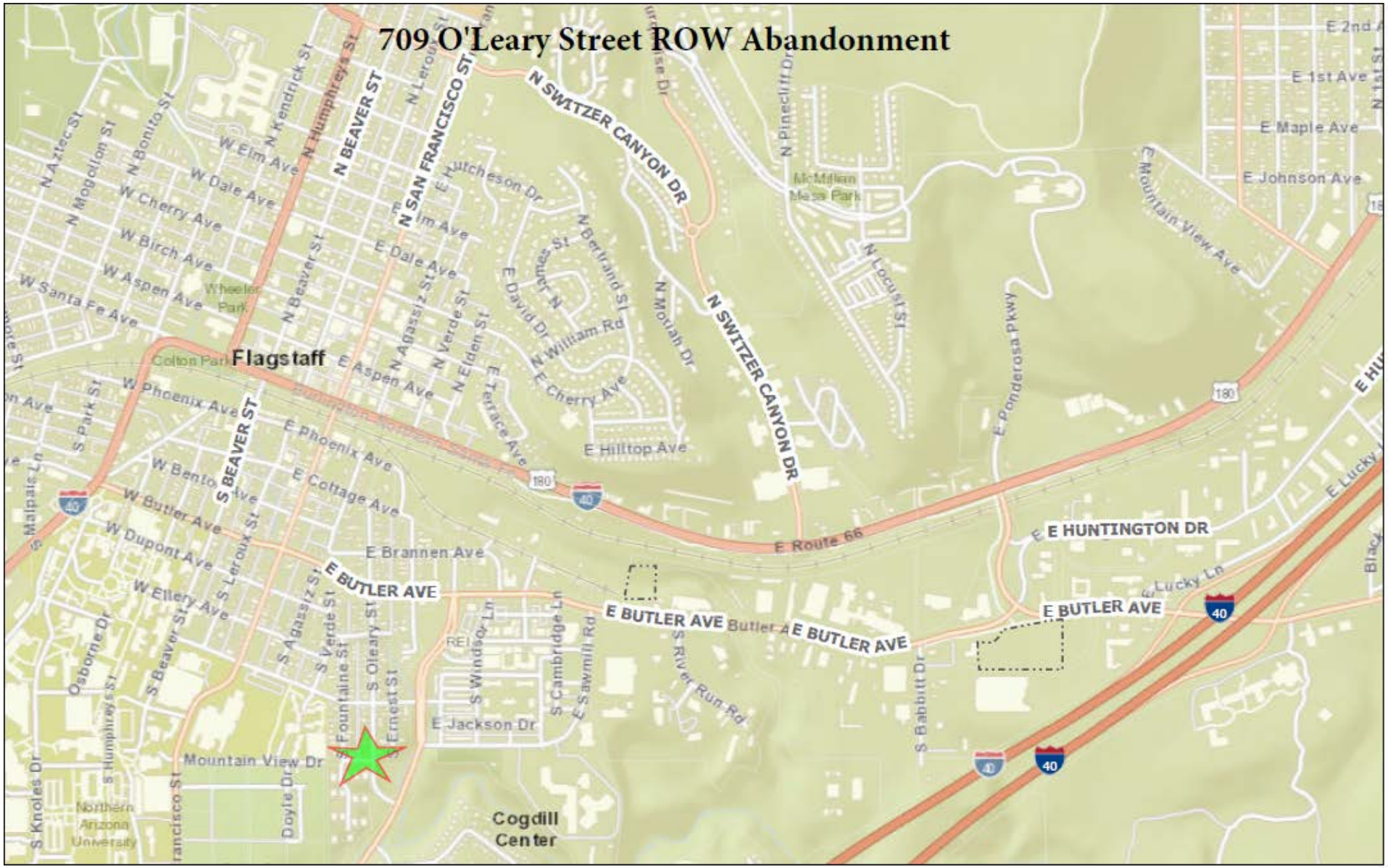
Exhibits:

Exhibit A – Legal Description

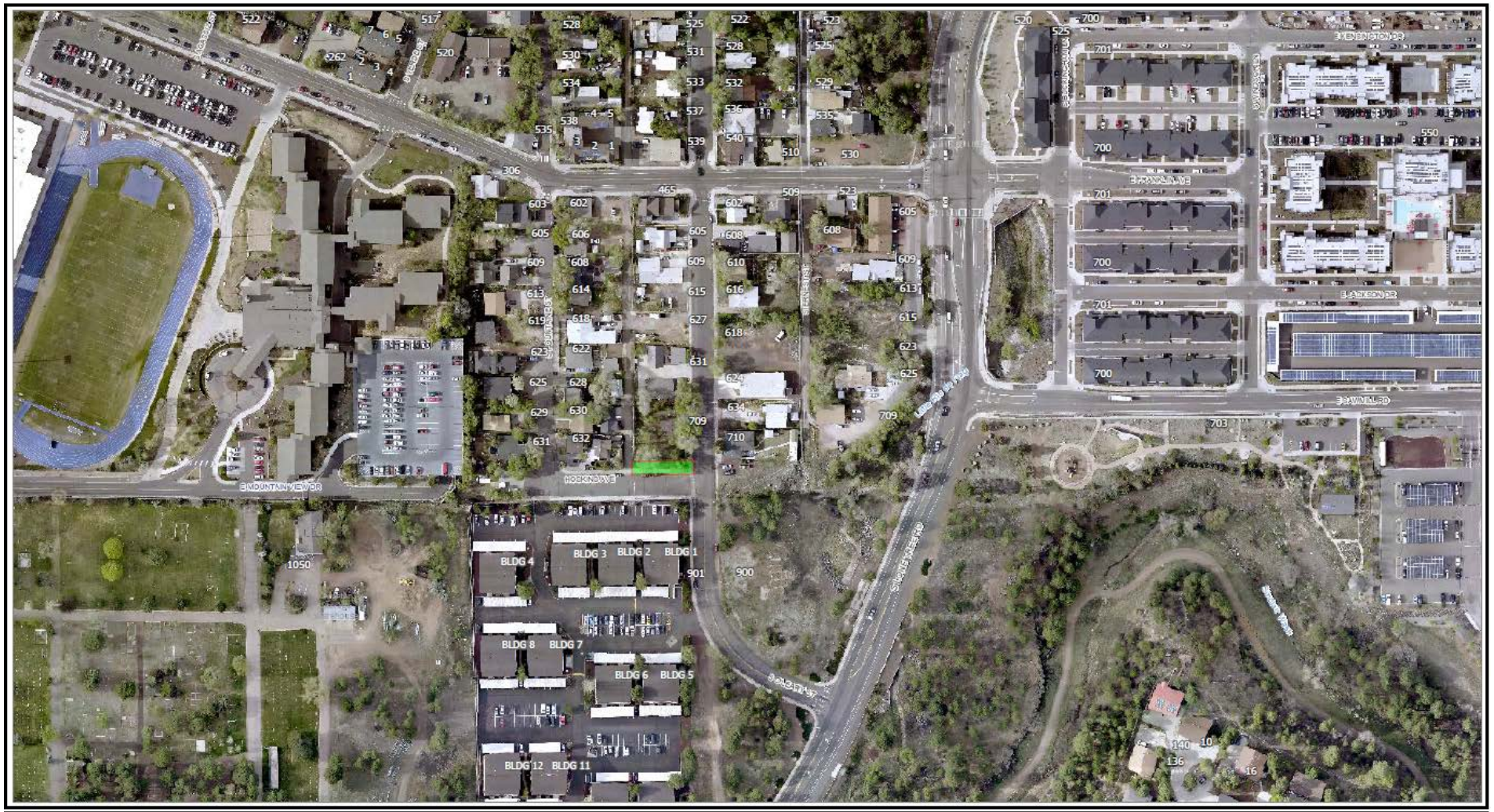
Abandonment of ROW 709 O'Leary Street

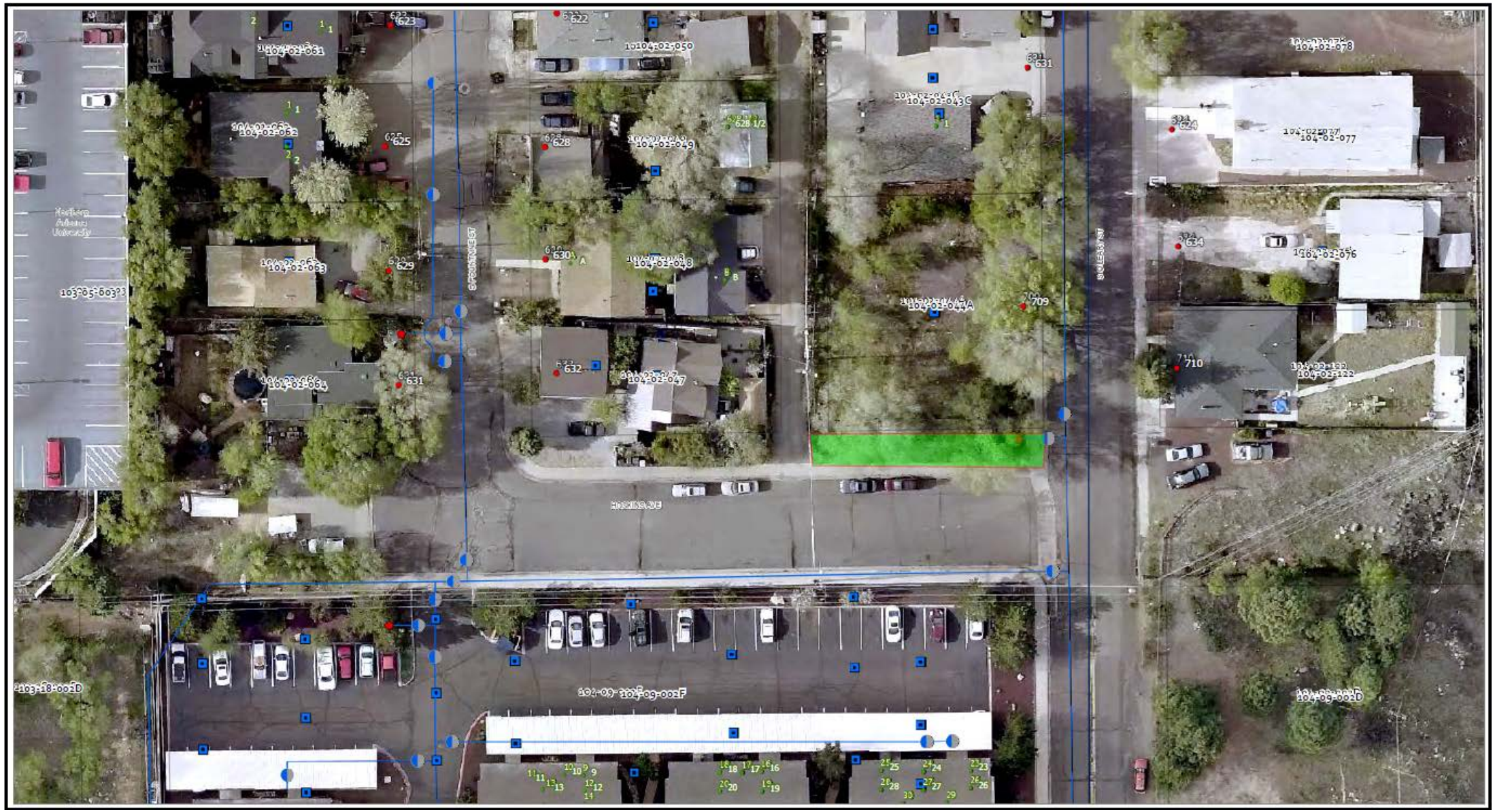
TEAM FLAGSTAFF
WE MAKE THE CITY BETTER

Vicinity Map

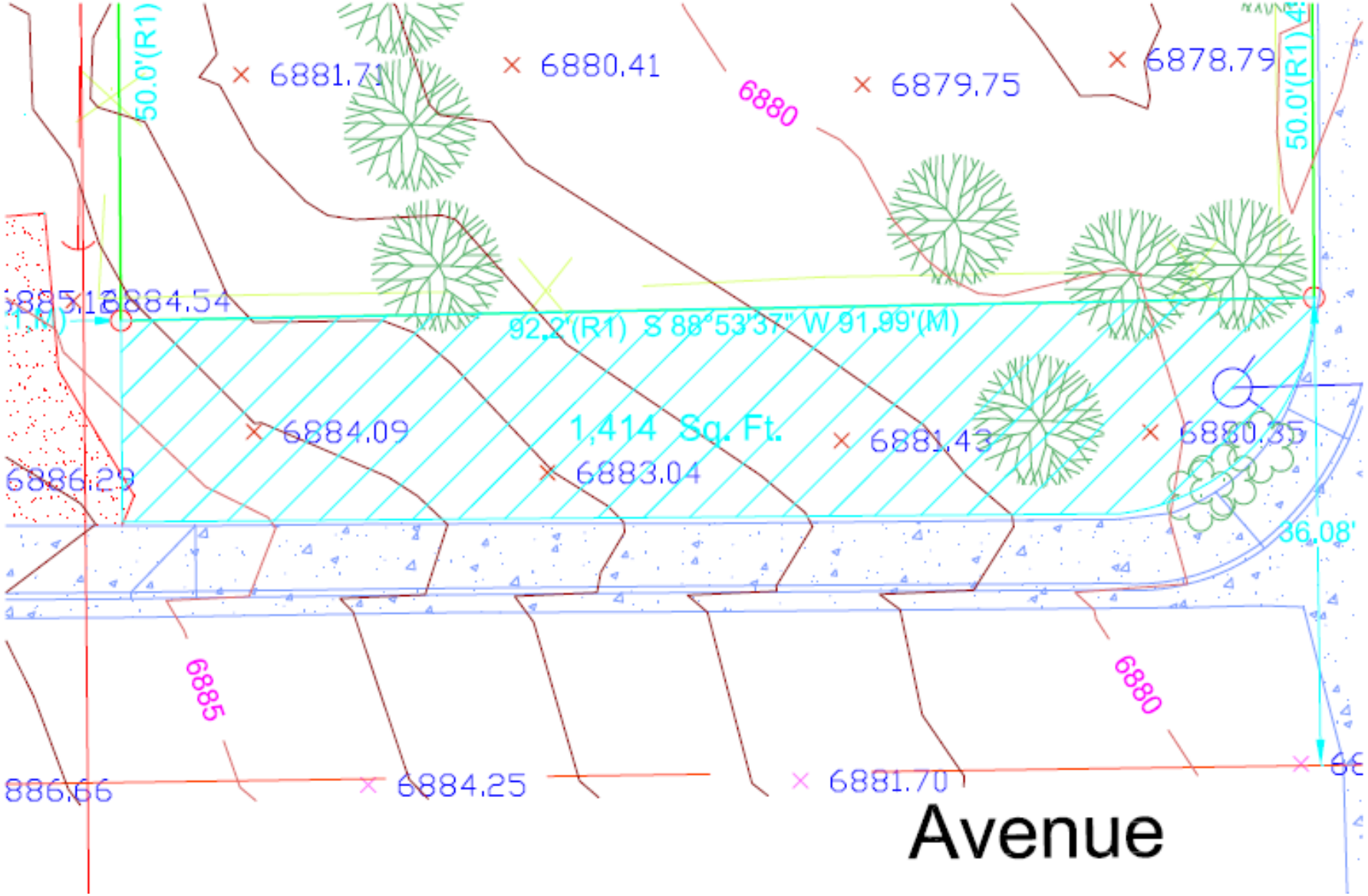


Satellite View




623
622
625
628
629
630
632
631
709
710
624
634
Northern Arizona University
S MOUNTAIN ST
S MILTON RD
HOSKINS AVE

Approx. SQFT of ROW Abandonment



Background/History

Hoskins Street dedicated in 1943

As-Built Street does not Utilize entire Public Right-Of-Way Dedication

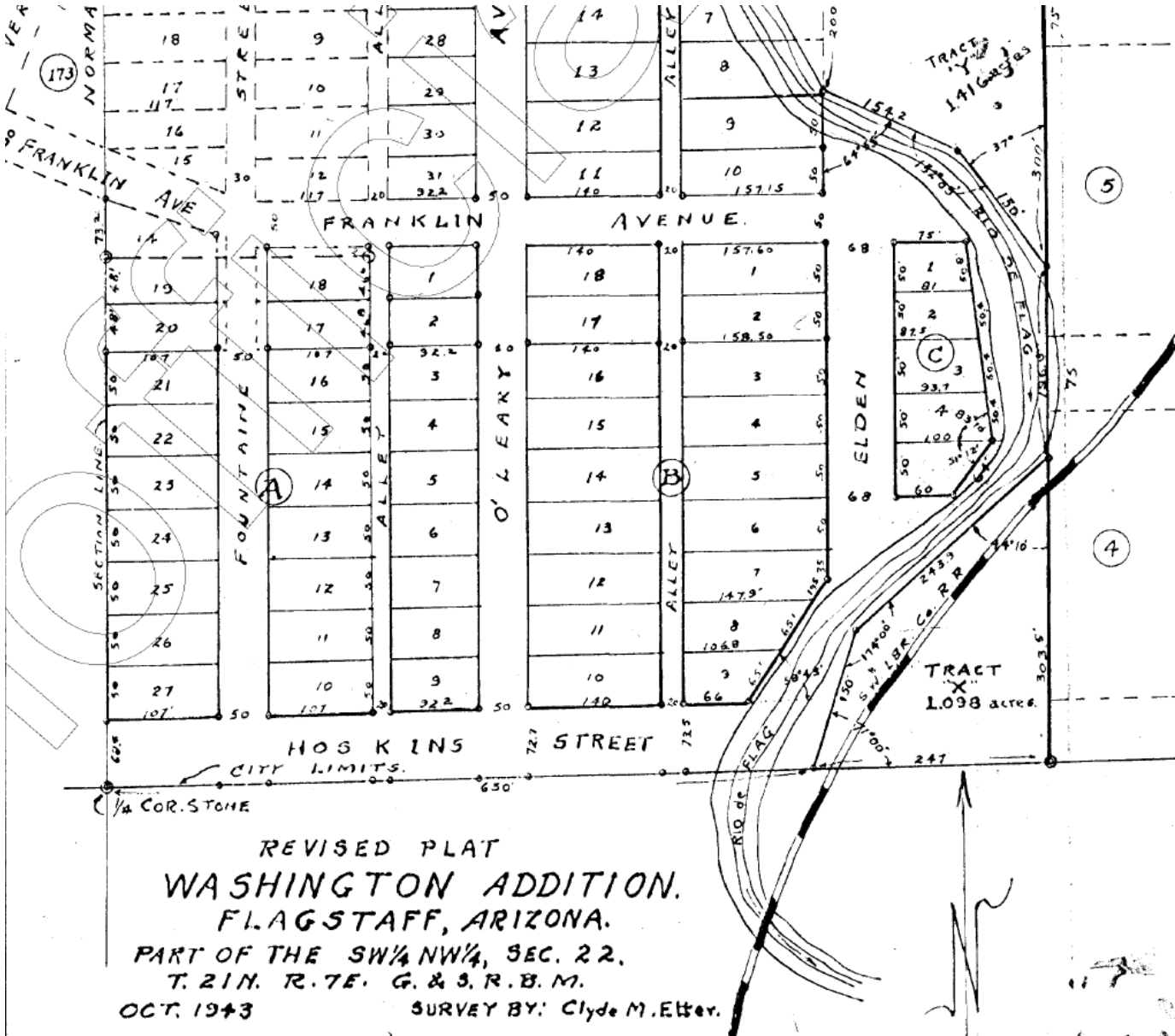
DEDICATION.

This is a Revised Plat of WASHINGON ADDITION to the CITY of FLAGSTAFF, COCONINO COUNTY, ARIZONA, and is a Subdivision of a portion of the SW¼ of the NW¼, of Section 22, T. 21 N. R. 7E., G. & S. R. B. M. The Numbers of the LOTS, and the deimensions thereof, & the widths of the STREETS and ALLEYS are shown hereon. The STREETS & ALLEYS are hereby Dedicated to the use of the Public.

In Witness whereof We have hereunto set our Hands and Seal.

George G. Babbitt Jr.
GEORGE G. BABBITT, JR.

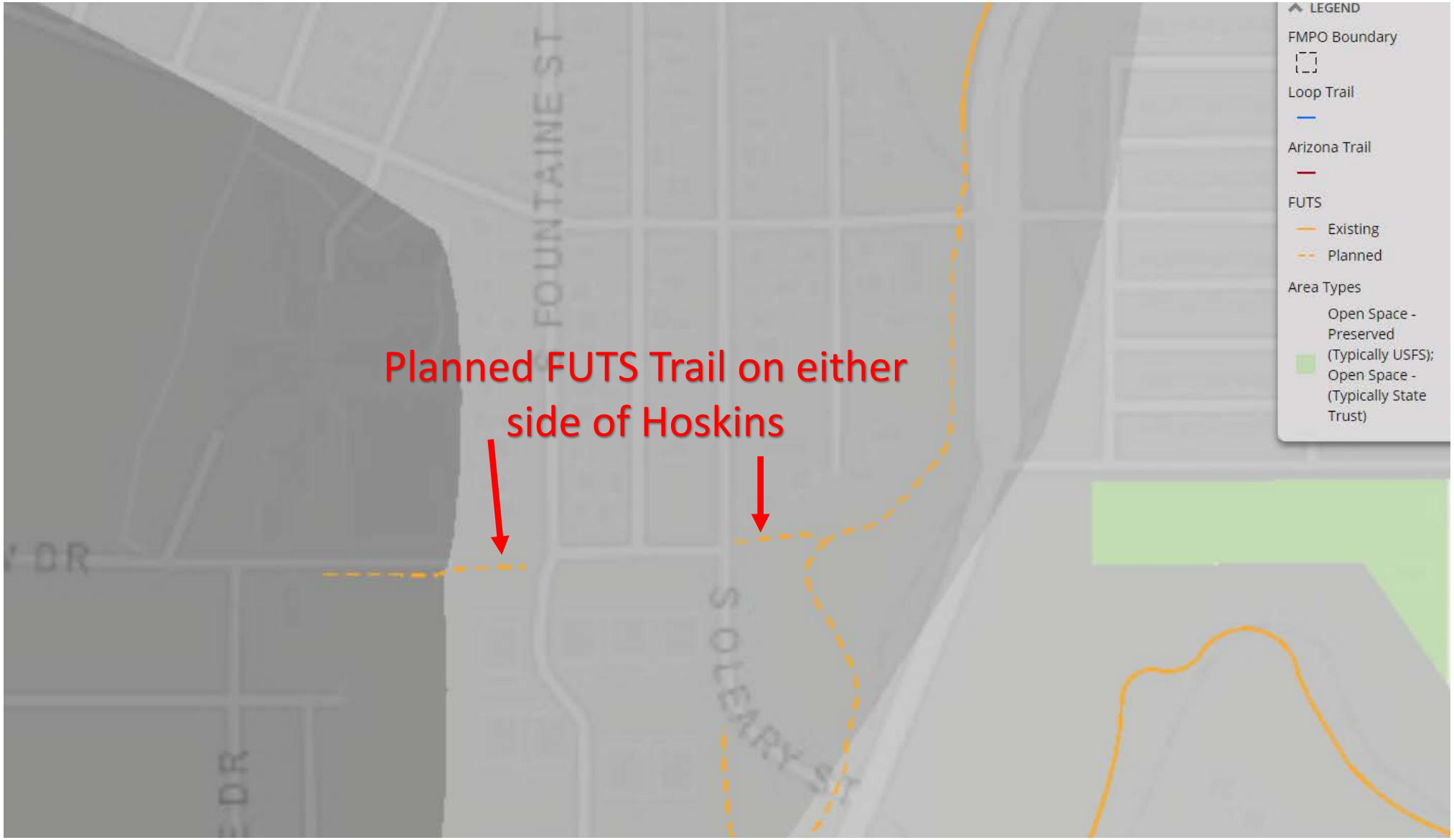
Ruth Babbitt
RUTH BABBITT, his wife.



Public Right-Of-Way



Flagstaff Regional Plan 2030



Draft Active Transportation Master Plan



Flagstaff Urban Trails System

Site Map

Hoskins Connection
Lone Tree FUTS

FUTS trails

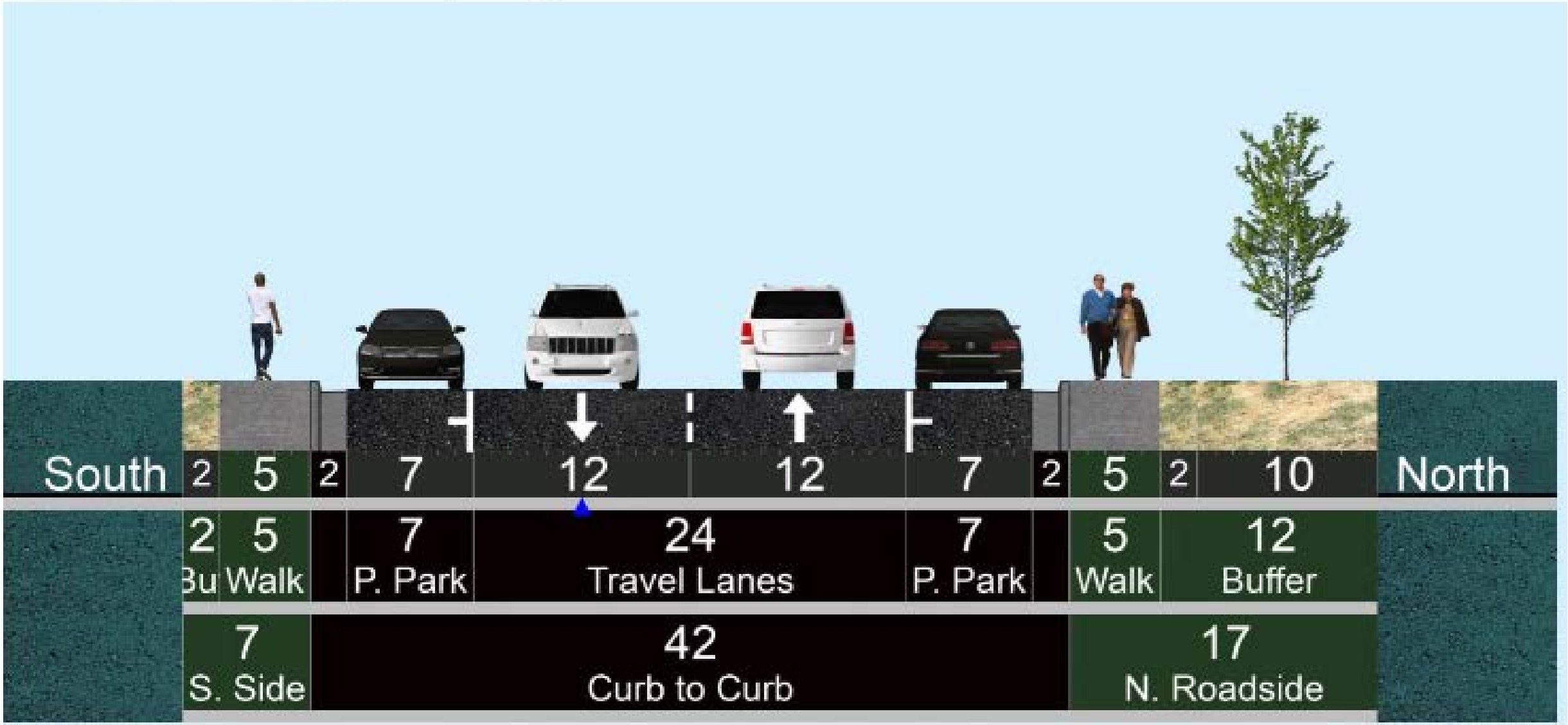
Cycletrack/sidewalk

100 Feet

City of Flagstaff
April 2021

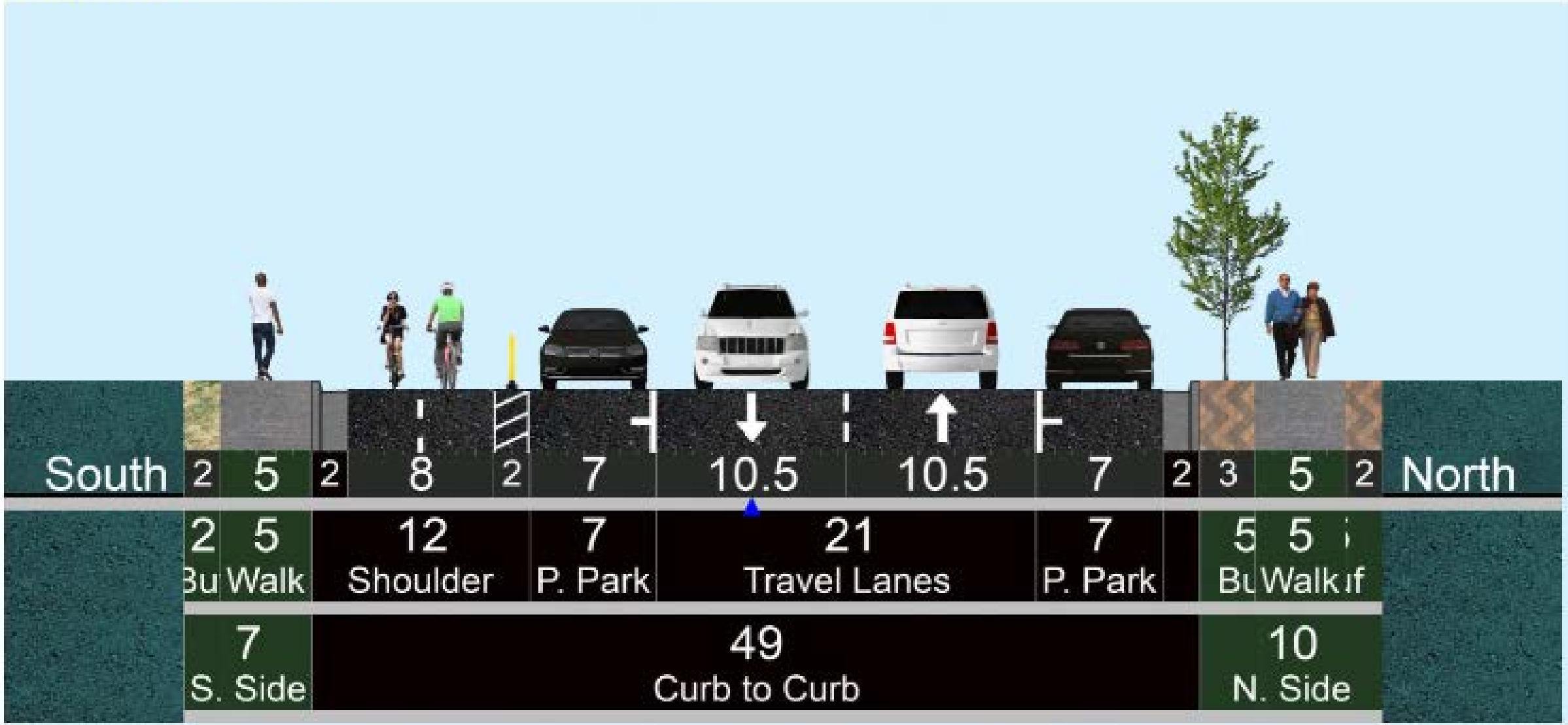
Existing Conditions

Hoskins Ave Existing Right-of-Way: 66' of 66'



Potential Future Use

Hoskins Ave Future Right-of-Way: 66' of 66'



Future Use Overlay



Looking West on Hoskins Ave



Western View



Eastern View



Northern View



709 O'Leary SW View



Unimproved Portion of ROW



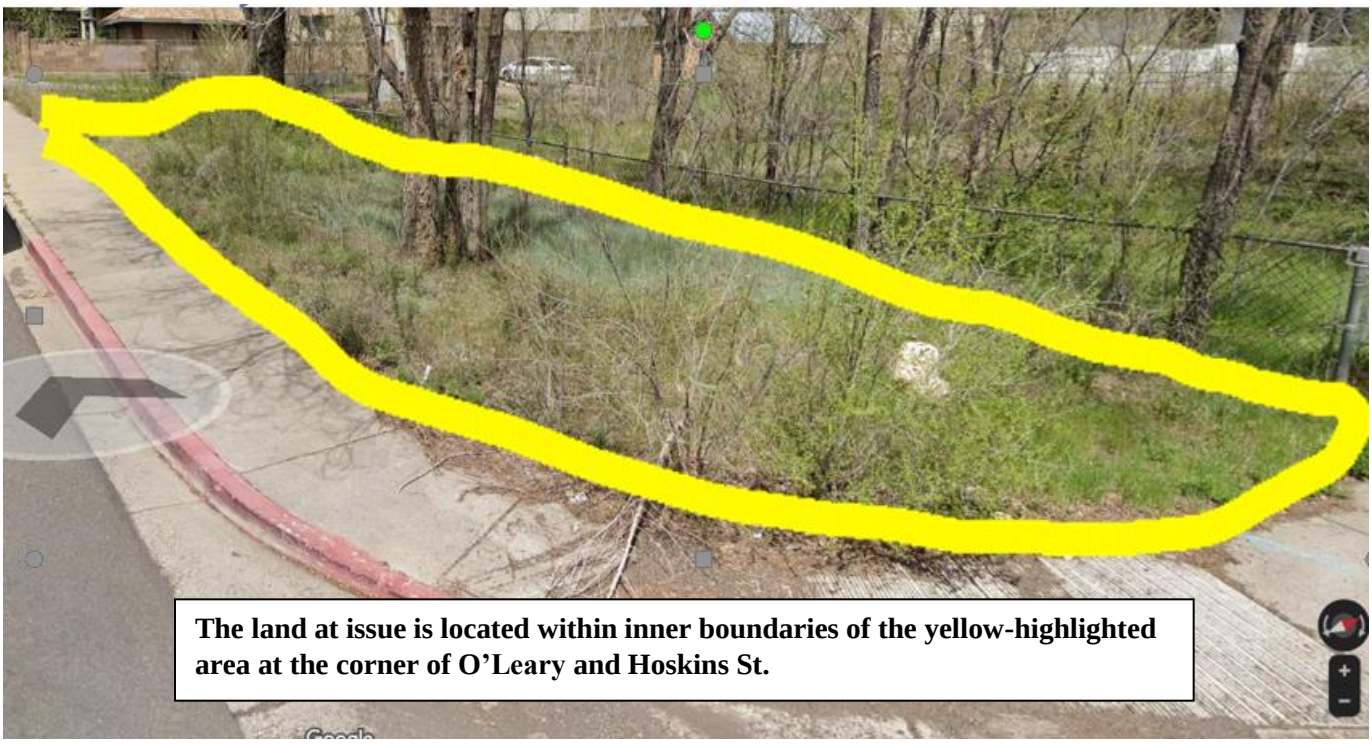
My name is Tommy Hernandez, and I am a fourth generation Flagstaff resident. My uncle, Wilfred Chavez, and I have formed AC Chavez, LLC and own the property at 709 S. O'Leary St. I am here today to ask the Flagstaff City Council to hear our request to acquire a small parcel of land from the City by either abandonment or purchase.

709 S. O'Leary St. is much more than just property. My grandparents, Aurelio and Carmen Chavez, purchased this property in 1948. Once my grandfather returned from WWII, he began employment at the Saginaw Lumber Company, which was located on Butler Ave where the Sawmill Shopping Center currently is. He worked there loyally for almost four decades, with several lost fingers to show for it.



An aerial map of 709 S. O'Leary St. NOTE: Hoskins Ave. is a small, single road with no room to expand.

Granting our request will allow us to honor Southside families with similar stories to ours. We are not out of town investor; we are a local family that has passed up on numerous offers for our property so we can develop and continue building our family legacy in the community we love. Granting our request will help us do this in a way that adds value to the City without any undue burden. When the City of Flagstaff constructed Hoskins Avenue in 1943, they left an easement on the north end of the street. This is what the easement looks like today.



The land at issue is located within inner boundaries of the yellow-highlighted area at the corner of O'Leary and Hoskins St.

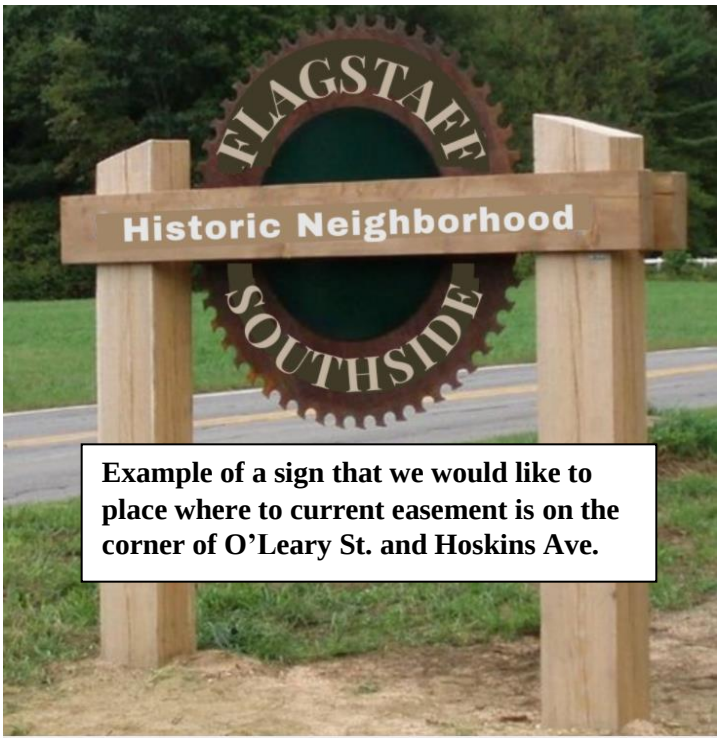


This brick wall was built on the easement approximately 25 years ago on adjacent property.



At the end of Hoskins St. there is this driveway with a brick wall behind it.

Our project and the acquisition of the easement will provide value to the Southside in several ways. The plans include cleaning and landscaping the area of the easement, designing a custom sign that will help recognize the deep history of the Southside and increasing our property value will result in more property tax paid to the City of Flagstaff. Our plans also align with the goals of the Southside Community Specific Plan that was devised by the Southside Association and the City of Flagstaff. We are designing an apartment complex to help address the shortage of single-family units in Flagstaff. If we acquire this easement, we will also designate one of our units as low income to help address Flagstaff's extreme shortage of affordable housing units.



Example of a sign that we would like to place where to current easement is on the corner of O'Leary St. and Hoskins Ave.

Furthermore, granting our request would not place any undue burden or cost on the City of Flagstaff. The City has never spent any time or resources maintaining this small piece of land. Without expending any of its resources, the City can benefit from the beautification of this area and recognize the history of the African American and Mexican American families that once lived in this vibrant neighborhood. Due to gentrification, the Southside will never be the same but allowing us to help recognize its history is priceless.

I appreciate the care and attention of the City Council in this manner and thank the City Manager and City staff members for giving us the opportunity to discuss and share our plans.

Thank you for your time and consideration in hearing my request to acquire this small parcel of land from the city either by abandonment or purchase.

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CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To:	The Honorable Mayor and Council
From:	Bryce Doty, Real Estate Manager
Co-Submitter:	Martin Ince
Date:	04/20/2021
Meeting Date:	04/27/2021

TITLE

Requests for Abandonment of Public Right-of-Way on Hoskins Ave. - FUTS and Parking Discussion

STAFF RECOMMENDED ACTION:

Discussion and inform.

EXECUTIVE SUMMARY:

City has received requests from three (3) property owners to abandon public right-of-way (ROW) along Hoskins Avenue. The property owners desire to acquire the abandoned ROW and combine it with their existing lots. There are several properties along Hoskins Avenue.

If a roadway is no longer necessary for a public use as a roadway, it may be abandoned per state law A.R.S. Section 28-7201 et seq and City Code Section 11-20.160.

This prompted City Traffic Engineering Staff to analyze and determine if there are any future, potential City uses for the full width of Hoskins Avenue. Staff has identified a potential future use which requires retaining the full width. This future use would require denying abandonment requests in whole or in part. Staff brings this item before Council tonight to discuss the policy implications when considering upcoming public right-of-way abandonment requests along Hoskins Avenue.

INFORMATION:

General considerations

Planning for city traffic needs is necessarily on a long-time horizon. In projecting for future needs, we must make the best decision with the information available at the time. City Staff is reluctant to recommend abandoning right-of-way because there are multiple cases in the past where the City had to re-purchase right-of-way that had been abandoned to allow planned street improvements. Abandoning right-of-way does not prevent the City from re-purchasing it at a later date, but re-purchasing at a later date may be cumbersone or expensive. Abandoning public-right-of-way can be a net positive: abandonments reduce potential City maintenance costs and they return land to the tax rolls for better and higher uses. But these benefits come at the expense of introducing a degree of greater path dependency for City traffic and infrastructure needs.

Public Roadway Use

Along the north side of Hoskins Avenue, the City owns public right-of-way that is currently not improved,

and it is being used by more than one adjacent property owner.

The Regional Plan shows a planned pedestrian/bikeway trail from the NAU campus, ending at the west end of Hoskins Avenue, and then reconnecting on the east end of Hoskins Avenue, and continuing to Lone Tree Road. The Regional Plan does not identify how to connect the two trails, but Hoskins Avenue is an obvious link.

The draft Active Transportation Master Plan shows a planned pedestrian/bikeway connection on Hoskins Avenue.

City Staff has identified a potential future use for Hoskins Avenue which includes on-street parking, a parkway or furnishing strip, and a cycletrack/bikeway along the south edge of the roadway. This configuration: (a) Precludes abandoning any public right-of-way, (b) Requires removing existing private encroachments on public right-of-way, and (c) involves capital improvements to replace the existing sidewalk line, to extend the road-base (paving) north seven (7) feet, and to install a cycletrack and furnishing strip along the south side of Hoskins Avenue.

If the public right-of-way is abandoned, the CIty will need to either forfeit the cycletrack or on-street parking. Currently the street provides over 20 on-street parking spaces for the neighborhood. Staff does not recommend forfeiting either amenity.

Funding and Timing:

1. The FUTS connection on the east of Hoskins Ave. is not funded currently but could potentially be included as part of or shortly after the Lone Tree Overpass Project. Lone Tree corridor project is scheduled for completion by 2026
2. The FUTS connection to campus on the west of Hoskins Ave. is a funded City project. Several meetings have been held with NAU as part of pre-design.
3. Any improvements to connect the trails along Hoskins Ave. are not currently funded. The cycletrack connection will become more of a priority once the FUTS trail(s) are complete.

Abandonment Requests:
If the City Council determines the full width of Hoskins Avenue is no longer needed for a public roadway use, then the City Council may abandon such roadway. After abandonment, the adjacent property owner is given the opportunity to purchase the abandoned property. The current pending requests will be considering at an upcoming council meeting, and are previewed as follows:

1. Abandon approximately 1,400 square feet south and adjacent to 709 S O'Leary St. in order to:
    a. Leave as open space adjacent to a future development and erect a sign memorializing the history and people of the Southside neighborhood
2. Abandon approximately 7,000 square feet south and adjacent to 631 Fountaine St.
    a. NAU is the owner and would like to pursue some fashion of development in combination with 631 Fountain St.
3. Abandon approximately 2,080 square feet south and adjacent to 710 S. O'Leary St. in order to build a carport which meets current lot size standards.

Next Steps:
Staff brings this item before Council tonight to discuss the policy implications when considering upcoming public right-of-way abandonment requests. Staff will formally bring each abandonment request to Council, at the direction of the applicant. The first is scheduled for May 4, 2021.

Attachments: Presentation

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To:	The Honorable Mayor and Council
From:	Jack Fitchett, Management Analyst
Co-Submitter:	David McIntire
Date:	04/27/2021
Meeting Date:	05/04/2021

TITLE:

Consideration and Adoption of Resolution No. 2021-18: A resolution of the Flagstaff City Council amending the Flagstaff Automotive Sales Tax Rebate Program to further the City's climate action goals and to support local automotive dealers **(Flagstaff Automotive Sales Tax Rebate Program)**

Consideration and Adoption of Resolution No. 2021-19: A resolution of the Flagstaff City Council amending the Flagstaff Business Attraction Job Creation Incentive Program to assist in attracting new businesses that will provide high wage jobs in specific industry sectors **(Flagstaff Business Attraction Job Creation Incentive Program)**

Consideration and Adoption of Resolution No. 2021-20: A resolution of the Flagstaff City Council amending the Development Reinvestment Incentive Program to assist in attracting new businesses that will provide high wage jobs in targeted industry sectors **(Flagstaff Business Attraction Development Reinvestment Incentive Program)**

STAFF RECOMMENDED ACTION:

Flagstaff Automotive Sales Tax Rebate Program:
1) Read Resolution No. 2021-18 by title only
2) City Clerk reads Resolution No. 2021-18 by title only (if approved above)
3) Adopt Resolution No. 2021-18

Flagstaff Business Attraction Job Creation Incentive Program:
1) Read Resolution No. 2021-19 by title only
2) City Clerk reads Resolution No. 2021-19 by title only (if approved above)
3) Adopt Resolution No. 2021-19

Flagstaff Business Attraction Development Reinvestment Incentive Program:
1) Read Resolution No. 2021-20 by title only
2) City Clerk reads Resolution No. 2021-20 by title only (if approved above)
3) Adopt Resolution No. 2021-20

Executive Summary:

Staff is bringing forward minor changes to the three business attraction incentives based on program analysis and stakeholder/ community feedback received since the inception of these incentives in July 2020. The recommended proposals outlined in the attached incentive policies will make these programs more effective and efficient while staff pursues the City's economic development goals and objectives. Additions are shown in UNDERLINED CAPITAL TEXT, and deletions are shown as stricken. The main alterations are also called out directly in the key consideration section of this agenda item

Financial Impact:

The amendments will have no financial impact directly, but may lead to enhanced use of the incentives. Financial impacts of the incentives themselves, with the amendments or as currently existing, are outlined below:

Auto Sales Tax Rebate: Budgeted in the FY-21 budget with $20,000 available. Funds are in the BBB-Economic Development budget for economic development purposes.

Job Creation Incentive: Budgeted in the FY-21 budget with $75,000 available. Funds are in the BBB-Economic Development budget for economic development purposes.

Development Reinvestment Incentive: Allocates a portion of the City's construction sales tax revenue (0.5% sales tax rate) to be used for qualifying improvements that create public benefit.

Policy Impact:

Minor revisions to all three policies are proposed. These revisions come from staff analysis and community/stakeholder input.

Connection to PBB Key Community Priorities/Objectives & Regional Plan:

ECONOMIC DEVELOPMENT - Grow and strengthen a more equitable and resilient economy.

CLIMATE CHANGE - Take meaningful climate change action.

City of Flagstaff Strategic Priorities:

Foster a resilient and economically prosperous city

Has There Been Previous Council Decision on This:

Council unanimously approved these original incentive policies via resolution at the July 7, 2020 Council meeting.

Options and Alternatives:

1. Approve resolutions.
2. Amend resolutions then approve.
3. Do not approve.

Background/History:

Council originally approved these incentives on July 7, 2020.

Key Considerations:

Sustainable Automotive Sales Tax Rebate: This program has been funded in the FY-2020-21 budget and had $20,000 available to use towards this incentive. The City of Flagstaff will rebate part of the local tax paid for purchases of fuel-efficient automotive vehicles. The current local transaction privilege (sales) tax rate on purchase of vehicles is 2.281%. This policy is a revamp of a former policy that was implemented in 2010. The increased availability of electric and sustainable vehicles, coupled with an increased awareness and want to mitigate climate change from our community, is partially why staff is reinvigorating this policy. Additionally, there have been several discussions over the last year where this idea was discussed by stakeholders, such as, Economic Collaborative of Northern Arizona (ECoNA), the Flagstaff Auto Park Owner's Association, the Flagstaff Chamber of Commerce, and several Council members. This policy helps to further advance the Climate Action Adaptation Plan (CAAP) and will also help our local automotive dealers, by incentivizing vehicle purchases that occur in Flagstaff city limits.

The main proposed alteration within this particular incentive is to drop the "highly fuel efficient" requirement from 35 (City MPG) to 30 (City MPG) and rename this rebate category to "fuel efficient rebate". This revision comes at the request from several of our local dealers who have stated that their inventory does not include vehicles that can meet this requirement without also being considered a hybrid vehicle. To date no applicant has been able to use the highly fuel-efficient rebate within this incentive. All successful applicants have submitted for the hybrid rebate. Additionally, a change allowing the business to submit for the incentive is intended to make the processing of the incentive more convenient for the purchasers.

Job Creation Incentive: This program has been funded in the FY-2020-21 budget with $75,000 and has $60,000 remaining for use after successfully supporting the recruitment of a company focused on satellites. This incentive was reviewed, and staff received feedback from multiple community partners and stakeholders. The purpose of this incentive is to give Flagstaff an edge when recruiting new businesses to our community. This incentive coupled with incentives from the Arizona Commerce Authority (ACA), Coconino County, and other economic development tools gives Flagstaff an additional option to use in recruiting business from key industry sectors. This incentive is designed to help attract business in the bio medical, manufacturing, healthcare, software development and other similar key sectors. This incentive is not designed, or available, for the retail or lodging sectors as these businesses normally tend to follow when there is an increase in the economic base of a city.

The main proposed alteration within this particular incentive is to change the maximum reimbursement one business may receive from $15,000 to $25,000. Additionally, there have been supplemental tracking requirements for successful applicants, to confirm community benefits from the incentive program.

Development Reinvestment Incentive:

This program is funded using a percentage of the City’s unrestricted (general fund) construction sales tax associated from the new development itself. Qualifying businesses that meet the minimum criteria may apply for reimbursements associated with project improvements. These improvements must be directly tied to development that creates added public benefit. Examples of some improvements could be beautification projects, public roadways and lighting, stormwater infrastructure, etc. The currently proposed funding mechanism would allocate 0.5% of the unrestricted construction sales tax for these uses. This incentive is designed to help attract business in the bio medical, manufacturing, healthcare, software development and other similar key sectors. This incentive is not designed or available for the retail or lodging sectors as these businesses normally tend to follow when there is an increase in the economic base of a city.

The main proposed alterations to this incentive are to add supplemental tracking requirements for successful applicants, to confirm community benefits from the incentive program. Additionally, the amendments expand the time frame for when a new business may use this incentive after relocating to Flagstaff.

Community Involvement:

Staff received feedback and input from several community stakeholders regarding these policies including the Auto Park Owner's Association, Economic Collaborative of Northern Arizona (ECoNA), the Flagstaff Chamber of Commerce and various businesses/applicants that used these programs over the last ten months.

Attachments:

Res. 2021-18 Sus. Auto Policy
Res. 2021-19 Job Creation
Res. 2021-20 Dev. Reinvest.
Sus. Auto Policy
Job Creation Policy
Dev. Reinvestment Policy
Presentation

RESOLUTION NO. 2021-18

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL AMENDING THE UPDATED FLAGSTAFF AUTOMOTIVE SALES TAX REBATE PROGRAM TO FURTHER THE CITY'S CLIMATE ACTION GOALS AND TO SUPPORT LOCAL AUTOMOTIVE DEALERS

RECITALS:

WHEREAS, the City of Flagstaff has authority pursuant to Arizona Revised Statutes ("A.R.S.") § 9-500.11 to spend money on economic development activities; and

WHEREAS, the City desires to provide funding for an auto sales tax rebate program to further climate action goals and to support local automotive dealers by providing an incentive to locally purchase energy efficient vehicles; and

WHEREAS, the funding is derived from local transaction privilege tax revenues generated by the hospitality industry (also known as the "BBB tax") and dedicated for economic development activities; and

WHEREAS, on July 7, 2020 the City adopted Resolution No. 2020-43 establishing the Flagstaff Automotive Sales Tax Rebate Program; and

WHEREAS, the City desires to amend the Flagstaff Automotive Sales Tax Rebate Program.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. In General

The City Council hereby amends an updated Flagstaff Automotive Sales Tax Rebate Program, a copy of which is attached hereto as Exhibit A. This updated program will apply to any awards granted after the effective date of this resolution.

The Economic Vitality Division Director or the Director's designee is delegated authority to undertake all such actions necessary to implement the program, provide information about the program to the public, and to provide a report on and any recommendations related to the program prior to April 1 on an annual basis

SECTION 2. Effective Date.

This resolution shall be immediately effective.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 4th day of May, 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

Attachment:

Exhibit A - Flagstaff Automotive Sales Tax Rebate Program

RESOLUTION NO. 2021-19

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL AMENDING THE FLAGSTAFF BUSINESS ATTRACTION JOB CREATION INCENTIVE PROGRAM TO ASSIST IN ATTRACTING NEW BUSINESSES THAT WILL PROVIDE HIGH WAGE JOBS IN SPECIFIC INDUSTRY SECTORS

RECITALS:

WHEREAS, the City of Flagstaff has authority pursuant to Arizona Revised Statutes ("A.R.S.") § 9-500.11 to spend money on economic development activities; and

WHEREAS, the City has historically operated and desires to continue providing funding for a Flagstaff Business Attraction Job Creation Incentive Program to assist new businesses that will provide high wage jobs in specific industry sectors; and

WHEREAS, the funding is derived from local transaction privilege tax revenues generated by the hospitality industry (also known as the "BBB tax") and dedicated for economic development activities; and

WHEREAS, on July 7, 2020 the City adopted Resolution No. 2020-44 establishing the Flagstaff Job Creation Incentive Program; and

WHEREAS, the City desires to amend the Flagstaff Job Creation Incentive Program.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. In General

The City Council hereby amends the Flagstaff Business Attraction Job Creation Incentive Program, a copy of which is attached hereto as Exhibit A. This updated program will apply to any awards granted after the effective date of this resolution.

The Economic Vitality Division Director or the Director's designee is delegated authority to undertake all such actions necessary to implement the program, provide information about the program to the public, and to provide a report on and any recommendations related to the program prior to April 1, 2022.

SECTION 2. Effective Date.

This resolution shall be immediately effective.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 4th day of May, 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

Attachment:

Exhibit A - Flagstaff Business Attraction Job Creation Incentive Program

RESOLUTION NO. 2021-20

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL AMENDING THE DEVELOPMENT REINVESTMENT INCENTIVE PROGRAM TO ASSIST IN ATTRACTING NEW BUSINESSES THAT WILL PROVIDE HIGH WAGE JOBS IN TARGETED INDUSTRY SECTORS

RECITALS:

WHEREAS, the City of Flagstaff has authority pursuant to Arizona Revised Statutes ("A.R.S.") § 9-500.11 to spend money on economic development activities; and

WHEREAS, the City has historically operated and desires to continue providing funding for business attraction programs to attract new businesses that will provide high wage jobs in targeted industry sectors; and

WHEREAS, on July 7, 2020 the City adopted Resolution No. 2020-45 establishing the Flagstaff Development Reinvestment Incentive Program; and

WHEREAS, the City desires to amend the Flagstaff Development Reinvestment Incentive Program.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. In General

The City Council hereby amends the Business Attraction Development Reinvestment Incentive Program, a copy of which is attached hereto as Exhibit A. This updated program will apply to any awards granted after the effective date of this resolution.

The Economic Vitality Division Director or the Director's designee is delegated authority to undertake all such actions necessary to implement the program, provide information about the program to the public, and to provide a report on and any recommendations related to the program prior to April 1, 2022.

SECTION 2. Effective Date.

This resolution shall be immediately effective.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 4th day of May, 2021.

_____

MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

_____
CITY ATTORNEY

Attachment:

Exhibit A - Business Attraction Development Reinvestment Incentive Program

City of Flagstaff
Sustainable Automotive Sales Tax Rebate Program

CHOOSE FLAGSTAFF

Goal: The City of Flagstaff seeks to promote purchases of fuel-efficient automotive vehicles to reduce air pollution, further the Climate Action and Adaptation Plan (CAAP), and to support local automotive dealers.

Rebates Available:

The City of Flagstaff will rebate a portion of the local tax paid for purchases of fuel-efficient automotive vehicles. The current local transaction privilege (sales) tax rate on the purchase of vehicles is 2.281%. (If the vehicle is purchased for out-of-state use, the local use tax rate of 2.281% is paid in lieu of sales tax). Residents of Flagstaff may qualify for the local version of these incentives by providing their driver's license that illustrates a City of Flagstaff address or provide a utility bill with a City of Flagstaff address.

All Electric Vehicles (Local): **2.0%** of the local sales or use tax rate for any new or used vehicle purchased within the City of Flagstaff. Effective tax rate will be 0.281% after rebate.

All Electric Vehicles: **1.8%** of the local sales or use tax rate for any new or used vehicle purchased within the City of Flagstaff. Effective tax rate will be 0.481% after rebate.

Hybrid / Plug-in Electric Hybrid Vehicles (Local): **1.6%** of the sales or use tax rate for any new or used vehicle purchased within the City of Flagstaff boundaries that has a city fuel economy of **40 MPG** or higher according to standards established by the U.S. Environmental Protection Agency (EPA). Effective tax rate will be 0.681% after rebate.

Hybrid / Plug-in Electric Hybrid Vehicles: **1.4%** of the sales or use tax rate for any new or used vehicle purchased within the City of Flagstaff boundaries that has a city fuel economy of **40 MPG** or higher according to standards established by the U.S. Environmental Protection Agency (EPA). Effective tax rate will be 0.881% after rebate.

~~Highly Fuel Efficient Vehicle~~ **EFFICIENT VEHICLE** ***(Local):*** **0.7%** of the local sales or use tax rate for any new or used vehicle purchased within the City of Flagstaff boundaries that has a city fuel economy of ~~35 MPG~~ **30 MPG** or higher according to standards established by the U.S. Environmental Protection Agency (EPA). Effective tax rate will be 1.581% after rebate.

~~Highly Fuel Efficient Vehicle~~ **EFFICIENT VEHICLE*:*** **0.5%** of the local sales or use tax rate for any new or used vehicle purchased within the City of Flagstaff boundaries that has a city fuel economy of ~~35~~

~~MPG~~ **30 MPG** or higher according to standards established by the U.S. Environmental Protection Agency (EPA). Effective tax rate will be 1.781% after rebate.

Income-Based: For those individuals that earn less than $50,000 per year, there is an additional $250 incentive available, upon purchase of a vehicle that fits within the above-mentioned categories. The $250 may be added to the total rebate but may not exceed the allocated City of Flagstaff Transaction Privilege Tax. Individuals who would like to apply for this incentive will need to submit prior-year tax filing in order to be considered.

Example: Pay $10,000 for fuel-efficient vehicle, pay local tax of 2.281% ($228). Upon approval of rebate claim, rebate will be calculated using the corresponding percentage, plus up to an additional $250, that can be used towards the remaining local transaction privilege tax.

Criteria:

- Must be sold by a **qualified dealer**, "A seller of motor vehicles within the City of Flagstaff that has a state and local transaction privilege tax license for the sale of motor vehicles."
- Must be purchased by a **qualified purchaser**, "Registered owner of the fuel-efficient vehicle."
- Eligible for rebate while funding lasts and if the purchase was made after the program's effective start date.
- Limit of one rebate per household per year. Limit of five rebates per commercial account.
- If you are applying for the local version of these incentives, you must provide proof of residence.
    - A driver's license with a local Flagstaff address (or),
    - A utility bill with a local Flagstaff address

Submittals:

The purchaser may fill the out the attached rebate application and submit the completed form to the City of Flagstaff's Community Investment section. If you have any questions, please contact the Interim Business Attraction Manager, Jack Fitchett at jack.fitchett@flagstaffaz.gov

(OR)

THE QUALIFIED DEALER MAY DIRECTLY REIMBURSE THE PURCHASER. THE QUALIFIED DEALER MAY THEN SUBMIT THE COMPLETED APPLICATION TO THE CITY OF

FLAGSTAFF'S COMMUNITY INVESTMENT SECTION TO BE REIMBURSED FOR THE ISSUED REBATE.

City of Flagstaff
Business Attraction Job Creation Incentive Program

City of Flagstaff's Economic Development Program Mission: Enhancing prosperity, long-term viability, and resilience of our community.

The City of Flagstaff is interested in attracting sustainable companies that will provide high quality, career oriented, opportunities for its residents that further commerce in the region. As part of these efforts, the City is providing economic incentives to meet its goal of attracting businesses to the following key industries:

- Astronomy
- Bioscience & Healthcare
- Education
- Environmental Technology
- Manufacturing
- Research and Development
- Software and Information Based Technology

Business Attraction Job Creation Incentive – The City may allocate up to ~~$15,000~~ $25,000 to a new business that meets the below criteria. Awards are subject to available fund balance and review of the submittal packet. Businesses may apply for this incentive to receive reimbursement for the following qualifying expenses, but are not limited to:

a. Employee Relocation Expenses
b. Job Related Training
c. Workforce Development

Site improvements that provide public benefit: Beautification improvements, energy efficiency items, public roads and lighting, code required land scaping, public water and wastewater, and other eligible City fees.. The annual funding for this policy is $75,000. The maximum awarded amount per business is ~~$15,000~~ $25,000.

Criteria: All submittals will be reviewed by staff to determine if the business meets the minimum criteria to be eligible for City incentives:

1. Must be locating this business within City limits. New businesses may apply for this incentive if they located to Flagstaff within the last ~~30~~ 90 DAYS.
2. Must be one of the key industries identified by the City.
3. Must create a minimum of ten (10) new permanent full-time jobs, where the new position's salary exceeds the Coconino County median wage of $20.04 per hour.

Submittals: Any potential employer that is interested in applying for this incentive may submit the following information. to the Business Attraction Office at the City of Flagstaff between **June 1st and June 30th, 2021**. If all funds are not awarded in this initial time frame, the City may open another submittal timeframe for potential employers to apply.

1. Written narrative of the venture which includes:
    a. Explanation of how all necessary criteria will be met.
    b. What City incentives you are applying for and how these incentives will be used to strengthen your ability to locate to Flagstaff.
    c. General proposal of how incentive funds will be used.
    d. If incentive is not received how will this impact your ability to locate to Flagstaff.
2. Budget, schedule and business plan for the potential venture.
3. A narrative of the impact of the applicant's businesses relative to water and energy usage, and to the community waste stream (this does not need to be elaborate).
4. A DETAILED DESCRIPTION OF ANY PROPOSED DIRECT BENEFITS TO THE COMMUNITY (NOT JUST APPLICANT'S BUSINESS) SUCH AS INFRASTRUCTURE, WORKFORCE DEVELOPMENT OPPORTUNITIES FOR RESIDENTS OR STUDENTS, VOLUNTEER WORK, OR SOME OTHER BENEFIT THAT THE BUSINESS IS ABLE TO OFFER TO THE COMMUNITY.
5. An accounting of the applicant's private investment relative to the requested grant (Can be submitted confidentially).

Please submit all proposals for incentive requests to the City's Business Attraction Manager Jack Fitchett at jack.fitchett@flagstaffaz.gov

Scoring: Economic Vitality staff and various city offices will review and rank applications. Each complete application will be ranked based upon an overall tally of available points for three separate criteria:

Wages (20pts): A comparison of the wages of the jobs being created relative to the Coconino County median wage and relative to the average sector wage.

Environmental Impact (30pts): A narrative of the impact of the applicant's businesses relative impacts to water and energy usage, and to the community waste stream;

Direct Community Benefit (50pts): A description of any proposed direct benefits to the community (not just the applicant's business) such as infrastructure, workforce development opportunities for residents or students, volunteer work, or some other direct benefit that the business is providing to the community;

The review team will determine awards after considering each submitted application and final scores. Successful applicants may then request reimbursement for approved uses. A successful applicant may be reimbursed for a variety of approved uses but will not exceed the ~~$15,000~~ $25,000 limit.

Any unused program funds may be carried forward into the next budget year to fund additional ventures.

SUCCESSFUL APPLICANTS WILL PROVIDE A FINAL REPORT IF AN INCENTIVE IS AWARDED, DESCRIBING IN DETAIL ANY ITEMS REALTED TO SECTION FOUR OF THE

SUBMITTAL REQUIREMENTS AND HOW THE INCENTIVE WAS USED. SUCCESSFUL APPLICANTS WILL MEET WITH CITY OF FLAGSTAFF ECONOMIC DEVELOPMENT STAFF QUARTERLY DURING THE FIRST YEAR. SUCCESSFUL APPLICANTS MAY BE INCLUDED IN FUTURE MARKETING EFFORTS FOR THE PROGRAM AND FOR THE ECONOMIC DEVELOPMENT EFFORTS OF THE CITY OF FLAGSTAFF IN GENERAL.

City of Flagstaff
Development Reinvestment Incentive

City of Flagstaff's Economic Development Program Mission: Enhancing prosperity, long-term viability, and resilience of our community.

The City of Flagstaff is interested in attracting sustainable companies that will provide high quality, career oriented, opportunities for its residents that further commerce in the region. As part of these efforts, the City is providing economic incentives to meet its goal of attracting businesses to the following key industries:

- Astronomy
- Bioscience & Healthcare
- Education
- Environmental Technology
- Manufacturing
- Research and Development
- Software and Information Based Technology

Development Reinvestment Incentive - A new business in Flagstaff may receive a reimbursement for local construction contracting taxes paid for constructing new improvements or developments. This reimbursement must be used to pay for specified uses. THIS INCENTIVE IS AVAILABLE FOR UP TO FIVE YEARS FROM WHEN THE APPLICATION IS APPROVED TO ENABLE PHASED CONSTRUCTION.

The amount of the reimbursement will be up to the amount of a 0.5% local sales tax rate on construction contracting for improvements for the new business locating in Flagstaff. The local sales tax rate is currently 2.281%. The construction contracting tax is found in Sections 3-05-004-0415, and 0417 of the City Code, as amended by state laws.

For example: A $1,000,000 million-dollar taxable value project, net of deductions, will create a reimbursable amount of up to $5,000 of construction contracting taxes that may be used for the below qualifying expenses, but are not limited to:

a. Employee Relocation Expenses
b. Job Related Training
c. Workforce Development
d. Site improvements that provide public benefit: Beautification improvements, energy efficiency items, public roads and lighting, code required land scaping, public water and wastewater, AND OTHER ELIGIBLE CITY FEES.

Criteria: All submittals will be reviewed by staff to determine if potential employers meet the minimum criteria to be eligible for City incentives:

1. Must be performing referenced construction within City limits.
2. Must be one of the key industries identified by the City.
3. Must create a minimum of ten (10) new permanent full-time jobs, where the new position's salary exceeds the Coconino County median wage of $20.04 per hour.

Submittals: Any applicant that is interested in applying for this available incentive must submit the following information.

1. Written narrative of the venture which includes:
    a. Explanation of how all necessary criteria will be met.
    b. What City incentives you are applying for and how these incentives will be used to strengthen your ability to locate to Flagstaff.
    c. General proposal of how incentive funds will be used.
    d. If incentive is not received how will this impact your ability to locate to Flagstaff.
2. Budget, schedule and business plan for the potential venture.
3. A narrative of the impact of the applicant's businesses relative to water and energy usage, and to the community waste stream (this does not need to be elaborate).
4. A DETAILED DESCRIPTION OF ANY PROPOSED DIRECT BENEFITS TO THE COMMUNITY (NOT JUST APPLICANT'S BUSINESS) SUCH AS INFRASTRUCTURE, WORKFORCE DEVELOPMENT OPPORTUNITIES FOR RESIDENTS OR STUDENTS, VOLUNTEER WORK, OR SOME OTHER BENEFIT THAT THE BUSINESS IS ABLE TO OFFER TO THE COMMUNITY.
5. An accounting of the applicant's private investment relative to the requested grant (Can be submitted confidentially).

Please submit all proposals for incentive requests to the City's Business Attraction Manager Jack Fitchett at jack.fitchett@flagstaffaz.gov

Scoring: Economic Vitality staff and various city offices will review and rank applications. Each complete application will be ranked based upon an overall tally of available points for three separate criteria:

Wages (20pts): A comparison of the wages of the jobs being created relative to the Coconino County median wage and relative to the average sector wage.

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Direct Community Benefit (50pts): A description of any proposed direct benefits to the community (not just the applicant's business) such as infrastructure, workforce development opportunities for residents or students, volunteer work, or some other direct benefit that the business is providing to the community.

The review team will determine awards after considering the submitted application and final score. Successful applicants may then request reimbursement for approved uses. A successful applicant may be reimbursed for a variety of approved uses but will not exceed the 0.5% generated by the local sales tax rate on construction contracting.

SUCCESSFUL APPLICANTS WILL PROVIDE A FINAL REPORT IF AN INCENTIVE IS AWARDED, DESCRIBING IN DETAIL ANY ITEMS REALTED TO SECTION FOUR OF THE SUBMITTAL REQUIREMENTS AND HOW THIS INCENTIVE WAS USED. SUCCESSFUL APPLICANTS WILL MEET WITH CITY OF FLAGSTAFF ECONOMIC DEVELOPMENT STAFF QUARTERLY DURING THE FIRST YEAR, AND THEN ON AN AS NEEDED BASIS UNTIL THESE INCENTIVE FUNDS HAVE BEEN FULLY REIMBURSED. SUCCESSFUL APPLICANTS MAY BE INCLUDED IN FUTURE MARKETING EFFORTS

FOR THE PROGRAM AND FOR THE ECONOMIC DEVELOPMENT EFFORTS OF THE CITY OF FLAGSTAFF IN GENERAL.

Business Attraction Incentive Revisions

Jack Fitchett: Business Attraction Manager

TEAM FLAGSTAFF
WE MAKE THE CITY BETTER

Success So Far…

- Sustainable Automotive Sales Tax Rebate:
  - 7 successful applicants (All hybrid vehicles)
  - 13 pending applications (12 are fully electric vehicles!)

- Job Creation Incentive
  - One successful applicant (Katalyst Space Technologies)
  - One pending application.

- Development Reinvestment Incentive
  - One pending application (Whitehall Industries)

Why the Alterations?

- Multiple businesses, stakeholders, and community partners have provided input and feedback on these incentives over the past 10 months
  - Economic Collaborative of Northern Arizona (ECoNA)
  - Flagstaff Chamber of Commerce
  - Various Local Automotive Dealers
  - Successful applicants from each incentive

- Staff has analyzed these comments/suggestions and incorporated the changes into the proposed alterations for Council's consideration.

Alterations

Sustainable Automotive Sales Tax Rebate

Revised MPG for fuel efficient rebate bracket

- Fuel Efficient Vehicle drop from 35 MPG (City) to 30 MPG (City).

Facilitation of rebate

- Dealers may facilitate the initial rebate and then be reimbursed by the City for any successful applications completed at their dealership.

Alterations

Job Creation Incentive

- Change maximum award amount from $15,000 to $25,000

- Additional reporting and tracking requirements for any successful applicant to ensure compliance with Arizona Gift Clause law.

Alterations

Development Reinvestment Incentive

- Allowing new businesses to use this incentive for future expansion or development of a larger facility (5-year window).

- Additional reporting and tracking requirements for any successful applicant to ensure compliance with Arizona Gift Clause law.

Questions?

THANK YOU!

CHOOSE FLAGSTAFF
THE CITY OF INNOVATION

Jack Fitchett
Business Attraction Manager
Jack.Fitchett@flagstaffaz.gov

10. E.

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To:	The Honorable Mayor and Council
From:	Kristine Pavlik, Housing and Grants Administrator
Date:	04/27/2021
Meeting Date:	05/04/2021

TITLE:

Consideration and Adoption of Resolution No. 2021-15: A resolution approving the City of Flagstaff's 2021/2025 Consolidated Plan and authorizing its submission to the U.S. Department of Housing and Urban Development (HUD).

Consideration and Adoption of Resolution No. 2021-16: A resolution approving the City of Flagstaff's 2021 Analysis of Impediments to Fair Housing Choice and authorizing its submission to the U.S. Department of Housing and Urban Development (HUD).

Consideration and Adoption of Resolution No. 2021-17: A resolution approving the City of Flagstaff's 2021/2022 Annual Action Plan and authorizing its submission to the U.S. Department of Housing and Urban Development (HUD).

STAFF RECOMMENDED ACTION:

1) Read Resolution No. 2021-15 by title only
2) City Clerk reads Resolution No. 2021-15 (if approved above)
3) Adopt Resolution No. 2021-15

4) Read Resolution No. 2021-16 by title only
5) City Clerk reads Resolution No. 2021-16 (if approved above)
6) Adopt Resolution No. 2021-16

7) Read Resolution No. 2021-17 by title only
8) City Clerk reads Resolution No. 2021-17 (if approved above)
9) Adopt Resolution No. 2021-17

Executive Summary:

*Updated 4/26/2021

City Staff and representatives from the League of Neighborhoods (Sunnyside Neighborhood Association, La Plaza Vieja Neighborhood Association and Southside Community Association) met virtually on Friday, April 24th, 2021 to discuss and receive public comment regarding the CDBG public participation process specific to target areas. In response to feedback provided, Staff has amended the Citizen Participation Plan included in the 2021-2025 Consolidated Plan to include an additional public meeting as part of the yearly Annual Action Plan process. This public meeting will be held in partnership with the neighborhood associations representing the CDBG target areas to discuss target area needs and eligible uses of CDBG funds relative to the identified needs. The public meeting will include residents and as applicable

other City departments including Code Compliance, Capital Improvements, Planning, and Parks and Recreation to discuss upcoming City projects and efforts in target areas.

In addition, in the summer of 2021 the League of Neighborhoods and City staff from Housing, Code Compliance, Capital Improvements, Planning, and Parks and Recreation will hold an open house with the League of Neighborhoods and residents from target neighborhoods to provide an overview of the Community Development Block Grant program, the 5 year Capital Improvement Plan and the internal process for identifying projects in target areas that may be eligible to be funded with CDBG dollars. The residents and neighborhood associations will be encouraged to provide feedback regarding area needs and priorities. City Council and applicable City Commissioners will be encouraged to attend.

This staff summary is for the approval of three separate documents required by the US Department of Housing and Urban Development (HUD) as part of the Community Development Block Grant Program (CDBG). The 2021-2025 Consolidated Plan, 2021/2022 Annual Action Plan, and the Analysis of Impediments to Fair Housing Choice are due to be submitted to HUD on May 15, 2021, and are required in order for the City of Flagstaff to maintain its compliance with federal CDBG regulations. Timely submission of these documents will enable the City to continue its annual entitlement allocation of CDBG funding.

Resolution No. 2021-15
The PY(Program Year) 2021-2025 Consolidated Plan (Con Plan) is a 5-year strategic plan and assessment of community needs. This plan will function as a community guiding document to help achieve HUD's primary objective and national objectives.

Resolution No. 2021-16
The Analysis of Impediments to Fair Housing Choice (AI) reviews current information and data available from a number of sources, identifies current impediments to fair housing in the City of Flagstaff, evaluates the efficacy of the 2016 Fair Housing Plan of Action and develops an updated plan that takes appropriate steps to overcome the effects of any impediments identified, efforts by the City further fair housing choice and maintains records reflecting the actions taken.

Resolution No. 2021-17
The PY 2021/2022 Annual Action Plan (AAP) identifies how the anticipated 2021 CDBG allocation will address Flagstaff's community needs identified in the 2021-2025 Consolidated Plan and how funding will be distributed within Flagstaff city limits.

All documents are due to HUD on May 15th, 2021. The City of Flagstaff Housing Section has received notice of its 2021 allocation from the Department of Housing and Urban Development and it is outlined in detail below.

Financial Impact:

Approval of the above resolutions is critical to the City of Flagstaff receiving its annual CDBG entitlement allocation. The 2021/2022 CDBG allocation is $571,367, a decrease of $39,928 from the last program year. In addition, the City of Flagstaff is able to include program income and reallocated funds from previous years to increase the funds available for allocation. Total program income and reallocated funds equal $312,406.17 for a grand total of $883,773.17 available for the 2021/2022 program year, through the Annual Action Plan process.

The proposed allocation takes into consideration the City's financial impacts by including the estimated indirect rate of 10% in addition to 10% for administration and planning.

Policy Impact:

The City of Flagstaff Council's CDBG Priorities:

- Provide affordable housing (rental and ownership)
- Address homelessness
- Support neighborhood revitalization
- Workforce development (including job training and lifespan education)

Connection to PBB Key Community Priorities/Objectives & Regional Plan:

Priority Based Budgeting

- **High Performing Governance**
  - Encourage public trust through transparency, accessibility & use of the City's public participation policy
  - Implement innovative local government programs, new ideas & best practices; be recognized as a model for others to follow
- **Safe & Healthy Community**
  - Support social services, community partners & housing opportunities
  - Provide alternative responses, resources & programs, inclusive of mental health & other services
- **Inclusive & Engaged Community**
  - Foster community pride & civic engagement by increasing opportunities for public involvement, in line with best practices & legal requirements
  - Advance social equity & social justice in Flagstaff by supporting social services
  - Facilitate & foster diversity & inclusivity, including support of anti-racist policies & practices
  - Enhance community involvement, education & regional partnerships to strengthen the level of public trust
  - Ensure city facilities, services, & programs are accessible for all residents & representative of Flagstaff's diverse community
- **Sustainable, Innovative Infrastructure**
  - Support the community's social infrastructure needs; assist those partner organizations that provide services the City does not
- **Robust Resilient Economy**
  - Support & strengthen a more robust, diverse, & sustainable economy in ways that reflect community values & provides for affordable housing opportunities
  - Enhance understanding between the development community, the City & Flagstaff residents
  - Enhance the community's workforce development programs & improve partnerships with higher education institutions & the private & public sectors
- **Livable Community**
  - Support regional partners which provide equitable & inclusive educational opportunities for Flagstaff residents of all ages
  - Actively support attainable & affordable housing through City projects & opportunities with developers
- **Environmental Stewardship**
  - Implement, maintain & further the Climate Action & Adaptation Plan (CAAP) with awareness of social inequities

Regional Plan

- **Goal NH.1. Foster and maintain healthy and diverse urban, suburban, and rural neighborhoods in the Flagstaff region.**
  - Policy NH.1.1. Preserve and enhance existing neighborhoods.
- **Goal NH.3. Make available a variety of housing types at different price points, to provide housing opportunities for all economic sectors.**
  - Policy NH.3.1. Provide a variety of housing types throughout the City and region, including

purchase and rental options, to expand the choices available to meet the financial and lifestyle needs of our diverse population.
    - Policy NH.3.3. Increase the availability of affordable housing for very low-income persons, through innovative and effective funding mechanisms
- **Goal NH.4. All housing is safe and sanitary.**
    - Policy NH.4.1. Expand the availability of affordable housing throughout the region by preserving existing housing, including housing for very low-income persons. Policy NH.4.2. Reduce substandard housing units by conserving and rehabilitating existing housing stock to minimize impacts on existing residents.
    - Policy NH.4.3. Address accessibility issues and other housing barriers to persons with disabilities or special needs.
    - Policy NH.4.4. Encourage green practices in housing construction and rehabilitation that support durable, healthy, and energy efficient homes.
    - Policy NH.4.5. Renovate the existing housing stock to conserve energy and reduce utility and maintenance costs for owners and occupants.
    - Policy NH.4.6. Consider and integrate public transportation when possible in planning housing developments, to help reduce a household's transportation costs and minimize impact on the community's roads and transportation system.
    - Policy NH.4.7. Enforce compliance with fair housing laws.
- **Goal NH.5. Eliminate homelessness.**
    - Policy NH.5.1. Provide adequate resources for families with children experiencing homelessness.
    - Policy NH.5.2. Provide adequate resources for individuals experiencing homelessness.
    - Policy NH.5.3. Support and expand programs that prevent homelessness.
    - Policy NH.5.4. Make transitional housing resources available to populations experiencing homelessness.

Has There Been Previous Council Decision on This:

Staff received Council direction on Council CDBG priorities during the December 22nd, 2020 Council meeting which are identified in Policy Impact above and Background/History below.

Options and Alternatives:

A) Approve Resolution Nos. 2021-15, 2021-16 and 2021-17 and authorize the submission of the Con Plan, AI, and the AAP to HUD.
B) Modify one or all Resolution Nos. 2021-15, 2021-16 and 2021-17 and authorize the submission to HUD.
C) Not approve Resolution Nos. 2021-15, 2021-16 and 2021-17 and risk losing future CDBG allocations.

Background/History:

In order to receive CDBG funding, the City must complete and submit to HUD three required documents by May 15, 2021.

1. The Consolidated Plan (Con Plan) (Resolution No. 2021-15) is due to HUD every five years. With Council's approval, the City's Con Plan will provide the framework for the use of Community Development Block Grant (CDBG) funding beginning July 1, 2021 and ending June 30, 2026. The Con Plan was created with extensive community outreach and involvement and includes community identified goals for the next five years.
2. The Analysis of Impediments to Fair Housing Choice (AI) (Resolution No. 2021-16) is an analysis of Flagstaff's fair housing conditions and outlines appropriate actions/goals to overcome any impediments identified while maintaining records reflecting the actions taken to further fair housing choice in Flagstaff. As an entitlement community, the City of Flagstaff must annually certify that it will affirmatively further fair housing.
3. Lastly, the City must complete an Annual Action Plan (AAP) (Resolution No. 2021-17). This plan

describes how CDBG funds will be used in the coming year and how the annual allocation will be used to meet community needs identified in the Con Plan.

Every two years, staff requests guidance from Council on CDBG Priorities and the overall CDBG process for the coming two years. On December 22, 2020 Council received an overview of the CDBG program and established four priorities:

- Provide affordable housing (rental and ownership)
- Address homelessness
- Support neighborhood revitalization
- Workforce development (including job training and lifespan education)

Per the Department of Housing and Urban Development guidance, the City of Flagstaff's CDBG allocation for the 2021/22 Program Year is $571,367. The City also has program income and de-obligated funds available for allocation in the amount of $312,406.17 for a total available of $883,773.17.

During the 2021 CDBG process, the City of Flagstaff Housing Section received 8 external Community Development Block Grant proposals for the 2021 Program Year. One applicant withdrew their application leaving 7 proposals for ranking. The total requested in CDBG funding from all proposals was $897,773.17 with a total of $883,773.17 available to allocate for the 2021/2022 Program Year.

Housing staff are responsible for determining whether a proposed activity is eligible, conducting a risk assessment of the project as well as the applying agency. Federal funds require administrative knowledge and capacity to ensure compliant and timely expenditure of funds. Additionally, a Ranking Committee comprised of three community representatives and three City staff met to review the external proposals and rank them by consensus. Rankings primarily serve as a risk and benefit assessment and are the guiding input for staff recommendations forwarded to City Council.

Below is a list of the proposals in ranking order. The proposals are divided between Housing and Public Service categories as HUD requires two separate funding limits and different criteria. A comprehensive Proposal Book that includes each of the below proposals was distributed to Council on March 30, 2021.

Housing Activities	**Proposal/ Project**	**Request**	**Ranking**
Catholic Charities of Northern Arizona	Closing the Gap Facility Acquisition	$300,000.00	153
Housing Solutions of Northern Arizona	Owner Occupied Housing Rehabilitation	$257,896.00	142

Public Service Activities	**Proposal/ Project**	**Request**	**Ranking**
Homeless Youth Connection	Empowering Youth for the Future	$30,000.00	128
Native Americans for Community Action	Small Business Assistance	$54,337.50	142
Boys and Girls Club of Flagstaff	Afterschool and School Break Programs	$50,000.00	110
Tynkertopia	Community Based STEAM Education	$100,000.00	65
Southwest Fair Housing Council	Flagstaff Fair Housing Media Campaign	$14,000.00	56

Key Considerations:

In order to receive CDBG funding, the City must complete a Con Plan every five years. In addition to the 5-year Con Plan, the City must complete an AAP that describes how CDBG funds will be used in the coming year and how the activities will accomplish the goals outlined in the 2021-2025 Con Plan. As part of the 5-year Con Plan and AAP, the City certifies it will affirmatively further fair housing. As part of this certification, the City completes an AI, takes appropriate actions to overcome the effects of any impediments identified through the analysis, and maintains records reflecting the actions taken.

Resolution No 2021-15 - Consolidated Plan (Con Plan)

The creation of the Consolidated Plan is an extensive process involving public and stakeholder input (gathered through surveys, public meetings, and a 45 day public comment period), community needs assessments and a housing market analysis. The data outlined in the Con Plan helps determine the relative priority of activities and the populations that will be served in the coming years with federal funds. HUD allows two priority designations – high and low. Assignment of priority does not reflect a lack of need for any particular population or activity; it merely identifies those conditions that are most likely to be addressed with limited CDBG funding.

- High (H) priority activities are likely to be funded with CDBG resources during the next five years.
- Low (L) priority activities may be funded as opportunities arise.
- Special Populations are certain clientele that are presumed by HUD to be low/moderate income and are defined as senior citizens, severely disabled adults, persons living with AIDS, battered spouses, abused children, the homeless, illiterate adults, or migrant farm workers.

The table below summarizes the 5 Year Con Plan Goals outlining associated CDBG activities, the priority level and 5-year numeric goals for each. Activities that will be targeted to special populations are also indicated. The table is designed to meet HUD requirements.

5 Year Consolidated Plan Goals			
Activities	**Special Population**	**Priority Level**	**5 Year Goal**
Priority Need: **Neighborhood Revitalization, Public Facilities & Infrastructure**			
Neighborhood Facility and Infrastructure Improvements *Includes Parks/ Playgrounds/ Streets/ Water Sewer Lines/ Energy Efficiency/ Broadband Infrastructure/ Etc.*		High	3,000 people
Public Facilities *Includes Acquisition/ Construction/ Reconstruction/ Rehab/ Installation/ Improvements/ Etc.*	**X**	High	100 people
Acquisition for Affordable Housing Development *Land/ Real Property/ Etc.*		Low	3 units
Priority Need: **Public Services & Economic Opportunities**			

Services to Meet Basic Needs *Includes Childcare/ Senior Services/ Services for Disabled Individuals/ Mental Health/ Etc.*	**X**	High	300 people
Workforce Development *Includes Employment/ Job Training/ Business mentorship/ support/ assistance*	**X**	Low	15 people
Housing Stabilization *Includes Rental Assistance/ Eviction and Foreclosure Prevention/ Legal Services/ Housing Counseling/ Etc.*		High	50 households
Priority Need: **Addressing Homelessness**			
Service and Facility Operating Support *Includes Outreach/ Shelter Managers / Case Managers/ Coordinated Entry/ Etc.*	**X**	High	1,500 people
Increase Shelter Beds/Units *Includes Emergency / Transitional Shelter/* *Permanent Supportive Housing/ Etc.*		High	15 beds/units
Priority Need: **Decent Affordable Housing**			
Housing Rehabilitation *Includes Owner and Renter Housing*	**X**	High	20 housing units
Housing Development *Includes Owner and Renter Housing*		High	3 units
Housing Assistance *Includes Owner and Renter Housing*		High	50 households

Resolution No. 2021-16 - Analysis of Impediments to Fair Housing Choice (AI)

Similar to the Con Plan, the AI is created utilizing substantial community involvement (stakeholder surveys, community member surveys, and a public comment process). The purpose of the AI is to identify legitimate fair housing problems (impediments) faced by people seeking housing in Flagstaff. The AI reviews current information and data available from a number of sources, identifies current impediments to fair housing in the City of Flagstaff, evaluates the efficacy of the 2016 Plan of Action and develops a new Plan of Action to address current impediments.

The City's goals for the 2021 AI include:

1. Increase affordable and accessible housing opportunities to provide for greater Housing Choice among low- and moderate income and/or diabled citizens. Provide community education regarding and incentivize the acceptance of Housing Choice Vouchers for landlords and property management organizations.
2. Create public awareness of fair housing laws and affordable housing advocacy. Promote equal

opportunity and prevent unlawful discrimination by providing relevant training, reliable information, and targeted outreach to both Housing sector stakeholders and city residents especially those most at-risk for discrimination.

3. Advocate for local and regional policy changes that increase affordable housing development as well as development outside of minority and low income areas of concentration.

Resolution No. 2021-17 - Annual Action Plan (AAP)

The 2021/2022 Annual Action Plan (AAP) identifies how the anticipated 2021 CDBG allocation will address Flagstaff's community needs identified in the 2021-2025 Consolidated Plan and how funding will be distributed with Flagstaff city limits.

In the 2021 CDBG process, the City of Flagstaff Housing Section received 8 external Community Development Block Grant proposals for the 2021 Program Year. 1 applicant withdrew their application leaving 7 proposals for ranking. The total requested in CDBG funding from all proposals was $897,773.17 with a total of $883,773.17 available to allocate for the 2021/2022 Program Year. Funding recommendations are made after an extensive risk assessment. Funds are allocated starting with the highest scoring proposal, until all funds are accounted for.

Below is the 2020/2021 CDBG funding available for allocation:

Total 2021 Entitlement Award	**$571.367.00**
Program Income (PI) and reallocated funds	**$312,406.17**
Total Available Funding for Allocation	**$883,773.17**

Planning and Administration Funding Recommendation

Federal CDBG regulations do not allow more than 20% of funds to be spent on Planning and Administration activities; estimating program year program income at $60,000, allowable administrative funding for Program Year 21/22 equals $126,273.40.

Below are the 2021 funding recommendations for the Planning and Administration category:

Planning and Adminstration Activities (20% cap.)	
Grant Compliance and Adminstration	$69,949.00
Estimated City Indirect at 10%	$55,051.00
Total Planning and Adminstration	**$125,000.00**

Public Service Funding Recommendation

Federal CDBG regulations do not allow more than 15% of funds to be spent on Public Service Activities; allowable public service funding for the 2021/2022 Program Year is $112,689.29.

Below are the 2021/2022 funding recommendations for the Public Service Category:

Public Service Activities	Proposal/Project	Request	Staff Recommendation	Ranking
Homeless Youth Connection	Empowering Youth for the Future	$30,000.00	$30,000.00	128

Native Americans for Community Action	Small Business Assistance	$54,337.50	$54,337.50	127
Boys and Girls Club of Flagstaff	Afterschool and School Break Programs	$50,000.00	$25,000.00	110
Tynkertopia	Community Based STEAM Education	$100,000.00	$0	65
Southwest Fair Housing Council	Flagstaff Fair Housing Media Campaign	$14,000.00	$0	56
Total Public Service Allocations			**$109,337.50**	

Housing Activity Funding Recommendation

After the above recommended allocations are accounted for, there is $649,435.67 in CDBG funds available for Housing Activities. This is $91,539.67 more than received in proposal requests.

Below are the 2021 funding recommendations for the Housing Category:

Housing Activities	Proposal/Project	Request	Staff Recommendation	Ranking
Catholic Charities of Northern Arizona	Closing the Gap Facility Aquisition	$300,000.00	$345,769.84	153
Housing Solutions of Northern Arizona	Owner Occupied Housing Rehabilitation (OOHR)	$257,896.00	$303,665.83	142
Total Housing			**$649,435.67**	

The chart below details 2021/2022 CDBG funding and allocation recommendations:

2021/2022 CDBG Funding Allocation Recommendations		
Housing and Public Service Activities	**Staff Recommended Funding**	**Individuals/ Households Served**
Catholic Charities Closing the Gap Facility Purchase	$345,769.84	8 chronically homeless/ smi/ individuals in the first year

Housing Solutions of Northern Arizona Owner Occupied Rehabilitation	$303,665.83	8 LMI households
Homeless Youth Connection Empowering Youth for the Future	$30,000.00	70 youth experiencing homelessness
Native Americans for Community Action Small Business Assistance	$54,337.50	12 LMI small business owners
Boys and Girls Club of Flagstaff	$25,000.00	50 LMI households with children

Total Project -Housing & Public Services- Allocation	**$758,773.17**
Total Admin & Planning Allocation	**$125,000.00**
Total City of Flagstaff 2021/2022 CDBG Allocation	**$883,773.17**
Total Individuals/ Households Served PY2021/2022	**58 households 90 individuals**

Expanded Financial Considerations:

The City of Flagstaff's CDBG allocation for the 2021/22 Program Year is $571,367, a decrease of $39,928 from the last program year. In addition, the City of Flagstaff is able to include program income and reallocated funds from previous years to increase the funds available for allocation. Total program income and reallocated funds equals $312,406.17 for a grand total of $883,773.17 available for the 2021/2022 program year, through the Annual Action Plan process.

In order to meet the goals identified in the Con Plan, the City expects to receive between $550,000 to $620,000 in CDBG funding during *each* of the next five years.

The attached Resolution 2021-17 is reflective of the recommendations listed above. The 2021/2022 CDBG recommendations are based on a total of $883,773.17 in available funding and the City of Flagstaff's estimated indirect rate for PY 2021/2022 of 10%.

The Citys 2021/2022 entitlement allocation is $571,367, a decrease of $39,928 from the 2020/2021 Program Year. In addition to the annual allocation, there is $278,216 available from prior year program income and $34,190.17 in reallocated unspent funds for a total of $883,773.17 available to allocate this PY. Program income is gathered through the repayment of loans from the Owner Occupied Housing Rehabilitation and Homebuyer Financial Assistance programs. Reallocated funds derive from de-obligation of funds and/or activities completing their scope of work with a remainder of unspent funding. The amount of program income available is an increase of $229,230 from 2020/2021 due to an uncharacteristically high amount of program income last year. The increase in program income is likely due to favorable housing market conditions and low interest rates leading to many former clients of the above mentioned programs either selling their homes or refinancing their home loans thus making the deferred payment loans due for re-payment to the City of Flagstaff.

Federal CDBG regulations do not allow more than 15% of funds to be spent on public service activities; $112,689.29. Similarily there is also a reglatory 20% limit on the amount of funds to be spent on

adminstration and planning activities; $126,273.40. Staff is recommending an allocation of $109,337.50 for public service acitivities and $125,000 for administration as it is safer to budget slightly below the required caps.

Of the $125,000 adminstration allocation, $69,949 will be used for grant compliance and administration and $55,051.00 for the City's estimated indirect rate (estimated at 10%).

Community Benefits and Considerations:

Within the 2016-2020 Consolidated Plan and excluding administration, Flagstaff has leveraged $2,094,651.19 in CDBG expenditures with $7,939,690.71 in other, private, or public funds.

Flagstaff is proud of prior year CDBG accomplishments and continues to utilize viable resources to improve the quality of life in the community. In all, approximately 5,073 unique individuals and an additional 13 households were beneficiaries of CDBG funded services and projects during the 2019/2020 Program Year.

If funded, the above recommendations would serve an additional 90 individuals and 58 households in the 2021/2022 program year. The projects recommended for funding will aid the community by:

- preserving existing housing stock and providing LMI and/or disabled households with critically needed health, safety, and accessability renonvations while also creating the possiblity for future CDBG program income; and
- providing afterschool and school break childcare scholarships to low- and moderate income families; and
- creating 8 premanent supportive housing units for chronically homeless individuals with case managment, substance abuse counseling and other wraparound services; and
- employ a full time youth couch for 70 youth experiencing homeless in the Flagstaff Unified School District, helping them to meet their educational potential; and
- aid 12 individuals in their efforts to start or improve a small business, and enhance and develop their economic self suffciency with an emphasis on serving low- and moderate income, Native American Artisans.

Community Involvement:

All three of the proposed documents involved extensive community involvement and collaboration ranging from public meetings and public comment periods to online surveys and stakeholder focus groups to a ranking focused committee. In 2020 and 2021 all meetings were conducted virtually due to health and safety concerns from the ongoing COVID-19 global pandemic.

Initial Public Outreach – September 1, 2020

- Presentation to the Coconino County Continuum of Care (CoC) asking for CoC member involvement in the CDBG five year strategic planning process.
- Discussion and request for Con Plan input regarding 1) community needs and 2) proposed goals, activities, and objectives.
- Request for responses to online surveys to secure input into community needs and priorities; as well as Fair Housing knowledge and community member fair housing experiences.

Priority Needs Focus Groups – December 2020

- Agencies and organizations represented include NACA, Coconino County, Health Choice Integrated Care, Unsheltered Relatives Task Force, Habitat for Humanity, Northern Arizona Healthcare, Flagstaff City Council, Northern Arizona Veterans Resource Center, and the Salvation Army.
- Presentation to discuss the CDBG five year strategic planning process and 4 identified priority

needs.
- Discussion and request for Con Plan input regarding 1) community needs and 2) proposed goals, activities, and objectives.
- Request for responses to online surveys to secure input into community needs and priorities; as well as Fair Housing knowledge and community member fair housing experiences.
- Virtual focus groups were held on Teams and included:?
    - **Revitalization, Public Facilities, and Infrastructure Focus Group**
        - December 7th – 2-3pm
    - **Public Services & Economic Opportunities Focus Group**
        - December 9th – 2-3pm
    - **Addressing Homelessness Focus Group**
        - December 14th – 2-3pm
    - **Decent Affordable Housing Focus Group**
        - December 16th – 2-3pm

Housing Commission Public Meeting - December 17th, 2020

- Presentation to discuss the CDBG five year strategic planning process and 4 identified priority needs.
- Discussion and request for Con Plan input regarding 1) community needs and 2) proposed goals, activities, and objectives.
- Request for responses to online surveys to secure input into community needs and priorities; as well as Fair Housing knowledge and community member fair housing experiences

City Council Work Session – December 22nd, 2020

- Council direction to establish City Council CDBG funding priorites for PY 2021s and 2022.

First Public Meeting – December 28th, 2020

- Display advertisement (January 26th & 27th, 2020 – AZ Daily Sun)
- Meeting to discuss the CDBG proposal process and the Annual Action Plan

Second Public Meeting February 26th, 2021

- Display advertisement (February 19th & 20th, 2021 – AZ Daily Sun)
- Meeting to review the submitted proposals and allowed public comment in preparation for making funding recommendations to City Council.
- Presentation and discussion or proposed 2021-2025 Con Plan identified priority needs and activity goals.

Open Grant Process

- NoFA (Notice of Funding Available) Released -December 28th, 2020
- Proposal dues to the City of Flagstaff February 22nd, 2021
- Proposal Ranking Committee with Citizen Participation and Staff on March 11, 2021

Public Comment Period for Draft documents posted on City of Flagstaff Housing Section Website: Consolidated Plan, Analysis of Impediments to Fair Housing Choice, Annual Action Plan

- **Public Comment accepted March 1 – April 15, 2021**
- Display advertisement (January 26th & 27th, 2021 – AZ Daily Sun)
- Display advertisement (February 19th & 20th, 2021 – AZ Daily Sun)
- Available on City Housing Section webpage begining March 1, 2021

Social Media Promotions

- Fair Housing Online Community Survey and Stakeholder Survey posted weekly on City of Flagstaff Housing Facebook

- Fair Housing Online Community Survey and Stakeholder Survey posted twice each on Flagstaff City Government Main Facebook
- Fair Housing Online Community Survey and Stakeholder Survey shared by City and County Public Officials, Community Leaders and Northern Arizona Association of Relators
- All public meetings and hearings posted 1x on Housing Facebook 2 days prior

Public Hearings

- **City Council Work Session – April 13th, 2021**
  - Presentation and Discussion with City Council regarding 2021-2025 Consolidated Plan, Analysis of Impediments to Fair Housing Choice, 2021/2022 Annual Action Plan – requesting Council input and direction
  - Comments may be submitted by mail or email or citizens could provide public comment at the meeting
- **City Council Meeting – April 20th, 2021**
  - Consideration and Approval of Resolutions Nos. 2021-15, 2021-16 and 2021-17 and authorizing the submission of the Consolidated Plan, Analysis of Impediments to Further Fair Housing Choice and Annual Action Plan to HUD.

Resolution 2021-15 - Consolidated Plan (Con Plan)

- The Housing Section met with the Coconino County Continuum of Care, which leads efforts to address homelessness for the Rural Continuum of Care managed by the Arizona Department of Housing.
- Two public consultation meetings and four focus groups took place to seek Con Plan input into 1) community needs and 2) proposed goals, activities, and objectives.
- An online survey was conducted to secure input into community needs and priorities; 24 responses were received.
- With efforts to attract a diverse group of social service agencies, emails were distributed to all members of Coconino County's Continuum of Care (300 members)

Resolution 2021-16 - Analysis of Impediments to Further Fair Housing (AI)

- During the months of October, November and December 2020, a resident survey was conducted with 84 respondents. In addition, a stakeholder survey was conducted with 45 respondents including housing sector professionals, community leaders, and social service agency staff. Both surveys focused on gathering information to help identify possible fair housing impediments and ways to address them.
- A virtual fair housing training in partnership with Southwest Fair Housing was held on Wednesday September 30th, 2020 regarding COVID-19 and fair housing law.

Resolution 2021-17 - Annual Action Plan (AAP)

- The AAP process had three public meetings, a ranking committee with citizens and city staff, and a public comment period for community involvement.
- With efforts to attract a diverse group of social service agencies, emails were distributed to all members of Coconino County's Continuum of Care (300 members). Additionally, agencies that had previously requested information and/or had been involved in the CDBG proposal process in prior years received personal invitations. The proposal format was provided at the first public meeting and placed on the City website with a submission deadline of February 22nd, 2021.

Expanded Options and Alternatives:

A) Approve any or all of the Resolution Nos. 2021-15, 2021-16 and 2021-17 and authorize the submission of the Consolidated Plan, Analysis of Impediments to Further Fair Housing Choice and Annual Action Plan to HUD.
B) Modify any or all of the Resolution Nos. 2021-15, 2021-16 and 2021-17.
C) Not approve any or all of the Resolution Nos. 2021-15, 2021-16 and 2021-17.

Attachments:

2021 CDBG Proposal Book
April 13 CDBG Presentation
Res. 2021-15 - Con Plan
Res. 2021-17 - AAP
Res. 2021-16 - Impediments to Fair Housing
2021 Con Plan Executive Summary
2021 Fair Housing Analysis Executive Summary
Draft 2021 Con Plan
Draft 2021 Fair Housing Analysis
Draft 2021 AAP
Citizen Participation Plan



CITY OF FLAGSTAFF
COMMUNITY DEVELOPMENT
BLOCK GRANT

Housing Flagstaff

Proposals and Ranking Forms

2021

Housing Flagstaff

City of Flagstaff, Housing Section
381 N Fanning Dr, Flagstaff, Arizona
(928) 213-2749 (phone)

EQUAL HOUSING OPPORTUNITY

TTY/TDD (800) 367-8939

2021 Grant Applications

Public Service Applications

Boys and Girls Club: Afterschool and School Break Programming	Page 3
Homeless Youth Connection: Empowering Youth for the Future	Page 21
Native Americans for Community Action: Business Incubator	Page 45
Southwest Fair Housing Council: Fair Housing Media	Page 63
Tynkertopia: Community STEAM Education	Page 80

Housing Applications

Catholic Charities: Closing the Gap Facility Purchase	Page 105
Housing Solutions of Northern Arizona: Owner Occupied Housing Rehabilitation	Page 131



BOYS & GIRLS CLUB
OF FLAGSTAFF

The City of Flagstaff is soliciting funding proposals for the 6th Year (July 1, 2001 – June 30, 2002) of its Community Development Block Grant (CDBG) Program

DUNS Number: 45-3083785
SAMS Number: 0198385540000
Primary Contact: Deanna Burrell

Executive Summary

Agency requesting funding: Boys and Girls Club of Flagstaff

Agency DUNS Number: 45-3083785
Agency CAGE (SAM.org) Number: 0198385540000

Are you a participating member in the Coconino County Continuum of Care? (Yes or No) Yes
Amount of funds requested: $50,000
Project name: After-School and School-Break Programs
Please indicate the following agency representative who will be the primary contact person for this project:

- Name Deanna Burrell
- Title Director of Operations
- Mailing address 301 S Paseo del Flag
- Fax number 928-266-0492
- E-mail deanna.burrell@bgcflag.org
- Phone number 9284404445

Brief project description (4 to 5 sentences):
For fiscal year 2021-2022, the Boys & Girls Club of Flagstaff is going to offer a wide range of activities for the youth of Flagstaff. In every activity that we offer, we strive to make that activity safe and educational. We want to have a positive impact on the life of every young person that we serve. By participating in many of our activities, young people become members of our club.

Total estimated number of persons to be assisted (Average household size is 2.61 people per household): 50 families

Council CDBG priority (mark all that apply):
☐ Housing – Rental and Ownership
☐ Homelessness
☒ Neighborhood Revitalization
☒ Workforce Development

Will the activity take place in a target neighborhood?
☐ Southside
☒ Sunnyside
☐ La Plaza Vieja
☒ Pine Knoll

Special population (if any) to be assisted:
☒ Abused Children
☐ Elderly Persons
☐ Severely Disabled Persons
☒ Victims of Domestic Violence
☐ Persons with HIV/AIDS
☐ Migrant Farm Workers
☒ Persons experiencing homelessness
☐ Illiterate Adults

Name of authorized representative: _____Title: _____
Signature: _____ Date: _____

1. Mark the public service activity that best fits your proposed service.

- Employment services (e.g., job training)
- Crime prevention and public safety
- Childcare
- Health services
- Substance abuse services (e.g., counseling and treatment)
- Fair housing counseling
- Education programs
- Energy conservation
- Services for senior citizens
- Services for homeless persons
- Welfare services (excluding income payments)
- Recreational services
- COVID-19 Preparation, Prevention and Response services
- Other

2. Clearly define how the proposed service is one of the following:

- A new service.
- A quantifiable increase in the level of an existing service.

For fiscal year July 2021- June 2022, the Boys & Girls Club of Flagstaff [BGCF] is going to offer a wide range of activities for the youth of Flagstaff. In every activity that BGCF offers, we strive to make that activity safe and educational. BGCF wants to have a positive impact on the life of every young person that is served. By participating in many of BGCF's activities, young people become members of the club. This allows them to participate in other programs, and it also helps them feel a sense of belonging. These activities include after-school, school break, and summer programs. BGCF will also work with other local organizations to offer programs where the participants do not become members, but BGCF still interacts with them on a regular basis. The organization's desire is to have a positive impact on as many youth as we can, so BGCF will also offer many one-time events and specialty programs.

On almost every weekday during the year, clubs are open to the youth of the community. During the school year, BGCF operates 6 after-school programs- 3 in Flagstaff and 1 in Williams, Winslow & Holbrook.

BGCF has two Flagstaff elementary/middle school programs that are open from Afterschool (2:30 - 6:30 pm every week day, and the high school program is open from Afterschool - 6:30 pm every week day. Members are transported by bus to one of the programs from every elementary and middle school in FUSD (BGCF also picks up approximately 20 students each day from Kinsey Elementary School and walk them to our Cogdill Branch). Once inside the facility, the younger members (K-5) rotate through six program areas on a set schedule with their age group while the older members (6-12) spend most of their time in the Teen Center (however, teens have access to at one other program area every day). The five program areas are the Art Room, the Computer Lab, the Game Room, the Gym, and the Outdoor Area. Each area is supervised by one trained staff member who leads the students in different fun, educational and engaging activities. When school is not in session, (i.e. for winter or summer break), BGCF is open from 7:30 am - 5:30 pm at the designated Summer Camp Venue. Over the past year, the organization has served

approximately 600 members (in Flagstaff) per day with the after-school programs and 225 members per day with the school-break programs.

3. Discuss similar services that are offered in Flagstaff and how the proposed service is different than what is already offered to the community (e.g. what gap will the proposed service fill?):

There are over 10,000 students in Flagstaff, and outside of BGCF programming, there are very few after-school opportunities for these students to take advantage of. There are a number of daycare providers in town and some schools provide their own after-school programs, however these programs can be expensive and most local families are unable to afford them. In addition, these programs charge by the hour for after school care; the Boys and Girls Club does not. At the core of BGCF, our staff are mentors; they are there to help youth with their social recreation skills, decision-making skills, and how to achieve success in whatever field they wish to pursue next. The Boys and Girls Club of Flagstaff does this through targeted programming on both a local and national level.

5. Describe the proposed scope of the project, including:

- An estimated number of persons who will receive assistance from the proposed activity (an average of 2.61 people per household).
- Whether or not the proposed activity prepares for, prevents and/or responds to COVID-19 and how.
- The current status of this project (i.e. planning stage, resubmission from last year, feasibility study completed, etc.)
- Attach construction or concept plans with a scope of work if applying for construction or rehabilitation funding (required if applicable).
- Attach a price estimate or quote if applying for construction or rehabilitation funding (required if applicable). Multiple quotes are encouraged to ensure an accurate estimation of project costs and to anticipate inflation.

The importance of after-school and school-break programs cannot be overstated. According to www.youth.gov, these programs can boost academic performance, reduce risky behaviors, promote physical health and provide a safe, structured environment for young people when they are not in school. There are over 10,000 students in Flagstaff, and outside of BGCF programming, there are very few after-school opportunities for these students to take advantage of. There are a number of daycare providers in town and some schools provide their own after-school programs, however these programs can be expensive and most local families are unable to afford them. Last year, 90% of the students attending the Boys and Girls Club of Flagstaff qualified for Free or Reduced Lunches. As mentioned earlier, our organization works hard to ensure that our services are available to all young people, regardless of their families' financial situation. Our program fee is $7 per day, but there are many families in Flagstaff who cannot afford that amount. Currently, 65% of our younger members (in grades K-5) receive financial assistance while BGCF scholarships 100% of students in grades 6-12. Without this help, these families would not have anywhere for their children to go after school. And as BGCF looks forward to Fiscal Year 2021-22, we anticipate that demand for our services (and the number of scholarships) will increase dramatically due to the ongoing economic and financial challenges caused by the COVID-19 pandemic (according to www.azeconomy.org, Coconino County's unemployment rate was 5% higher this December than it was a year ago, and we expect this number to continue to increase as a number of major employers in town have announced and/or undergone major job cuts since the start of the pandemic). This project

will increase our current 25 spots for free attendance exclusive to Brannen Homes to 50 spots for free attendance to any youth from any low income housing (i.e. section 8 housing) in Flagstaff.

6. Identify how this proposed project achieves the CDBG Primary and National Objectives by addressing how the project will develop viable urban communities and benefit low-moderate income persons or neighborhoods.

Note: Your project does not need to align to all objectives. Be realistic.
Focus your response on:

- Providing decent housing
- Providing a suitable living environment
- Expanding economic opportunities principally for low-moderate income persons or neighborhoods.

Our organization's mission is "to inspire and enable all young people to realize their full potential as productive, caring and responsible citizens." Every young person that we serve deserves a chance at a great future. For a variety of reasons, many of our Club Members face a series of external roadblocks on their quest for success. Our Clubs provide high-impact, affordable programs, and caring adult mentorship to give our members a chance to learn and grow. Our goal is to help each of our Club Members achieve the following outcomes:

- ***Academic Success-*** We want all of our members to graduate from high school ready for college, trade school, military service or employment.
- ***Good Character & Citizenship-*** We want all of our members to be engaged citizens who are involved in their communities and who model strong character.
- ***Healthy Lifestyles-*** We want all members to adopt a healthy diet, to practice healthy lifestyle choices and to make a lifetime commitment to fitness.

Through these outcomes, the Boys and Girls Club of Flagstaff is able to provide basic needs services including, but not limited to; food assistance, clothes, school supplies, winter wear, and medical/dental/vision assistance and clinics.

7. Identify how the proposal meets one or more of the City Council's CDBG Priorities:
Note: Your project doesn't have to address every Council Priority.

- Housing – Rental/ Ownership
- Homelessness
- Neighborhood Revitalization
- Workforce Development

In order for the Boys and Girls Club of Flagstaff to meet our national goal of Academic Success, BGCF provides additional resources and workplace opportunities to the teens participating in our programming. Through programs such as CareerLaunch and Youth of the Year and national partnerships with organizations such as Old Navy, the Boys and Girls Club of Flagstaff offer opportunities for employment and secondary education both inside and outside of the organization.

8. Agency mission and commitment to diversity, equity and inclusion.

- How will this project advance the agency's mission?

- How does the agency assure that all programs and projects serve to promote equity, inclusion, diversity and that the delivery of services are provided with cultural awareness and sensitivity as a priority?
- What steps has the organization taken to advance its commitment to diversity, equity, and inclusion?
- Does the agency have established policies and practices supporting diversity, equity and inclusion? Provide any documentation that demonstrates this commitment.
- What steps have been taken to strengthen the agency's commitment to diversity, equity, and inclusion?

The Boys and Girls Club of Flagstaff's mission is simple: To inspire and enable all young people, especially those that need us most, to reach their full potential as productive, caring, and responsible citizens. This project will enable BGCF to serve more youth that need a safe place to go after school. The Boys and Girls Club of Flagstaff welcomes all children and is committed to act in a non-discriminatory manner and to make reasonable accommodations to provide equal opportunity and service to individuals with disabilities and other complex needs. The Boys and Girls Club of Flagstaff's staff members work with families to understand the special needs of children seeking accommodation, and to identify the modifications necessary to support the disability. Staff will work to integrate individual accommodations as safely and feasibly as possible. Staff training/development training and support is provided to ensure that staff members are knowledgeable and aware of how to meet the developmental needs of Club members for which an accommodation is being provided. Club staff will work with parents to understand specific or individualized needs, and to identify additional support and resources as necessary and/or appropriate. Additional training on inclusive verbiage is provided to all staff during the onboarding process.

9. If applicable, indicate whether the project takes place in one of the four target neighborhoods.
- Southside
- Sunnyside
- Plaza Vieja
- Pine Knoll

10. Identify how the proposed project is consistent with the needs, priorities, goals, and objectives identified in the DRAFT City of Flagstaff 2021-2025 Consolidated Plan.
Include activity, special population if applicable, priority level and 5 year goal
Priority Need: Public Services & Economic Opportunities - Services to Meet Basic Needs, High Priority
300 people

Our organization's mission is "to inspire and enable all young people to realize their full potential as productive, caring and responsible citizens." Every young person that we serve deserves a chance at a great future. For a variety of reasons, many of our Club Members face a series of external roadblocks on their quest for success. Our Clubs provide high-impact, affordable programs, and caring adult mentorship to give our members a chance to learn and grow. Our goal is to help each of our Club Members achieve the following outcomes:

- ***Academic Success-*** We want all of our members to graduate from high school ready for college, trade school, military service or employment.
- ***Good Character & Citizenship-*** We want all of our members to be engaged citizens who are involved in their communities and who model strong character.

- ***Healthy Lifestyles-*** We want all members to adopt a healthy diet, to practice healthy lifestyle choices and to make a lifetime commitment to fitness.

Through these outcomes, the Boys and Girls Club of Flagstaff is able to provide basic needs services including, but not limited to; food assistance, clothes, school supplies, winter wear, and medical/dental/vision assistance and clinics.

11. Provide recent statistics, data or other information to define the community need for the proposed project. Please be detailed regarding local needs within Flagstaff city limits.
How will you identify success? Describe how your successes will be monitored beyond CDBG requirements.

The following is a list of outcomes that we expect to achieve:

- No Club Members turned away because of their families' inability to pay our fee
- Increased number of youth served
- To provide a world-class Club experience to all Club Members
- Club Members will do better on the AzMERIT Test than will their peers who do not attend Club programs

We will collect data and track success in numerous ways:

- Membership Applications- how many youth are we impacting
- Scholarship Applications- How many need assistance
- Program Pre- and Post-Tests- track success and growth
- Club Member Survey- track program quality and member assessment
- Parent Feedback- track program quality and progress
- Data from school partners- Track grades and scores

12. Briefly describe the scope of the community collaboration surrounding the proposed project.
- Be specific, citing additional leverage funding sources, agreements, staffing partnerships, etc.
- If formal partnerships exist, please include documentation of all leveraged resources and identify leverage in budget.
- Attach letters of community collaboration/support for the specific project.

Killip Elementary, Tynkertopia, United Way, Kinlani, Unlocked Potential, NAU Volunteer (GEMS), Threaded Together

13. Is your agency participating in the coordinated entry, also known as Flagstaff's Front Door? If so, please provide the agencies MOU or a letter from the Continuum of Care.
N/A

14. Briefly describe:
- The organization's history administering this or similar projects.
- The organization's realistic capacity for undertaking this project.
- Experience administering federal and state grants and complying with federal statutes. Please provide funding dates and award amounts.
- Was the agency ever asked to return awarded funds for cause?
- Has your agency ever requested a budget amendment or contract extension? If yes, why?

The Boys & Girls Club of Flagstaff [BGCF] opened in July 2012 as an after-school program that moved into a vacant City owned building called the Cogdill Recreation Center. At that time, the organization had approximately 50 members. In 2014, the club expanded with San Francisco De Asis and Pine Forest. This move allowed the Boys and Girls Club of Flagstaff to serve more young people on a daily basis. In 2017, as part of the Obama Administration ConnectED initiative, BGCF added three extensions; Kinlani Bordertown Dormitory, Winslow Residential Hall, and Tiisyaakin Residential Hall (Holbrook). In 2018, BGCF partnered with Killip Elementary to offer youth after school sports programming and have continued that relationship to the present day. In addition to Killip Elementary, BGCF opened our Williams Club which is housed in Williams Elementary Middle School. In 2020 the pandemic hit, after which BGCF decided to remain open to serve essential worker families and low income households to address access to technology and good quality child care. BGCF currently has 1300 registered members and last year served over 300 youth throughout the pandemic.

15. Divide the execution and administration of the project into areas of responsibility by providing the following:

- Names, titles, and resumes of all staff involved with carrying out these areas of responsibility.
- Job descriptions for any new positions created for the proposed project.
- Identify the project manager (this person is responsible for the project and must be directly employed by the applying agency).
- Distinguish between in-house agency staff and contracted assistance.
- Include a listing of all staff positions and proposed CDBG funded positions in the Organization Chart, found in Tab 11- organization chart.

1. Deanna Burrell, Director of Operations, Project Manager
2. Mark Cox, Chief Executive Officer
3. Alexis Adelberg, Area Director (Killip Branch)
4. Dani Shanahan, Executive Assistant
5. Carly Golding, Administrative Assistant

All staff listed are in house agency staff. No new job positions will be created for the purpose of the proposed project. All of our full-time staff members have been part of our team for over one year, and many of them worked for other Boys & Girls Clubs organizations prior to joining our organization. Deanna Burrell (one key employee who oversees the daily operations of our Clubs) have been with our organization for over 3 years and in their current positions for at least 1 year. A staff roster of all BGCF personnel is attached.

16. Tab 7 of the checklist requests a Schedule of Completion for this proposed project. In Appendix C, provide the following:

- A proposed schedule in the provided Excel format.
- A narrative summary describing the expenditure of CDBG Funds.
- Explain the rate of expenditure and the predicted progress of the proposed schedule.
- An estimated completion of project.

Note: The City of Flagstaff has timeliness expenditure requirements with HUD, therefore all contracts need to be spent in a timely manner.

17. Tab 8 of the checklist requests a budget for this proposed project. In Appendix D, please provide a detailed budget in the provided Excel format, and a narrative summary describing exactly for what CDBG funds will pay.

- Include any contract bids or quotes for construction projects.
- Include leverage amounts listed in Question 10.

Appendix C
Schedule of Completion

Project Description:	**After School and School Break Program**													
Implementing Agency:	**Boys and Girls Club of Flagstaff**													
Project Number:														
Persons Served:	**50**													
Date Submitted:	**2/22/2021**													
Action Items:	**Item Desription**				**YEAR**	**1st month begins with the Notice To Proceed**								
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
1	**Community Open House**													
2	**Monthly CDBG Reporting**													
3	**Conduct Outreach and Marketing**													
4	**Process Additional Family Assistance Applications**													
5	**Processs Applications**													
6	**Process Billing and Scholarships awarded**													
7														
8														
9														

As mentioned previously, our program is open most week days during the year. As such, the program related to this grant will start on November 1, 2021 and end on June 30, 2022. Our after-school programs will begin on August 3, 2021 and end on May 28, 2022. Deanna Burrell is our Director of Operations, and she oversees all Club programs. Each of BGCF's club locations has a Program Director who oversees the daily operations of that specific club. Depending upon daily attendance data, each of our Clubs has between 3-8 program staff professionals that work directly with the members.

The Boys and Girls Club of Flagstaff would use $35,000 of the funds towards scholarships during the school year for anyone attending the club; priority given to those living in any low income neighborhood in Flagstaff, with any additional funds helping scholarship those club members on reduced or free lunch. The other $15,000 would be used for the same reason during summer camp. The reason this is skewed so is due to the fact that after school programming costs less per person than summer: 2020-2021 rates during the school year are at $7 per day or $35 per week and summer being $35 per day or $150 per week. Project funds would be fully expended by June 30th, 2022.

Appendix D
Budget

	Teen Director - Cogdill	$ -	$ 10,000.00	**$ 5,000.00**	$ 10,000.00	
	Program Director - Cogdill	$ -	$ 10,000.00	**$ 10,000.00**	$ 10,000.00	
C	**Programming Staff (25 staff @ $15/Hr * 30 Hr/Wk**		$ 100,000.00	**$ 100,000.00**	$ 70,000.00	
D	**Fringe Benefits (salary @17%)**	$ -	$ 7,990.00	**$ 6,630.00**	$ 8,500.00	
2	**Operating Cost**					$ 30,144.00
A	Supplies	$ -	$ 10,000.00	**$ 5,000.00**	$ 5,000.00	
B	Equipment	$ -	$ -	**$ -**	$ -	
C	Rent/Lease	$ -	$ -	**$ 144.00**	$ -	
D	Insurance	$ -	$ -	**$ 10,000.00**	$ -	
E	Printing	$ -	$ -	**$ -**	$ -	
F	Telephone	$ -	$ -	**$ -**	$ -	
G	Travel	$ -	$ -	**$ -**	$ -	
H	Other (Utilities)	$ -	$ -	**$ -**	$ -	
3	**Contract Services**					$ 96,250.00
A	Acquisition	$ -	$ -	$ -	$ -	
B	Development	$ -	$ -	**$ -**	$ -	
C	Rehab Hard Costs	$ -	$ -	**$ -**	$ -	
D	Physical Inspections	$ -	$ -	**$ -**	$ -	
E	Architectural Engineering	$ -	$ -	**$ -**	$ -	
F	Rehab Loan Costs	$ -	$ -	**$ -**	$ -	
G	Permits and Fees (Scholarship/ Program Fees (50 youth * daily fee ($7) * 180 School Days) + Summer Days (19 days * daily fee $35)	$ 50,000.00	$ 20,000.00	**$ 10,000.00**	$ 16,250.00	
H	Insurance	$ -	$ -	**$ -**	$ -	
I	Legal Fees	$ -	$ -	**$ -**	$ -	
J	Financing	$ -	$ -	**$ -**	$ -	
K	Appraisal Costs	$ -	$ -	**$ -**	$ -	
L	Other	$ -	$ -	$ -	$ -	
	CDBG Totals					
	Totals	$ 50,000.00	$ 204,990.00	$ 185,774.00	$ 169,750.00	$ 590,514.00

NOTE
Identify all funding sources for this project separating CDBG from other sources. Assign dollar amounts for any in-kind contributions. Provide narratives about what the CDBG funds will be used for.

For financial leverage to be counted, include letters of award from other funding sources (including in-kind) AND make sure that the letters match the budget amounts outlined in the budget. Make sure that the leverage is for the same program year you are applying for.

The Boys and Girls Club of Flagstaff would use $35,000 of the funds towards scholarships during the school year for anyone attending the club; priority given to those living in any low income neighborhood in Flagstaff, with any additional funds helping scholarship those club members on reduced or free lunch. The other $15,000 would be used for the same reason during summer camp.

Appendix E
CDBG Project Ranking Form 2021/2022

The ranking committee will use this form to evaluate potential projects. Assessments are based on CDBG eligibility criteria and the needs of the citizens of Flagstaff as identified in the draft 2021-2025 Consolidated Plan. Consideration is given to past performance of the submitting organization. A summary of this evaluation is presented to City Council for their review and consideration in making final funding decisions. Maximum potential scores are listed in parenthesis next to the ranking form questions.

Agency Name: **Boys and Girls Club of Flagstaff**

Amount of Funds Requested: **$50,000**

Name of Project: **Afterschool and School Break Programming**

☒ Public Service

☐ Housing

☐ Economic Development

Additional Considerations:

$1000/Year/Student Ratio of dollars per person benefitted by proposed project

0% Percent of leverage toward proposed project (must have letters of award for any leverage funds – these funds must also match and be outlined in the budget)

No Has your organization administered a successful CDBG contract in past years? (yes or no)

110 Total Points out of 175 possible

1- 3. ***(For Public Service Submissions Only)*** (10 points)
How well does the answer define one of the following:

- A new service?
- A quantifiable increase in the level of an existing service?
- To what extent does the answer explain how the proposed project will fulfill service gaps in Flagstaff?

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

---

4. ***Question is not applicable to this application***

---

5. How well does the answer explain the proposed scope of the project?
Does the answer include: (10 points)

- Estimated number of persons to be served
- Whether or not the project prepares for, prevents and/or responds to COVID-19 and how.
- Current status of the project
- Are construction/concept plans attached with a scope of work for construction/rehabilitation projects (this is required if applicable)
- Is a price estimate/quote attached for construction/rehabilitation projects (this is required if applicable)?

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: The current status of the project is not clearly defined. The answer lacked specifics regarding who will be served and at what program site.

---

6. How well does the answer explain how the project will achieve the CDBG Primary and National objectives? How well does the response explain how the project will: (10 points)

- Provide decent housing; or
- Provide a suitable living environment; or
- Expand economic development opportunities

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: There are documented links to how quality childcare can expand future economic opportunities for children. The Ranking committee would have liked to see information on the influence of after school childcare on expanding economic opportunities for families/working parents.

7. **How well does the answer explain whether the proposal meets one or more of the Council's CDBG Priorities** (10 points)

Council's Priorities:

- Housing – Rental/Ownership
- Homelessness
- Neighborhood Revitalization
- Workforce Job Training

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: Details about each program's function and activities would have been helpful. The answer was missing information on how the proposed project meets Flagstaff City Council's CDBG priorities and instead provided information about how the project meets the agency's goals.

---

8. **How well does the answer explain how the project advances the agency's mission? Does the answer demonstrate the agency's commitment to diversity, equity and inclusion as well as documented steps taken to strengthen that commitment?** (10 points)

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: Grateful for the information on disability inclusion. The Ranking committee would have liked to see information about the agency's commitment to diversity regarding race, sexual orientation, gender, ethnicity, etc. The answer could have expanded upon the agency's mission.

---

9. **Does the proposed project take place in one of the target neighborhoods?**

Target Neighborhoods: (5 points)

- Southside
- Sunnyside
- La Plaza Vieja
- Pine Knoll

0 5

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10. **How well does the answer document that the proposed project will meet the needs proposed in the in the DRAFT City of Flagstaff 2021-2025 Consolidated Plan?** (10 points)

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: It would have been advantageous to see measurable goals and supportive data.

---

11. How well does the answer justify the local need for the proposed project within Flagstaff city limits? Are recent data and/or supportive statistics attached?

How well does the answer describe the way in which the agency will define success beyond CDBG requirements? (10 points)

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: This answer would have benefited from the provision of Flagstaff specific data. The answer was rich with information of how the agency will identify success.

---

12. Is there evidence of community collaborations that can be effective programmatic support? Does the answer provide evidence of the following?

- Additional leverage
- Agreements, staffing partnerships, etc.
- Are current letters of community collaboration/support attached?

(None) 0 1 2 3 4 5 6 7 8 9 10 (Extensive)

Comments: Some letters of support were attached, but this answer would have been enhanced by providing a narrative about what these partnerships and programs would provide this project.

---

13. Is the agency participating in coordinated entry (Front Door)? Is a Memorandum of Understanding (MOU) or a letter from the Continuum of Care included?

No (0 points) Yes (10 points)

Comment: The ranking committee would like to encourage the Boys and Girls Club to join the Coconino County Continuum of Care.

---

14. How well does the answer describe: (10 points)

- The organization's history administering this or similar projects?
- The organization's realistic capacity for undertaking this project?
- The organization's experience administering federal and state grants and complying with federal statutes?

- Has the agency ever been asked to return awarded funds?
- Has the agency ever requested a budget amendment or contract extension? If yes, was reasoning provided?

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: CDBG grant administration requires attention to detail and the ability to address all questions clearly. The answer to this question demonstrates the agency's capacity for growth, but direct answers to the questions were not provided.

---

15. Did the answer divide the organization's execution and administration of the project by the following: (10 points)

- **Name**, **titles**, and **resumes** of the staff involved?
- Job descriptions for any new positions?
- Is project manager identified?
- Is a distinction made between in-house staff and contracted assistance?
- Does Tab 6 include all staff positions and CDBG proposed positions?

(None) 0 1 2 3 4 5 6 7 8 9 10 (Extensive)

Comments: The Ranking Committee would have liked to see staff responsibilities in relation to this project broken down.

---

16. Does Tab 7 (Schedule of Completion) include the following: (10 points)

- A narrative summary describing the expenditure of CDBG Funds
- The rate of expenditure and the predicted progress of the proposed schedule
- An estimated completion of project.

(None) 0 1 2 3 4 5 6 7 8 9 10 (Extensive)

---

17. Does Tab 8 include a comprehensive budget for this proposed project? Is a narrative summary describing exactly what CDBG funds will pay for found in Appendix D? (10 points)

- Are leveraged funding sources identified? Was formal documentation provided?
- For construction contracts, were bids and/or quotes provided?

(None) 0 1 2 3 4 5 6 7 8 9 10 (Extensive)

Comments: Leverage letters not attached. The format of the budget made it difficult for the ranking committee to identify funding sources.

General Criteria:

1. **How realistic is this project in terms of probability of success within the community?** (10 points)

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very)

---

2. **How realistic is the 12-month Schedule of Completion? Was the correct format used in creating the schedule?** (5 points)

(Not at all) 0 1 2 3 4 5 (Very)

---

3. **How realistic is the project budget? Was the correct format used? Does the budget include:** (15 points)

- All funding sources to be used for the project, separating CDBG funds from non CDBG funds? (1 points)
- Leverage numbers on budget match to leverage letters (3 points)
- Is a realistic dollar amount assigned to any in-kind contributions? (1 points)
- Overall Budget Evaluation: (10 points)
    - Is the project cost effective?
    - What percentage of the project budget is leveraged funding?
    - What percentage of the budget is for administration?
    - Is the budget logical? Etc.

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Comments: The budget was unclear due to a formatting error. There was no identified leverage.

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4. **Has the applicant exhibited competence in preparing the proposal?** (10 points) Thorough and complete answers, well-written, correct grammar, easy to follow format, etc.

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: The application would have been stronger with attention to detail when providing narrative and local data specific to the agency's capacity to administer this project.

City of Flagstaff
Housing Section – CDBG Proposal

Cover Page

Agency:
Homeless Youth Connection (HYC)

Program/Activity:
Empowering Youth For The Future (EYFTF)

DUNS:
042628309

SAM:
7WV52

Primary Contact:
Dawn Bogart, CEO
dbogart@hycaz.org
602-565-3218

Executive Summary
Agency requesting funding: Homeless Youth Connection
Agency DUNS Number: 042628309
Agency CAGE (SAM.org) Number: 7WV52

Are you a participating member in the Coconino County Continuum of Care? (Yes or No) No

Amount of funds requested: $30,000
Project name: Empowering Youth For The Future (EYFTF)

Please indicate the following agency representative who will be the primary contact person for this project:
Name: Dawn Bogart Phone number: 602-565-3218
Title: CEO E-mail: dbogart@hycaz.org
Mailing address: 9950 W. Van Buren Street, Ste. 114 Avondale, AZ 85323

Brief project description (4 to 5 sentences):
Homeless Youth Connection (HYC) will partner with the Flagstaff Unified School District and local charter schools to provide youth experiencing homelessness in grades 9th through 12th with basic needs and resources to ensure they stay in school and complete their education.

HYC's Empowering Youth for the Future (EYFTF) program is a comprehensive social services program that engages high school aged youth experiencing homelessness in trauma-informed, client-led, strengths-based interventions. Youth Coaches work together with youth to identify needs related to academics, health, housing, hygiene, employment, and independent living skills. Youth then identify their strengths and goals, and partner with the youth coach to establish a plan. HYC believes that through authentic youth engagement and positive youth development, youth will succeed and reach their highest potential.

Total estimated number of persons to be assisted (Average household size is 2.61 people per household): 600 total program, 70 to 100 in the FUSD.

Council CDBG priority (mark all that apply):
☐ Housing – Rental and Ownership
☒ Homelessness
☐ Neighborhood Revitalization
☐ Workforce Development

Will the activity take place in a target neighborhood?
☐ Southside
☒ Sunnyside
☐ La Plaza Vieja
☐ Pine Knoll

Special population (if any) to be assisted:
☐ Abused Children
☐ Elderly Persons
☐ Severely Disabled Persons
☐ Victims of Domestic Violence
☐ Persons with HIV/AIDS
☐ Migrant Farm Workers
☒ Persons experiencing homelessness
☐ Illiterate Adults

Name of authorized representative: Dawn Bogart **Title:** Chief Executive Officer

Date: 02/18/2021
Please respond to the following questions in the order listed. Reformat as necessary. Make sure to include the entire question in your response.

Answer questions 1 - 3 for *Public Service submissions only*
To find out if your activity is categorized as a Public Service activity please contact Kristine.Pavlik@flagstaffaz.gov

1. ***(10 Points)***
   Mark the public service activity that best fits your proposed service.

   For a definition of the below categories visit:
   https://www.hudexchange.info/resources/documents/Basically-CDBG-Chapter-7-Public-Services.pdf

   - Employment services (e.g., job training)
   - Crime prevention and public safety
   - Childcare
   - Health services
   - Substance abuse services (e.g., counseling and treatment)
   - Fair housing counseling
   - Education programs
   - Energy conservation
   - Services for senior citizens
   - ✓ Services for homeless persons
   - Welfare services (excluding income payments)
   - Recreational services
   - COVID-19 Preparation, Prevention and Response services
   - Other

2. Clearly define how the proposed service is one of the following:
   - A new service.
   - ✓ A quantifiable increase in the level of an existing service.

HYC is requesting funds to **expand existing service** to youth experiencing homelessness in the Flagstaff Unified High School District.

HYC's mission is to eliminate barriers to education so that youth experiencing homelessness can graduate and create lasting solutions for a successful future.

Beginning in 2010 with a goal of providing for their basic needs, the organization has grown and now provides services and programs designed to help homeless teens achieve a successful, self-sufficient future. In our first year, HYC assisted 47 homeless teens with basic necessities. Services expanded from providing to basic needs to include case management, housing, counseling, life skills and resources for healthcare needs, vital documents and much more. Today, HYC serves more than 800 youth per year in 115 high schools throughout Maricopa County.

Funding from the City of Flagstaff will enhance HYC's ability to expand services to Coconino County.

3. Discuss similar services that are offered in Flagstaff and how the proposed service is different than what is already offered to the community (e.g. what gap will the proposed service fill?):

The FUSD receives funding from the Mc-Kinney-Vento Act to assist homeless youth with their educational needs. However, most of the schools run out of this funding before the end of the school year. HYC was founded to meet the needs created by the gaps in funding schools experience as a result of limited McKinney-Vento funding.

The Northland Family Health Center (NFHC) operates Flagstaff's shelter for unaccompanied children and youth. The shelter has 15 beds for youth from birth to age 17. Additional services include advocacy, counseling, case management, life skills and basic needs.

HYC plans to partner with the FUSD and Northland Family Help Center to provide additional resources, including housing, to homeless youth between the ages of 13 and 21.

The most effective types of interventions for homeless youth engage the youth early in the cycle of homelessness. When services are provided at a separate facility, youth may not be able to find transportation to and from appointments, which greatly limits their ability to benefit from these programs. HYC alleviates this by providing youth with basic needs and by stabilizing them in appropriate and supportive environments. HYC uses an innovative approach to helping homeless youth stay in school and complete their education by meeting youth "where they are."

HYC's Empowering Youth for the Future (EYFTF) program is a comprehensive social services program that engages high school aged youth experiencing homelessness in trauma-informed, client-led, strengths-based interventions. The program provides youth with basic necessities, such as clothing, food, hygiene items, school supplies, case management, housing if needed, assistance with medical, dental, vision and mental healthcare, educational assistance including class fees and extracurricular fees, vital documents and life skills.

Youth Coaches work together with youth to identify needs related to academics, health, housing, hygiene, employment, and independent living skills. Youth then identify their strengths and goals, and partner with the youth coach to establish a plan. HYC believes that through authentic youth engagement and positive youth development, youth will succeed and reach their highest potential. All services and resources are provided at no cost to the student, school, district or state.

To address the housing needs of unaccompanied homeless youth, HYC implemented a Host Home Housing model as part of the EYFTF program. Host homes are a low-cost, community-engaging strategy to address the immediate housing need without incurring the high costs of operating an emergency shelter or transitional housing program. The host family provides shelter, food and transportation for youth, while the organization delivers case management and comprehensive services. The primary impact of placing youth in a home setting is to allow them to build stronger relationships and interpersonal skills, experience stability in their home life, and learn positive life skills that will help them transition to independence. According to the National Association for the Education of Homeless Children and Youth (NAEHCY), the host family model is the most effective method in addressing housing for homeless youth. There is almost a 100% high school graduation rate for youth participating in this type of program.

According to the National Alliance to End Homelessness, the youth homelessness system consists of programs aimed to assist youth only after they have become homeless. The majority of non-profit or government services for homeless youth focus on runaway and homeless youth who are not attending high school.

Far too often, youth become homeless because neither the public welfare system nor the private nonprofit agencies offer early intervention or prevention. This creates a gap through which may youth at risk will fall, creating avoidable episodes of homelessness.

Approximately 40% of youth participating in the HYC program are seniors or second-year seniors between the ages of 17 and 21. Based on intake reports, these youth frequently lack basic needs (clothing, food, hygiene), they are behind academically, and they are at greater risk of developing emotional and mental health issues. Many of them have not been to the doctor or dentist in several years. They often lack access to reliable transportation, and their housing has been unstable for most of their high school experience.

HYC addresses these challenges by filling the gaps in available services and providing effective interventions that meet the needs of youth experiencing homelessness while they are attending high school. HYC is able to catch these youth before they are at a point of hopelessness. Our youth coaches meet with youth to build their strengths and resiliency, giving them tools for success and independence.

Through motivational interviewing and solution focused approaches, youth coaches encourage youth on changing behaviors and developing healthier coping skills. Through trauma-informed, strengths-based interactions, youth coaches help youth see their own strengths and discover ways to further develop and share their expertise with others. HYC works to help each youth develop a network of healthy adults to utilize in times of adversity in the future. By creating a net of resources, skills, and dreams, each youth will eliminate barriers to their graduation and have lasting solutions for a successful future.

Answer question 4 for *Economic Development submissions only*
To find out if your activity is categorized as an Economic Development activity, please contact Kristine.Pavlik@Flagstaffaz.gov

4. ***(1 Point)***
Economic Development activities create jobs or support businesses in low income neighborhoods or for low income people. Please check one of these eligible activities if applying under the Economic Development category.

HYC's is not applying for Economic Development funding.

Answer the following questions for ALL submissions:
Please ensure that each question is accompanied with a thorough answer in the proper order. Repetition is acceptable.

5. ***(10 Points)***
Describe the proposed scope of the project, including:

- An estimated number of persons who will receive assistance from the proposed activity (an average of 2.61 people per household).
- Whether or not the proposed activity prepares for, prevents and/or responds to COVID-19 and how.
- The current status of this project (i.e. planning stage, resubmission from last year, feasibility study completed, etc.)
- Attach construction or concept plans with a scope of work if applying for construction or rehabilitation funding (required if applicable).

- Attach a price estimate or quote if applying for construction or rehabilitation funding (required if applicable). Multiple quotes are encouraged to ensure an accurate estimation of project costs and to anticipate inflation.

HYC is requesting funds from the City of Flagstaff for the **Empowering Youth For The Future (EYFTF) program**. Funding would be used to **provide case management to youth who are experiencing homelessness** so they can stay in school and complete their education.

HYC serves homeless youth between the ages of 13 and 21. The AZ Dept. of Education reported more than 9,000 homeless youth, in 9th-12th grade, live in Arizona and more than 3,000 are unaccompanied youth. In the Flagstaff Unified School District liaisons report between 75 and 100 homeless youth in 9th-12th grade and 30 of those are unaccompanied homeless youth. These students face numerous barriers to education, keeping many of them from completing high school or achieving post-secondary education. Most individuals are unaware of the youth we serve because they are invisible. They are not part of the child welfare system, and they do not ask for help. Homeless youth are identified by their teachers, counselors, and coaches.

HYC partners with more than 115 high schools in 12 districts in Maricopa County. Beginning in August for the 20/21 school year, HYC plans to serve the Flagstaff Unified School District and the Ponderosa High School. **We anticipate serving 600 homeless youth, including 70 to 100 youth attending school in Flagstaff.**

HYC's operational structure allows youth coaches to adapt direct service for homeless youth in response to the pandemic. Normally, youth coaches meet with youth experiencing homelessness at their school. Due to the pandemic, youth coaches are meeting with youth at their home, while practicing social distancing, as well as through phone, email and social media. HYC provides youth with basic needs including hygiene items, clothing and school supplies. To support remote learning, HYC can also provide computers, hotspots and wi-fi if needed.

The EYFTF program was designed in 2014 and is ongoing. Each year, HYC has expanded to additional school districts as they learn about our services. Funding from the City of Flagstaff would allow us to expand to the Flagstaff Unified School District.

HYC has a very unique operational model. As mentioned earlier, youth coaches typically meet with youth at the high school. Additionally, they have a home office. **HYC will not require a physical location in Flagstaff in order to provide services.**

6. ***(10 Points)***
Identify how this proposed project achieves the CDBG Primary and National Objectives by addressing how the project will develop viable urban communities and benefit low-moderate income persons or neighborhoods.

HYC's Empowering Youth For The Future program achieves the CDBG Primary and National Objectives in several ways.

- HYC provides direct service and resources to youth who are experiencing homelessness.
- Some of these youth attend high school in the Sunnyside neighborhood.
- Some of the youth will be participating in HYC's Host Home Housing program which provides youth with safe, stable and decent housing through graduation.
- All seniors participating in the HYC program complete their Plan for the Future, which includes job readiness and employment.

- Eliminating barriers to education allows homeless youth to graduate from high school which will expand economic opportunities for these youth.

Homeless youth face numerous barriers to education that prevent many of them from completing high school or achieving post-secondary education. This affects a young person's future ability to live independently, and results in undeveloped learning and communication skills, leading youth to have future difficulty integrating into society.

These problems, coupled with the lack of a diploma, lead youth to face severe challenges in supporting themselves emotionally and financially. A 2018 study prepared for the Arizona Mayors Education Roundtable indicated that approximately 18,000 children dropped out of school each year; resulting in a lifetime cost to society of over $9.2 billion. That is an average cost of $498,920 per child. Without proper education or a diploma, unaccompanied youth find themselves contributing to unemployment rates in America.

7. *(10 Points)*
Identify how the proposal meets one or more of the City Council's CDBG Priorities:

As indicated above, HYC provides basic needs and resources to homeless youth so they can stay in school, complete their education and graduate.

Part of the EYFTF program prepares youth for the workforce once they graduate high school. **HYC collaborates with St. Joseph the Work (SJW) and Trinity Opportunity Alliance to provide a comprehensive set of services to assist homeless youth, providing a supported pathway to employment and independence**. This collaborative support will prepare disconnected and homeless youth to be employment ready, including completing their high school educations, with the ultimate goal of helping them to secure employment with local companies that offer entry level positions with competitive wages, benefits, and opportunities for growth. Obtaining a job that fits these criteria will put them on the pathway to longer term employment and economic self-sufficiency.

8. (10 Points)
Agency mission and commitment to diversity, equity and inclusion.

- How will this project advance the agency's mission?
- How does the agency assure that all programs and projects serve to promote equity, inclusion, diversity and that the delivery of services are provided with cultural awareness and sensitivity as a priority?
- What steps has the organization taken to advance its commitment to diversity, equity, and inclusion?
    - Does the agency have established policies and practices supporting diversity, equity and inclusion? Provide any documentation that demonstrates this commitment.
    - What steps have been taken to strengthen the agency's commitment to diversity, equity, and inclusion?

Homeless Youth Connection's (HYC) mission is to eliminate barriers to graduation for homeless youth and create lasting solutions for a successful future through community support and increased awareness.

Since 2010, HYC has served more than 3,000 homeless youth. Typically, the population is made up equally of females and males. Our demographics are 38% Hispanic/Latino; 28% Caucasian; 26% African American; 1% Native American; 1% Asian/Pacific Islander and 6% Multi-racial.

As part of the federal funding HYC, the organization must commit to providing a positive youth development and trauma informed care approach. HYC uses a strengths-based approach with all students, utilizing a positive youth development model for services and engagement. This model ensures that each student is the focus of their own program, allowing Youth Coaches to customize the program goals and activities to fit the uniqueness, individuality, and culture of each student. In this way, our team is trained to shape and mold the program to meet the values, traditions, priorities, and goals of each student on a personal and culturally appropriate level.

In January 2020, HYC youth coaches participated in CTSS Training (Certified Trauma Support Specialist) with the Arizona Trauma Institute. In August 2020, the agency began its training to become a Certified Trauma Informed Organization. All staff, as well as board members are part of this comprehensive training.

Additionally, HYC is participating in a Racial Equity training series offered through Maricopa Association of Governments. HYC also provides Cultural Diversity trainings annually.

Last year, HYC's board established an ad hoc committee to examine the agency's incorporation of equity, inclusion and diversity. Like many organizations, HYC created a Statement of Racial Equality in response to Black Lives Matters. Please see Attachment A.

As part of HYC's policies, the organization has employment policies and procedures that promote equity, inclusion, and diversity. The Governance Committee has prepared a diversity policy for the Board of Director's approval.

9. ***(5 Points)***
If applicable, indicate whether the project takes place in one of the four target neighborhoods.

HYC will partner with Coconino High School to provide basic needs and resources to youth experiencing homelessness. **Coconino High School is located in the Sunnyside neighborhood.**

10. ***(10 Points)***
Identify how the proposed project is consistent with the needs, priorities, goals, and objectives identified in the DRAFT City of Flagstaff 2021-2025 Consolidated Plan.

Include activity, special population if applicable, priority level and 5 year goal
The proposed 2021-2025 Consolidated Plan Goals are available at https://www.flagstaff.az.gov/626/Community-Development-Block-Grants.

HYC's EYFTF program is consistent with the needs, priorities, goals and objectives of two areas identified in the City of Flagstaff 2021-2025 Consolidated Plan.

Priority Need: Public Services & Economic Opportunities

- Services to Meet Basic Needs

Through the EYFTF program, HYC youth coaches go into local high schools to meet with youth who have been identified as homeless by their homeless school liaison. The most effective types of interventions for homeless youth engage the youth early in the cycle of homelessness.

When services are provided at a separate facility, youth may not be able to find transportation to and from appointments, which greatly limits their ability to benefit from these programs. **HYC alleviates this by providing youth with basic needs, including clothing, food, hygiene items and school supplies and by stabilizing them in appropriate and supportive environments**. HYC uses an innovative approach to helping homeless youth stay in school and complete their education by meeting youth "where they are." Youth Coaches work together with youth to identify needs related to academics, health, housing, hygiene, employment, and independent living skills.

Priority Need: Addressing Homelessness

- Service and Facility Operating Support, including Outreach
- Increase number of emergency /transitional shelter and permanent supportive housing beds

To address the housing needs of unaccompanied homeless youth, HYC will provide a Host Home Housing model as part of the EYFTF program. We anticipate increasing transitional housing by a minimum of five beds. **Host homes are a low-cost, community-engaging strategy to address the immediate housing need without incurring the high costs of operating an emergency shelter or transitional housing program.** The host family provides shelter, food and transportation for youth, while the organization delivers case management and comprehensive services. The primary impact of placing youth in a home setting is to allow them to build stronger relationships and interpersonal skills, experience stability in their home life, and learn positive life skills that will help them transition to independence.

Since the program began, HYC has assisted more than 120 unaccompanied homeless youth with housing through the Host Family program. According to the National Association for the Education of Homeless Children and Youth (NAEHCY), the host family model is the most effective method in addressing housing for homeless youth. There is almost a 100% high school graduation rate for youth participating in this type of program.

11. ***(10 Points)***

Provide recent statistics, data or other information to define the community need for the proposed project. Please be detailed regarding <u>local</u> needs within Flagstaff city limits.

HYC is needed in our community to serve homeless youth, between the ages of 13 and 21, who wish to remain in high school, but may be forced to drop out because they lack a safe or stable home or other resources to stay in school.

The AZ Dept. of Education reported more than 9,000 homeless youth, in 9th through 12th grade, are living in Arizona and more than 3,000 are unaccompanied youth. These students face numerous barriers to education, keeping many of them from completing high school or achieving post-secondary education. Most individuals are unaware of the youth we serve because they are invisible. They are not part of the child welfare system, and they do not ask for help. Homeless youth are identified by their teachers, counselors, and coaches.

The McKinney-Vento Education Liaison from the Flagstaff Unified School District reported that 70 to 100 youth were identified as homeless for the past several school years. Of those youth, 25 to 30 were identified as unaccompanied homeless youth. During this recent school year, 12 of these youth dropped out as a result of the pandemic.

Through the McKinney-Vento Act, schools are provided with funds to assist homeless youth with their educational needs. However, most of the schools run out of this funding before the end of the school year. HYC was founded to meet the needs created by the gaps in funding schools experience as a result of limited McKinney-Vento funding.

According to the National Alliance to End Homelessness, in many urban communities, the youth homelessness system consists of programs to assist youth only after they become homeless. The majority of nonprofit or government services for homeless youth focus on runaway and homeless youth who are not attending high school. For youth under 18, most efforts help youth avoid the need for emergency shelter whenever possible by connecting and/or reunifying them with members of their family or other natural supports.

Far too often, youth become homeless because neither the public child welfare system nor the private nonprofit agencies offer early intervention or prevention. This creates a gap through which many at-risk youth fall, creating avoidable episodes of homelessness. HYC addresses these challenges by filling gaps in available services and providing effective interventions that meet the needs of homeless youth attending high school in Coconino County.

How will you identify success? Describe how your successes will be monitored beyond CDBG requirements.

Program success is measured by the number of youth who complete the school year, increase independent living skills, establish a plan for after high school, and have a healthy support network in their life.

Positive Youth Development

- 90% of homeless youth will remain enrolled and complete the school year.
- 80% of eligible youth will have health insurance, food assistance, vital documents.
- 80% of youth will be fluent in the use of public transportation.
- 75% of youth will increase their independent living skills by 20%.

Authentic Youth Engagement

- 35% of seniors will have a job.
- 90% of seniors will complete their FAFSA and Plan for the Future.
- 90% of youth will have a permanent connections support map.

HYC uses short- and long-term goals are designed to help increase the development of each youth and provide them with skills to be independent and resilient adults. Goals focus on improving safety, well-being, self-sufficiency and increasing permanent connections.

Each youth will partner with their Youth Coach to develop a Plan for the Future, individualized to their specific strengths, goals, and vision. Youth coaches meet weekly with youth to discuss progress on their plan towards identified goals and develop next steps. The plan encompasses such areas as education, employment, life skills, housing, healthcare and money management. Youth coaches maintain documentation notes on each visit and youth activity to track progress and needs. Plans for the Future are evaluated at least every two weeks and then at the end of each youth's program to determine areas of success. Success is determined individually for each youth. At the beginning on the program, youth complete a self-assessment on their readiness for independence. At the end of the program, youth take the assessment again, and aim to improve overall scores specific to them.

HYC also uses an online database called the Homeless Management Information System (HMIS). This database stores digital records and progress for all youth participating in HYC. The database allows

the youth coaches and HYC's management team to evaluate data department-wide to compare with HYC's program goals.

12. ***(10 Points)***

Briefly describe the scope of the community collaboration surrounding the proposed project.

- Be specific, citing additional leverage funding sources, agreements, staffing partnerships, etc.
- If formal partnerships exist, please include documentation of all leveraged resources and identify leverage in budget.
- Attach letters of community collaboration/support for the specific project.

HYC's primary collaborative partners are the high schools throughout Maricopa and Coconino Counties. The homeless liaison in each high school identifies youth experiencing homelessness based on the McKinney-Vento criteria.

The Flagstaff Unified School District is reviewing the Memorandum of Understanding (MOU) from HYC and they will present to their school board for final approval. HYC renews MOUs with each school district annually.

HYC will also provide assistance to homeless youth referred by Northland Family Help Center. We are also happy to share in-kind donations with NFHC.

HYC partners with numerous organizations to ensure that youth are connected with needed resources. Examples include:

- AZ Department of Economic Security – Provides welfare assistance, SNAP, health insurance, childcare vouchers, and bus passes
- Trinity Opportunity Alliance – Provides employment assistance through corporate partnerships
- West-MEC (Maricopa Education Center) and EVIT (East Valley Institute for Technology) - Provides vocational training
- Adelante Healthcare and Brighter Way – Provides medical and dental care and assistance with health insurance
- Vision Works – Provides vision exams and glasses
- Job Corps – Provides education and employment services
- Walmart – Provides monthly donations of hygiene items, household items, school supplies and bicycles for our youth
- Dick's Sporting Goods – Provides clothing and sporting equipment
- ALWAYS – Provides legal services
- Host Families – Community individuals that volunteer to provide safe and stable housing.

Additionally, HYC works with local companies, service organizations, the faith-based community, and individuals to ensure funding for resources and services in each district. Our goal is to get local support for homeless youth in each district. This provides a diverse and sustainable funding base for the program. HYC is in the process of meeting the various groups and homeless providers in Flagstaff.

Please find attached letters from three funders that support the HYC program through 2021 and 2022. (Tab 9)

- The Bob and Renee Parsons Foundation
- Garcia Family Foundation
- City of Glendale CDBG

13. (10 points)

Is your agency participating in the coordinated entry, also known as Flagstaff's Front Door? If so, please provide the agencies MOU or a letter from the Continuum of Care.

HYC does not participate in the coordinated entry process because the majority of youth who are homeless are part of an entire family that is homeless and already a part of the system.

Additionally, through HYC's Host Home Housing program, we can provide unaccompanied homeless youth with housing options without taking any inventory from Flagstaff's Front Door.
HYC has met with members of the Northland Family Help Center Youth Shelter and Northern Arizona United Way. HYC is scheduled to meet with members of Flagstaff's Front Door and the CoC.

14. *(10 Points)*

Briefly describe:

- The organization's history administering this or similar projects.
- The organization's realistic capacity for undertaking this project.
- Experience administering federal and state grants and complying with federal statutes. Please provide funding dates and award amounts.
- Was the agency ever asked to return awarded funds for cause?
- Has your agency ever requested a budget amendment or contract extension? If yes, why?

HYC has been the recipient of government funding for eight years, including CDBG funds and federal Runaway and Homeless Youth (RHY) funding. In 2019, HYC was awarded a $189,000 grant from RHY for three years. For the past nine years, HYC has received funding from local municipalities including the cities of Avondale, Buckeye, Glendale, Goodyear, Litchfield Park, Mesa, Peoria, Phoenix and Tolleson. Grants range in size from $1,200 to $50,000. On average, HYC receives approximately $50,000 annually in CDBG funding from the municipalities.

HYC has never had to return awarded funds or ask for a budget extension. Funding awards for the past three years listed below.

City	2018/2019	2019/2020	2020/2021
Avondale	4,000	3,850	5,000
Buckeye	5,000	5,000	5,000
Glendale	4,500		25,000
Glendale From the Heart	4,500	5,000	5,000
Goodyear	1,535	1,500	1,500
Litchfield Park	1,525	1,250	1,200
Mesa	9,640		
Peoria	2,500	2,500	
Phoenix	30,000		50,000
Tolleson	2,500		
FSBY – Runaway and Homeless Youth Act – TLP Program	189,000	189,000	189,000

In 2010, HYC began serving homeless youth in one high school in one district. Each year, we expanded to include more districts and serve more youth. Currently, HYC partners with 115 high schools in 12 districts including numerous charter schools.

The initial conversation begins with a call to the district homeless liaison to determine the number of homeless youth throughout the district, as well as current resources. Once service is agreed upon, a Memorandum of Understanding (Tab 10) is completed and approved by each school board. Additionally, HYC reaches out to the local community to secure funding, volunteer and in-kind donations to support the schools in the district. This model has helped HYC expand throughout Maricopa County and will be used to support schools in the FUSD.

Case managers use HMIS to record client data. We have internal tracking systems in place to record case management time spent with homeless youth. This is the primary activity that is funded by local municipalities and federal funds. We have experience submitting applications, as well as quarterly, interim, and final reports.

15. ***(10 Points)***

Divide the execution and administration of the project into areas of responsibility by providing the following:

Names, titles, and **resumes** of all staff involved with carrying out these areas of responsibility.

- Job descriptions for any new positions created for the proposed project.
- Identify the project manager (this person is responsible for the project and must be directly employed by the applying agency).
- Distinguish between in-house agency staff and contracted assistance.
- Include a listing of all staff positions and proposed CDBG funded positions in the Organization Chart, found in Tab 11- organization chart.

HYC's CEO Dawn Bogart has 30 years' experience working with nonprofit organizations. Ms. Bogart has experience in fundraising, nonprofit management, finance, program development and implementation, donor development and recognition, volunteer development, event management, strategic planning, and fiscal management. She also has an extensive working relationship with Valley corporations, foundations, the ecumenical community, service organizations, United Way and government entities.

She has raised more than $15 million for homeless families and children. Ms. Bogart has a BS in Journalism/Public Relations and the Nonprofit Management Certificate from ASU Lodestar.

Korina Mitchell joined HYC in November 2015 as the Office Manager. She has more than 25 years of experience as an administrative professional with much of it in the non-profit sector. As Office Manager, she enjoys supporting others and making a difference while always looking for new challenges and goals. She says every day is an opportunity to grow, learn and do good for the world. She is responsible for general office support, managing all administrative support as well as support to the Chief Executive Officer.

Budgets are developed by the President, Chief Executive Officer and Treasurer, and include current year actual vs. budget analysis. All financial documents are reviewed and approved by Executive Committee, then reviewed and approved by Board of Directors.

HYC has established detailed policies and procedures for internal controls, including second party review and approval of all monthly deposits and disbursements. We have an independent bookkeeping service that prepares our monthly unaudited financial statements along with a monthly reconciliation of all cash accounts. These statements are reviewed by an independent CPA who presents the statements to the HYC finance committee for their review and comments prior to distribution to the board of directors.
As part of the monthly board of directors' meetings, the entire board reviews these detailed comparative financial statements. Analysis of key financial accounts is included in the monthly reporting package, and the board is required to approve the monthly financial statements. Please see Attachment B - Fiscal Management Assessment

In addition, HYC enlists an independent accounting firm, Heinfeld, Meech & Co., to provide Board of Director's oversight and an annual financial audit. We feel this is a necessary step for our fiscal integrity. HYC has received a "clean" opinion for every audit performed.

16. ***(10 Points)***

Tab 7 of the checklist requests a Schedule of Completion for this proposed project. In Appendix C, provide the following:

- A proposed schedule in the provided Excel format.
- A narrative summary describing the expenditure of CDBG Funds.
- Explain the rate of expenditure and the predicted progress of the proposed schedule.
- An estimated completion of project.
  Note: The City of Flagstaff has timeliness expenditure requirements with HUD, therefore all contracts need to be spent in a timely manner.

Funding from the City of Flagstaff will pay a portion of the Youth Coaches' salary. HYC will provide 1 FTE Youth Coach to provide services to youth experiencing homelessness in the FUSD. Funding will be drawn quarterly ($3,750.00) and will be expended by the end of the school year.

Additionally, HYC will provide 1 FTE Host Family Youth Coach to assist with housing and resources for unaccompanied homeless youth in the FUSD.

Funding for remaining youth coaches and youth services staff, housing stipends, medical, dental, vision, mental health, education assistance, transportation, vital documents and any other costs will be incorporated in the EYFTF total program budget.

Please see Tab 7, Appendix C.

Homeless Youth Connection
Empowering Youth For The Future
Schedule of Completion

17. *(10*

Project Schedule				
Project Description	Empowering Youth For the Future			
Implementing Agency	Homeless Youth Connection			
Persons Served	70 to 100 homeless youth			
Action Items	**Item Description**	**Timeline**	**Completion**	**Billing/Expenditure**
Youth are identified as homeless by the homeless school liaison utilizing the McKinney-Vento criteria.	Case management	August through June	June 1, 2022	Nov 1, 2021 Feb. 1, 2022 April 1, 2022 June 1, 2022
Youth are referred to HYC youth coach. Youth coach meets with youth at their school.	Case management	August through June	June 1, 2022	Nov 1, 2021 Feb. 1, 2022 April 1, 2022 June 1, 2022
Youth coach completes an assessment for basic needs and resources with the youth.	Case management	August through June	June 1, 2022	Nov 1, 2021 Feb. 1, 2022 April 1, 2022 June 1, 2022
Youth coach work together with youth to identify needs related to academics, health, housing, hygiene, employment, and independent living skills.	Case management	August through June	June 1, 2022	Nov 1, 2021 Feb. 1, 2022 April 1, 2022 June 1, 2022
Youth graduates from high school.	Case management	August through June	June 1, 2022	Nov 1, 2021 Feb. 1, 2022 April 1, 2022 June 1, 2022
HYC provides youth with After Care Service.	Case management	August through June	June 1, 2022	Nov 1, 2021 Feb. 1, 2022 April 1, 2022 June 1, 2022

Points)

Tab 8 of the checklist requests a budget for this proposed project. In Appendix D, please provide a detailed budget in the provided Excel format, and a narrative summary describing exactly for what CDBG funds will pay.

- Include any contract bids or quotes for construction projects.
- Include leverage amounts listed in Question 10.

Please see Tab 8.

Funding from the City of Flagstaff would pay a portion of the salaries for 1 FTE Youth Coach and 1 FTE Host Family Youth Coach that would serve the FUSD.

These positions are full time and have a starting salary of $41,000 annually.

The EYFTF budget includes four sections listed below.

Salaries - $839,150

- Youth Coaches 10 FTE 436,761 ($30,000 from City of Flagstaff)
- Senior Youth Coaches 1FTE 50,000
- Residential Assistant THH 1 FTE 2 PT 56,162
- Donation and Volunteer Manager 43,050
- Program Manager 1FTE 52,500
- Client Services Director 1 FTE 78,750
- Payroll and EREs 121,927

Empowering Services - $242,100
Expenses in this section are all direct service to youth experiencing homelessness, including

- Staff expenses (travel reimbursement cms, phone, training) 74,100
- Stipends for host families 80,000
- Student assistance (clothing, educational costs, beds, tools, bikes) 25,000
- Vital records 1,000
- Medical/Dental/Vision/Mental Health (copays and prescriptions) 2,000
- Program Supplies 8,000
- Transportation for Students 3,000
- Emergency Host Home 35,000
- HMIS/student database 6,000
- 8 interns 8,000

In-kind Donations - $240,000
HYC receives donations from the community, Walmart and Dick's Sporting Goods. These items and divided and distributed to Resource Closet in each district.

Facilities/Operating - $130,085
This includes rent, utilities, maintenance, insurance and general operating costs including printing, postage, IT, office supplies, meals.

Project Description:	**Empowering Youth For The Future**
Implementing Agency:	**Homeless Youth Connection**
Project Number:	
Persons Served:	**70 to 100 homeless youth**
Date:	**Program Year 2021/2022**

Item and Activity	**Item/Activity Description**	Source 1 **City of Flagstaff** **CDBG**	Source 2 **Other Grant** **FUNDING**	Source 3 **Leverage** **FINANCING**	Source 4 **In-Kind** **DONATIONS**	**Project** **TOTALS**
1	**Program or Project Related Expenses**					
A	Salaries	30,000	517,650	291,500		**839,150**
B	Construction					**-**
C	ETC					**-**
D	**Youth Empowerment/Support Services**					**-**
E	Staff expenses (travel reimbursement cms, phone, training, w/c insurance)		74,100			**74,100**
F	Stipends for host families		80,000			**80,000**
G	Student assistance(clothing 10K, Bedding, beds, food)		25,000			**25,000**
H	Vital records		1,000			**1,000**
I	Medical		2,000			**2,000**
J	Program Supplies		8,000			**8,000**
K	Transportation for Students		3,000			**3,000**
L	Emergency Host Home		35,000			**35,000**
M	HMIS/student database		6,000			**6,000**
N	8 interns		8,000			**8,000**
O	In-kind donations and gift cards				240,000	**240,000**
2	**Administration**					**-**
A	Salaries					**-**
B	Agency Indirect					**-**
3	**Facility Value**					**-**
A	Facilities		57,691			**57,691**
	Operating		72,394			**72,394**
4	**Grant Leverage Resources**					**-**
A	ADOH					**-**
B	United Way					**-**
Totals		30,000	889,835	291,500	240,000	1,451,335

Appendix E
CDBG Project Ranking Form 2021/2022

The ranking committee will use this form to evaluate potential projects. Assessments are based on CDBG eligibility criteria and the needs of the citizens of Flagstaff as identified in the draft 2021-2025 Consolidated Plan. Consideration is given to past performance of the submitting organization. A summary of this evaluation is presented to City Council for their review and consideration in making final funding decisions. Maximum potential scores are listed in parenthesis next to the ranking form questions.

Agency Name: **Homeless Youth Connection**

Amount of Funds Requested: **$30,000**

Name of Project: **Empowering Youth for The Future**

☒ Public Service

☐ Housing

☐ Economic Development

Additional Considerations:

$428/Student Ratio of dollars per person benefitted by proposed project

25% Percent of leverage toward proposed project (must have letters of award for any leverage funds – these funds must also match and be outlined in the budget)

No Has your organization administered a successful CDBG contract in past years? (yes or no)

128 Total Points out of 175 possible

1- 3. ***(For Public Service Submissions Only)*** (10 points)

How well does the answer define one of the following:

- A new service?
- A quantifiable increase in the level of an existing service?
- To what extent does the answer explain how the proposed project will fulfill service gaps in Flagstaff?

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

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4. ***Question 4 is not applicable to this application***

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5. How well does the answer explain the proposed scope of the project? Does the answer include: (10 points)

- Estimated number of persons to be served
- Whether or not the project prepares for, prevents and/or responds to COVID-19 and how.
- Current status of the project
- Are construction/concept plans attached with a scope of work for construction/rehabilitation projects (this is required if applicable)
- Is a price estimate/quote attached for construction/rehabilitation projects (this is required if applicable)?

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

---

9. How well does the answer explain how the project will achieve the CDBG Primary and National objectives? How well does the response explain how the project will: (10 points)

- Provide decent housing; or
- Provide a suitable living environment; or
- Expand economic development opportunities

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

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10. How well does the answer explain whether the proposal meets one or more of the Council's CDBG Priorities (10 points)

Council's Priorities:

- Housing – Rental/Ownership
- Homelessness
- Neighborhood Revitalization
- Workforce Job Training

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: It would have beneficial to see how these Phoenix based services will be implemented in Flagstaff.

---

11. How well does the answer explain how the project advances the agency's mission? Does the answer demonstrate the agency's commitment to diversity, equity and inclusion as well as documented steps taken to strengthen that commitment? (10 points)

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: With Flagstaff's demographics drastically different than that of Phoenix, it would have been valuable to see how this project anticipates serving Flagstaff's residents, including and especially Native American youth.

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9. Does the proposed project take place in one of the target neighborhoods?

Target Neighborhoods: (5 points)

- Southside
- Sunnyside
- La Plaza Vieja
- Pine Knoll

0 5

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10. How well does the answer document that the proposed project will meet the needs proposed in the in the DRAFT City of Flagstaff 2021-2025 Consolidated Plan? (10 points)

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

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11. How well does the answer justify the local need for the proposed project within Flagstaff city limits? Are recent data and/or supportive statistics attached?

How well does the answer describe the way in which the agency will define success beyond CDBG requirements? (10 points)

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: Data surrounding local needs and context about the uniqueness of the Flagstaff community is crucial to understanding how this project plans to meet the needs of youth specifically in Flagstaff.

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12. Is there evidence of community collaborations that can be effective programmatic support? Does the answer provide evidence of the following?

- Additional leverage
- Agreements, staffing partnerships, etc.
- Are current letters of community collaboration/support attached?

(None) 0 1 2 3 4 5 6 7 8 9 10 (Extensive)

Comments: It would have been favorable to highlight Flagstaff resources, both in place and planned, before highlighting Phoenix based partnerships. The ranking committee would have liked to see a letter of support from the McKinney-Vento liaison at FUSD, if possible.

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13. Is the agency participating in coordinated entry (Front Door)? Is a Memorandum of Understanding (MOU) or a letter from the Continuum of Care included?

No (0 points) Yes (10 points)

Comments: The ranking committee would like to encourage the agency to participate in the Coconino County Continuum of Care and case conferencing with the Front Door once established and providing services in Flagstaff.

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14. How well does the answer describe: (10 points)

- The organization's history administering this or similar projects?
- The organization's realistic capacity for undertaking this project?
- The organization's experience administering federal and state grants and complying with federal statutes?
- Has the agency ever been asked to return awarded funds?
- Has the agency ever requested a budget amendment or contract extension? If yes, was reasoning provided?

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

15. Did the answer divide the organization's execution and administration of the project by the following: (10 points)

- **Name**, **titles**, and **resumes** of the staff involved?
- Job descriptions for any new positions?
- Is project manager identified?
- Is a distinction made between in-house staff and contracted assistance?
- Does Tab 6 include all staff positions and CDBG proposed positions?

(None) 0 1 2 3 4 5 6 7 8 9 10 (Extensive)

Comments: There was some detail lacking to aid the ranking committee in understanding which areas of responsibility correspond to which staff member.

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16. Does Tab 7 (Schedule of Completion) include the following: (10 points)

- A narrative summary describing the expenditure of CDBG Funds
- The rate of expenditure and the predicted progress of the proposed schedule
- An estimated completion of project.

(None) 0 1 2 3 4 5 6 7 8 9 10 (Extensive)

---

17. Does Tab 8 include a comprehensive budget for this proposed project? Is a narrative summary describing exactly what CDBG funds will pay for found in Appendix D? (10 points)

- Are leveraged funding sources identified? Was formal documentation provided?
- For construction contracts, were bids and/or quotes provided?

(None) 0 1 2 3 4 5 6 7 8 9 10 (Extensive)

General Criteria:

5. How realistic is this project in terms of probability of success within the community? (10 points)

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very)

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6. **How realistic is the 12-month Schedule of Completion? Was the correct format used in creating the schedule?** (5 points)

(Not at all) 0 1 2 3 4 5 (Very)

---

7. **How realistic is the project budget? Was the correct format used? Does the budget include:** (15 points)

   - All funding sources to be used for the project, separating CDBG funds from non CDBG funds? (1 points)
   - Leverage numbers on budget match to leverage letters (3 points)
   - Is a realistic dollar amount assigned to any in-kind contributions? (1 points)
   - Overall Budget Evaluation: (10 points)
     - Is the project cost effective?
     - What percentage of the project budget is leveraged funding?
     - What percentage of the budget is for administration?
     - Is the budget logical? Etc.

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

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8. **Has the applicant exhibited competence in preparing the proposal?** (10 points) Thorough and complete answers, well-written, correct grammar, easy to follow format, etc.

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: The proposal was clear, concise, and very informative. The ranking committee would have liked to see more information as to how youth are exited out of their host homes. Although clarity on how the model would be implemented in Flagstaff and how Phoenix resources would replicate in Flagstaff were lacking, the ranking committee sees this as a much-needed program for youth experiencing homelessness in Flagstaff. The program's successes in Phoenix were impressive.

Native Americans for Community Action, Inc.

Agency DUNS Number: 020117115

Agency CAGE (SAM.org) Number: 49KA2

Amount of funds requested: $54,337.50

Project name: NACA Business Incubator

Primary contact person for this project:

- Name Tallerita Tunney Rogers
- Title Director of Community Development
- Mailing address 2717 N. Steves Blvd, Suite 11, Flagstaff, AZ 86004
- Fax number 928-526-0708
- E-mail TRogers@nacainc.org
- Phone number 928-526-2968

Executive Summary

Agency requesting funding: Native Americans for Community Action, Inc.

Agency DUNS Number: 020117115

Agency CAGE (SAM.org) Number: 49KA2

Are you a participating member in the Coconino County Continuum of Care? (Yes or No) Yes

Amount of funds requested: $54,337.50

Project name: NACA Business Incubator

Please indicate the following agency representative who will be the primary contact person for this project:

- Name Tallerita Tunney Rogers
- Title Director of Community Development
- Mailing address 2717 N. Steves Blvd, Suite 11, Flagstaff, AZ 86004
- Fax number 928-526-0708
- E-mail TRogers@nacainc.org
- Phone number 928-526-2968

Brief project description (4 to 5 sentences): The NACA Business Incubator project will utilize a storefront where established Overlook vendors can rent space to sell their wares as well as to provide business coaching and mentorship (at a reduced or waived rate) to project participants interested in developing skills in retail sales or to start/operate their own small or microbusiness.

Total estimated number of persons to be assisted (Average household size is 2.61 people per household): 12 individuals will gain retail sales skills or start/expand their small business/microbusiness over the course of 1 year

Council CDBG priority (mark all that apply):

☐ Housing – Rental and Ownership
☐ Homelessness
☐ Neighborhood Revitalization
☒ Workforce Development

Will the activity take place in a target neighborhood?

☐ Southside
☐ Sunnyside
☐ La Plaza Vieja
☐ Pine Knoll

Special population (if any) to be assisted:

☐ Abused Children
☐ Elderly Persons
☐ Severely Disabled Persons
☐ Victims of Domestic Violence
☐ Persons with HIV/AIDS
☐ Migrant Farm Workers
☐ Persons experiencing homelessness
☐ Illiterate Adults

Name of authorized representative: __Jeff Axtell_____Title: _NACA CEO_____
Signature: _____ Date: _____

Please respond to the following questions in the order listed. Reformat as necessary. Make sure to include the entire question in your response.

Answer questions 1 - 3 for *Public Service submissions only*
To find out if your activity is categorized as a Public Service activity please contact Kristine.Pavlik@flagstaffaz.gov

1. ***(10 Points)***
   Mark the public service activity that best fits your proposed service.

   For a definition of the below categories visit:
   https://www.hudexchange.info/resources/documents/Basically-CDBG-Chapter-7-Public-Services.pdf

   - X Employment services (e.g., job training)
   - o Crime prevention and public safety
   - o Childcare
   - o Health services
   - o Substance abuse services (e.g., counseling and treatment)
   - o Fair housing counseling
   - o Education programs
   - o Energy conservation
   - o Services for senior citizens
   - o Services for homeless persons
   - o Welfare services (excluding income payments)
   - o Recreational services
   - o COVID-19 Preparation, Prevention and Response services
   - o Other

2. Clearly define how the proposed service is one of the following:
   - o A new service.
   - o A quantifiable increase in the level of an existing service.

3. Discuss similar services that are offered in Flagstaff and how the proposed service is different than what is already offered to the community (e.g. what gap will the proposed service fill?):

Answer question 4 for *Economic Development submissions only*
To find out if your activity is categorized as an Economic Development activity, please contact Kristine.Pavlik@Flagstaffaz.gov

4. *(1 Point)*
Economic Development activities create jobs or support businesses in low income neighborhoods or for low income people. Please check one of these eligible activities if applying under the Economic Development category.

Definitions for the below categories can be found at:
https://www.hudexchange.info/resources/documents/Basically-CDBG-Chapter-8-Section-108.pdf

- Special economic development
- Economic development undertaken by a Community Based Development Organization (CBDO)
- X Technical assistance to businesses
- X Microenterprise development
- Commercial rehabilitation
- Public facilities and improvements
- X Job Training (not including job training offered as a public service)

Answer the following questions for ALL submissions:
Please ensure that each question is accompanied with a thorough answer in the proper order. Repetition is acceptable.

5. *(10 Points)*
Describe the proposed scope of the project, including:

- An estimated number of persons who will receive assistance from the proposed activity (an average of 2.61 people per household).
- Whether or not the proposed activity prepares for, prevents and/or responds to COVID-19 and how.
- The current status of this project (i.e. planning stage, resubmission from last year, feasibility study completed, etc.)
- Attach construction or concept plans with a scope of work if applying for construction or rehabilitation funding (required if applicable).
- Attach a price estimate or quote if applying for construction or rehabilitation funding (required if applicable). Multiple quotes are encouraged to ensure an accurate estimation of project costs and to anticipate inflation.

The NACA co-op will establish a business incubator/store front for retail sales training and business management skill development. A business incubator is an “organization geared toward speeding up the growth and success of startup and early stage companies… some are located in an actual physical space meant to foster networking among entrepreneurs and their coaches (Entrepreneur.com, 2021).”

NACA’s Economic Development program currently operates a vendor program where Indigenous artisans and buyers can learn to market their wares. This business incubator will expand on this concept by capitalizing on the retail sales, and business management (accounting and recordkeeping) and development (business plan creation and marketing, business license applications, etc.) expertise currently developed and held by Overlook vendors through the establishment of a store front, location to be determined. Current Overlook vendors will serve as business coaches and vendors, with the support of Project Coordinators partially funded by CDBG funds to provide technical assistance and liaison supports.

We estimate that this project will assist twelve (12) individuals establish skills necessary to start or improve/expand their microbusiness over the course of 1 year. The City of Flagstaff’s CDBG 2021-2025 HUD Consolidated Plan Executive Summary highlights Employment & Job Training Support Services as a Low priority with the 5-year goal of serving 5 people by the end of Fiscal Year 2025.

6. ***(10 Points)***

Identify how this proposed project achieves the CDBG Primary and National Objectives by addressing how the project will develop viable urban communities and benefit low-moderate income persons or neighborhoods.

Note: Your project does not need to align to all objectives. Be realistic.

Focus your response on:

- Providing decent housing
- Providing a suitable living environment
- Expanding economic opportunities principally for low-moderate income persons or neighborhoods.

NACA primarily serves and connects with low-moderate income persons through current programming, including physical and behavioral health services. Many Social Support services are only available to low-moderate income persons, particularly those with a direct and financial support opportunity (i.e. medical financial assistance, educational financial support, bus passes, etc.). By utilizing current clients and services in creating economic development opportunity, NACA supports the overall wellbeing of current clients and services by addressing economic supports which positively influence social and health needs. NACA also will be able to capitalize and expand on current practices within the Overlook vendor program which has over 200 established small and microbusiness practitioners.

7. *(10 Points)*

Identify how the proposal meets one or more of the City Council's CDBG Priorities:

Note: *Your project doesn't have to address every Council Priority.*

- Housing – Rental/ Ownership
- Homelessness
- Neighborhood Revitalization
- Workforce Development

8. (10 Points)

Agency mission and commitment to diversity, equity and inclusion.

- How will this project advance the agency's mission?
- How does the agency assure that all programs and projects serve to promote equity, inclusion, diversity and that the delivery of services are provided with cultural awareness and sensitivity as a priority?
- What steps has the organization taken to advance its commitment to diversity, equity, and inclusion?
    - Does the agency have established policies and practices supporting diversity, equity and inclusion? Provide any documentation that demonstrates this commitment.
    - What steps have been taken to strengthen the agency's commitment to diversity, equity, and inclusion?

The Native Americans for Community Action, Inc.'s (NACA) mission is to provide preventive wellness strategies, empower, and advocate for Native peoples and others in need to create a healthy community based on Harmony, Respect, and Indigenous values. By creating economic development opportunity at the individual level, we empower individuals to seize control over their financial, social and health circumstances. NACA provides all services in culturally relevant manners and will continue to support the delivery of services to promote equity, inclusion and diversity, particularly as this project incorporates individuals who are not necessarily Indigenous.

NACA's Overlook vendor program requires that vendors be Indigenous to support the Native American crafts vending project through the established Memorandum of Understanding (MOU) between the U.S. Forest Service and NACA, which has been in place since 1988. The Overlook Vending Program was originally established to abolish illegal Native American vending attempts on United States Forest Service Lands. However, the project created a unique opportunity for Native Americans to enhance and develop their economic self-sufficiency and lessen public assistance dependency. Above all, Indigenous families involved with the project have gained dignity, self-worth, economic empowerment, and renewed pride in themselves, for many of the families the artists our multi-generational. This same concept will apply to this project in terms of the overall goals of self-sufficiency, economic empowerment as well as improved sense of self-worth and pride which improve dignity.

9. ***(5 Points)***

If applicable, indicate whether the project takes place in one of the four target neighborhoods.

- Southside
- Sunnyside
- Plaza Vieja
- Pine Knoll

NACA and the proposed project is not anticipated to be located within one of the four target neighborhoods but is anticipated to serve residents coming from one of these four neighborhoods. NACA is also committed to marketing this project to residents of these neighborhoods to meet the intentions of CDBG opportunities. This project can help in determining the rate at which residents from these neighborhoods ultimately gain access to and success from this proposed project.

10. ***(10 Points)***

Identify how the proposed project is consistent with the needs, priorities, goals, and objectives identified in the DRAFT City of Flagstaff 2021-2025 Consolidated Plan.

Include activity, special population if applicable, priority level and 5 year goal
The proposed 2021-2025 Consolidated Plan Goals are available at https://www.flagstaff.az.gov/626/Community-Development-Block-Grants.

This project intends to address Employment & Job Training Support Services through the creation of small or microbusinesses, which are self-employment activities. This end goal will be accomplished as project participants develop their retail sales, and business management and development skills.

11. ***(10 Points)***

Provide recent statistics, data or other information to define the community need for the proposed project. Please be detailed regarding local needs within Flagstaff city limits.

How will you identify success? Describe how your successes will be monitored beyond CDBG requirements.

The Small Business Administration's Office of Advocacy 2019 and 2020 Small Business Profile demonstrate a decrease of 14.6% for private-sector employment for the 12-month period ending April 2020 while noting the creation of 1.6 million net jobs in 2019 from small businesses. Additionally, this resource also noted the median income for self-employed individuals at their own incorporated businesses to be $51,816 in 2018, whereas for the same population employed at their own unincorporated firms, median income was $26,084. For self-employed individuals, having the protection and supports of incorporated business ownership appears to have a significant impact on income.

While the Overlook program has over 215 active vendors, many do not hold formal business licenses, which proved to be detrimental to their ongoing financial security during the COVID-19 pandemic. Due to the majority of vendors lacking business licenses, those who did not, could not secure grants and loans to support their businesses while they could not sell as usual at the Overlook site. By working with this core group of businesses to secure business licenses and formalizing their record-keeping practices, this project will contribute to the sustainability efforts of these business owners. Through this process, retail sales skills and business development skills will be strengthened and duplicated across retail industries as well as transferred to others within the community to increase small business and microbusiness ownership.

12. ***(10 Points)***

Briefly describe the scope of the community collaboration surrounding the proposed project.

- Be specific, citing additional leverage[1] funding sources, agreements, staffing partnerships, etc.
- If formal partnerships[2] exist, please include documentation of all leveraged resources and identify leverage in budget.
- Attach letters of community collaboration/support for the specific project.

In 1988, a Memorandum of Agreement was signed by the U.S. Forest Service and NACA, thus establishing a legal Native American arts and crafts vending project located at the Oak Creek Vista Overlook. The Overlook Vending Program was originally established to abolish illegal Native American vending attempts on United States Forest Service Lands. The program develops a Native American outdoor artisan market to legitimately sell authentic Native American art within the Oak Creek Canyon Overlook. The Overlook Project constitutes a unique cooperative relationship between a federal governmental agency (U.S Forest Service) and a private non-profit Indian corporation (NACA, Inc.) The Oak Creek Vista Vendor Project has operated successfully for the past 32 years. The Overlook Project is self-sufficient.

13. (10 points)

Is your agency participating in the coordinated entry, also known as Flagstaff's Front Door? If so, please provide the agencies MOU or a letter from the Continuum of Care.

NACA is a participating organization in the County's Continuum of Care Coalition, the 2017 MOU as well as an updated MOU for 2021 is attached.

[1] Leveraged funds are specific non-city, non-federal (unless specifically allowed) funds committed toward this project.

[2] Formal Partnerships are contractual agreements that exist between two agencies. Informal partnerships are existing proposed business relationships not formalized by contract or funding agreement.

14. ***(10 Points)***

Briefly describe:

- The organization's history administering this or similar projects.
- The organization's realistic capacity for undertaking this project.
- Experience administering federal and state grants and complying with federal statutes. Please provide funding dates and award amounts.
- Was the agency ever asked to return awarded funds for cause?
- Has your agency ever requested a budget amendment or contract extension? If yes, why?

NACA has extensive experience administering federal and foundation grants and complying with federal statutes. NACA has not had to return awarded funds for cause. NACA has not requested budget amendments or contract extensions through formal request channels.

NACA currently has the following federal grants (annual award amounts):
Indian Health Service
Meth and Suicide Prevention Initiative $100,000
Special Diabetes Program $380,938
Substance Abuse Prevention $197,265
Title V $208,404
Family Health Center $1,569,396
Federal Diabetes $313,856
COVID and CARES ACT Funding 2020-2021 $1,583,433
Centers for Disease Control
Lasting Indigenous Family Enrichment $172,567
Good Health & Wellness $594,819
SAMHSA (Substance Abuse Mental Health Services Administration
Native Connections $362,469
Reach UR Life $736,000
Coconino County, Public Health District
Tobacco Education $56,000
United Way of Northern Arizona $20,485
University of Arizona Cancer Research $79,141
Colorado Plateau Foundation $25,000
Navajo United Way $2,550

15. ***(10 Points)***

Divide the execution and administration of the project into areas of responsibility by providing the following:

- **Names, titles,** and **resumes** of all staff involved with carrying out these areas of responsibility.
- Job descriptions for any new positions created for the proposed project.
- Identify the project manager (this person is responsible for the project and must be directly employed by the applying agency).
- Distinguish between in-house agency staff and contracted assistance.

- Include a listing of all staff positions and proposed CDBG funded positions in the Organization Chart, found in Tab 11- organization chart.

Dorothy Denetsosie Gishie, Economic Development Program Manager
The Program Manager will serve as Project Manager.

Two Project Coordinators will need to be hired for on-site operations support of the store front and to provide support to Overlook Vendors serving as coaches/mentors as well as to Project participants.

Tallerita Tunney Rogers, Director of Community Development
The Department Director provides administrative oversight of all activities and supervises the Project Director (Program Manager).

A Project Coordinator job description is attached.

NACA's Organizational Chart is attached; Project Coordinators will be supervised by the Economic Development Program Manager (listed as Overlook Program Manager).

Overlook vendors will serve as subject matter experts on business development and retail sales skills in exchange for reduced or waived space fees either at the Overlook site or storefront site. There are currently 215 Overlook vendors actively registered with the NACA Overlook program.

16. ***(10 Points)***

Tab 7 of the checklist requests a Schedule of Completion for this proposed project. In Appendix C, provide the following:

- A proposed schedule in the provided Excel format.
- A narrative summary describing the expenditure of CDBG Funds.
- Explain the rate of expenditure and the predicted progress of the proposed schedule.
- An estimated completion of project.
  Note: The City of Flagstaff has timeliness expenditure requirements with HUD, therefore all contracts need to be spent in a timely manner.

17. ***(10 Points)***

Tab 8 of the checklist requests a budget for this proposed project. In Appendix D, please provide a detailed budget in the provided Excel format, and a narrative summary describing exactly for what CDBG funds will pay.

- Include any contract bids or quotes for construction projects.
- Include leverage amounts listed in Question 10.

APPENDIX C
SCHEDULE OF COMPLETION

Project Schedule	
City of Flagstaff	
Project Description: NACA Business Incubator	
Implementing Agency: NACA, Inc.	
Project Number:	
Persons Served:	12
Date Submitted:	2/22/2021

Action Items:	**Item Desription**	**YEAR: 2021 1st Month Begins with the Notice to Proceed**											
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
1	Secure Storefront												
2	Construction												
3	Hire Project Coordinators												
4	Schedule Q1 OL Vendor coaches												
5	Market Business Incubator												
6	Orient OL Vendors w/interest in coaching/mentoring												
	Schedule Q2 OL Vendor coaches												
	Run business development workshops												
	Live coaching for retail sales skills development												
	Schedule Q3 OL Vendor coaches												
	Schedule Q4 OL Vendor coaches												
	Monthly Reporting												
	Contract Monitoring and Close Out												

Appendix D
Budget Example

Project Description:	NACA Economic Development
Implementing Agency:	Native Americans for Community Action, Inc.
Project Number:	
Persons Served:	
Date:	Program Year 2021

Item and Activity	Item/Activity Desription	Source 1 City of Flagstaff CDBG	Source 2 Other Grant FUNDING	Source 3 Leverage FINANCING	Source 4 In-Kind VENDOR Space sales	Project TOTALS
1	**Program or Project Related Expenses**					
A	Project Coordinator x2	$0.00			$90,000.00	**$90,000.00**
B	Employee Related Expenditures	$0.00			$22,500.00	**$22,500.00**
2	**Operating Supplies**					**$0.00**
A	Office Supplies	$4,500.00				**$4,500.00**
B	Network Structure	$3,500.00				**$3,500.00**
C	Furniture and Equipment	$15,000.00				**$15,000.00**
3	**Facility Expenses**					**$0.00**
A	Rent	$21,000.00			$21,000.00	**$42,000.00**
B	Utilities	$3,250.00			$3,250.00	**$6,500.00**
C	Janitorial				$15,000.00	**$15,000.00**
D	Insurance				$5,600.00	**$5,600.00**
4	**Professional Services**					**$0.00**
A	Consulting/Resource Contractors				$12,000.00	**$12,000.00**
B	Transportation				$7,000.00	**$7,000.00**
C						**$0.00**
D						**$0.00**
5	**Administration**					**$0.00**
A	Director Oversight				$ 7,400.00	**$7,400.00**
B	Agency Indirect Costs (@15%)	$7,087.50			$27,562.50	**$34,650.00**
Totals						**$0.00**
CDBG Totals		$54,337.50			$211,312.50	**$265,650.00**

Appendix E
CDBG Project Ranking Form 2021/2022

The ranking committee will use this form to evaluate potential projects. Assessments are based on CDBG eligibility criteria and the needs of the citizens of Flagstaff as identified in the draft 2021-2025 Consolidated Plan. Consideration is given to past performance of the submitting organization. A summary of this evaluation is presented to City Council for their review and consideration in making final funding decisions. Maximum potential scores are listed in parenthesis next to the ranking form questions.

Agency Name: **Native Americans for Community Action, Inc**

Amount of Funds Requested: **$54,337.50**

Name of Project: **Business Incubator**

☒ Public Service

☐ Housing

☐ Economic Development

Additional Considerations:

$4,528/Person Ratio of dollars per person benefitted by proposed project

0% Percent of leverage toward proposed project (must have letters of award for any leverage funds – these funds must also match and be outlined in the budget)

No Has your organization administered a successful CDBG contract in past years? (yes or no)

127 Total Points out of 175 possible

1- 3. ***(For Public Service Submissions Only)*** (10 points)

How well does the answer define one of the following:

- A new service?
- A quantifiable increase in the level of an existing service?
- To what extent does the answer explain how the proposed project will fulfill service gaps in Flagstaff?

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

---

4. ***Question is not applicable to this application***

---

5. How well does the answer explain the proposed scope of the project? Does the answer include: (10 points)

- Estimated number of persons to be served
- Whether or not the project prepares for, prevents and/or responds to COVID-19 and how.
- Current status of the project
- Are construction/concept plans attached with a scope of work for construction/rehabilitation projects (this is required if applicable)
- Is a price estimate/quote attached for construction/rehabilitation projects (this is required if applicable)?

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

---

12. How well does the answer explain how the project will achieve the CDBG Primary and National objectives? How well does the response explain how the project will: (10 points)

- Provide decent housing; or
- Provide a suitable living environment; or
- Expand economic development opportunities

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: Some clarity was needed to distinguish whether individuals being served were entirely new to the NACA program or already existing at the Overlook program.

---

13. How well does the answer explain whether the proposal meets one or more of the Council's CDBG Priorities (10 points)

Council's Priorities:

- Housing – Rental/Ownership
- Homelessness
- Neighborhood Revitalization
- Workforce Job Training

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comment: This question was not answered.

---

14. How well does the answer explain how the project advances the agency's mission? Does the answer demonstrate the agency's commitment to diversity, equity and inclusion as well as documented steps taken to strengthen that commitment? (10 points)

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

---

9. Does the proposed project take place in one of the target neighborhoods?

Target Neighborhoods: (5 points)

- Southside
- Sunnyside
- La Plaza Vieja
- Pine Knoll

0 5

---

10. How well does the answer document that the proposed project will meet the needs proposed in the in the DRAFT City of Flagstaff 2021-2025 Consolidated Plan? (10 points)

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

---

11. How well does the answer justify the local need for the proposed project within Flagstaff city limits? Are recent data and/or supportive statistics attached? How well does the answer describe the way in which the agency will define success beyond CDBG requirements? (10 points)

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: While the data provided was valuable, the ranking committee would have liked to see more data specific to Flagstaff. Information on how many vendors were able

to apply for federal COVID related assistance would have been great to see as part of this answer.

---

12. Is there evidence of community collaborations that can be effective programmatic support? Does the answer provide evidence of the following?

- Additional leverage
- Agreements, staffing partnerships, etc.
- Are current letters of community collaboration/support attached?

(None) 0 1 2 3 4 5 6 7 8 9 10 (Extensive)

Comments: The ranking committee would like to encourage a collaboration with other organizations offering similar services, such as Market of Dreams, Coconino County's Basic Business Empowerment program, the NACET Business Incubator, NAU's School of Business, any other local non-profits, etc. This would maximize the program's impact and avoid duplication of services.

---

13. Is the agency participating in coordinated entry (Front Door)? Is a Memorandum of Understanding (MOU) or a letter from the Continuum of Care included?

No (0 points) Yes (10 points)

---

14. How well does the answer describe: (10 points)

- The organization's history administering this or similar projects?
- The organization's realistic capacity for undertaking this project?
- The organization's experience administering federal and state grants and complying with federal statutes?
- Has the agency ever been asked to return awarded funds?
- Has the agency ever requested a budget amendment or contract extension? If yes, was reasoning provided?

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

---

15. Did the answer divide the organization's execution and administration of the project by the following: (10 points)

- **Name**, **titles**, and **resumes** of the staff involved?
- Job descriptions for any new positions?
- Is project manager identified?
- Is a distinction made between in-house staff and contracted assistance?

- Does Tab 6 include all staff positions and CDBG proposed positions?

(None) 0 1 2 3 4 5 6 7 8 9 10 (Extensive)

---

16. Does Tab 7 (Schedule of Completion) include the following: (10 points)

- A narrative summary describing the expenditure of CDBG Funds
- The rate of expenditure and the predicted progress of the proposed schedule
- An estimated completion of project.

(None) 0 1 2 3 4 5 6 7 8 9 10 (Extensive)

Comments: There was no narrative included with the schedule of completion.

---

17. Does Tab 8 include a comprehensive budget for this proposed project? Is a narrative summary describing exactly what CDBG funds will pay for found in Appendix D? (10 points)

- Are leveraged funding sources identified? Was formal documentation provided?
- For construction contracts, were bids and/or quotes provided?

(None) 0 1 2 3 4 5 6 7 8 9 10 (Extensive)

Comments: There was no narrative included with the budget. The ranking committee would have liked to understand why there is no other grant funding included in the budget, as well as an explanation for in-kind contributions.

General Criteria:

9. How realistic is this project in terms of probability of success within the community? (10 points)

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very)

---

10. How realistic is the 12-month Schedule of Completion? Was the correct format used in creating the schedule? (5 points)

(Not at all) 0 1 2 3 4 5 (Very)

---

11. **How realistic is the project budget? Was the correct format used? Does the budget include:** (15 points)

- All funding sources to be used for the project, separating CDBG funds from non CDBG funds? (1 points)
- Leverage numbers on budget match to leverage letters (3 points)
- Is a realistic dollar amount assigned to any in-kind contributions? (1 points)
- Overall Budget Evaluation: (10 points)
    - Is the project cost effective?
    - What percentage of the project budget is leveraged funding?
    - What percentage of the budget is for administration?
    - Is the budget logical? Etc.

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Comments: The agency's financial audit for FY 2018 contained findings related to end of fiscal period/year closing procedures.

---

12. **Has the applicant exhibited competence in preparing the proposal?** (10 points) Thorough and complete answers, well-written, correct grammar, easy to follow format, etc.

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Cover Letter
2021/22 CDBG Funding

Proposed Activity: Flagstaff Fair Housing Media Proposal
Name of Agency: Southwest Fair Housing Council
DUNS: 872788260
SAMS: 38PC1
Primary Contact:
Jay Young
Executive Director
jyoung@swfhc.com
(520) 798-1568 ext. 17
Fax (520) 620-6796
177 N. Church Ave., Suite 1104
Tucson, AZ 85701

Executive Summary (Not to exceed one page)
Agency requesting funding: Southwest Fair Housing Council
Agency DUNS Number: 872788260
Agency CAGE (SAM.org) Number: 38PC1

Are you a participating member in the Coconino County Continuum of Care? No

Amount of funds requested: $14,000

Project name: Flagstaff Fair Housing Media Proposal

Please indicate the following agency representative who will be the primary contact person for this project:
Jay Young
Executive Director
jyoung@swfhc.com
(520) 798-1568 ext. 17
Fax (520) 620-6796
177 N. Church Ave., Suite 1104
Tucson, AZ 85701

Brief project description (4 to 5 sentences):
Southwest Fair Housing Council (SWFHC) will provide a full-service fair housing outreach and media program. Specifically, SWFHC plans to complete:
- 4 English/Spanish print or video Public Service Announcements (PSA's)
- 1 Community outreach event or Facebook Live event (depending on Covid-19)
- 2 Virtual Fair Housing Trainings

Citywide fair housing counseling, referrals, and support through the complaint filing process provided in other grant funding.

Total estimated number of persons to be assisted: 5,000

Council CDBG priority (mark all that apply): Housing

Will the activity take place in a target neighborhood? All programming can target areas identified as a CDBG priority.

Special population (if any) to be assisted: Low income persons, persons with disabilities, families with children, and non-English speakers represent individuals with higher rates of victims of housing discrimination and closely align with several special population categories.

Name of authorized representative: _____Title: _____
Signature: _____ Date:
_____

Narrative Questions

1. *(10 Points) Mark the public service activity that best fits your proposed service:*

Fair housing counseling

2. *Clearly define how the proposed service is one of the following:*
A quantifiable increase in the level of an existing service. SWFHC is currently funded statewide to conduct limited enforcement and outreach in Flagstaff. This funding would allow SWFHC to develop a targeted media campaign that would enhance the community's awareness of fair housing rights, responsibilities, and available resources.

3. Discuss similar services that are offered in Flagstaff and how the proposed service is different than what is already offered to the community:
SWFHC is the only HUD funded Fair Housing Initiatives Program that serves Flagstaff.

4. (1 Point) Economic Development activities create jobs or support businesses in low-income neighborhoods or for low-income people. Please check one of these eligible activities if applying under the Economic Development category.
N/A

5. (10 Points) Describe the proposed scope of the project, including:
A. An estimated number of persons who will receive assistance from the proposed activity (an average of 2.61 people per household):
5,000
B. Whether or not the proposed activity prepares for, prevents and/or responds to COVID-19 and how:
SWFHC maintains a Covid-19 resources page on its website that is continually updated with the latest housing related Covid-19 information. SWFHC has incorporated Covid-19 housing and fair housing information into outreach materials and trainings. New resources, referrals, and policies are continually added to all resources. SWFHC is also able to pursue any Covid-19 related fair housing complaints that are brought forward to the agency. Covid-19 has resulted in a rise in disability related fair housing issues. Additionally, SWFHC is monitoring changes in the housing market as fears of upcoming evictions and foreclosures loom.
C. The current status of this project (i.e. planning stage, resubmission from last year, feasibility study completed, etc.):
This project has not been started in the City of Flagstaff yet; however, similar projects have been completed statewide and SWFHC would be prepared to begin the project immediately.
D. Attach construction or concept plans with a scope of work if applying for construction or rehabilitation funding (required if applicable):
N/A
E. Attach a price estimate or quote if applying for construction or rehabilitation funding:
N/A

6. (10 Points) Identify how this proposed project achieves the CDBG Primary and National Objectives by addressing how the project will develop viable urban communities and benefit low-moderate income persons or neighborhoods. Note: Your project does not need to align to all objectives. Be realistic. Focus your response on:

Free housing choice and equitable access to quality housing impacts nearly every aspect of an individual's life, therefore fair housing education and enforcement helps a community in providing decent housing to all citizens. Additionally, fair housing programs assist a community in providing a suitable living environment that includes economic opportunities, transportation access, access to health care and quality food, and recreation opportunities. SWFHC will target its programming in low-and moderate-income neighborhoods that are priority areas for the City of Flagstaff. All media campaigns, events, and outreach can be targeted to low- to moderate-income areas of low opportunity.

7. (10 Points) Identify how the proposal meets one or more of the City Council's CDBG Priorities: Note: Your project doesn't have to address every Council Priority:
SWFHC's proposal more closely supports the Housing CDBG priority by enhancing the community's awareness of fair housing rights, responsibilities, and available resources. SWFHC is a fair housing outreach and enforcement agency, which allows SWFHC to educate communities regarding fair housing, but also pursue fair housing complaints through administrative complaints and lawsuits. Additionally, SWFHC is a referral agency that connects callers to the agency to other community resources that may be better able to help them if the issue is not fair housing related. SWFHC's recently developed Covid-19 resources assists individuals understand their housing rights during the changes brought by the pandemic.

8. (10 Points) Agency mission and commitment to diversity, equity and inclusion.
A. How will this project advance the agency's mission?
SWFHC's mission is to provide comprehensive services to achieve and preserve equal access to housing for all people. This project will allow SWFHC to more effectively achieve this mission in the City of Flagstaff.
B. How does the agency assure that all programs and projects serve to promote equity, inclusion, diversity and that the delivery of services are provided with cultural awareness and sensitivity as a priority?
SWFHC staff is able to provide all programming in English and Spanish. Additionally, SWFHC ensures all programming and its website are available in an accessible manner for persons with disabilities. Additionally, SWFHC staff continually attends community cultural awareness and sensitivity trainings to ensure its ability to effectively engage and advocate for diverse populations.
C. What steps has the organization taken to advance its commitment to diversity, equity, and inclusion?
Equity is at the heart of Martin Luther King Jr.'s vision and at the heart of SWFHC's fair housing mission. SWFHC requires many positions to be bilingual and openly advertises all positions to ensure the most diverse audience possible is able to access the posting.
D. Does the agency have established policies and practices supporting diversity, equity and inclusion? Provide any documentation that demonstrates this commitment.
SWFHC is an equal opportunity employer, as stated on the website at swfhc.com/job-opportunities. SWFHC actively seeks to hire a diverse and representative staff.
E. What steps have been taken to strengthen the agency's commitment to diversity, equity, and inclusion?
SWFHC intentionally hires bilingual staff to ensure all services are equally available in English and Spanish. SWFHC utilizes a language line and translation services to ensure anyone can receive SWFHC services. SWFHC's website has been evaluated to make sure it is fully

accessible to persons with disabilities. SWFHC's office is also fully accessible and located on several transit lines in Tucson. Additionally, SWFHC demonstrates commitment by submitting proposals like this to educate communities throughout Arizona about their fair housing rights and how to seek justice when those rights have been violated.

9. (5 Points) If applicable, indicate whether the project takes place in one of the four target neighborhoods. - Southside - Sunnyside - Plaza Vieja - Pine Knoll 12
SWFHC is able to work with its media partners to target PSA's and Facebook Live events in certain areas of the community and to specific income areas. SWFHC can use the 4 PSA's, 2 trainings, and 1 Facebook Live or in-person event to ensure all target neighborhoods receive elements of the programming. Additionally, SWFHC can partner with local agencies to ensure programming reaches the Native American community in Flagstaff, which was identified as a priority by City of Flagstaff staff.

10.(10 Points) Identify how the proposed project is consistent with the needs, priorities, goals, and objectives identified in the DRAFT City of Flagstaff 2021-2025 Consolidated Plan. Include activity, special population if applicable, priority level and 5 year goal The proposed 2021-2025 Consolidated Plan Goals are available at https://www.flagstaff.az.gov/626/Community-Development-Block-Grants.
SWFHC's proposed Outreach and Media Campaign will target low-moderate income communities in Flagstaff and can be specifically tailored to serving the four target neighborhoods. SWFHC can target the content of its media on identified areas of need, such as disability, familial status, non-English speaking individuals, and race (Native American) protected classes. SWFHC's programs support the Housing Stabilization Services including Eviction/Foreclosure Prevention and Legal Services goal of the proposed 2021-2025 Consolidated Plan Goals.

11. (10 Points) Provide recent statistics, data or other information to define the community need for the proposed project. Please be detailed regarding local needs within Flagstaff city limits. How will you identify success? Describe how your successes will be monitored beyond CDBG requirements.
While SWFHC provides enforcement and outreach services in the City of Flagstaff, it is currently not funded to conduct a targeted media campaign. Currently, advertising of SWFHC's services is limited to the few housing providers and agencies that participate in SWFHC trainings. This limits the amount of community members who are aware of SWFHC's services and call to receive fair housing counseling. This funding will allow SWFHC to connect with more grassroots agencies and vulnerable communities that are at the greatest risk of housing discrimination. SWFHC will be able to monitor its reporting database to observe call volume and referrals increase from Flagstaff, the location of web hits to see how many more people from Flagstaff visit the website, and impression data provided by SWFHC's media partners.

12. (10 Points) Briefly describe the scope of the community collaboration surrounding the proposed project. Be specific, citing additional leveraged funding sources, agreements, staffing partnerships, etc. If formal partnerships exist, please include documentation of all leveraged resources, and identify leverage in budget. Attach letters of community collaboration/support for the specific project.

SWFHC has already been funded to provide fair housing enforcement statewide. This means SWFHC will be able to provide fair housing counseling, referrals, and assistance through the complaint process to any clientele who contact SWFHC because of the increased media presence in the community. Additionally, SWFHC will work to build new partnerships with the appropriate agencies to ensure that the most vulnerable communities in Flagstaff are recipients of SWFHC's fair housing efforts.

13. (10 points) Is your agency participating in the coordinated entry, also known as Flagstaff's Front Door? If so, please provide the agencies MOU or a letter from the Continuum of Care.
No

14. (10 Points) Briefly describe:
A. The organization's history administering this or similar projects.
SWFHC has successfully administered similar CDBG projects in communities throughout the State.
B. The organization's realistic capacity for undertaking this project.
The SWFHC staff responsible for this project have extensive experience administering similar projects staff wide and the infrastructure to implement the project is already in place.
C. Experience administering federal and state grants and complying with federal statutes. Please provide funding dates and award amounts.
SWFHC has been a recipient of HUD Fair Housing Private Enforcement Initiatives and Outreach Initiative funding for over 30 years. Currently SWFHC was funded under a 3 year HUD grant for $425,000.00 in 2020. SWFHC receives an annual CDBG grant from Pima County for $25,000.00. In 2020, SWFHC was awarded a CDBG grant with the City of Yuma to provide a similar service to the one in this proposal for $20,000.00.
D. Was the agency ever asked to return awarded funds for cause?
No
E. Has your agency ever requested a budget amendment or contract extension? If yes, why?
No

15. (10 Points) Divide the execution and administration of the project into areas of responsibility by providing the following:
A. Names, titles, and resumes of all staff involved with carrying out these areas of responsibility.

- Beth Ann Justvig, Finance Director
- Laura Leyva, Education, Outreach, and Media Specialist
- Erica Hardwick, Enforcement Director
- Maria Medina, Intake Specialist
- Jay Young, Executive Director

B. Job descriptions for any new positions created for the proposed project.
N/A
C. Identify the project manager (this person is responsible for the project and must be directly employed by the applying agency).
Laura Leyva, Education, Outreach, and Media Specialist
D. Distinguish between in-house agency staff and contracted assistance.
All staff is in house.

E. Include a listing of all staff positions and proposed CDBG funded positions in the Organization Chart, found in Tab 11- organization chart.
Beth Ann Justvig, Finance Director
Laura Leyva, Education, Outreach, and Media Specialist
Erica Hardwick, Enforcement Director
Maria Medina, Intake Specialist
Jay Young, Executive Director

16. (10 Points) Tab 7 of the checklist requests a Schedule of Completion for this proposed project. In Appendix C, provide the following: A proposed schedule in the provided Excel format, a narrative summary describing the expenditure of CDBG Funds, explain the rate of expenditure and the predicted progress of the proposed schedule, an estimated completion of project. Note: The City of Flagstaff has timeliness expenditure requirements with HUD, therefore all contracts need to be spent in a timely manner.

SWFHC will complete the Media and Campaign project in the following timeframe:

Action Item	Item Description	Quarter 1	Quarter 2	Quarter 3	Quarter 4
4 total Public Service Announcements (PSAs)	Print, internet, or other media PSA	X (1 PSA)	X (1 PSA)	X (1 PSA)	X (1 PSA)
2 Total Trainings	Virtual fair housing trainings for housing professionals, agency staff, or consumers.		X (1 Training)	X (1 Training)	
1 Event	An in-person fair housing event or Facebook Live event, depending on Covid-19 restrictions on in-person meetings,				X (1 Fair Housing Month Event)

The outreach event/Facebook Live event will be timed to coincide with fair housing month in April 2022. All deliverables and expenditures will be completed by June 2022. The four PSA's are budgeted at $1,800 each and will be expended once each Quarter of the grant. The in person event or Facebook Live event is budgeted at $785.00 and will be expended in the 4th Quarter of the grant to coincide with Fair Housing Month in April 2022. Staff time and miscellaneous materials and supplies for advertising will be expended accordingly throughout the grant period.

17. (10 Points) Tab 8 of the checklist requests a budget for this proposed project. In Appendix D, please provide a detailed budget in the provided Excel format, and a narrative summary

describing exactly for what CDBG funds will pay. - Include any contract bids or quotes for construction.

STAFF TIME: 5 staff members Total CDBG portion:$3,225

1. Finance Director: 36 hours per year to the Flagstaff grant.
2. E&O Specialist: 48 hours per year to the Flagstaff grant.
3. Intake Specialist: 24 hours per year to the Flagstaff grant.
4. Enforcement Director (Program Supervisor): 36 hours to the Flagstaff grant.
5. Executive Director: 24 hours to the Flagstaff grant. ADMIN

ERE: Grant portion of benefits and taxes for 5 staff members: includes FICA/SUTA/W/Comp and Health benefits (medical, life, dental, ect…) Total CDBG portion: $815

SUPPLIES: Cost of supplies for the grant including flyers, postage, and office supplies. Total CDBG portion: $200

ADVERTISING: 4 PSAs Total CDBG portion: $7,200

COMMUNICATION: Facebook Live fee Total CDBG portion: $750

RENT & COMMUNICATION: Grant portion of cost for facility and staff communication (internet, webinars, and telephone). Total CDBG portion: $785

TAB 5

Map of Project Location

Not applicable. There is no map of the project location due to the nature of the project.

TAB 6

Job Descriptions

Not Applicable. This funding is not for operational assigned assistance or positions specific funding. We have included resumes for staff that will be working on this grant.

TAB 7
Schedule of Completion

SWFHC will complete the Media and Campaign project in the following timeframe:

Action Item	Item Description	Quarter 1	Quarter 2	Quarter 3	Quarter 4
4 total Public Service Announcements (PSAs)	Print, internet, or other media PSA	X (1 PSA)	X (1 PSA)	X (1 PSA)	X (1 PSA)
2 Total Trainings	Virtual fair housing trainings for housing professionals, agency staff, or consumers.		X (1 Training)	X (1 Training)	
1 Event	An in-person fair housing event or Facebook Live event, depending on Covid-19 restrictions on in-person meetings,				X (1 Fair Housing Month Event)

TAB 8

Budget

Project Description:	Fair Housing Media Campaign					
Implementing	SWFHC					
Project Number:						
Persons Served:						
Date:	Program Year 2021-22					
Item and		Source 1	Source 2	Source	Source 4	
Activity	Item/Activity Desription	City of Flagstaff	Other Grant	Leverage	In-Kind	Project
		CDBG	FUNDING	FUNDING	DONATIONS	TOTALS
1	Program or Project Related					
A	Salaries	3,225.00		183,732.00		$186,957.00
B	ERE/TAXES	815.00		49,867.00		$50,682.00
C	SUPPLIES	200.00		2,520.00		$2,720.00
D	ADVERTISING	7,200.00		2,000.00		$9,200.00
E	COMMUNICATION	750.00		25,629.00		$26,379.00
F	RENT	785.00		12,308.00		$13,093.00
G	OTHER: AUDIT, TRAVEL, OTHER			20,300.00		$20,300.00
H						
I						
2	Administration					
A	Salaries & ERE/TAXES	1,025.00		35,814.00		$36,839.00
B	Agency Indirect			27,830.00		$27,830.00
3	Facility Value					
A						
4	Grant Leverage Resources					
A	ADOH					
B	United Way					
CDBG Totals						
Totals		$14,000.00		$360,000.00		$374,000.00

Appendix E
CDBG Project Ranking Form 2021/2022

The ranking committee will use this form to evaluate potential projects. Assessments are based on CDBG eligibility criteria and the needs of the citizens of Flagstaff as identified in the draft 2021-2025 Consolidated Plan. Consideration is given to past performance of the submitting organization. A summary of this evaluation is presented to City Council for their review and consideration in making final funding decisions. Maximum potential scores are listed in parenthesis next to the ranking form questions.

Agency Name: **Southwest Fair Housing Council**

Amount of Funds Requested: **$14,000**

Name of Project: **Flagstaff Fair Housing Media**

☒ Public Service

☐ Housing

☐ Economic Development

Additional Considerations:

$3/Person Ratio of dollars per person benefitted by proposed project

96% Percent of leverage toward proposed project (must have letters of award for any leverage funds – these funds must also match and be outlined in the budget)

No Has your organization administered a successful CDBG contract in past years? (yes or no)

58 Total Points out of 165 possible

1- 3. ***(For Public Service Submissions Only)*** (10 points)

How well does the answer define one of the following:

- A new service?
- A quantifiable increase in the level of an existing service?
- To what extent does the answer explain how the proposed project will fulfill service gaps in Flagstaff?

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: The ranking committee felt it was important for the agency to provide context about what is already required to be provided to the City of Flagstaff through other funding sources.

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4. ***Question is not applicable to this application***

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5. How well does the answer explain the proposed scope of the project? Does the answer include: (10 points)

- Estimated number of persons to be served
- Whether or not the project prepares for, prevents and/or responds to COVID-19 and how.
- Current status of the project
- Are construction/concept plans attached with a scope of work for construction/rehabilitation projects (this is required if applicable)
- Is a price estimate/quote attached for construction/rehabilitation projects (this is required if applicable)?

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: Details were needed about how a benefit of 5,000 people was determined. Clarification about how this service relates to the SWFHC's website and the services that are already being offered on their site would have provided a better understanding of this project.

---

15. How well does the answer explain how the project will achieve the CDBG Primary and National objectives? How well does the response explain how the project will: (10 points)

- Provide decent housing; or
- Provide a suitable living environment; or
- Expand economic development opportunities

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: It is not clear how low- and moderate-income individuals will be targeted.

---

16. **How well does the answer explain whether the proposal meets one or more of the Council's CDBG Priorities** (10 points)

Council's Priorities:

- Housing – Rental/Ownership
- Homelessness
- Neighborhood Revitalization
- Workforce Job Training

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: The City of Flagstaff is grateful for SWFH's ongoing partnership. Based on the answer to this question, it is unclear if the agency had reviewed the City's Analysis of Impediments to Fair Housing Choice and the City's current Fair Housing efforts.

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17. **How well does the answer explain how the project advances the agency's mission? Does the answer demonstrate the agency's commitment to diversity, equity and inclusion as well as documented steps taken to strengthen that commitment?** (10 points)

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: The answer needed information about what needs are specific to Flagstaff. The focus was placed on Spanish/English capacity but fails to identify other demographics. The answer does not explain how the project will advance the agency's mission.

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9. Does the proposed project take place in one of the target neighborhoods?

Target Neighborhoods: (5 points)

- Southside
- Sunnyside
- La Plaza Vieja
- Pine Knoll

0 5

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10. How well does the answer document that the proposed project will meet the

needs proposed in the in the DRAFT City of Flagstaff 2021-2025 Consolidated Plan? (10 points)

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: The question was not addressed, and a specific priority need and goal was not identified. The ranking committee found it concerning that the proposal refers to the protected classes, but the focus was on Spanish/English resources. For race, only the Native American population was discussed. The agency displayed a lack of understanding of Flagstaff-specific demographics and Impediments to Fair Housing Choice.

---

11. How well does the answer justify the local need for the proposed project within Flagstaff city limits? Are recent data and/or supportive statistics attached?

How well does the answer describe the way in which the agency will define success beyond CDBG requirements? (10 points)

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: Local statistics to support the need for the project or how to project will address Flagstaff specific issues were not provided. How success is defined in this answer is not impactful. The ranking committee strongly felt that "call volume" was not a good measure of success. The first part of the question was not answered.

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12. Is there evidence of community collaborations that can be effective programmatic support? Does the answer provide evidence of the following?

- Additional leverage
- Agreements, staffing partnerships, etc.
- Are current letters of community collaboration/support attached?

(None) 0 1 2 3 4 5 6 7 8 9 10 (Extensive)

Comments: Partnerships, even the one with the City of Flagstaff, are not discussed in the answer. The proposal reads as if it's written for a different agency/grant. Evidence of partnerships, collaboration, support, or leverage is absent.

---

13. Is the agency participating in coordinated entry (Front Door)? Is a Memorandum of Understanding (MOU) or a letter from the Continuum of Care included?

No (0 points) Yes (10 points)

14. How well does the answer describe: (10 points)

- The organization's history administering this or similar projects?
- The organization's realistic capacity for undertaking this project?
- The organization's experience administering federal and state grants and complying with federal statutes?
- Has the agency ever been asked to return awarded funds?
- Has the agency ever requested a budget amendment or contract extension? If yes, was reasoning provided?

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: The agency does not demonstrate experience with or a history of creating media campaigns. The answer does not demonstrate how the media campaign will be carried out.

---

15. Did the answer divide the organization's execution and administration of the project by the following: (10 points)

- **Name**, **titles**, and **resumes** of the staff involved?
- Job descriptions for any new positions?
- Is project manager identified?
- Is a distinction made between in-house staff and contracted assistance?
- Does Tab 6 include all staff positions and CDBG proposed positions?

(None) 0 1 2 3 4 5 6 7 8 9 10 (Extensive)

Comments: The formatting of this answer was difficult to follow. The answer needed more detail about which responsibilities would be completed by each person involved in the project. No clear scope was identified.

---

16. Does Tab 7 (Schedule of Completion) include the following: (10 points)

- A narrative summary describing the expenditure of CDBG Funds
- The rate of expenditure and the predicted progress of the proposed schedule
- An estimated completion of project.

(None) 0 1 2 3 4 5 6 7 8 9 10 (Extensive)

Comments: The schedule of completion needed details beyond quarterly PSAs. Details about what channels would be utilized and how frequently, as well as what funds would be spent and when were missing. This information was vital to answering this question.

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17. Does Tab 8 include a comprehensive budget for this proposed project? Is a narrative summary describing exactly what CDBG funds will pay for found in Appendix D? (10 points)

- Are leveraged funding sources identified? Was formal documentation provided?
- For construction contracts, were bids and/or quotes provided?

(None) 0 1 2 3 4 5 6 7 8 9 10 (Extensive)

Comments: It is unclear why certain roles are included under CDBG funding, given the lack of involvement in the project. Letters of leverage are not included. There is no information about what supplies are needed or what the rent is for if this is a proposal for a project without a physical location.

General Criteria:

13. How realistic is this project in terms of probability of success within the community? (10 points)

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very)

Comments: This question was difficult to score by the ranking committee because the application fails to identify how vulnerable individuals will be targeted, as there isn't an effective and impactful way to truly define success.

---

14. How realistic is the 12-month Schedule of Completion? Was the correct format used in creating the schedule? (5 points)

(Not at all) 0 1 2 3 4 5 (Very)

Comments: The Schedule of Completion is lacking specific details about when the PSA's would run and on what channels.

---

15. How realistic is the project budget? Was the correct format used? Does the budget include: (15 points)

- All funding sources to be used for the project, separating CDBG funds from non CDBG funds? (1 points)
- Leverage numbers on budget match to leverage letters (3 points)
- Is a realistic dollar amount assigned to any in-kind contributions? (1 points)
- Overall Budget Evaluation: (10 points)
    - Is the project cost effective?
    - What percentage of the project budget is leveraged funding?
    - What percentage of the budget is for administration?
    - Is the budget logical? Etc.

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Comments: Leverage letters were not included. The allocation of CDBG funds to rent is questionable as no physical location was identified as a part of the project. The leverage numbers do not match, and the budget is not thorough. There seems to be a lack of understanding about what is considered leverage and what is considered other grant funding. There are inconsistencies between the scope and budget. Cost of PSA's seems high and no quotes were provided as supporting information. The application is missing vital information about the definition of "media." Since there is not a local news station and there are few local radio stations in Flagstaff, the ranking committee is missing fundamental details.

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16. **Has the applicant exhibited competence in preparing the proposal?** (10 points) Thorough and complete answers, well-written, correct grammar, easy to follow format, etc.

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: This proposal identifies a vital need, but the approach taken by this outreach campaign to vulnerable populations is unclear. How will resources be utilized and developed in ways that low/moderate income individuals can access them? The concept has potential, but the steps to deliver this project in Flagstaff lack detail and specificity. The Fair Housing missions and commitments of SWFHC and the City of Flagstaff are not included in the proposed project.

2021 Community Development Block Grant Application: Educational Program

Agency requesting funding: Tynkertopia, Inc.

Agency DUNS Number: In process
Agency CAGE (SAM.org) Number: In process
Are you a participating member in the Coconino County Continuum of Care? (Yes or No) Yes
Amount of funds requested: $100,000

Project name: *Community-Based STEAM Education*

Please indicate the following agency representative who will be the primary contact person for this project:

Name: Dr. Alice Christie
Title: Tynkertopia Founder and Executive Director
E-mail: founder@tynkertopia.org
Mailing address: 1165 Flowing Springs Trail, Flagstaff, AZ 86004
Phone number: 928-326-3400
Fax number: 928-774-1875

Brief project description (4 to 5 sentences):

Our project, *Community-Based STEAM Education,* requests operational funding through a Community Development Block Grant (CDBG) in order to provide expanded programming to low-moderate income children and families living in Sunnyside. We wish to grow our STEAM educational programing to children, youth, and families in our target neighborhood by hiring and training two new employees at Tynkertopia: a Science Education Specialist and a Community Outreach Specialist. Tynkertopia is a nonprofit corporation that serves as Flagstaff's STEAM Community Center. Our programming focuses on helping low-moderate income children, youth, and families develop Science, Technology, Engineering, the Arts, and Mathematics (STEAM) knowledge, and skills, as well as creativity, confidence, and inquiry skills.

If funded, the estimated number of people to receive assistance include:

- a minimum of 3,000 low-moderate income children and youth who will receive direct assistance in STEAM learning when they participate in our face-to-face activities or participate in online STEAM learning opportunities;
- a minimum of 1,000 students who will receive direct assistance in STEAM learning when they attend community events sponsored by Tynkertopia; and
- two employees-in-training who will receive direct assistance (training and salary) through one-year of employment at Tynkertopia.

Total estimated number of persons to be assisted: All 4,530 households in Sunnyside

Council CDBG priority: Workforce Development

Target neighborhood: Sunnyside

Name and title of authorized representative: Dr. Alice Christie, Tynkertopia Founder and Executive Director

Alice A. Christie
Date: February 1, 2021

Executive Summary

Tynkertopia is Flagstaff's only 501 (c)(3) nonprofit STEAM Community Center. We provide outside-of-school learning opportunities for PK– 12th grade students in Science, Technology, Engineering, the Arts, and Mathematics (STEAM). Tynkertopia's mission is to empower youth of Flagstaff to cultivate skills, strategies, and confidence as independent, lifelong learners, and to expand creativity, inquiry skills, and STEAM skills and knowledge by inviting curiosity, inspiring wonder, encouraging playfulness, and celebrating unique solutions. Our vision is to build a stronger future for Flagstaff youth and families by offering community-based STEAM learning opportunities.

Tynkertopia's target population is public, private, charter, and home-schooled children, their parents, grandparents or guardians, and their teachers. In addition, Tynkertopia serves many children from families in distress, youth in poverty, and youth un- or under-represented in STEAM areas who visit Tynkertopia with case workers. During our twenty months of face-to-face operation, Tynkertopia hosted over 10,500 (non-unique) visits from children, parents, grandparents, teachers and community members from Flagstaff and northern Arizona. Admission to Tynkertopia is always free to all.

The Tynkertopia learning environment is based on the 7C Model (see Appendix G) that (a) acknowledges the importance of choice, (b) inspires deep learning, (c) fosters creativity and creative confidence, (d) encourages critical thinking, and (e) engages learners in collaboration and connections with other learners. This model was developed by Tynkertopia founder, Dr. Alice Christie (Arizona State University President's Professor Emerita, Founding Fellow of the ASU Distinguished Teaching Academy, a Google Certified Teacher and Innovator), and an educator with 50+ years of experience in PK through university education.

Tynkertopia's exponential growth and success since mid-2018 indicates the need to expand our staff and our programming. Currently, Tynkertopia employs one low-moderate income person for 80 hours per month. Dr. Alice Christie, Tynkertopia founder, volunteers between 40-60 hours per week. Our volunteer coordinator provides a total of 10 hours of service per week. Because we have grown so quickly and to such a great extent, we are now grossly understaffed.

Our CDBG application requests operational funding to help low-moderate income children develop Science, Technology, Engineering, the Arts, and Mathematics (STEAM) knowledge and skills by expanding our programming and hiring and training two new employees at Tynkertopia: a Science Education Specialist and a Community Outreach Specialist. The employees-in-training will be mentored by Tynkertopia Founder and Executive Director, Dr. Alice Christie.

The employees-in-training will be responsible for:

- facilitating the daily face-to-face and online operations of Tynkertopia;
- fostering excitement and a sense of wonder in children, parents and grandparents, teachers, case workers, and community members;
- expanding our class offerings and extending our hours to better serve the Sunnyside community;
- raising awareness of Tynkertopia's offerings to the children, youth, and families in the community through increased social media and marketing;
- expanding our grant writing and fundraising activities so Tynkertopia can continue serving low-moderate income children, youth, and families in Sunnyside and greater Flagstaff; and
- attending training workshops to improve STEAM knowledge and skills.

Authorized representative: Dr. Alice Christie, Founder & Executive Director of Tynkertopia, Inc.

Alice A. Christie

Narrative Questions

1. The public service activity that best fits our proposed service is **Education Programs**.

2. The proposed service is an **Expansion Service**. Tynkertopia, a nonprofit organization focusing on Science, Technology, Engineering, the Arts, and Mathematics (STEAM) education opened its doors in mid 2018. Since then, Tynkertopia has seen exponential growth in the number of Flagstaff children, youth, and their families we serve. Currently, we are staffed by:

   - our Founder and Executive Director, Dr. Alice Christie, who volunteers full time;
   - one part-time (eighty-hour per month) employee; and
   - one volunteer who provides 10 hours per week of service.

   We need to increase our staff so that we are better able to serve our targeted population of low-moderate income children, youth, and families residing in Sunnyside.

3. Currently, Tynkertopia is the ONLY Community Center focusing on STEAM in Flagstaff. Admission to Tynkertopia is always free to all. Once the COVID pandemic is behind us and we have hired additional staff with CDBG funding, we will be open from 9 AM – 6 or 7 PM on weekdays and 9 AM – 5 PM on Saturdays. During the summer, we will be open from 9 AM – 5 PM or later six days a week. We will also be open evenings and Sunday for community events.

   The Boys and Girls Club of Flagstaff offers after-school opportunities for students, but their focus is not primarily STEAM, and they operate on a sliding scale fee basis.

4. NA

5. Proposed scope of the project:

   Our project, *Community-Based STEAM Education*, focuses on improving STEAM skills in low-moderate income children and youth living in the Sunnyside neighborhood, Flagstaff's most diverse and economically challenged neighborhood. Ten percent of Flagstaff's overall population lives in Sunnyside, including 4,530 households. Tynkertopia was intentional in locating in this neighborhood where:

   - Almost half (46.7%) of the residents live in extreme poverty,
   - 31% of the neighborhood's population is 17 years old and younger, and
   - 72% of neighborhood children aged 5-17 live in poverty.

   Tynkertopia's goal is to serve the Flagstaff children and youth most in need of extended, hands-on learning opportunities to improve their STEAM skills and knowledge, as well as their creativity, confidence, and inquiring minds. Such opportunities have the potential to translate into better jobs in their futures. Another of Tynkertopia's goal is to help in the development of Flagstaff's future workforce.

   We seek to expand our services in the Sunnyside neighborhood by hiring two people who will receive salaries and training for one year at Tynkertopia. By hiring additional staff through a Community Development Block Grant, Tynkertopia will be able to offer more services to a greater number of children, youth, and families during the 2021-2022 grant cycle. This project has the potential to reach all 4,530 households in Sunnyside, as well as children and families from other neighborhoods who choose to visit Tynkertopia.

Community-Based STEAM Education, if awarded a CDBG, will provide salaries to two new employees through our job training program. This will not only benefit the employees-in-training, it also will benefit the thousands of children who come to Tynkertopia to explore, discover, create, learn, develop STEAM skills and knowledge, and have fun in a safe and inclusive space dedicated to creativity and inquiry. Each community-based STEAM learning experience will spark creativity and engaged learning for area youth, thereby inspiring learning for an expanded population.

The employees-in-training will receive instruction on COVID-19 response and will assist the founder in carrying out temperature checks, masking, social distancing, sanitizing the facility, and handwashing procedures once we reopen and begin providing face-to-face STEAM learning opportunities to area children, youth, and families.

The proposed project, *Community-Based STEAM Education*, is in the final planning stage and is awaiting funding.

6. The proposed project achieves the CDBG Primary National Objective of **Expanding Economic Opportunity for Low-Moderate Income Neighborhoods.** Our proposed project, *Community-Based STEAM Education,* will provide:

    - Outside-of-school educational opportunities in Science, Technology, Engineering, The Arts, and Mathematics to children and youth living in Sunnyside; and
    - economic opportunities for two new employees who will help expand the services of Tynkertopia, a nonprofit organization located in and serving the children, youth, and families of Sunnyside. It is anticipated that these jobs will become permanent jobs that will continue beyond the grant period.

7. *Community-Based STEAM Education* meets the Flagstaff City Council's CDBG **Workforce Development Priority**.

    The objective of our workforce development is to create economic prosperity for children and youth in Sunnyside, thereby fostering future economic prosperity for the Sunnyside community. To achieve this goal, we will offer numerous practical, skill-based learning opportunities aimed to increase the STEAM skills of our target population, so they can become skilled, creative and confident members of Flagstaff's future workforce.

    We will help our low-moderate income participants grow their STEAM skills as well as the soft skills they will need to be productive members of the twenty-first century workforce. These soft skills include:

    - creative thinking and problem-solving
    - oral communication skills
    - teamwork and collaboration skills
    - digital and financial literacy
    - adaptability, flexibility and initiative
    - confidence to take risks
    - ability to learn through mistakes

    In addition, this project will provide job training and employment to two people who will help expand Tynkertopia's programs and services. Our central goal will be to engage, educate, enlighten, and empower

these employees-in-training and provide them with a living wage. Tynkertopia will pay for these individuals to attend a variety of professional development opportunities to help develop or improve skills needed in today's workforce.

The job training will include:

- Defining goals and expectations,
- Creating a culture that promotes collaboration and student-driven learning,
- Developing cultural awareness and sensitivity to the low-moderate income population Tynkertopia serves,
- Training in 21st century skills (soft and hard) in which the employees-in-training will:
    - create personal mission statements,
    - identify/establish time management techniques, and
    - develop strategic plans (with 1- 3- and 5-year goals) in the areas of education, career, and family.

8. Tynkertopia's mission is to serve as a safe, welcoming, and inclusive space for students, teachers, parents, artists, crafters, inventors, makers, and *tynkerers* of all ages. We welcome community collaborations in which partners work together to share expertise, resources, and responsibility for achieving mutual goals.

   We chose to locate in Sunnyside to better serve those living in poverty or extreme poverty and those un- or under-represented in STEAM areas. We also chose Sunnyside because it is the most densely populated neighborhood in Flagstaff with the greatest ethnic diversity in Flagstaff. Demographics follows:
   - 45% identify as Hispanic or Latino
   - 29% identify as Native American
   - 19.5% identify as White
   - 4.5% identify as of two races or more
   - 2% identify as Black/African American

   On November 30, 2020, the Tynkertopia Board of Directors developed and adopted a **Non-discrimination Statement and Policy** that states:

   > Tynkertopia, Inc. does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, visitors, volunteers, subcontractors, vendors, and clients.
   >
   > Tynkertopia, Inc. is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

9. The project is located in **Sunnyside**.

10. Our project, *Community-Based STEAM Education,* is consistent with the needs, priorities, goals, and objectives in the **Public Services and Economic Opportunities** category of the City of Flagstaff 2021/2025 HUD Consolidated Plan Draft. Our project provides public service to residents of the Sunnyside neighborhood. It provides innovative, up-to-date, research-based educational programming for thousands of Sunnyside children, youth and families. Dr. Alice Christie, Tynkertopia Founder and Executive Director, brings to this project both her extensive education experience and acumen, as well as her passion for bringing educational programming to those children, youth, and families most in need in our community.

11. Since Tynkertopia's *Community-Based STEAM Education* project serves the Sunnyside neighborhood, additional statistics about this neighborhood follow.

    Almost half (46.7%) of the residents live in extreme poverty. Thirty-one percent of the neighborhood's population is 17 years old and younger and 72% of neighborhood children aged 5-17 live in poverty. Over 50 percent of the households in the neighborhood are single parent households. Sixty-eight percent of Sunnyside housing units are rental properties and 59% of households pay 50% or more of their total household income in rent. According to the American Community Survey, almost one-fourth (24.9%) of households in Sunnyside are linguistically isolated.

    In addition, elementary and middle school students in our low-moderate income target neighborhood are **failing** statewide high-stake tests in mathematics and science at an alarmingly high rate, as shown below:

Elementary and Middle Schools Serving Sunnyside Residents	2016 AZ Merit Math **Fail Rates**	Statewide Average Math **Fail Rates**	2015 AIMS Science **Fail Rates**	Statewide Average Science **Fail Rates**
Killip Elementary School	70%	45%	70%	59%
Puente de Hozho Bilingual Magnet	61%	45%	46%	59%
The PEAK School	71%	45%	61%	59%
Mount Elden Middle School	77%	45%	Not Available	

    Statistics on the **fail rates** of students attending schools in our target neighborhood indicate that Flagstaff needs to create more in-school and outside-of-school opportunities for students to learn and thrive in math and science.

    Tynkertopia offers numerous enriching outside-of-school STEAM learning opportunities for area students to gain these skills through STEAM-centered activities, challenges, classes, and clubs. With additional staff, Tynkertopia will be able to reach a greater number of students and provide them with varied STEAM learning experiences and opportunities to increase their STEAM skills and knowledge.

    Finally, Tynkertopia is proud to support and nurture the City of Flagstaff's affirmation of Flagstaff as *America's First STEM Community*. Tynkertopia is proud to be Flagstaff's first and only STEAM Community Center (STEM + A for the Arts = STEAM).

    Our project, *Community-Based STEAM Education,* will identify success as follows:

    Success of the Overall Project:

- Providing community-based STEAM learning opportunities to a minimum of 3,000 low-moderate income children, youth, and families at our community center in Sunnyside;
- Providing community-based STEAM learning opportunities to a minimum of an additional 1,000 children, youth, and families in city-wide community events;
- Collaborating with numerous educational and nonprofit entities in Flagstaff;
- Gathering and reporting ethnic data, income data, and program accomplishments;
- Maintaining and filing organization documents, Board of Directors actions/minutes, citizen comments, and spreadsheets showing funding sources and cost allocation formulas; and
- Complying with CDBG regulations

Success of the Employees-in-Training Component of the Project:

- Clear job descriptions, including goals, objectives, and units of service for the two new employees;
- Performance appraisals (self and supervisor) to communicate with the employees regarding areas of achievement and growth;
- Performance appraisals to include documentation of bi-weekly meetings between the employees and their supervisor;
- Successful participation of the employees-in-training in professional development opportunities; and
- Pre/post learning assessment indicating an increase in knowledge, skills and abilities.

12. Tynkertopia collaborates with a number of local agencies including the Boys and Girls Club of Flagstaff, STEM City, Habitat for Humanity, Flagstaff Unified School District (FUSD), many of the charter and private schools, Coconino Community College, Northern Arizona University, Rocky Ridge Boarding School on the Navajo Reservation, Coconino Coalition for Children & Youth, Building Community, and the Flagstaff Family Food Center. We have a formal partnership with the US Department of Agriculture and St. Mary's Food Bank Alliance that allows us to provide free meals to any child between the ages of 1 and 18 years. We anticipate offering meals to the majority of those who visit Tynkertopia during the grant cycle.

    Our new staff members will staff the Center and support outreach to all public schools, charter schools, home schools, and afterschool programs serving low-moderate income children and youth to ensure that community-based STEAM learning experiences are accessible to a diverse cross-section of our community. CDBG funding will allow Tynkertopia to expand STEAM learning opportunities to more children, youth, and families in the Sunnyside area.

    New staff will allow our Executive Director more time to create, expand, and formalize community-based partnerships and collaborations. It will also allow her to devote more time to grant writing and fundraising to support Tynkertopia's mission and ongoing programming.

    Finally, our new staffing pattern will allow us to bring additional Tynkertopia learning opportunities, including additional drop-in hours, field trips and ongoing classes in STEAM areas, to the following youth:
    - Low-moderate income children, youth and families living in Sunnyside
    - FUSD Family and Community Teaming for Students (FACTS) Program
    - Boys and Girls Club
    - FUSD
    - Charter, Private Schools, and Home School Organizations

It will also allow us to extend partnerships with:

- Willow Bend
- Lowell Observatory
- W.L. Gore
- Festival of Science
- Coconino Coalition for Children & Youth (CCC&Y)
- Master Gardeners
- North Country HealthCare

Leveraged funding information follows.

To date, Tynkertopia has received approximately $24,000 from the Arizona Community Foundation, $17,000 from the Flagstaff Arts Council, $20,000 from United Way of Northern Arizona, and $1,600 from the City of Flagstaff Sustainability Division to support the Tynkertopia Gardening Program. In addition, we received approximately $33,000 in COVID Relief Funding. These funds have been used to cover the cost of services we have offered the community since late-March 2020. In order to keep our services free for all and to expand our activities, we will continue submitting annual grant proposals to the Arizona Community Foundation, the Flagstaff Arts Council, and United Way of Northern Arizona. We also plan to pursue Arizona Department of Education grants and grants from corporations such as APS, Findlay, and Nackard Beverages, to name a few.

On Giving Tuesday, 2020, Tynkertopia raised $8,400 from individual donors. In addition, The Wonder Factory, a nonprofit organization with a mission similar to ours, dissolved and donated approximately $16,000 to Tynkertopia. Finally, Women Empowering Northern Arizona (WENA) recently donate $11,000 to Tynkertopia.

In terms of other leveraged funding, our Founder, Dr. Alice Christie, has donated approximately $60,000 to cover start-up costs, including numerous STEAM materials as well as first year rent and utilities. In addition, her in-kind volunteer time is considerable and invaluable.

13. No. Tynkertopia is not participating in Flagstaff's Front Door. However, we have recently joined the Continuum of Care.

14. Organization's History and Capacity:

History: Tynkertopia is the actualization of our founder's vision. Dr. Alice Christie has been an educator for more than 50 years; she considers herself a lifelong learner. When considering how she could continue learning while simultaneously contributing to her community, she decided to create a safe, welcoming, and inclusive space where children and youth could come to explore, discover, create, build, *tynker*, and learn. And so, Tynkertopia was born.

Tynkertopia opened its door in early August 2018 in a 1,200 square foot facility. During the first month, attendance averaged 4-8 visitors per day. During September, we held two open houses and four workshops during the Flagstaff Festival of Science. Our attendance skyrocketed to an average of 22-25 visitors per day. During the remainder of our first year of operation, we averaged 20-30 visitors each day at Tynkertopia. As our number of visitors grew, it was obvious we needed more space. We quickly expanded to 2,000 square feet including a STEAM Challenge Room, Art Room, Workshop, Playroom for kids 1-6, Recycling Room,

Library, Multipurpose Room, Videography Room, and Storage Room. Each room was filled with materials that stimulate both creativity and inquiry in our learners. During our second year of operation, we averaged 50-80 visitors each day at Tynkertopia, until we closed on March 14, 2020 due to COVID-19.

Since March 14, 2020, Tynkertopia has reinvented itself. We quickly pivoted from a *come-to-our-location* model to a *we-deliver-to-you* model. During the last 10 months, we have:

- created and distributed over 13,000 STEAM Challenge Kits to low-moderate income children; each kit contains all the materials learners will need to meet the challenge along with directions in English and Spanish to guide the learners as they complete the challenge, plus a Tynkertopia flyer and sticker for personal use;
- hosted 47 online STEAM Challenges, in which Tynkertopia staff served as facilitators to help learners use the Engineering Design Process to build or create a STEAM project;
- hosted 56 families in socially distanced geocaching events designed to help learners understand cardinal directions and follow a map to find hidden treasure;
- offered a Coding Mentorship Program to area youth in which we paired high school mentors with elementary school mentees to develop computer programming/coding skills.

Learning at Tynkertopia focuses on the Engineering Design Process where participants make things based on their own interests. *Tynkering* is a playful way to approach and solve problems through experimentation and discovery. Engineering builds a bridge between the intuition of *tynkering* and the formal aspects of science by being able to explain, measure, and predict the world around us. Art allows students' projects to become something aesthetically pleasing. The practical skills that are developed through this process build creative confidence in students.

One of the main goals of Tynkertopia is to help students to develop the capacity, creativity and confidence to become agents of change in their personal lives and in their community. Such environments use design thinking in which learners use the tools and strategies to tackle real-world, engaging, student-identified challenges.

Capacity: We are confident that the Executive Director and the Board of Directors will work collaboratively to provide the capacity for undertaking this project. Dr. Christie, our Executive Director, worked with a Bureau of Indian Affairs school in the late 1980s to procure a $1 million federal grant to bring technology to an isolated rural school. She also wrote, was awarded, and oversaw a number of state, and local grants totaling $500,000 during her tenure as a professor at Arizona State University.

Most of the board members have successfully managed grant funding while meeting the standards of expectation of those grants. Collectively, these totaled over $5,000,000 over the last thirty years.

Tynkertopia has never been asked to return funds for any reason, nor have we requested a budget amendment or contract extension.

15. Dr. Alice Christie, Tynkertopia Founder and Executive Director, will serve as the Project Manager for this project. Her résumé is found in Appendix F. See the Organization Chart in Tab 11 to understand the relationship between the Project Manager, the two new employees-in-training, and the other individuals and groups who contribute to Tynkertopia's operations.

The two new employees-in-training will report directly to the Executive Director of Tynkertopia. The job description for each position follows:

Position 1: Science Education Specialist

This position is designed to provide an opportunity for an individual with little teaching background to gain experience in an educational setting. This position will be mentored by experienced educator, Dr. Alice Christie, and will work to gain real world experience. The teaching engagements at Tynkertopia will provide opportunities to:

- learn by doing, and
- educate students in small groups through workshops and other teaching assignments including group and one-to-one work with children, youth, and parents at Tynkertopia.

Position responsibilities:

- Create an inspiring and structured learning environment where students believe they can reach their full potential;
- Devise workshop schedules based on student interest and community need;
- Develop curriculum for workshops in conjunction with the Project Manager;
- Build relationships within the workshops and in one-to-one interactions;
- Support the Project Manager with logistical planning for workshops and community engagements;
- Support individual students through one-on-one mentoring; and
- Staff the Tynkertopia Community Center, maintain the facility for safety and constructive learning.

Required Skills:

- Demonstrated interest in becoming an educator;
- Interest in building rapport and developing relationships with students and families;
- Strong oral and written communication skills;
- Willingness to collaborate with colleagues, children, youth, parents and community members;
- Commitment to learning, growing and developing as a person and an educator; and
- Commitment to becoming an active participant in the Tynkertopia community.

Position 2: Community Outreach Specialist

The person filling this position will be responsible, in partnership with the Tynkertopia Executive Director, for developing and sustaining relationships with the Tynkertopia target community as well as the greater Flagstaff community. This person's primary goal will be to ensure that Tynkertopia is well known in our community for providing challenging learning opportunities for all residents of our target audience and beyond. This position will cultivate and maintain a social media presence and provide marketing, advertising, and fundraising assistance.

Position Responsibilities:

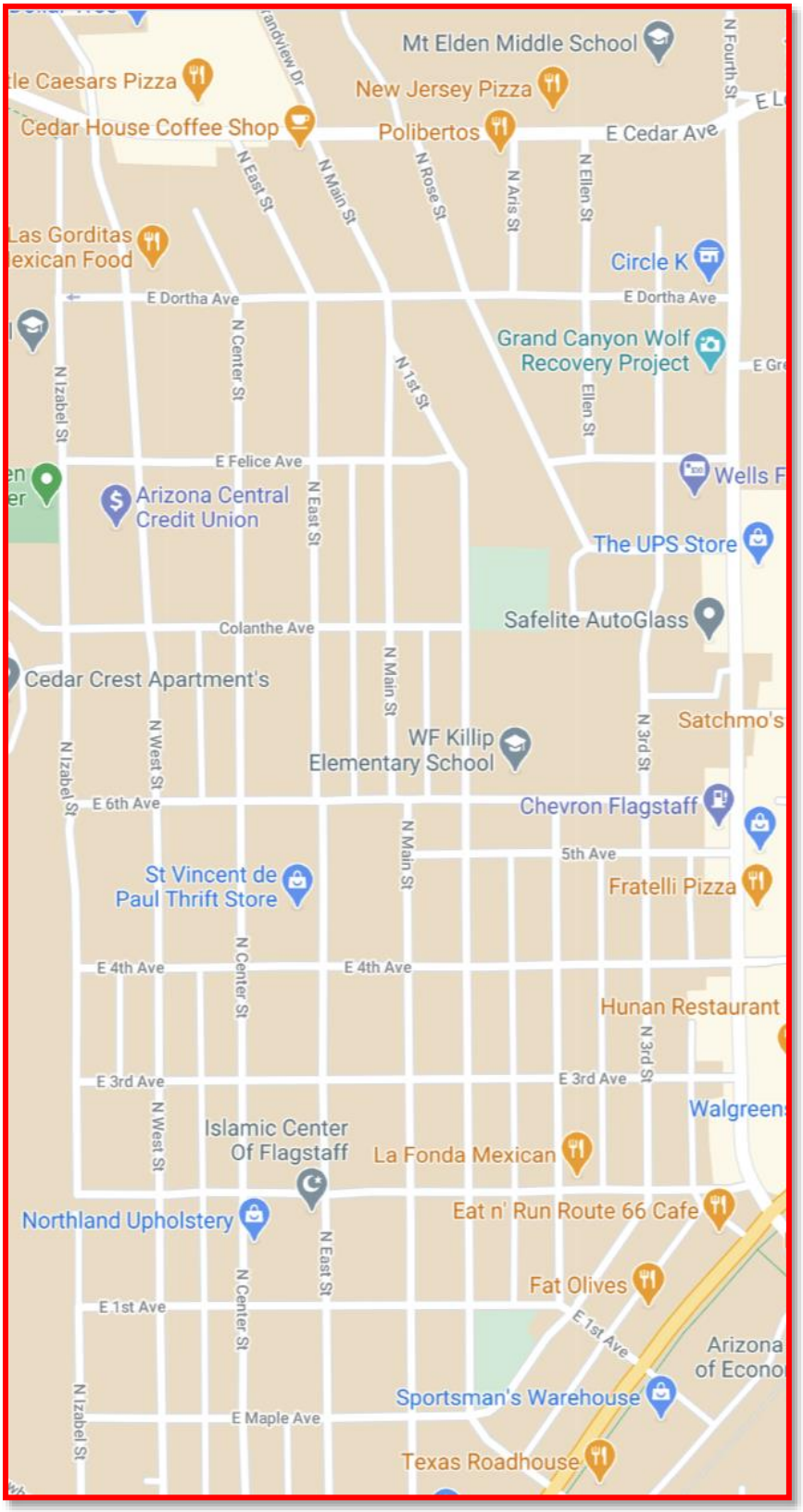
- Write newsletters and other communications targeted at the community, parents and schools;
- Craft marketing media content for social networks and electronic and paper brochures;
- Manage website and social media presence;
- Advise and present ideas and strategies for increasing Tynkertopia's community presence;
- Work with community organizations and schools to recruit children by delivering presentations that promote Tynkertopia in the community;
- Travel throughout the community to educate and raise awareness of Tynkertopia's mission and impact on children's lives;
- Develop, plan and participate in community engagements;
- Generate and organize "meet and greets" with potential referrals and donors;

- Assist the Executive Director in fundraising campaigns;
- Plan, promote and facilitate open houses in conjunction with the Executive Director; and
- Develop connections among staff, parents, and students

Required Skills:

- Basic computer literacy skills;
- Expertise with social media;
- Positive attitude and demeanor, outgoing and engaging with good interpersonal skills;
- Strong oral and written communication skills;
- Advocacy skills;
- Strong organizational skills including time and self-management expertise; and
- Ability to deliver presentations to various groups of people in the community.

Map of Project Location: Sunnyside Neighborhood



16. Schedule Completion

During the first week of the grant, we will advertise our two positions and begin the interview process. We will also complete the required reports to the City of Flagstaff during the first month and each month during the funding period. In our first month, we will complete the interview process, hire two new employees, conduct initial training, review the job descriptions and set goals for each employee-in-training.

During the remainder of the grant period, employees-in-training will receive training specific to their job descriptions. They will participate in bi-monthly reviews, which will help assess the success of the project and each person's performance.

CDBG Monitoring will begin in month two and continue each month throughout the funding period. We will begin the close-out process in the 12th month and finish this process during the 13th month. We will comply with any and all requirements regarding scheduling.

As soon as our new Science Education Specialist is hired and trained, we will expand our class offerings in coding, robotics, engineering, paper circuitry, Arduino, electronics, digital photography, art, web design, and more. We will also be able to welcome a larger number of drop-in learners.

As soon as our Community Outreach Specialist is hired, we will expand our social media presence and marketing presence to inform the Sunnyside community of the expanded offerings at Tynkertopia. We will also begin building new partnerships with other nonprofits and local businesses so that we truly are serving as the STEAM Community Center in America's First STEM Community. The more embedded we are in our community, the more impact we will have on our community. As the African proverb states, "it takes a village to raise a child."

Our expanded staffing will allow us to extend our hours so we can serve low-moderate income pre-school children and their families in the morning, and school aged children and youth from noon onward. We will also be able to accommodate more field trips from local public, private, and charter schools for teachers who wish to engage their students in the deeper learning that is possible in a hands-on STEAM-centered environment.

We also plan to start offering classes to parents of pre-school children on literacy and STEAM educational strategies and materials they can incorporate into their at-home environments.

See Appendix C for the required spreadsheet delineating the schedule completion.

17. Budget Narrative (Appendix D)

The primary beneficiaries of this CDBG application are the low-moderate income children, youth, and families living in the Sunnyside neighborhood. To serve this group, Tynkertopia needs to expand its staffing so we are able to:

- offer longer hours in which community members can visit Tynkertopia,
- offer a greater number of classes and STEAM activities so we can serve a greater number of children, youth, and families in Sunnyside,
- offer a wider range of classes in order to engage a greater number of Sunnyside students,
- offer classes to a wider age range of children, youth, and adults,
- offer classes to parents of pre-school children about early literacy and STEAM,
- focus on helping youth improve their 21st century skills so they are prepared for higher education and/or the future workforce,
- garner a wider range of funding to support the activities we offer the Sunnyside community,
- increase our social media presence and our marketing so more people know what Tynkertopia offers the Sunnyside community, and
- open our doors for special community functions.

Tynkertopia will use other grant funding and donations to pay for rent, utilities, insurance, professional development, a variety of professional services, office supplies, and all STEAM materials needed for our face-to-face and online learning opportunities.

A summary of project funding is shown below:

Community Development Block Grant	$100,000
Other Grant Funding	$ 84,500
In-Kind Donations	$186,460
Total	$370,960
CDBG % of Total Budget	27%

See Appendix D: Budget for the budget of the proposed project.

18. **Leverage/In-Kind Support**

Tynkertopia currently has the following in-kind support:

- Volunteer hours of the Executive Director (40–60 hours per week)
- Volunteer hours of Community Members (1300 per year)
- Hours of NAU and CCC students serving internships at Tynkertopia (500 per year)
- Materials donations from the community
- Access and storage at the Boys and Girls Club of Flagstaff
- Access and storage at the Flagstaff Family Food Center
- An all-volunteer Board of Directors

Since Tynkertopia currently has no physical location, we have no rent and utilities expenses. We plan to reopen as soon as it is safe to do so. We are currently investigating several options for our new home. Rent, utilities, and insurance for our new home are included in the budget under the *Other Grant Funding* category.

Rational for several in-kind donations follow:

According to Salary.com (https://www.salary.com/research/salary/posting/chief-executive-officer-ceo-non-profit-organization-salary) the salary of the Executive Director of a nonprofit corporation in 2021 ranges between $130,693 and $222,783. Salary ranges can vary widely depending on many important factors, including education, certifications, additional skills, the number of years spent in a profession.

When calculating the value of our Executive Director's in-kind contribution, we noted that Dr. Alice Christie holds a PhD in Curriculum and Instruction, is a Google Certified Teacher and Google Certified Innovator, has a full repertoire of 21st century skills, and has been an educator for over 50 years. Those credentials put her at the top of that salary range. However, we also took into account that Tynkertopia is a relatively young nonprofit organization operating in a relatively small city. We, therefore, chose to calculate the value of her in-kind contribution at the bottom end of the scale, or $130,000.

Each year, the Independent Sector of the Nonprofit Leadership Center gathers data and conducts research on volunteerism in the nonprofit sector. The results of that research provide nonprofits a way to calculate the value of volunteer time. As of July 2020, their estimated national value of each volunteer hour is currently $27.20. (https://nlctb.org/tips/value-of-volunteer-time/) We, therefore, have calculated the value of the in-kind contributions of our volunteers and interns at this rate.

Many members of our community donate materials to Tynkertopia. These include paper, crayons, markers, fabric, yarn, tape, rulers, recyclable materials, older computers and printers, furniture, toys, books, and more. We have valued this in-kind donation at $5000, using the standard thrift store valuation of used items.

See Appendix D for the required spreadsheet delineating the program budget.

Appendix C: Schedule of Completion

Project Schedule
City of Flagstaff
Community-based STEAM Education

Implementing Agency **Tynkertopia, Inc.**
Project Number:
Persons Served: Children, Youth, and Families in the Sunnyside Neighborhood
Date Submitted: 2/22/21

Action Items	**Item Description**	**YEAR**	**1st month begins with the Notice to Proceed**											
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
1	Community-Based STEAM Education Program													
2	Advertise Positions													
3	Hire Employees in Training													
4	Conduct Initial Training													
5	Review Job Descriptions and Set Goals for each new hires													
6	Science Education Specialist Working													
7	Community Outreach Specialist Working													
8	Ongoing Training and Review													
9	Assessment of Success													
10	CDBG Monitoring													
11	Reports to the City of Flagstaff													
12	Close Out													

Appendix D: Budget

Project Description:	**Community-Based STEAM Education**										
Implementing Agency:	**Tynkertopia, Inc.**										
Project Number:											
Persons Served:	Children, Youth, and Families in the Sunnyside Neighborhood										
Date:	Program Year 2021-2022										
Item and		Source 1		Source 2		Source 3		Source 4			
Activity	**Item/Activity Desription**	**City of Flagstaff**		**Other Grant**		**Leverage**		**In-Kind**		**Project**	
		CDBG		**FUNDING**		**FINANCING**		**DONATIONS**		**TOTALS**	
1	**Program or Project Related Expenses**										
A	Employee 1 Salary	$	43,400							**$**	**43,400**
B	Employee 1 Worker's Compensation	$	780							**$**	**780**
C	Employee 1 FICA Taxes (.153/2)	$	3,320							**$**	**3,320**
D	Employee 2 Salary	$	43,400							**$**	**43,400**
E	Employee 2 Worker's Compensation	$	780							**$**	**780**
F	Employee 2 FICA Taxes (.153/2)	$	3,320							**$**	**3,320**
G	Rent			$	24,000					**$**	**24,000**
H	Utilities			$	6,000					**$**	**6,000**
I	Office Supplies and Equipment			$	18,000					**$**	**18,000**
J	STEAM Supplies			$	20,000			$	5,000	**$**	**25,000**
K	Volunteer Services ($27.20/hour)							$	48,960	**$**	**48,960**
L	Insurance			$	1,500					**$**	**1,500**
M	Professional Development			$	3,000			$	1,000	**$**	**4,000**
N	Professional Services			$	12,000			$	1,500	**$**	**13,500**
2	**Administration**										
A	Salaries							$	130,000	**$**	**130,000**
B	Agency Indirect	$	5,000							**$**	**5,000**
3	**Facility Value**	$	-								
A											
CDBG Totals		$	100,000	$	84,500	$	-	$	186,460	$	370,960
Totals											

Appendix E
CDBG Project Ranking Form 2021/2022

The ranking committee will use this form to evaluate potential projects. Assessments are based on CDBG eligibility criteria and the needs of the citizens of Flagstaff as identified in the draft 2021-2025 Consolidated Plan. Consideration is given to past performance of the submitting organization. A summary of this evaluation is presented to City Council for their review and consideration in making final funding decisions. Maximum potential scores are listed in parenthesis next to the ranking form questions.

Agency Name: **Tynkertopia**

Amount of Funds Requested: **$100,000**

Name of Project: **Community STEAM Education**

☒ Public Service

☐ Housing

☐ Economic Development

Additional Considerations:

$22/Household Ratio of dollars per person benefitted by proposed project

___**0%**___ Percent of leverage toward proposed project (must have letters of award for any leverage funds – these funds must also match and be outlined in the budget)

___**No**___ Has your organization administered a successful CDBG contract in past years? (yes or no)

___**65**___ Total Points out of 175 possible

1- 3. ***(For Public Service Submissions Only)*** (10 points)

How well does the answer define one of the following:

- A new service?
- A quantifiable increase in the level of an existing service?
- To what extent does the answer explain how the proposed project will fulfill service gaps in Flagstaff?

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: More clarity was necessary in determining how a drop-in center that is open during school hours is supportive of existing education in the City. Sunnyside is listed as a target service area, but there is no specific location identified. Without a stable location in a target neighborhood, the project may not be eligible under CDBG regulations.

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4. ***Question is not applicable to this application***

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5. How well does the answer explain the proposed scope of the project?
Does the answer include: (10 points)

- Estimated number of persons to be served
- Whether or not the project prepares for, prevents and/or responds to COVID-19 and how.
- Current status of the project
- Are construction/concept plans attached with a scope of work for construction/rehabilitation projects (this is required if applicable)
- Is a price estimate/quote attached for construction/rehabilitation projects (this is required if applicable)?

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: The ranking committee would have liked to see a more concrete scope of work and detailed status of the project. The proposal does not specify if the scope is for STEAM education or for job training. This creates confusion. The estimated number of persons to be served seems inaccurate as not every home in Sunnyside is LMI, nor do they all have children. The ranking committee is not entirely informed by this answer of what qualifies as STEAM education.

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18. How well does the answer explain how the project will achieve the CDBG Primary

and National objectives? How well does the response explain how the project will: (10 points)

- Provide decent housing; or
- Provide a suitable living environment; or
- Expand economic development opportunities

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: The answer does not provide information about how STEAM education expands economic opportunity for LMI households. There is confusion about whether the beneficiaries of the program are the two employees hired or the community/Sunnyside residents as a whole.

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19. **How well does the answer explain whether the proposal meets one or more of the Council's CDBG Priorities** (10 points)

Council's Priorities:

- Housing – Rental/Ownership
- Homelessness
- Neighborhood Revitalization
- Workforce Development

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: The answer to this question leads to additional confusion because, after the list of STEAM skills, the proposal states that the central goal is to engage education, enlighten, and empower employees. Again, the ranking committee is unclear as to whether the beneficiaries of the program are the two employees hired or the community/Sunnyside residents as a whole.

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20. **How well does the answer explain how the project advances the agency's mission? Does the answer demonstrate the agency's commitment to diversity, equity and inclusion as well as documented steps taken to strengthen that commitment?** (10 points)

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: The answer does not include an explanation of how this project advances the agency's mission.

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9. Does the proposed project take place in one of the target neighborhoods?

Target Neighborhoods: (5 points)

- Southside

- Sunnyside
- La Plaza Vieja
- Pine Knoll

0 5

Comments: A specific location is not identified and is only referenced in other questions.

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10. How well does the answer document that the proposed project will meet the needs proposed in the in the DRAFT City of Flagstaff 2021-2025 Consolidated Plan? (10 points)

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: While the answer did include an identified priority need, it did not provide information about the goals that would be met. Additionally, the answer lacked specifics regarding how the services would be delivered to the community.

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11. How well does the answer justify the local need for the proposed project within Flagstaff city limits? Are recent data and/or supportive statistics attached?

How well does the answer describe the way in which the agency will define success beyond CDBG requirements? (10 points)

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: Points cannot be given for the demographics associated with the Sunnyside location as the exact location is not identified. There are no quantitative measuring tools included. The ranking committee has concerns about the use of data that is not current (from 5-6 years ago). The answer lacked necessary detail about measuring the success of the overall project in data driven way.

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12. Is there evidence of community collaborations that can be effective programmatic support? Does the answer provide evidence of the following?

- Additional leverage
- Agreements, staffing partnerships, etc.
- Are current letters of community collaboration/support attached?

(None) 0 1 2 3 4 5 6 7 8 9 10 (Extensive)

Comments: Several of the included letters of support are not current and from last year's CDBG application that proposed a different project. There is no documented

leverage or staffing partnerships. The ranking committee would encourage the agency to seek information about the AmeriCorps program, Teach for America, and NAU internships, which may be able to provide individuals to staff educational programs and provide administrative assistance for free or for a fraction of the cost.

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13. Is the agency participating in coordinated entry (Front Door)? Is a Memorandum of Understanding (MOU) or a letter from the Continuum of Care included?

No (0 points) **Yes (10 points)**

Comments: While the answer indicates that the agency is a member of the Continuum of Care, there is no letter provided from Continuum or MOU.

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14. How well does the answer describe: (10 points)

- The organization's history administering this or similar projects?
- The organization's realistic capacity for undertaking this project?
- The organization's experience administering federal and state grants and complying with federal statutes?
- Has the agency ever been asked to return awarded funds?
- Has the agency ever requested a budget amendment or contract extension? If yes, was reasoning provided?

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: The organization does not have experience working with Federal/State grant funding. The realistic capacity for undertaking this project is concerning given the amount of administrative work and oversight necessary to utilize and report on federal funding.

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15. Did the answer divide the organization's execution and administration of the project by the following: (10 points)

- **Name**, **titles**, and **resumes** of the staff involved?
- Job descriptions for any new positions?
- Is project manager identified?
- Is a distinction made between in-house staff and contracted assistance?
- Does Tab 6 include all staff positions and CDBG proposed positions?

(None) 0 1 2 3 4 5 6 7 8 9 10 (Extensive)

Comments: The ranking committee has concerns about why the job descriptions indicate the agency would be seeking candidates who are not already skilled in STEAM education. As the project proposed is not a job training project and the salary is not one for a trainee, it would be to the agency's best interest to hire employees that have experience/education in STEAM education services.

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16. Does Tab 7 (Schedule of Completion) include the following: (10 points)

- A narrative summary describing the expenditure of CDBG Funds
- The rate of expenditure and the predicted progress of the proposed schedule
- An estimated completion of project.

(None) 0 1 2 3 4 5 6 7 8 9 10 (Extensive)

Comments: The schedule includes timelines for hiring employees in training, but does not include information about when educational programming would be provided (i. e. afterschool programming during school months, summer programming during summer months, etc.)

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17. Does Tab 8 include a comprehensive budget for this proposed project? Is a narrative summary describing exactly what CDBG funds will pay for found in Appendix D? (10 points)

- Are leveraged funding sources identified? Was formal documentation provided?
- For construction contracts, were bids and/or quotes provided?

(None) 0 1 2 3 4 5 6 7 8 9 10 (Extensive)

Comments: The agency's indirect amount is not listed in the narrative, but is listed on the budget. The employees in training proposed would average a pay rate of about $20+ an hour. Is there a possibility of utilizing the Americorp program, which would leverage funding from NAU and Americorp for the proposed staff? Supporting documentation for in-kind contributions is not included. Rent is listed on the budget, but there is no identified physical location.

General Criteria:

17. How realistic is this project in terms of probability of success within the community? (10 points)

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very)

Comments: The ranking committee does not feel confident the agency is ready to administer federal funding. The agency seems to be in the early stages of development with very little paid staff and a very low yearly budget - even lower than their requested CDBG allocation. At the level of CDBG funding requested, the project is not well developed as there is no identified location, no continued funding identified, etc. There are also concerns about how the agency proposes to continue the project following the full spend-down of CDBG funds.

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18. **How realistic is the 12-month Schedule of Completion? Was the correct format used in creating the schedule?** (5 points)

(Not at all) 0 1 2 3 4 5 (Very)

Comments: The Ranking Committee is concerned about CDBG timeliness expenditure requirements. The timeline does not indicate when the children/youth would be able to start engaging with the program, especially without an identified location.

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19. **How realistic is the project budget? Was the correct format used? Does the budget include:** (15 points)

- All funding sources to be used for the project, separating CDBG funds from non CDBG funds? (1 points)
- Leverage numbers on budget match to leverage letters (3 points)
- Is a realistic dollar amount assigned to any in-kind contributions? (1 points)
- Overall Budget Evaluation: (10 points)
    - Is the project cost effective?
    - What percentage of the project budget is leveraged funding?
    - What percentage of the budget is for administration?
    - Is the budget logical? Etc.

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Comments: There are no leverage letters included confirming the amounts proposed. The agency does not indicate financial processes or policies in the absence of an audit. The CDBG funding is reimbursement based and the agency does not show how they will pay monthly salaries, location costs, etc. Additionally, the project isn't cost effective as entry level employees would be paid more than $20/hr. The amount of funds being contributed by CDBG would make up more than 50% of the organization's entire annual budget. Rent costs are included, but there is no evidence of a physical space. In-kind donations listed seem somewhat inflated and no supporting documentation is provided to support the quantities listed. There is no demonstration of how these positions would be permanent without CDBG funding in the following years.

20. **Has the applicant exhibited competence in preparing the proposal?** (10 points) Thorough and complete answers, well-written, correct grammar, easy to follow format, etc.

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: While some answers were robust with information about the organization, many lacked the information necessary to thoroughly and completely answer the questions with the information requested. The proposal seems to address two different projects – the employee job training and the public education services project – and has conflicting intentions. The proposal was misleading in regards to the intended location. Without supporting documentation proving there is an identified location in Sunnyside, the project may not be eligible for CDBG funding under the area benefit national objective.

Closing the Gap Facility Purchase

Catholic Charities Community Services

DUNS Number: 078993326

SAM Number: 51TH9

Contact: Sandra Flores

(928) 699-2289

SFlores@cc-az.org

Executive Summary
(Not to exceed one page)
Agency requesting funding: Catholic Charities Community Services, Inc.
Agency DUNS Number: 078993326
Agency CAGE (SAM.org) Number: 51TH9
Are you a participating member in the Coconino County Continuum of Care? (Yes or No) Yes
Amount of funds requested: $300,000
Project name: Closing the Gap Facility Purchase
Please indicate the following agency representative who will be the primary contact person for this project:
- Name Sandra Flores - Fax number 928-774-0697
- Title Sr. Programs Director - E-mail SFlores@cc-az.org
- Mailing address 2101 N 4th St, Flagstaff, AZ 86004 - Phone number (928) 699-2289

Brief project description (4 to 5 sentences): Closing the Gap serves individuals experiencing homelessness and extreme substance use who are high utilizers of public services. This proposal is for the purchase of the program's facility currently being leased with CDBG Cares Act funds. Catholic Charities desires to purchase this 1556 sq ft, 3-bedroom, 1.75-bathroom house in east Flagstaff to serve as a permanent location for Closing the Gap. Through this program residents are provided permanent supportive housing and a suitable living environment as well as supportive services that lead to permanent housing stability. Closing the Gap also reduces community costs associated with high utilizers of public services.

Total estimated number of persons to be assisted (Average household size is 2.61 people per household): 7

Council CDBG priority (mark all that apply):
Housing – Rental and Ownership
Homelessness
Neighborhood Revitalization
Workforce Development

Will the activity take place in a target neighborhood? N/A
Southside
Sunnyside
La Plaza Vieja
Pine Knoll

Special population (if any) to be assisted:
Abused Children Persons with HIV/AIDS
Elderly Persons Migrant Farm Workers
Severely Disabled Persons Persons experiencing homelessness
Victims of Domestic Violence Illiterate Adults

Name of authorized representative: Catherine Peterson Title: Executive Director, Northern AZ Region

Signature: _____ **Date: February 15, 2021**

Answer questions 1 - 3 for *Public Service submissions only*

1. Mark the public service activity that best fits your proposed service.

- Employment services (e.g., job training)
- Crime prevention and public safety
- Childcare
- Health services
- Substance abuse services (e.g., counseling and treatment)
- Fair housing counseling
- Education programs
- Energy conservation
- Services for senior citizens
- Services for homeless persons
- Welfare services (excluding income payments)
- Recreational services
- COVID-19 Preparation, Prevention and Response services
- Other

Not applicable

2. Clearly define how the proposed service is one of the following:

- A new service.
- A quantifiable increase in the level of an existing service.

Not applicable

3. Discuss similar services that are offered in Flagstaff and how the proposed service is different than what is already offered to the community (e.g. what gap will the proposed service fill?):

Not applicable

Answer question 4 for *Economic Development submissions only*

4. ***(1 Point)***
Economic Development activities create jobs or support businesses in low income neighborhoods or for low income people. Please check one of these eligible activities if applying under the Economic Development category.

- Special economic development

- Economic development undertaken by a Community Based Development Organization (CBDO)
- Technical assistance to businesses
- Microenterprise development
- Commercial rehabilitation
- Public facilities and improvements
- Job Training (not including job training offered as a public service)

Not applicable

Answer the following questions for ALL submissions:

Please ensure that each question is accompanied with a thorough answer in the proper order. Repetition is acceptable.

5. ***(10 Points)***

Describe the proposed scope of the project, including:

- An estimated number of persons who will receive assistance from the proposed activity (an average of 2.61 people per household).
- Whether or not the proposed activity prepares for, prevents and/or responds to COVID-19 and how.
- The current status of this project (i.e. planning stage, resubmission from last year, feasibility study completed, etc.)
- Attach construction or concept plans with a scope of work if applying for construction or rehabilitation funding (required if applicable).
- Attach a price estimate or quote if applying for construction or rehabilitation funding (required if applicable). Multiple quotes are encouraged to ensure an accurate estimation of project costs and to anticipate inflation.

Catholic Charities Community Services (Catholic Charities) is requesting CDBG 2021 dollars to purchase the facility currently being leased for one of our two *Closing the Gap* program locations. The facility is a home located at 2480 East Linda Vista Drive in east Flagstaff. Providing permanent supportive housing for up to seven residents at a time, this facility will serve men experiencing homelessness and extreme substance use who are high utilizers of community resources. It is expected this facility will house and serve approximately ten persons each year.

Closing the Gap prepares for, prevents, and responds to COVID-19. Because the individuals to be served by the program are experiencing homelessness and chronic substance use, they are extremely vulnerable to both contracting and transmitting COVID-19 in the community, especially among first responders with whom they frequently come into contact. Additionally, people experiencing homelessness have inadequate access to hygiene, thus increasing their risk related to the virus. By providing safe, stable housing for an estimated 10 men experiencing homelessness in 2021, *Closing the Gap* will prevent the spread of COVID-19.

Closing the Gap is also a response to COVID-19. The Centers for Disease Control and Prevention has identified people experiencing homelessness as a vulnerable group. They recommend stable housing for this group be a priority. Therefore, in 2020, the City of Flagstaff reached out to various local housing agencies, including Catholic Charities, to utilize CDBG Cares Act funds for people experiencing homelessness in order to reduce the spread of COVID-19 in the community. Catholic Charities responded to this call and expects to soon receive a Notice to Proceed from the second allocation of CDBG Cares Act funds which will provide the monies to lease the home that will soon become a second location for *Closing the Gap*. While the leasing of this home is temporary while funds are being raised to purchase it, this *Closing the Gap* facility provides a response to COVID-19 by providing permanent supportive housing for seven community members at a time.

Located near bus stops, grocery stores, and (more importantly) behavioral health services, this facility was chosen for its excellent location to nearby services as well as the owner's willingness to lease the property to Catholic Charities while we await the funds to purchase it utilizing these CDBG 2021 dollars as well as leveraged funding. Catholic Charities took possession of the property February 1, 2021 and is preparing to open it as a second *Closing the Gap* location. Purchasing this 1,556 sq ft, 3-bedroom, 1.75-bathroom house will provide increased program sustainability by giving Catholic Charities more permanency and control over the property than leasing provides. It will also lower program costs by allowing current leasing dollars to be rerouted to operations. By providing permanent supportive housing, this home will ensure access to decent housing and a suitable living environment to low or no-income individuals who generally do not qualify for leasing at scattered site properties due to issues with background and credit checks.

Closing the Gap program participants sign a lease with no time limit, allowing them to work toward stability while addressing their behavioral health needs without threat of eviction. Each resident receives support with basic needs, behavioral health, medical care, case management, and criminal justice support. Residents meet with a Catholic Charities housing-based Case Manager on a weekly basis for both one-on-one case management as well as weekly house meetings. During one-on-one meetings, residents work to establish a strengths-based case plan geared toward permanent housing stability. While residency in the home has no specific time limit, residents are expected to use the time and support services to work toward a successful transition to permanent housing beyond the program. Weekly house meetings, facilitated by Case Managers, create a culture of accountability among residents and allow them to promptly address issues that may arise in the home.

Closing the Gap reduces the community costs associated with high utilizers of public services, such as "man down" calls for police, fire, ambulance, EMT and jail. Individuals who require frequent crisis response represent a high cost to the City of Flagstaff related to these services. The program reduces these costs by providing "harm reduction" housing, allowing men experiencing homelessness a safe place to live even though they may struggle with alcohol misuse. While alcohol use is not allowed on property, the program does not prohibit residents from coming home intoxicated provided they are not a danger to others' safety. Harm reduction is a set of practical strategies and ideas aimed at reducing negative

consequences associated with substance misuse. This approach is evidence-based and has a positive impact on individual and community health.

6. ***(10 Points)***

Identify how this proposed project achieves the CDBG Primary and National Objectives by addressing how the project will develop viable urban communities and benefit low-moderate income persons or neighborhoods.

Note: Your project does not need to align to all objectives. Be realistic.

Focus your response on:

- Providing decent housing
- Providing a suitable living environment
- Expanding economic opportunities principally for low-moderate income persons or neighborhoods.

Since 2016, *Closing the Gap* has served adult males experiencing homelessness who have a history of high hospital emergency department utilization in Flagstaff due to substance use. This population creates a significant strain on the healthcare, criminal justice, and human services systems. To address this, Catholic Charities is proposing to purchase a second location for *Closing the Gap,* thereby doubling the number of people served by the program annually. This project achieves the CDBG National Objective of benefiting low to moderate income (LMI) persons *as Closing the Gap* serves people experiencing homelessness, a group presumed by the U.S. Department of Housing and Urban Development to be LMI. The project also achieves all three CDBG Primary Objectives by providing decent housing and a suitable living environment while expanding economic opportunities for low-income persons.

Closing the Gap provides harm reduction housing, allowing residents a safe place to live even as they struggle with substance misuse. While residents must agree to enroll in a behavioral health program with The Guidance Center, the program operates under the evidence-based Housing First model that, per the National Alliance to End Homelessness, "prioritizes providing permanent housing to people experiencing homelessness, thus ending their homelessness and serving as a platform from which they can pursue personal goals and improve their quality of life" because "…people need basic necessities like food and a place to live before attending to anything less critical, such as getting a job, budgeting properly, or attending to substance use issues." Past *Closing the Gap* participants (residents of the program's first location) who achieved stability had an average stay of 411 days.

In addition to providing permanent supportive housing, *Closing the Gap* assists residents in obtaining the skills necessary to successfully obtain and sustain permanent housing in the future. Residents receive education and life skills training that enable them to increase their economic opportunities and prevent future homelessness. Residents are expected to pay 30% of their gross income toward rent and utilities, and those who do not have any income upon program entry are expected to consistently work toward income.

7. *(10 Points)*

Identify how the proposal meets one or more of the City Council's CDBG Priorities:

Note: *Your project doesn't have to address every Council Priority.*

- Housing – Rental/ Ownership
- Homelessness
- Neighborhood Revitalization
- Workforce Development

The purchase of a second *Closing the Gap* location meets the Flagstaff City Council CDBG Priority of Homelessness. The facility will provide permanent supportive housing for men with substance abuse issues who are also experiencing homelessness. *Closing the Gap* meets a critical community need for stable housing and services for this vulnerable population. Immediate assistance is often limited to short-term detoxification at The Guidance Center or Flagstaff Medical Center's emergency department. Often, longer-term residential substance abuse programs are full or geographically distant. An unfortunate scenario that occurs all too often is a person experiencing homelessness completes detoxification or substance use disorder treatment and then is expected to reintegrate into the community without stable, supportive housing. This only continues the cyclical nature of chronic homelessness and substance abuse.

By contrast, *Closing the Gap* residents are provided decent housing and a suitable living environment as well as supportive services that lead to long-term housing stability. Housing eligibility is processed through Coconino County's Front Door Coordinated Entry program in partnership with Flagstaff Shelter Services and Catholic Charities to ensure *Closing the Gap* residents have future opportunities for housing. This project ensures men with substance abuse issues who are also experiencing homelessness have access to permanent supportive housing and appropriate behavioral health and other supportive services.

8. (10 Points)

Agency mission and commitment to diversity, equity and inclusion.

- How will this project advance the agency's mission?
- How does the agency assure that all programs and projects serve to promote equity, inclusion, diversity and that the delivery of services are provided with cultural awareness and sensitivity as a priority?
- What steps has the organization taken to advance its commitment to diversity, equity, and inclusion?
    - Does the agency have established policies and practices supporting diversity, equity and inclusion? Provide any documentation that demonstrates this commitment.
    - What steps have been taken to strengthen the agency's commitment to diversity, equity, and inclusion?

The mission of Catholic Charities is to "help our community's most vulnerable with solutions that permanently improve lives." We help people transition out of at-risk situations and into stable living environments where they can thrive and achieve the long-term benefits of self-sufficiency. Purchasing a second location for our long-standing *Closing the Gap* program directly supports the mission of Catholic Charities by ensuring men with extreme substance use disorder who are experiencing homelessness have access to permanent supportive housing and the comprehensive services needed to achieve housing stability.

Catholic Charities develops, implements and monitors programs using an equity lens. The agency's Diversity Council is responsible for considering diversity of age, gender, race, ethnicity, abilities, socio-economic status and other characteristics when planning program protocols. This includes everything from printing materials in several languages and ensuring ADA compliance to ensuring regular diversity training for all Catholic Charities staff. Catholic Charities' programs are intentionally designed to be low-barrier and its policies, procedures and practices recognize, respect and respond to the unique, culturally defined needs of individuals and families being served. Cultural competency is an integral part of the mission, values, vision and strategic direction of Catholic Charities. Our agency philosophy regarding clients and staff alike, as well as our board authorized policies and procedures, demonstrates not only an acceptance of diversity in background, culture and lifestyle, but embraces these differences to enhance our ability to provide quality services. Agency staff have experience serving diverse individuals who practice different faiths, speak different languages, and live along the entire economic spectrum. Catholic Charities places great importance on cultural diversity and requires all staff complete four hours of cultural diversity training every two years. This training covers sensitivity to diversity of race, ethnicity, religious faith, age, gender, nationality, and sexual orientation. Agency staff represent 18 countries of origin and speak more than a dozen languages fluently. These in-house resources available to all Catholic Charities programs allow deep understanding of issues related to cultural diversity and acculturation. Our Client's Rights policy is attached at the end of the narrative and the following official statement demonstrates Catholic Charities' commitment to diversity, equity, and inclusion:

> *Catholic Charities Statement on Diversity, Equity, and Inclusion*
> *Approved by PQI Committee December 2020*
> *Catholic Charities does develop, implement and monitor programs using an equity lens. Catholic Charities has a Diversity Council whose responsibility it is to consider diversity of age, gender, race, ethnicity, abilities, socio- economic and other diverse populations when planning program protocols. This includes everything from printing materials in several languages, ensuring ADA compliance, to ensuring regular diversity training for all Catholic Charities' staff. Catholic Charities' policies, procedures and practices recognize, respect and respond to the unique, culturally-defined needs of persons and families being served. Catholic Charities adheres to the Council on Accreditation's Client Rights policies and procedures throughout our organization and programs ensuring all clients are treated with dignity.*

9. ***(5 Points)***

If applicable, indicate whether the project takes place in one of the four target neighborhoods.

- Southside
- Sunnyside
- Plaza Vieja
- Pine Knoll

The *Closing the Gap* facility to be purchased with these CDBG 2021 funds is not located in one of the four target neighborhoods.

10. ***(10 Points)***

Identify how the proposed project is consistent with the needs, priorities, goals, and objectives identified in the DRAFT City of Flagstaff 2021-2025 Consolidated Plan.

Include activity, special population if applicable, priority level and 5 year goal

Closing the Gap is consistent with the needs, priorities, goals, and objectives identified in the City of Flagstaff's draft 2021-2025 Consolidated Plan. It provides low-income individuals with activities that address homelessness. By purchasing a second *Closing the Gap* facility, this project addresses the following from the proposed 2021-2025 Consolidated Plan Goals:

Priority Need: Addressing Homelessness
Activity: Increase number of emergency/transitional shelter and permanent supportive housing beds
Special Population: Homeless Populations
Priority Level: High
5-year Goal: 10 beds

Catholic Charities began leasing this home as a second *Closing the Gap* location on February 1, 2021, with the intention of leasing it temporarily until CDBG 2021 funds became available to purchase the property. Therefore, this project will directly support the City of Flagstaff's goal by providing 7 of the 10 permanent supportive housing beds desired in the draft City of Flagstaff 2021-2025 Consolidated Plan. 70% of the city's goal would be reached by calendar year-end 2021.

Over the course of five years, this project is expected to provide permanent supportive housing and comprehensive services to approximately 50 individuals experiencing homelessness with extreme substance use who are high utilizers of community resources.

11. ***(10 Points)***

Provide recent statistics, data or other information to define the community need for the proposed project. Please be detailed regarding <u>local</u> needs within Flagstaff city limits.

How will you identify success? Describe how your successes will be monitored beyond CDBG requirements.

Closing the Gap provided much needed services for men experiencing homelessness with extreme substance use who are high utilizers of costly community resources, such as police, ambulance, EMT,

hospitals and jail. Catholic Charities currently operates one *Closing the Gap* location, with a second location, the subject of this application, opening soon. Especially in light of COVID-19, it is imperative Flagstaff increases access to permanent supportive housing, and this second *Closing the Gap* location will do just that. It will provide seven additional permanent supportive housing beds within Flagstaff city limits.

In addition to the natural support systems and relationships formed while residing in a *Closing the Gap* home, residents also have decent, safe housing and a suitable living environment. This decreases the likelihood they will fall back on behaviors triggered by environmental cues they experienced while unsheltered. In short, stable housing positively impacts individuals' health, and this benefit can be quantitatively measured. According to data from Northern Arizona Healthcare, after moving into the program's facility, *Closing the Gap* residents utilize hospital services less frequently than they did prior to joining the program. Between 2018 and 2021, individuals who would later become *Closing the Gap* residents had a total of 268 cumulative hospital encounters prior to their participation in the program. We are happy to report there were only 104 cumulative encounters among these same individuals while they lived in the house. This represents a more than 60% reduction in hospital encounters! Residents of *Closing the Gap* were also high utilizers of emergency department services prior to their participation in the program. Between 2018 and 2021, individuals who would later become *Closing the Gap* residents had a total of 148 emergency department visits prior to their participation in the program. During their tenure as *Closing the Gap* residents in the same period, that number decreased to just 58, nearly a 61% improvement! Additionally, prior to moving into *Closing the Gap*, relatively few clients utilized The Guidance Center's services, representing just 55 encounters between 2018 and 2021, for a total cost of $13,145. At an average of just $239 per encounter, this option is clearly preferable to emergency department services. However, during their stay at *Closing the Gap*, residents increased their utilization of The Guidance Center's services more than ninefold, for a total of 510 encounters. The total cost of these encounters came out to $21,559 – just $42.28 per encounter. By providing permanent supportive housing using a harm reduction model, as well as helping residents connect with non-emergency services to treat underlying behavioral and physical health conditions, *Closing the Gap* saves on hospital and other community resources and clients gain access to more appropriate services.

Criminal justice involvement also improves with participation in *Closing the Gap*. According to data from the Flagstaff Police Department, cumulative arrests dropped among residents of *Closing the Gap* from 39 in 2018 to 21 in 2020. According to the Vera Institute, the average cost per arrested and detained inmate in Arizona is about $25,397. This means the savings to our community reached approximately $457,146 through the decrease in criminal justice events. As shown by the incredible success *Closing the Gap* has demonstrated among residents of the program's first location, this project represents a cost-effective approach to lowering the community costs associated with high utilizers of public services.

Increased life skills among participants are another solid indicator of program success. In 2018, residents had a total of 11 arrest warrants, but that number fell steadily to just three in 2020. This is a 36% reduction, suggesting clients faced and cleared more of their warrants during and after residency at *Closing the Gap*. Additionally, this statistic suggests that after clearing warrants, clients did not receive additional warrants at the same rate as before their residency at *Closing the Gap*. It also suggests an increase in life skills gained by program participants to stay accountable for their actions and reverse trends toward criminal actions. Another indicator of life skills attainment gained by residents of *Closing the Gap* is, when looking at client victimization rates among all program participants, the numbers fall in a similar pattern to the warrant arrests mentioned above. In 2018, residents reported eight victimization instances. That number fell to six in 2019 and five in 2020. This is a 37.5% improvement in clients' victimization rates, suggesting that participation in *Closing the Gap*, through stable housing and

wraparound case management and behavioral health services, equipped clients with the skills necessary to manage potential conflict and navigate unsafe situations with more finesse, protecting their own safety in the process.

Beyond CDBG requirements, *Closing the Gap* outputs and outcomes will be measured on a monthly and quarterly basis and reviewed by a collaborative committee at regular meetings. *Closing the Gap* and The Guidance Center will meet on a monthly basis to review data, discuss concerns regarding residents or neighbors, and review the program for necessary changes for continued process improvement. Baseline data regarding emergency department utilization and hospitalizations will be obtained for each resident and post-involvement utilization will be tracked by number of visits and estimated cost. The average length of participation in the program as well as barriers to transitioning from the program to independent, stable housing will be tracked. Based on data received, qualitative and quantitative evaluation tools will be developed to assist residents who have reached the average length of participation identify barriers and new objectives to attain independent, stable housing. Finally, inflow and outflow data will be tracked against employment, income, and hospitalization data to obtain a list of actionable items that alert staff when a resident is approaching an optimal moment to transition to long-term, stable housing.

12. ***(10 Points)***

Briefly describe the scope of the community collaboration surrounding the proposed project.

- Be specific, citing additional leverage[3] funding sources, agreements, staffing partnerships, etc.
- If formal partnerships[4] exist, please include documentation of all leveraged resources and identify leverage in budget.
- Attach letters of community collaboration/support for the specific project.

Collaborations with social service agencies, healthcare providers, and government agencies are essential to the success of *Closing the Gap*. Catholic Charities has a formal partnership with The Guidance Center (MOU attached) to ensure *Closing the Gap* residents have access to appropriate behavioral health care and treatment options. The Guidance Center and Catholic Charities provide resources to support each resident through the transition of all areas that encompass and improve opportunities for recovery.

[3] Leveraged funds are specific non-city, non-federal (unless specifically allowed) funds committed toward this project.

[4] Formal Partnerships are contractual agreements that exist between two agencies. Informal partnerships are existing proposed business relationships not formalized by contract or funding agreement.

Housing eligibility is processed through Front Door Coordinated Entry in partnership with Flagstaff Shelter Services and Catholic Charities to ensure the residents have future opportunities for housing after their participation in *Closing the Gap*. See attached letter from Front Door.

Catholic Charities also collaborates with a number of Flagstaff agencies through informal partnerships in order to provide services and referrals to *Closing the Gap* residents. Additionally, the agency has established, active relationships with the Flagstaff police and fire departments as well as the Coconino County Sheriff's Office. Other agencies *Closing the Gap* collaborates with include Flagstaff Shelter Services, The Flagstaff Family Food Center, Health Choice Arizona, Coconino County Continuum of Care, Sunshine Rescue Mission and Northern Arizona Veteran's Resource Center. Some specific examples of our collaborations include:

1. Housing Solutions of Northern Arizona serves as a referral partner to help *Closing the Gap* residents with decent, affordable housing once they decide to leave the program.
2. Referrals are made by Northern Arizona Healthcare discharge planners to provide individuals with the resources they need to avoid stressors which could lead them back to inpatient care.
3. Regular contact is made with the Veterans Administration's Healthcare Worker, Housing Voucher Case Manager and Job Services Coordinator to provide clients who are veterans with additional resources.
4. Job skills training and workforce development activities are provided through Goodwill Industries of Northern Arizona.
5. *Closing the Gap* is a member of the Coconino County Criminal Justice Coordinating Council which consists of representation from city and county law enforcement, probation, court officials and behavioral health professionals. This group has been reviewing data regarding the *Closing the Gap* program related to arrests and jail, emergency department visits and behavioral health increases and is in full support of the expansion of this program in order to provide permanent supportive housing to more individuals.
6. Coconino County Health & Human Services provides assistance in obtaining birth certificates from other states for clients in need of obtaining identification.

The expected cost of the facility to be purchased by this CDBG 2021 funding is $400,000, though the exact price will be determined by an appraisal of the property once Notice to Proceed has been received, plus $3,000 for closing costs. Leverage funding of $3,000, supported by attached documentation, for closing costs has been secured by Catholic Charities Community Services. Additionally, we expect Catholic Charities USA to provide $100,000 in leverage funding.

Catholic Charities Community Services has also committed leverage funding for program operations as in-kind donations of furniture and household supplies ($3,000) and cash ($15,604). Additional leverage for program operations has been received from Steward Health Choice ($30,000) and the City of Flagstaff through CDBG-CV funding ($73,643.60). These leveraged funds are supported by attached documentation.

Included in this proposal is a pro-forma budget to demonstrate that funds have been secured for ongoing *Closing the Gap* program operations. The budget represents a secured program cost to ensure vulnerable clients receive not just housing, but also the support services necessary to keep them housed and further

reduce the cost burden to public services that would occur if these clients were not housed. Additionally, supports are provided to assist residents in achieving housing stability beyond this program, allowing us to serve additional members of our community.

13. (10 points)

Is your agency participating in the coordinated entry, also known as Flagstaff's Front Door? If so, please provide the agencies MOU or a letter from the Continuum of Care.

As evidenced by the attached letter, Catholic Charities is not only a participant in Flagstaff's Front Door coordinated entry system but is one of two entry points for the program.

14. *(10 Points)*

Briefly describe:

- The organization's history administering this or similar projects.
- The organization's realistic capacity for undertaking this project.
- Experience administering federal and state grants and complying with federal statutes. Please provide funding dates and award amounts.
- Was the agency ever asked to return awarded funds for cause?
- Has your agency ever requested a budget amendment or contract extension? If yes, why?

Founded in 1933, Catholic Charities has a long history of serving people of all faiths, backgrounds, and abilities throughout central and northern Arizona. Our 23 programs are designed to, and staff are skilled at, moving individuals and families out of crisis and at-risk situations and into stable living conditions where they can thrive. Catholic Charities leverages partner agencies and resources to create the greatest impact possible in an effective manner. Our organization serves over 23,000 lives each year and is held to the highest standard of service through the Council on Accreditation.

Catholic Charities has more than 26 years of experience helping individuals experiencing homelessness find permanent, affordable housing. The agency has adequate administrative system and staffing capacity available to carry out the proposed activity as well as comply with CDBG regulations. Catholic Charities currently administers the following programs in northern Arizona:

-Homeless Outreach: Outreach teams search streets and forests for persons experiencing homelessness and a serious mental illness, substance use disorder, or co-occurring disorder, connecting them with life-sustaining supplies, healthcare, other services and ultimately housing.

-Supportive Services for Veteran Families: This program provides case management, rapid rehousing options and ongoing services for very low-income veterans and their families who are experiencing homelessness or are at risk of homelessness.

-Emergency Shelter: A three-unit facility serves as emergency shelter for families for up to four months in Coconino County. Case management and referrals are also offered.

-Permanent Supportive Housing: Over 100 apartment units in Flagstaff, Winslow and Page are available for families and individuals with a HUD qualifying disability. Many of these clients experienced chronic homelessness.
-Jail Re-entry Housing Program: Provides safe, stable housing for individuals exiting Coconino County jail.
-Financial Education: Provides financial literacy education and behavior change strategies to help families and individuals move out of poverty.
-Families FIRST/In-Home Programs: Provides services to families referred by the Arizona Department of Child Safety for help with substance misuse and family support.
-Foster Care/Adoption: Facilitates training for proposed foster parents and counseling services for pregnancy, parenting and adoption.

Catholic Charities manages an annual budget of over $42 million which includes nearly $32 million in city, county, state, and federal grants and contracts and includes CDBG funding. Catholic Charities' Board of Directors, management, and other personnel contribute to the organization's ability to safeguard its assets, use its resources economically and efficiently, and produce accurate and reliable financial information. A two-tiered approach to fiscal management is utilized. Agency-wide financial policies and procedures govern a variety of post-award requirements including cost allocation, procurement, use of Federal funds, etc. At the program level, all expenditures are approved by the supervisor to ensure they are allowable and reasonable. Program staff are also responsible for ensuring that any procurement policies and procedures are adhered to. At the agency level, the Chief Financial Officer and his team are responsible for the ongoing monitoring of financial operations, ongoing communication with the Board of Directors, and resolving any issues that may be identified through the annual audit.

Catholic Charities currently holds 38 state and federal grants/contracts spanning programs across central and northern AZ including Head Start, refugee programs, foster care, homeless services, veteran services and more. Three current contract examples are:
U.S. Department of Veteran Affairs – October 1, 2019 - $894,698
U.S. Department of Health and Human Services – September 30, 2020 - $370,766
AZ Dept. of Child Safety – February 1, 2021 - $2,298,000

Catholic Charities has administered numerous successful CDBG contracts by complying with federal statutes associated with the contract. The agency has never been asked to return awarded funds. Catholic Charities has requested a budget amendment for some state and federal grants. These amendments were due to budgeted items costing less or more than anticipated and needing to redirect funds to/from other areas within the scope of work.

15. ***(10 Points)***

Divide the execution and administration of the project into areas of responsibility by providing the following:

- **Names, titles,** and **resumes** of all staff involved with carrying out these areas of responsibility.
- Job descriptions for any new positions created for the proposed project.
- Identify the project manager (this person is responsible for the project and must be directly employed by the applying agency).
- Distinguish between in-house agency staff and contracted assistance.
- Include a listing of all staff positions and proposed CDBG funded positions in the Organization Chart, found in Tab 11- organization chart.

Steve Capobres will be the project manager overseeing the utilization of these CDBG 2021 funds to purchase the *Closing the Gap* facility. Since 2011, Mr. Capobres has been Catholic Charities' Vice President of Business Development and Executive Director of Housing for Hope, a non-profit affiliate of Catholic Charities, whose mission is to develop, own and maintain decent affordable housing for low-income families and individuals.

The program administrator for ongoing operations of *Closing the Gap* is Camie Rasband, Catholic Charities' Director of Homeless Services in northern Arizona. Ms. Rasband has been with Catholic Charities for over ten years as a Housing Case Manager, Housing Supervisor and now Homeless Services Director. She has overseen various housing programs for special populations throughout northern Arizona and currently co-chairs the Coconino County Continuum of Care. She is also Co-Chair of the Arizona Balance of State Governance Board. She has been a leader in both the *Closing the Gap* program as well as Front Door Coordinated Entry. Ms. Rasband will oversee the property management, leasing and client housing support for the project's ongoing operations.

Program supervisor for *Closing the Gap* will be Sarah Rendon, Catholic Charities' Housing Supervisor. Ms. Rendon has been with the agency since 2019 and has over eight years of experience working with individuals experiencing homelessness and providing case management.

Catholic Charities' Homeless Services Team Lead, Tatum Covey, who has been with the agency since 2017, will provide *Closing the Gap* case management and lead a team of housing case managers. *Closing the Gap* case managers are fully trained in Strengths-Based Case Management, Trauma-Informed Care, Crisis Intervention, De-escalation, and Mental Health First Aid. Catholic Charities employs two individuals in our homeless services programs who are certified "Train the Trainers" for Mental Health First Aid, a critical training in order to effectively serve this vulnerable population.

Contracted behavioral health services will be overseen by Lauren Lauder, CEO of The Guidance Center. She began her collaboration with *Closing the Gap* as Vice President of Southwest Behavioral & Health Services covering the five northern counties of Arizona. She has extensive experience working with community partners as well as direct service with clients with substance use disorder residing in rural counties. Ms. Lauder will oversee the recovery aspect of *Closing the Gap* by supervising the peer and recovery support personnel as well as the crisis responders from behavioral health.

Resumes are attached for the above-named in-house and contracted staff. Additionally, while we do not expect to hire anyone to carry out the purchase of the *Closing the Gap* facility, Catholic Charities' job descriptions for all positions involved with the purchase and the program's ongoing services are included to demonstrate the professionalism provided by this program.

16. ***(10 Points)***

Tab 7 of the checklist requests a Schedule of Completion for this proposed project. In Appendix C, provide the following:

- A proposed schedule in the provided Excel format.
- A narrative summary describing the expenditure of CDBG Funds.
- Explain the rate of expenditure and the predicted progress of the proposed schedule.
- An estimated completion of project.
  Note: The City of Flagstaff has timeliness expenditure requirements with HUD, therefore all contracts need to be spent in a timely manner.

Catholic Charities will work to secure additional funding once this CDBG funding request is approved by the Flagstaff City Council. When the Notice to Proceed is issued, Catholic Charities will execute a contract to purchase the *Closing the Gap* facility currently being leased, and escrow will be opened with an estimated closing date within 60 days from date of contract. At time of closing, all CDBG 2021 funds will be expended. Catholic Charities anticipates spending down the entirety of the funds requested, thus completing the project, by December 31, 2021.

Project Schedule	
City of Flagstaff	
Project Description:	Closing the Gap
Implementing Agency:	Catholic Charities Community Services
Project Number:	
Persons Served:	10 approximately

Date Submitted:	2/13/2021

Action Items:	Item Desription	YEAR: 2021 1st Month Begins with the Notice to Proceed											
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
1	Contract Execution												
2	Inspection Period in Escrow												
3	Purchase Complete												
3	Monthly Reporting												
3	Contract Monitoring and Close Out												

17. ***(10 Points)***

Tab 8 of the checklist requests a budget for this proposed project. In Appendix D, please provide a detailed budget in the provided Excel format, and a narrative summary describing exactly for what CDBG funds will pay.

- Include any contract bids or quotes for construction projects.
- Include leverage amounts listed in Question 10.

Project Description:	Closing the Gap - Home Purchase
Implementing Agency:	Catholic Charities Community Services
Project Number:	
Persons Served:	10
Date:	Program Year 2021

Item and		Source 1	Source 2	Source 3	Source 4	

Activity	Item/Activity Desription	City of Flagstaff	Other Grant	Leverage	In-Kind	Project
		CDBG	FUNDING	FINANCING	DONATIONS	TOTALS
1	**Program or Project Related Expenses**					
A	Home Purchase	$ 300,000.00	$ 100,000.00			**$400,000.00**
B	Closing Costs				$3,000.00	**$3,000.00**
C	Program Operations		$ 107,643.60		$18,604.40	**$126,248.00**
D						
E						
F						
G						
H						
I						
2	**Administration**					
A	Salaries					
B	Agency Indirect					
3	**Facility Value**					
A						**$410,000.00**
4	**Grant Leverage Resources**					
A	Catholic Charities USA		$100,000.00			
B	Health Choice/CDBG Cares I/client rent		$107,643.60			
CDBG Totals						
Totals		$300,000.00	$207,643.60		$21,604.40	$529,248.00

As referenced in the attached budget, Catholic Charities is requesting $300,000 in CDBG 2021 funding. This award will be applied in its entirety to the purchase of the 1,556 sq ft, 3-bedroom 1.75-bathroom house in east Flagstaff to serve as a second *Closing the Gap* location. This project represents a cost-effective approach to lowering the community costs associated with high utilizers of public services. At any given time, this house will provide permanent supportive housing for seven unrelated men who are experiencing homelessness, struggling with substance misuse, and known to be high utilizers of police, fire, ambulance, EMT and/or jail services.

Catholic Charities is currently leasing this home with CDBG Cares Act funds. Purchasing this facility will provide permanency and improved program sustainability by giving Catholic Charities control over the property. It will also lower program costs by allowing current leasing dollars to be rerouted to operations.

The purchase price will be approximately $400,000, though the exact price will be determined by an appraisal of the property once Notice to Proceed has been received. The additional $3,000 needed for closing costs is secured through leverage funding provided by Catholic Charities. Additionally, we expect Catholic Charities USA to provide the remaining $100,000 in funding needed to purchase the property.

Though these CDBG 2021 funds are for the purchase of the *Closing the Gap* facility, we have also included a pro-forma budget to demonstrate that funds have been secured for ongoing program operations. The budget represents a secured program cost to ensure vulnerable clients receive not just housing, but also the support services necessary to keep them housed and further reduce the cost burden to public services that would occur if these clients were not housed. Additionally, *Closing the Gap* provides supports to assist residents to permanent stability beyond this program, allowing Catholic Charities to serve additional members of our community. Leverage funding for program operations will be provided by Catholic Charities as in-kind donations of furniture and household supplies ($3,000) and cash ($15,604). Additional leverage for program operations has been received from Steward Health Choice ($30,000) and the City of Flagstaff through CDBG-CV funding ($73,643.60).

SUMMARY OF CLIENT RIGHTS and RESPONSIBILITIES

ALL CLIENTS WILL BE AFFORDED THE FOLLOWING BASIC RIGHTS

1. You will be treated with dignity, respect and consideration.
2. You will have the right to all available services without discrimination because of age, race, gender, religion or national origin, sexual orientation, physical or mental disability, or HIV status.
3. You have the right to refuse service or withdraw consent to service.
4. You have the right to refuse to participate in research.
5. You have the right to confidentiality.
6. You have the right to review, upon written request, your record.
7. You have right to legal counsel and all other requirements of due process.
8. You have the right to submit a grievance without the fear of retaliation.
9. You have the right to a smoke-free environment.
10. You have the right to receive service, fee and refund information.
11. You have the right to include other family members or significant others in decisions regarding the services provided.
12. You have a right to receive a copy of financial, grievance policy, client rights, consent for treatment, and confidentiality information.
13. You have the right to the freedom to express and practice religious and spiritual beliefs.

ALL CLIENTS HAVE THE FOLLOWING RESPONSIBILITIES

1. You are responsible for your verbal and non-verbal behavior.
2. You will not threaten or harm another person while at Catholic Charities. This will result in immediate discharge and possible legal charges.
3. You will actively participate in your program.
4. You will attend all meetings or give at least 8 hours advanced cancellation notice if the
   meeting must be canceled.
5. You will schedule appointments during normal business hours as posted at each region.
6. You will pay all fees, if any, at the time of contact unless other arrangements have been made.
7. You are responsible for providing relevant information as a basis for receiving services and participating in service decisions.

Appendix E
CDBG Project Ranking Form 2021/2022

The ranking committee will use this form to evaluate potential projects. Assessments are based on CDBG eligibility criteria and the needs of the citizens of Flagstaff as identified in the draft 2021-2025 Consolidated Plan. Consideration is given to past performance of the submitting organization. A summary of this evaluation is presented to City Council for their review and consideration in making final funding decisions. Maximum potential scores are listed in parenthesis next to the ranking form questions.

Agency Name: **Catholic Charities**

Amount of Funds Requested: **$300,000**

Name of Project: **Closing the Gap Facility Purchase**

☐ Public Service

☒ Housing

☐ Economic Development

Additional Considerations:

$42,857/Person (1st Year Only)/$7,000 over 6 years assuming 1 year of residency per person Ratio of dollars per person benefitted by proposed project

0% Percent of leverage toward proposed project (must have letters of award for any leverage funds – these funds must also match and be outlined in the budget)

Yes Has your organization administered a successful CDBG contract in past years? (yes or no)

153 Total Points out of 165 possible

Questions 1-4 are not applicable to this application

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5. How well does the answer explain the proposed scope of the project? Does the answer include: (10 points)

- Estimated number of persons to be served
- Whether or not the project prepares for, prevents and/or responds to COVID-19 and how.
- Current status of the project
- Are construction/concept plans attached with a scope of work for construction/rehabilitation projects (this is required if applicable)
- Is a price estimate/quote attached for construction/rehabilitation projects (this is required if applicable)?

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

---

21. How well does the answer explain how the project will achieve the CDBG Primary and National objectives? How well does the response explain how the project will: (10 points)

- Provide decent housing; or
- Provide a suitable living environment; or
- Expand economic development opportunities

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

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22. How well does the answer explain whether the proposal meets one or more of the Council's CDBG Priorities (10 points)

Council's Priorities:

- Housing – Rental/Ownership
- Homelessness
- Neighborhood Revitalization
- Workforce Job Training

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

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23. How well does the answer explain how the project advances the agency's

mission? Does the answer demonstrate the agency's commitment to diversity, equity and inclusion as well as documented steps taken to strengthen that commitment? (10 points)

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

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9. Does the proposed project take place in one of the target neighborhoods?

Target Neighborhoods: (5 points)

- Southside
- Sunnyside
- La Plaza Vieja
- Pine Knoll

0 5

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10. How well does the answer document that the proposed project will meet the needs proposed in the in the DRAFT City of Flagstaff 2021-2025 Consolidated Plan? (10 points)

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

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11. How well does the answer justify the local need for the proposed project within

Flagstaff city limits? Are recent data and/or supportive statistics attached?

How well does the answer describe the way in which the agency will define success beyond CDBG requirements? (10 points)

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

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12. Is there evidence of community collaborations that can be effective programmatic support? Does the answer provide evidence of the following?

- Additional leverage
- Agreements, staffing partnerships, etc.
- Are current letters of community collaboration/support attached?

(None) 0 1 2 3 4 5 6 7 8 9 10 (Extensive)

---

13. Is the agency participating in coordinated entry (Front Door)? Is a Memorandum of Understanding (MOU) or a letter from the Continuum of Care included?

No (0 points) **Yes (10 points)**

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14. How well does the answer describe: (10 points)

- The organization's history administering this or similar projects?
- The organization's realistic capacity for undertaking this project?
- The organization's experience administering federal and state grants and complying with federal statutes?
- Has the agency ever been asked to return awarded funds?
- Has the agency ever requested a budget amendment or contract extension? If yes, was reasoning provided?

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

---

15. Did the answer divide the organization's execution and administration of the project by the following: (10 points)

- **Name**, **titles**, and **resumes** of the staff involved?
- Job descriptions for any new positions?
- Is project manager identified?
- Is a distinction made between in-house staff and contracted assistance?
- Does Tab 6 include all staff positions and CDBG proposed positions?

(None) 0 1 2 3 4 5 6 7 8 9 10 (Extensive)

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16. Does Tab 7 (Schedule of Completion) include the following: (10 points)

- A narrative summary describing the expenditure of CDBG Funds
- The rate of expenditure and the predicted progress of the proposed schedule
- An estimated completion of project.

(None) 0 1 2 3 4 5 6 7 8 9 10 (Extensive)

17. Does Tab 8 include a comprehensive budget for this proposed project? Is a narrative summary describing exactly what CDBG funds will pay for found in Appendix D? (10 points)

- Are leveraged funding sources identified? Was formal documentation provided?
- For construction contracts, were bids and/or quotes provided?

(None) 0 1 2 3 4 5 6 7 8 9 10 (Extensive)

Comments: The Ranking Committee felt that more data on the home value, such as an appraisal or neighborhood comps, would have been helpful.

General Criteria:

21. How realistic is this project in terms of probability of success within the community? (10 points)

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very)

22. How realistic is the 12-month Schedule of Completion? Was the correct format used in creating the schedule? (5 points)

(Not at all) 0 1 2 3 4 5 (Very)

23. How realistic is the project budget? Was the correct format used? Does the budget include: (15 points)

- All funding sources to be used for the project, separating CDBG funds from non CDBG funds? (1 points)
- Leverage numbers on budget match to leverage letters (3 points)
- Is a realistic dollar amount assigned to any in-kind contributions? (1 points)
- Overall Budget Evaluation: (10 points)
    - Is the project cost effective?
    - What percentage of the project budget is leveraged funding?
    - What percentage of the budget is for administration?
    - Is the budget logical? Etc.

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Comments: There was no leverage included in the budget. The Ranking Committee would have liked to see a proforma for program operations for the

next 5 years. Do the rent payments generate all funding needed to continue wrap around services and programing in the event of operational dollars from other grants being lost?

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24. **Has the applicant exhibited competence in preparing the proposal?** (10 points)
    Thorough and complete answers, well-written, correct grammar, easy to follow format, etc.

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)



DUNS #: 799570114
SAM #: 46QB1

Primary Contact:
Devonna McLaughlin, Chief Executive Officer
Direct: (928) 440-6194
devonnam@housingnaz.org

Executive Summary

Agency requesting funding: Housing Solutions of Northern Arizona, Inc. (HSNA)

Agency DUNS Number: 799570114

Agency CAGE Number: 46QB1

Are you a participating member in the Coconino County Continuum of Care? Yes

Amount of funds requested: $257,896.00

Project Name: Owner-Occupied Housing Rehabilitation

Please indicate the following agency representative/primary contact person for this project:

Name: Devonna McLaughlin
Title: CEO
Mailing Address: PO Box 30134, Flagstaff, AZ 86003
Fax Number: (928) 774-6937
E-mail: devonnam@housingnaz.org
Phone Number: (928) 214-7456

Brief project description (4 to 5 sentences): HSNA is seeking City of Flagstaff CDBG funds to create an Owner-Occupied Housing Rehab program (OOHR) similar to the one administered by the City of Flagstaff Housing Section in the past. This program will provide grants and/or no interest, no payment loans to low-income households, enabling them to repair critical home systems (heating, hot water, roofing, electrical) to ensure their homes are safe and provide a decent & suitable living environment. Too often, low-income households and those living on fixed incomes don't have the financial resources to repair their homes if there is a disruption to a critical housing system. When the heat doesn't work, or the roof leaks or the electricity constantly shorts out, families are at risk. Delaying repair makes smaller problems more significant and harder (more expensive) to fix. The HSNA Owner-Occupied Housing Rehab program will ensure low-income owner-occupied households live in decent and safe homes.

Total estimated # of persons to be assisted: 5 Households = 13.05 persons estimated served.

Council CDBG priority (mark all that apply):

- ☒ Neighborhood Revitalization
- ☒ Housing – Rental and Ownership
- ☐ Homelessness
- ☐ Workforce Job Training

Will the activity take place in a target neighborhood?

- ☐ Southside
- ☐ Sunnyside
- ☐ La Plaza Vieja
- ☐ Pine Knoll

Special population (if any) to be assisted:

- ☐ Abused Children
- ☒ Elderly Persons
- ☒ Severely Disabled Persons
- ☐ Victims of Domestic Violence
- ☐ Persons with HIV/AIDS
- ☐ Migrant Farm Workers
- ☐ Persons experiencing homelessness
- ☐ Illiterate Adults

Name of authorized representative: Devonna McLaughlin Title: CEO

Signature: _____ Date: February 22, 2021

Please respond to the following questions in the order listed. Reformat as necessary. Make sure to include the entire question in your response.

Answer questions 1 - 3 for *Public Service submissions only*

1. ***(10 Points)***
   Mark the public service activity that best fits your proposed service.
   For a definition of the below categories visit:
   https://www.hudexchange.info/resources/documents/Basically-CDBG-Chapter-7-Public-Services.pdf
   - **Employment services (e.g., job training)**
   - **Crime prevention and public safety**
   - **Childcare**
   - **Health services**
   - **Substance abuse services (e.g., counseling and treatment)**
   - **Fair housing counseling**
   - **Education programs**
   - **Energy conservation**
   - **Services for senior citizens**
   - **Services for homeless persons**
   - **Welfare services (excluding income payments)**
   - **Recreational services**
   - **COVID-19 Preparation, Prevention and Response services**
   - **Other**

   Our proposed project is not a public service activity. This question is not applicable.

2. **Clearly define how the proposed service is one of the following:**
   - **A new service.**
   - **A quantifiable increase in the level of an existing service.**

   Our proposed project is not a public service activity. This question is not applicable.

3. **Discuss similar services that are offered in Flagstaff and how the proposed service is different than what is already offered to the community (e.g. what gap will the proposed service fill?):**
   Our proposed project is not a public service activity. This question is not applicable.

Answer question 4 for *Economic Development submissions only*

4. ***(1 Point)***
   Economic Development activities create jobs or support businesses in low income neighborhoods or for low income people. Please check one of these eligible activities if applying under the Economic Development category.
   Definitions for the below categories can be found at:
   https://www.hudexchange.info/resources/documents/Basically-CDBG-Chapter-8-Section-108.pdf
   - **Special economic development**
   - **Economic development undertaken by a Community Based Development Organization (CBDO)**
   - **Technical assistance to businesses**
   - **Microenterprise development**
   - **Commercial rehabilitation**
   - **Public facilities and improvements**
   - **Job Training (not including job training offered as a public service)**

Our proposed project is not an economic development activity. This question is not applicable.

Answer the following questions for ALL submissions:
Please ensure that each question is accompanied with a thorough answer in the proper order. Repetition is acceptable.

5. *(10 Points)*

Describe the proposed scope of the project, including:

- **An estimated number of <u>persons</u> who will receive assistance from the proposed activity (an average of 2.61 people per household).**
- **Whether or not the proposed activity prepares for, prevents and/or responds to COVID-19 and how.**
- **The current status of this project (i.e. planning stage, resubmission from last year, feasibility study completed, etc.)**
- **Attach construction or concept plans with a scope of work if applying for construction or rehabilitation funding (required if applicable).**
- **Attach a price estimate or quote if applying for construction or rehabilitation funding (required if applicable). Multiple quotes are encouraged to ensure an accurate estimation of project costs and to anticipate inflation.**

Housing Solutions of Northern Arizona, Inc. (HSNA), will utilize CDBG funding from the City of Flagstaff to implement an Owner-Occupied Housing Rehab Program (OOHR). The program would be similar to one offered through the City of Flagstaff Housing Section in the past. The City's program has been discontinued at this time; our Housing Solutions' OOHR program would be a new service and NOT a duplication of resources, as it is our understanding the City is supportive of an outside agency taking over administration of the project at this time.

The HSNA OOHR program will provide funding support to help low-income households, earning no more than 80% of the area median income based on household size complete rehabilitation work on their homes to ensure the home is safe and decent. The program can help with emergency repairs and modifications to the home for ADA accessibility. The OOHR program will be divided into two layers of assistance.

The first assistance level is for minor repairs needed for health & safety or accessibility modifications that are less than $10,000.00 in total cost. This program can help, for example, with the replacement of a furnace or a water heater or roof. If a single system is needed to be repaired, the scope of work can be limited to one subcontractor. If this is the case, the assistance will be in the form of a grant that does not need to be repaid to the City of Flagstaff. We estimate that ten households will benefit from the minor repair OOHR program, with an average cost per household of $7,500.

For larger or more comprehensive home repairs (those needing multiple subcontractors and where the repair value is greater than $10,000.00), the scope of work will be discussed and agreed to between AHC Construction/Housing Solutions and the homeowner. Once the scope of work is created, Housing Solutions will work to identify a general contractor who can complete the identified work, utilizing licensed subcontractors. Total cost of repairs cannot exceed $40,000.00 per home. We estimate that four households will benefit from the major OOHR program. Based on historic OOHR program data from the City of Flagstaff, we have budgeted an average cost per household of $32,500. This assistance will be in the form of a silent second loan, which will be recorded against the property. Silent second loans will be repaid if the home is sold, no longer owner-occupied or if the

homeowner refinances their first mortgage to pull equity out of the home. The silent second can be subordinated in the future if the homeowner wants to refinance their first mortgage to reduce their payment or interest rate. Ongoing loan servicing can be done by Housing Solutions of Northern Arizona, or the City of Flagstaff Housing Section, whichever is preferred by the City of Flagstaff.

Total estimated households served through the OOHR program = 14 households (36.54 persons).

The proposed activity does not prepare for, prevent or respond to COVID-19.

The current status of the project is that it is in the planning stages. Until last year, the City of Flagstaff administered their own OOHR program. This administration was done by an employee of the City of Flagstaff, who retired last year. Several years ago, HSNA was contracted by the City of Flagstaff to administer their OOHR program on a short-term basis while staffing was finalized. Greg Pishkur, with AHC Construction & Housing Solutions administered the program for approximately six months. During this time, he worked with homeowners to create a scope of work for repairs. He then advertised the scope of work to local general contractors, completed bid walks with prospective respondents, reviewed bids and awarded the projects to the general contractors. Greg was responsible for making sure the work was done in a workmanlike manner and completed on time and on budget.

If awarded funding for our OOHR program, we have the expertise and experience to re-launch an OOHR program to benefit low-income homeowners in our community in a timely and effective manner.

In addition to construction financing for contractors and subcontractors to complete the rehab work, we are seeking CDBG funding to oversee the program, paying for a 0.5 FTE staff member to work with prospective clients to determine scopes of work, complete lead-based paint and asbestos testing and work with contractors and sub-contractors to complete projects on time and on budget. Angela Koder, our Housing Programs Manager will complete income eligibility determinations for program applicants. Her time is leverage to the CDBG grant, as it will be funded from other grant funding sources. Program oversight and grant administration is also leverage to CDBG funds, as this will be funded from other grant/donation sources.

We will also work with the homeowners to identify minor/cosmetic repairs that can be completed by volunteers. Often, homes in need of OOHR services can also benefit from cosmetic or minor repairs such as exterior landscaping, interior painting, caulking of windows and fixtures, etc. We have volunteer groups who have worked with us in the past to complete minor rehab and cleaning of our Sharon Manor property and scattered-site rentals. As we work to identify a scope of work for OOHR, additional in-kind volunteer services can be offered to homeowners to help them with the minor work that does not require a contractor’s license. We estimate five volunteers will work two hours on each of the 14 homes that benefit from OOHR. Total estimated value of this leverage is $2,100.00.

Because the scope of work of repairs for each OOHR is dependent on the home being repaired, we are unable to provide specific cost estimates. The City of Flagstaff housing section staff has informed us that past OOHR projects averaged in cost between $25,000 and $40,000. That is why we have budgeted $32,500 (the average) for four major repairs. We also know, due to ongoing maintenance of our existing rental properties, that furnace

replacement is approximately $3,500.00, roof replacement (depending on the size of the roof and the condition) is approximately $8,000, and water heater replacement is approximately $1,250.00.

6. ***(10 Points)***

Identify how this proposed project achieves the CDBG Primary and National Objectives by addressing how the project will develop viable urban communities and benefit low-moderate income persons or neighborhoods.

Note: Your project does not need to align to all objectives. Be realistic.

Focus your response on:

- **Providing decent housing**
- **Providing a suitable living environment**
- **Expanding economic opportunities principally for low-moderate income persons or neighborhoods.**

HSNA is proposing to create an owner-occupied housing rehab program, similar to the one administered by the City of Flagstaff Housing Section in the past. This program will provide grants and loans to low-income owner-occupants without the financial means to repair their homes to ensure safety within the home. The program will ensure low-income households have decent housing and a suitable living environment, aligning with two of the CDBG Primary and National Objectives. We understand too many low-income households struggle to pay for larger home repairs and that those repairs can go unaddressed for long periods of time. When home systems are not functional, the home is not safe; individuals living in the home are at-risk of injury and disease when there is not hot water in the home, when the roof is leaking and when the heating systems are not functional. This OOHR program will help address deferred maintenance and emergency repair needs, ensuring the home is decent and that it is a suitable living environment for those who live there.

7. ***(10 Points)***

Identify how the proposal meets one or more of the City Council's CDBG Priorities:

Note: *Your project doesn't have to address every Council Priority.*

- **Housing – Rental/ Ownership**
- **Homelessness**
- **Neighborhood Revitalization**
- **Workforce Development**

HSNA's owner-occupied housing rehab program will meet City Council CDBG Priorities to address housing – ownership and neighborhood revitalization. The program is designed to assist low-income owner-occupants to complete repairs on their homes to ensure the homes provide a decent and suitable living environment. The OOHR program addresses ownership housing, ensuring low-income households can remain in their homes and that those homes continue to provide decent and safe housing. When homes are rehabilitated and made to be safe, the entire neighborhood is impacted. As we rehab homes in Flagstaff, we will be working to revitalize the neighborhood, one house at a time.

8. (10 Points)

Agency mission and commitment to diversity, equity and inclusion.

- **How will this project advance the agency's mission?**
  The mission of Housing Solutions of Northern Arizona is to build opportunity for sustainable, affordable housing in northern Arizona. We meet our mission through a myriad of programs which provide affordable housing opportunities for predominately low-income households in our service delivery area. Our

programs help families along the housing continuum, from those experiencing homelessness (Sharon Manor) to low-income renters, to first-time homebuyers, to our foreclosure mitigation counseling programs, which help families maintain homeownership. The creation of an Owner-Occupied Housing Rehabilitation program under Housing Solutions will further our mission to build sustainable, affordable housing in northern Arizona. We know investing to keep families in their homes is less expensive and more cost-effective than dealing with families who lose their homes. Our OOHR program will keep families in their homes and ensure the homes are safe and decent – this is consistent with our organization's mission and a terrific way to help additional low-income households maintain homeownership.

- **How does the agency assure that all programs and projects serve to promote equity, inclusion, diversity and that the delivery of services are provided with cultural awareness and sensitivity as a priority?**
  HSNA does not discriminate in the delivery of services, the hiring of staff or the recruitment of volunteers. We follow Fair Housing guidelines and actively advertise our non-discrimination policy on our website and in outreach materials. On every page of our website we have the following statement: "Housing Solutions does not discriminate on the basis of age, race, color, religion, sex, gender identity (including gender expression), national origin, disability, marital status, political beliefs or familial status in employment or program services. Special accommodations will be made for the physically challenged, upon request."

  HSNA is a Community Housing Development Organization (CHDO), regulated by the Arizona Dept. of Housing. As a CHDO, we work to develop housing (new construction & rehabilitation) for low-income households. But we also meet criteria for oversight. One third of our Board of Directors meets one of the following criteria: (1) is low-income, (2) lives in a designated low-income neighborhood, or (3) is an elected representative of a low-income group (like the Housing Authority Board of Directors). In addition, four of our current board members (22%) are former clients of Housing Solutions. We believe it is critical to have client input in the design and implementation of our programs to ensure we are meeting the needs of those we are working to serve.

  HSNA has the following organizational values in our statement of values, published on our website:
  Values
  Safe, decent and affordable housing is an essential element for quality of life, and contributes to individual and community success. The entire community shares in achieving housing affordability. Program recipients should actively participate in identifying and obtaining their goals. We are inclusive of the people we serve in developing and delivering our programs, policies and procedures. We treat everyone with dignity and respect.

- **What steps has the organization taken to advance its commitment to diversity, equity, and inclusion?**
  - **Does the agency have established policies and practices supporting diversity, equity and inclusion? Provide any documentation that demonstrates this commitment.**

- **What steps have been taken to strengthen the agency's commitment to diversity, equity, and inclusion?**

HSNA has a history of inclusion and celebrating diversity. We have always followed fair housing and equal housing opportunity guidelines in the delivery of services to clients. We do not discriminate in our hiring practices.

Even though we have always embraced diversity, our organization is re-committed to this value. We have started the process to formally adopt a Statement of Inclusion to better advertise and explain our organizational philosophy. Specifically, the Statement of Inclusion provided below has been reviewed and approved by our Sharon Manor Oversight Committee. It will be presented to our Board of Directors for formal adoption at our regularly-scheduled March meeting. The draft Statement of Inclusion is:
Housing Solutions of Northern Arizona, Inc., and its various programs including Sharon Manor and housing counseling services, is an inclusive and diverse organization; we thrive on inviting unique and diverse individuals into our sphere – clients, employees, volunteers, board members, donors and the community. We understand we are better when we work together. Housing Solutions of Northern Arizona does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), physical or mental disability, marital status, sexual orientation, or military status, in any of its activities or operations. The activities include, but are not limited to, service delivery to clients and prospective clients, the appointment to and termination from its Board of Directors, hiring and firing of staff or contractors, selection of volunteers and the selection of vendors.

9. ***(5 Points)***

If applicable, indicate whether the project takes place in one of the four target neighborhoods.

- **Southside**
- **Sunnyside**
- **Plaza Vieja**
- **Pine Knoll**

The Housing Solutions' OOHR program will serve low-income owner-occupants living within the City of Flagstaff City limits. Although we anticipate serving households who live in target neighborhoods, the project is not limited to these neighborhoods, as we would not want to deny services to a low-income household in need of help who happens to live in another neighborhood.

10. ***(10 Points)***

Identify how the proposed project is consistent with the needs, priorities, goals, and objectives identified in the DRAFT City of Flagstaff 2021-2025 Consolidated Plan. Include activity, special population if applicable, priority level and 5-year goal
The proposed 2021-2025 Consolidated Plan Goals are available at https://www.flagstaff.az.gov/626/Community-Development-Block-Grants.
Our proposed Owner-Occupied Housing Rehabilitation project is consistent with the needs, priorities, goals and objectives identified in the DRAFT City of Flagstaff 2021-2025 Consolidated Plan. Specifically, this project would address the Priority Need: Decent Affordable Housing, Housing Rehabilitation. The 5-year goal identified in this draft is for 20 housing units and it's listed as a high priority level in the Draft Consolidated Plan. The

Consolidated Plan supports CDBG investment in an OOHR program, such as the one we are proposing.

11. ***(10 Points)***

Provide recent statistics, data or other information to define the community need for the proposed project. Please be detailed regarding <u>local</u> needs within Flagstaff city limits. How will you identify success? Describe how your successes will be monitored beyond CDBG requirements.

An Owner-Occupied Housing Rehab program (OOHR) is a critical need for low-income homeowners in our community. The FY2021-2025 HUD Consolidated Plan Executive Summary draft, created by the City of Flagstaff Housing Section identifies Housing Rehabilitation as a high priority level with a goal of rehabbing 20 housing units over the next five years. We know that our Flagstaff housing stock is relatively old; 31.4% of housing units in Flagstaff were built prior to 1980 and are at least 41 years old. Another 21.4% of our housing stock is at least 31 years old. That means that more than half of our housing inventory is 30+ years old. (American Communities Survey) We also know that older houses are more affordable and are more likely to be occupied by low-income households who purchased their homes several years ago or who were able to purchase a lower-priced home, but one that is in need of repairs.

According to the American Communities survey, 22% of households with a mortgage payment are payment more than 35% of their gross monthly income on housing and are housing cost burdened. 7.7% of households without a mortgage payment have housing costs greater than 35% of their gross monthly incomes. These are typically households on fixed incomes who struggle with the ongoing costs of homeownership, even after they have paid off their mortgages.

According to the American Communities survey, 22% of Flagstaff households earn less than $25,000 annually. Another 7.5% earn less than $35,000 annually. The mean household income for households with Social Security income is $19,664. These households would struggle to pay for household repairs.

The City of Flagstaff Housing Section reported that between 1996 and 2020, they assisted 175 households with OOHR assistance. There are currently 91 actively OOHR loans to be repaid by homeowners when they sell or no longer owner-occupy the properties. Although the program has been on pause for a year and the City is not maintaining an interest or waiting list, they report receiving 2-4 calls a month seeking OOHR assistance.

HSNA will identify success if we are able to assist a minimum of 14 low-income Flagstaff households with OOHR assistance within 12 months of receiving our Notice to Proceed. We will evaluate if funding levels were sufficient to help clients applying for the program and if there are changes to the program we'd recommend in the future to make sure we continue to help those in need. We will also seek feedback from homeowners in the program to determine their level of satisfaction with the program and HSNA staff services.

12. ***(10 Points)***

Briefly describe the scope of the community collaboration surrounding the proposed project.

- **Be specific, citing additional leverage[5] funding sources, agreements, staffing partnerships, etc.**
- **If formal partnerships[6] exist, please include documentation of all leveraged resources and identify leverage in budget.**
- **Attach letters of community collaboration/support for the specific project.**

HSNA has a history of collaboration and community support for its programs to meet the housing needs of our community members. For this project, we will be collaborating with volunteers in the community who will provide in-kind support to help homeowners with minor, cosmetic repairs to their property. For example, volunteers can provide landscaping help, interior painting, etc. We may also have volunteers and our HSNA maintenance staff help with in-kind minor repairs such as minor drywall repair, minor plumbing leaks, etc. We have had volunteers support our programs with in-kind work at our Sharon Manor facility and at our scattered-site rental properties in the past. These volunteers have completed landscaping, interior painting, cleaning and other minor repairs. We will seek volunteer support from past volunteer groups once we have a list of homeowners identified and the scope of repairs needed.

HSNA is providing leverage for salaries for eligibility determination, grant administration and marketing/outreach from unrestricted donations we receive each year. The total value of this leverage is $11,000.00. We have included a letter from Devonna McLaughlin, CEO to document this leverage. We are also providing in-kind office space for the OOHR program administrator, valued at $100/mo.

13. (10 points)

Is your agency participating in the coordinated entry, also known as Flagstaff's Front Door? If so, please provide the agencies MOU or a letter from the Continuum of Care.

Yes. HSNA is an active participant in the Continuum of Care; our CEO serves on the CoC executive committee. HSNA participates in Front Door. We take referrals for our Sharon Manor Transitional Housing program from Front Door and our Sharon Manor Program Manager participates in weekly case conferencing. Evidence of this participation is provided.

14. ***(10 Points)***

Briefly describe:

- **The organization's history administering this or similar projects.**
  Housing Solutions of Northern Arizona (formerly BOTHANDS, Inc) has a long history of successfully administering CDBG projects in partnership with the City of Flagstaff. In the past, HSNAZ has successfully utilized CDBG funding for new construction as well as rehabilitation projects to increase homeownership and rental opportunities for low-income families. We have also successfully used CDBG funds to provide down payment and closing cost assistance programs, including our currently funded Housing Solutions of Northern

[5] Leveraged funds are specific non-city, non-federal (unless specifically allowed) funds committed toward this project.

[6] Formal Partnerships are contractual agreements that exist between two agencies. Informal partnerships are existing proposed business relationships not formalized by contract or funding agreement.

Arizona Financial Assistance Program (BFAP), which utilizes CDBG funds for financial assistance to low-income households. Since 1999, Housing Solutions of Northern Arizona has partnered with the City of Flagstaff to administer its Community Homebuyer Assistance Program. (BOTHANDS did not administer the program for one year, as the contract was awarded to another agency.) Through our partnership with the City of Flagstaff, Housing Solutions of Northern Arizona successfully administered more than $2.8 million in financial assistance (both CHAP and BFAP programs combined), leveraging $36 million in private mortgages. We also provided homebuyer education and counseling to thousands of families preparing to purchase their first home. This project is similar to our most recent rental development project located at 2606 N. East St. At that site, we utilized CDBG and HOME funds from the Arizona Dept. of Housing to rehab one existing home and build a tri-plex to provide affordable rental housing opportunities. We successfully constructed the homes and leased the units to income-eligible households. Because of our experience in administering CDBG and federally funded projects, HSNAZ is aware of the administrative/reporting responsibilities associated with this grant and with how to ensure household eligibility.

- **The organization's realistic capacity for undertaking this project.**
  Housing Solutions of Northern Arizona has the capacity for undertaking and completing this grant within the timeframe provided because existing staff have the expertise and experience to administer the grant. Our CEO has extensive experience with development and construction projects, have completed several with HSNAZ utilizing federal funding. Our housing counselors are certified through *NeighborWorks* and our organization has adopted and follows the National Homebuyer Counseling Standards. Our Housing Counselors have experience screening eligible households to determine if they are able to rent one of our affordable units. They also have experience providing budget/credit counseling to help families meet their financial goals. In addition, HSNAZ is a HUD-approved counseling agency and, as such, follows HUD guidelines and regulations for file management, client tracking as well as client counseling standards. Finally, our construction company, AHC Construction, LLC, has experience constructing affordable and market-rate units. Greg Pishkur serves as the general contractor for AHC Construction and is the licensing party for our residential and small commercial construction license. Greg has extensive experience working with regulators, architects and engineers, subcontractors and contract laborers to get projects completed. He is also familiar with the administrative requirements of construction projects that utilize federal grants. Greg will serve as a consultant on the project, providing expertise as we work to identify and contract with an independent general construction company.

- **Experience administering federal and state grants and complying with federal statutes. Please provide funding dates and award amounts.**
  In addition to having extensive experience successfully administering and completing CDBG projects in partnership with the City of Flagstaff, Housing Solutions of Northern Arizona also has experience with other federal and state grants. We have successfully utilized HOME funding through the State of Arizona to construct homes in Sunnyside and West Village Estates that helped increase the supply of safe, decent and affordable homes available to low-income working families. Our West Village Estates project was recognized by

the State of Arizona with an Innovative Partnership Housing Hero Award. In May 2014, we completed construction on three new-construction and one rehab rental unit in Sunnyside utilizing HOME funds. This project resulted in four affordable housing units in Flagstaff. We also receive ongoing Supportive Housing Program funds from the federal government passed through the State of Arizona to help with the operational and support services costs at Sharon Manor. In addition to these funds, HSNAZ receives HUD funds through the Rural Community Assistance Corporation for housing education and counseling services. Because we receive funding from HUD, we are obligated to follow HUD standards for homebuyer education and counseling, as well as file management and client tracking. We are audited by HUD and/or RCAC regularly so we can ensure that our procedures and processes are compliant with regulations. We are a sub-recipient of the Arizona Dept. of Housing for National Foreclosure Mitigation Counseling funds (NFMC). These federal funds also require significant program compliance and regular audits. We have also had financial support for homebuyer education and counseling from local banks including National Bank of Arizona, JPMorgan Chase and Bank of America.

Housing Solutions of Northern Arizona/BOTHANDS has worked closely with the City of Flagstaff to successfully administer CDBG grants since the City became a CDBG entitlement community. The staff is familiar with the administrative and reporting responsibilities associated with CDBG grants. As an organization, we have received the following CDBG grant awards from the City of Flagstaff.

Date of Funding	Award Amount	Project
7/2003	$58,141	New Home Construction (31C-03)
3/2006	$100,00	Acq/Rehab (91C-05)
7/2006	$30,000	Individual Development Accounts (101C-06)
7/2007	$107,000	Acq/Rehab (90C-06)
10/2007	$142,000	Housing Subsidy Grants (101C-07)
10/2007	$24,031	Minor Rehab at Sharon Manor (121C-07)
11/2008	$150,000	Acq/Rehab (91C-08)
1/2010	$160,000	Housing Subsidy (101C-09)
6/2010	$150,000	Rehab (91C-10)
6/2011	$200,000	Down Payment Assist (101C-10)

6/2011	$100,000	Down Payment Assist (101C-11)
6/2012	$120,000	Down Payment Assist (101C-12)
6/2012	$60,000	Rehab (91C-12)
5/2013	$138,404	Down Payment Assist (101C-13)
5/2013	$70,337	Job Creation (201C-13)
11/2014	$150,000	Down Payment Assist (101c-14
11/2017	$120,000	Sharon Manor Apartment Rehab
6/6/2020	$258,232.67	Sharon Manor Expansion
NTP Not Issued	$244,400	Sharon Manor Communal Living Rehab

- **Was the agency ever asked to return awarded funds for cause?**
  During the past 18 years, we have never been asked to return awarded CDBG funds for cause. In 2012, we returned CDBG funding for the AFI/IDA program when we were unable to spend the funds on eligible households; however this was not a reflection on the organization's competency. The program was challenged because of the income guidelines of a partner funder as well as the economic downturn.

- **Has your agency ever requested a budget amendment or contract extension? If yes, why?**
  We have asked for, and received, contract extensions in the past to enable us to spend down funding associated with the BFAP down payment assistance program. This extension was needed as home prices increased during the contract period, making it challenging for low-income households to identify homes to purchase within their purchasing power. With the contract extensions, we were able to successful spend down all down payment assistance CDBG funding and successfully close out the contracts.

15. ***(10 Points)***

Divide the execution and administration of the project into areas of responsibility by providing the following:

- **Names, titles, and resumes of all staff involved with carrying out these areas of responsibility.**
  Devonna McLaughlin, CEO (in-house staff) – Devonna is the proposed project manager and would be responsible for overall program design and implementation. She is also responsible for ensuring the project is completed in accordance with grant funder guidelines and will provide reports as required.

Greg Pishkur, General Contractor (in-house staff for AHC Construction) – Greg is responsible for providing in-house construction expertise to Housing Solutions of Northern Arizona. AHC Construction be enlisted to help create scopes of work for the owner-occupied housing rehabilitation projects completed through this CDBG grant program, helping to ensure the repairs are necessary and that all home systems are in good working order.

Angela Koder, Housing Programs Manager (in-house staff) – Angela will work with owner-occupied housing program applicants to complete an income qualification, ensuring the household's income does not exceed 80% AMI. Angela is a HUD-certified housing counselor with Housing Solutions; she has many years' experience in determining program eligibility for housing programs (down payment assistance & foreclosure prevention programs).

Ashley Page, Rental Programs Manager & Business Manager (in-house staff) – Ashley provides property management services for HSNA scattered-site rentals, ensuring we remain compliant with grant funder requirements and that our rental units remain in good condition. She also provides financial management services for the organization, including grant administration, billing and compliance reviews.

- **Job descriptions for any new positions created for the proposed project.**
  We have attached job descriptions for all staff members working on the project. At this time, we are proposing for eligibility determination to be completed by existing housing counseling staff (Angela Koder) and for the construction management/oversight work to be completed by AHC Construction (Greg Pishkur). Project management and program oversight will be completed by the CEO (Devonna McLaughlin) and by our Rental Programs Manager/Business Manager (Ashley Page).

- **Identify the project manager (this person is responsible for the project and must be directly employed by the applying agency).**
  The project manager is Devonna McLaughlin, CEO of Housing Solutions. Devonna is employed by HSNA, the applying agency and in-house staff.

- **Distinguish between in-house agency staff and contracted assistance.**
  This designation has been done as part of the previous question.

- **Include a listing of all staff positions and proposed CDBG funded positions in the Organization Chart, found in Tab 11- organization chart.**
  Please see the Organization Chart in Tab 11. The only CDBG-funded positions through this grant would be for Greg Pishkur, general contractor. CDBG funds would primarily be used for testing (lead-based paint & asbestos) and construction-related expenses.

16. ***(10 Points)***

Tab 7 of the checklist requests a Schedule of Completion for this proposed project. In Appendix C, provide the following:

- **A proposed schedule in the provided Excel format.**
  Please see completion schedule in Tab 7
- **A narrative summary describing the expenditure of CDBG Funds.**

The proposed schedule of completion is realistic and based on HSNA's past experience in administering program assistance and in completing minor rehabilitation projects – those funded in the past with CDBG and those undertaken by our organization on our existing affordable rental units. We understand City Council will make CDBG award determinations in April/May 2021. Based on past experience, we expect the Notice to Proceed to be issued in December 2021 or January 2022. That gives us sufficient time to create program application documents and internal processes to ensure we can launch the program to the public as soon as we receive a Notice to Proceed. If City Council awards funds to the project, we can also start advertising that the program is "coming soon" and begin to create an interest list for the program. This will ensure we have clients who are ready to go once the Notice to Proceed is issued so we can ensure a timely spend-down of funding.

- **Explain the rate of expenditure and the predicted progress of the proposed schedule.**
  Expenditure should occur within 11 months of the Notice to Proceed being issued. We will spend funds consistently throughout the project on program administration and construction oversight. The testing funds will be spent near the beginning of the proposed schedule, as we work with homeowners to create a scope of work. Construction funding will be spent as work is completed on each home with final payment at the end of construction, once the City has inspected the work, AHC Construction has inspected the work and the homeowner is satisfied.

- **An estimated completion of project.**
  Note: The City of Flagstaff has timeliness expenditure requirements with HUD, therefore all contracts need to be spent in a timely manner.
  CDBG funding should be spent within 12 months of issuance of the Notice to Proceed. We understand there is demand in the market for contractors and subcontractors. That is why we would work to advertise and identify potential clients prior to the issuance of the Notice to Proceed. It would be our intention to start with income/eligibility review as soon as the NTP is issued so we can begin working on the scope of work for the first family within 30 days of Notice to Proceed. We hope most of the work will be done within 9-10 months of Notice to Proceed so we can account for delays in materials and labor, if necessary, and still meet our completion timeline.

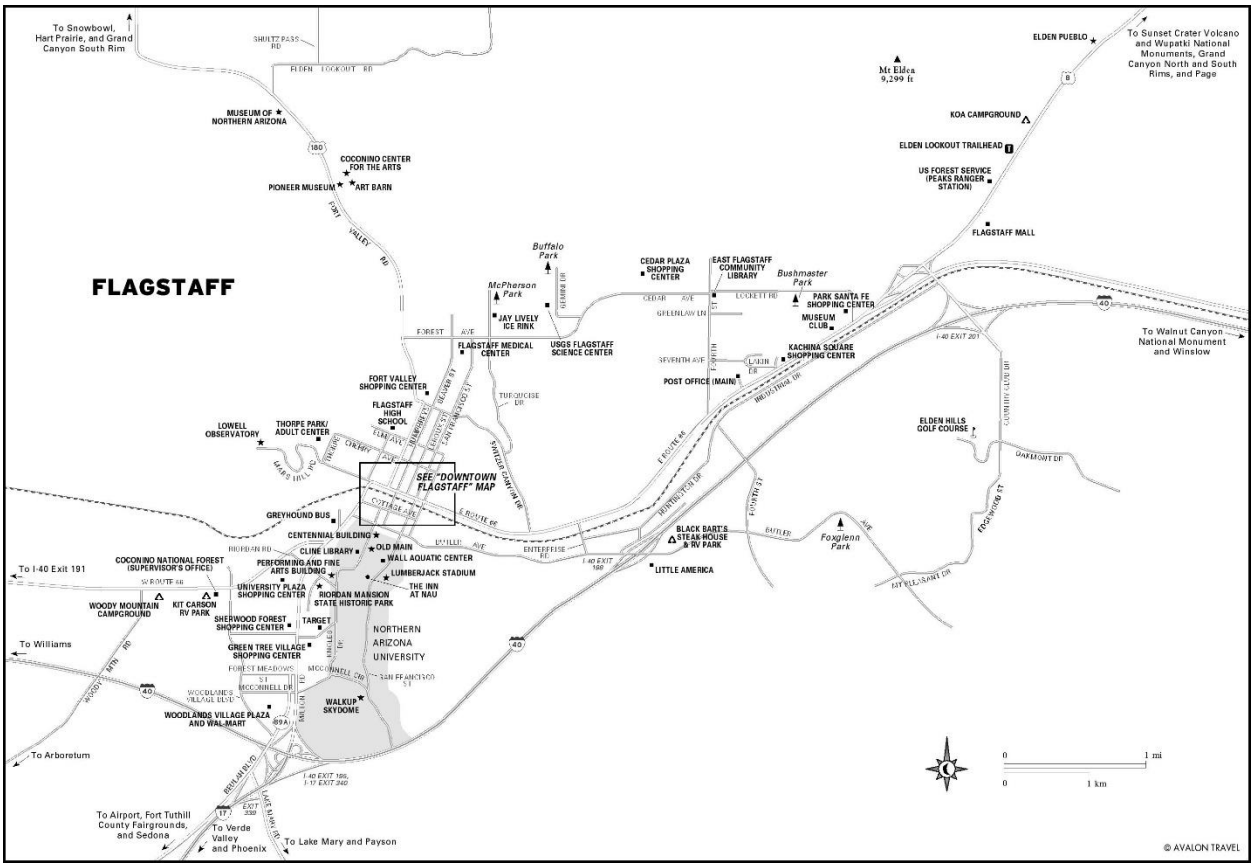
17. ***(10 Points)***

Tab 8 of the checklist requests a budget for this proposed project. In Appendix D, please provide a detailed budget in the provided Excel format, and a narrative summary describing exactly for what CDBG funds will pay.

- **Include any contract bids or quotes for construction projects.**
- **Include leverage amounts listed in Question 10**

In Tab 8, please find the proposed budget for our Owner-Occupied Housing Rehab project. We have also provided a budget narrative.

Tab 5
Map of Project Location



Tab 7-Schedule of Completion

HOUSING SOLUTIONS of NORTHERN ARIZONA

Project Description:	Owner-Occupied Housing Rehab
Implementing Agency:	Housing Solutions of Northern Arizona
Project Number:	
Persons Served:	36.54 (14 households)
Date:	Program Year 2021

Item and Activity	Item/Activity Desription	Source 1 City of Flagstaff CDBG	Source 2 Other Grant FUNDING	Source 3 Leverage FINANCING	Source 4 In-Kind DONATIONS	Project TOTALS
1	**Program or Project Related Expenses**					
A	Program Implementation: Salary & Indirect	26000				**$26,000.00**
B	Minor Construction < $10,000	75000				**$75,000.00**
C	Major Construction > $10,000	130000				**$130,000.00**
D	Lead-Based Paint & Asbestos Testing	21000				**$21,000.00**
E	Temporary Relocation	2100				**$2,100.00**
F	Minor cosmetic repair/maintenance				2100	**$2,100.00**
2	**Administration**					
A	Salaries - Eligibility Determination		3500			**$3,500.00**
B	Salaries - Grant Administration		5000			**$5,000.00**
C	Agency Indirect @ 14.6%	3796				**$3,796.00**
D	Marketing & Outreach		2500			**$2,500.00**
3	**Facility Value**					
A	Office Space				1200	**$1,200.00**
4	**Grant Leverage Resources**					
A	ADOH					
B	United Way					
CDBG Totals		257896				
Totals		$257,896.00	$11,000.00	$0.00	$3,300.00	

TAB 8-Budget

HOUSING SOLUTIONS of NORTHERN ARIZONA

Project Description:	Owner-Occupied Housing Rehab
Implementing Agency:	Housing Solutions of Northern Arizona
Project Number:	
Persons Served:	36.54 (14 households)
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4	**Grant Leverage Resources**					
A	ADOH					
B	United Way					
CDBG Totals		257896				
Totals		$257,896.00	$11,000.00	$0.00	$3,300.00	

Budget Narrative

The proposed budget is reasonable and informed by successes with the City-operated Owner-Occupied Rehab Program. Specifically, we have worked to tier assistance so that smaller projects are grants to low-income households and larger, more complicated and comprehensive rehab projects are loans, which have no payments and no interest, but are repaid when a client sells their home or no longer owner-occupies the property. The City ran their OOHR program as a tiered program in the past with successful results.

We estimate that the average assistance amount for a household utilizing minor rehab funding will be $7,500 per household. This is conservative, and would cover the cost of one major home system repair/replacement, such as a roof, HVAC system, electrical upgrade, etc. We estimate the average assistance amount for a household utilizing major rehab funding will be $32,500. This is based on information received from the City of Flagstaff Housing Section staff, who shared with us their average assistance amount for larger rehab projects was $25,000 to $40,000. The maximum amount of assistance per household will be capped at $40,000. Based on the average assistance amounts listed above, we believe we can conservatively help 14 low-income households.

The proposed cost to administer the project are based on a 0.5FTE position, paid $25.00/hr. This hourly rate is reasonable considering the person who runs this program will need to have construction expertise and be able to work effectively with homeowners to explain the scope of the project, testing results, etc.

We have budgeted for $21,000 in cost for lead-based paint and asbestos testing. This is based on estimates received from Tall Pines Environmental, a local lead-based paint and asbestos testing company. The scope of testing will depend on the scope of the proposed work and/or disruption to the home due to repairs.

City of Flagstaff Housing Section staff shared that temporary relocation costs associated with OOHR are rare, but do happen, if a family is unable to remain in their home during the repairs because electricity, water or gas are shut off. We have budgeted for 14 days of hotel stays @ $150/night.

HSNA will seek volunteers to help with minor, cosmetic repairs and maintenance such as landscaping, interior painting, etc. The budget of $2,100 in in-kind volunteer services reflects 5 volunteers working two hours for each of the 14 households served. Volunteer rate is $15.00/hr., which is minimum wage.

HSNA is able to provide funding to cover the cost of eligibility determination, grant administration and marketing & outreach. We receive funding support from individual

donors, as HSNA is a qualified charitable organization, as determined by the Arizona Department of Revenue. Annually, we receive approximately $100,000 in donations from individuals who then take advantage of the Arizona Charitable Tax Credit. These donations help pay for staff salaries, including costs for our Housing Programs Manager, Business Manager and CEO.

HSNA has office space located at 2304 N. Third St., in the Sunnyside Neighborhood of Flagstaff. We will dedicate a portion of our office space for use by AHC Construction, for program implementation of the OOHR program. We value this space at $1.00/sq ft. and estimate that we'd provide 100 sq/ft of space for program implementation.

Appendix E
CDBG Project Ranking Form 2021/2022

The ranking committee will use this form to evaluate potential projects. Assessments are based on CDBG eligibility criteria and the needs of the citizens of Flagstaff as identified in the draft 2021-2025 Consolidated Plan. Consideration is given to past performance of the submitting organization. A summary of this evaluation is presented to City Council for their review and consideration in making final funding decisions. Maximum potential scores are listed in parenthesis next to the ranking form questions.

Agency Name: **Housing Solutions of Northern Arizona**

Amount of Funds Requested: **$257,896**

Name of Project: **Owner Occupied Housing Rehabilitation**

☐ Public Service

☒ Housing

☐ Economic Development

Additional Considerations:

$19,762/Person Ratio of dollars per person benefitted by proposed project

0% Percent of leverage toward proposed project (must have letters of award for any leverage funds – these funds must also match and be outlined in the budget)

Yes Has your organization administered a successful CDBG contract in past years? (yes or no)

142 Total Points out of 165 possible

Questions 1-4 are not applicable to this application

---

5. How well does the answer explain the proposed scope of the project? Does the answer include: (10 points)

- Estimated number of persons to be served
- Whether or not the project prepares for, prevents and/or responds to COVID-19 and how.
- Current status of the project
- Are construction/concept plans attached with a scope of work for construction/rehabilitation projects (this is required if applicable)
- Is a price estimate/quote attached for construction/rehabilitation projects (this is required if applicable)?

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

---

24. How well does the answer explain how the project will achieve the CDBG Primary and National objectives? How well does the response explain how the project will: (10 points)

- Provide decent housing; or
- Provide a suitable living environment; or
- Expand economic development opportunities

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

---

25. How well does the answer explain whether the proposal meets one or more of the Council's CDBG Priorities (10 points)

Council's Priorities:

- Housing – Rental/Ownership
- Homelessness
- Neighborhood Revitalization
- Workforce Job Training

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

---

26. How well does the answer explain how the project advances the agency's mission? Does the answer demonstrate the agency's commitment to diversity, equity and inclusion as well as documented steps taken to strengthen that commitment? (10 points)

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

Comments: Are the demographics of the clients being served measured and representative of the community? The agency doesn't seem to require, encourage, provide any inclusion training for staff.

---

9. Does the proposed project take place in one of the target neighborhoods?

Target Neighborhoods: (5 points)

- Southside
- Sunnyside
- La Plaza Vieja
- Pine Knoll

0 5

---

10. How well does the answer document that the proposed project will meet the needs proposed in the in the DRAFT City of Flagstaff 2021-2025 Consolidated Plan? (10 points)

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

---

11. How well does the answer justify the local need for the proposed project within

Flagstaff city limits? Are recent data and/or supportive statistics attached?

How well does the answer describe the way in which the agency will define success beyond CDBG requirements? (10 points)

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

---

12. Is there evidence of community collaborations that can be effective programmatic support? Does the answer provide evidence of the following?

- Additional leverage
- Agreements, staffing partnerships, etc.
- Are current letters of community collaboration/support attached?

(None) 0 1 2 3 4 5 6 7 8 9 10 (Extensive)

Comments: Additional letters of support from potential referring or partner agencies (Habitat for Humanity, Coconino County, etc) may have strengthened this answer.

---

13. Is the agency participating in coordinated entry (Front Door)? Is a Memorandum of Understanding (MOU) or a letter from the Continuum of Care included?

No (0 points) Yes (10 points)

---

14. How well does the answer describe: (10 points)

- The organization's history administering this or similar projects?
- The organization's realistic capacity for undertaking this project?
- The organization's experience administering federal and state grants and complying with federal statutes?
- Has the agency ever been asked to return awarded funds?
- Has the agency ever requested a budget amendment or contract extension? If yes, was reasoning provided?

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

15. Did the answer divide the organization's execution and administration of the project by the following: (10 points)

- **Name**, **titles**, and **resumes** of the staff involved?
- Job descriptions for any new positions?
- Is project manager identified?
- Is a distinction made between in-house staff and contracted assistance?
- Does Tab 6 include all staff positions and CDBG proposed positions?

(None) 0 1 2 3 4 5 6 7 8 9 10 (Extensive)

---

16. Does Tab 7 (Schedule of Completion) include the following: (10 points)

- A narrative summary describing the expenditure of CDBG Funds
- The rate of expenditure and the predicted progress of the proposed schedule
- An estimated completion of project.

(None) 0 1 2 3 4 5 6 7 8 9 10 (Extensive)

Comments: The schedule of completion was not included.

---

17. Does Tab 8 include a comprehensive budget for this proposed project? Is a narrative summary describing exactly what CDBG funds will pay for found in Appendix D? (10 points)

- Are leveraged funding sources identified? Was formal documentation provided?
- For construction contracts, were bids and/or quotes provided?

(None) 0 1 2 3 4 5 6 7 8 9 10 (Extensive)

General Criteria:

25. **How realistic is this project in terms of probability of success within the community?** (10 points)

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very)

---

26. **How realistic is the 12-month Schedule of Completion? Was the correct format used in creating the schedule?** (5 points)

(Not at all) 0 1 2 3 4 5 (Very)

Comments: The schedule of completion was not included.

---

27. **How realistic is the project budget? Was the correct format used? Does the budget include:** (15 points)

- All funding sources to be used for the project, separating CDBG funds from non CDBG funds? (1 points)
- Leverage numbers on budget match to leverage letters (3 points)
- Is a realistic dollar amount assigned to any in-kind contributions? (1 points)
- Overall Budget Evaluation: (10 points)
    - Is the project cost effective?
    - What percentage of the project budget is leveraged funding?
    - What percentage of the budget is for administration?
    - Is the budget logical? Etc.

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

---

28. **Has the applicant exhibited competence in preparing the proposal?** (10 points)
Thorough and complete answers, well-written, correct grammar, easy to follow format, etc.

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very Much)

City of Flagstaff

Community Development Block Grant

2021-2025 Consolidated Plan, Analysis of Impediments to Fair Housing Choice and 2021/2022 Annual Action Plan

Kristine Pavlik, Housing and Grants Administrator

Purpose & Agenda

- Share priority needs, goals and activities identified for the 2021-2025 Consolidated Plan
- Share findings and goals from the Analysis of Impediments to Fair Housing Choice
- Share agency proposals received for the use of 2021/2022 CDBG funding and provide funding recommendations

- **Agenda**
- Quick CDBG Overview
- Analysis of Impediments to Fair Housing Choice
- Con Plan Priority Needs and Goals
- Proposals Received and Funding Recommendations
- Questions and Discussion



CDBG Overview

What is the Community Development Block Grant?

- Federal grant program administered by HUD.
- Created in 1974 to provide funding for housing and community development activities, serving primarily low to moderate income individuals and households.

Why does the City of Flagstaff receive CDBG funding?

- Metropolitan city, Population > 50,000
- Entitlement Community
- Annual allocation based on a formula



CDBG Overview

National and Primary Objective

- The development of viable urban communities through the provision of the following, principally for low- and moderate-income persons:
  - Decent housing
  - A suitable living environment
  - Economic opportunity



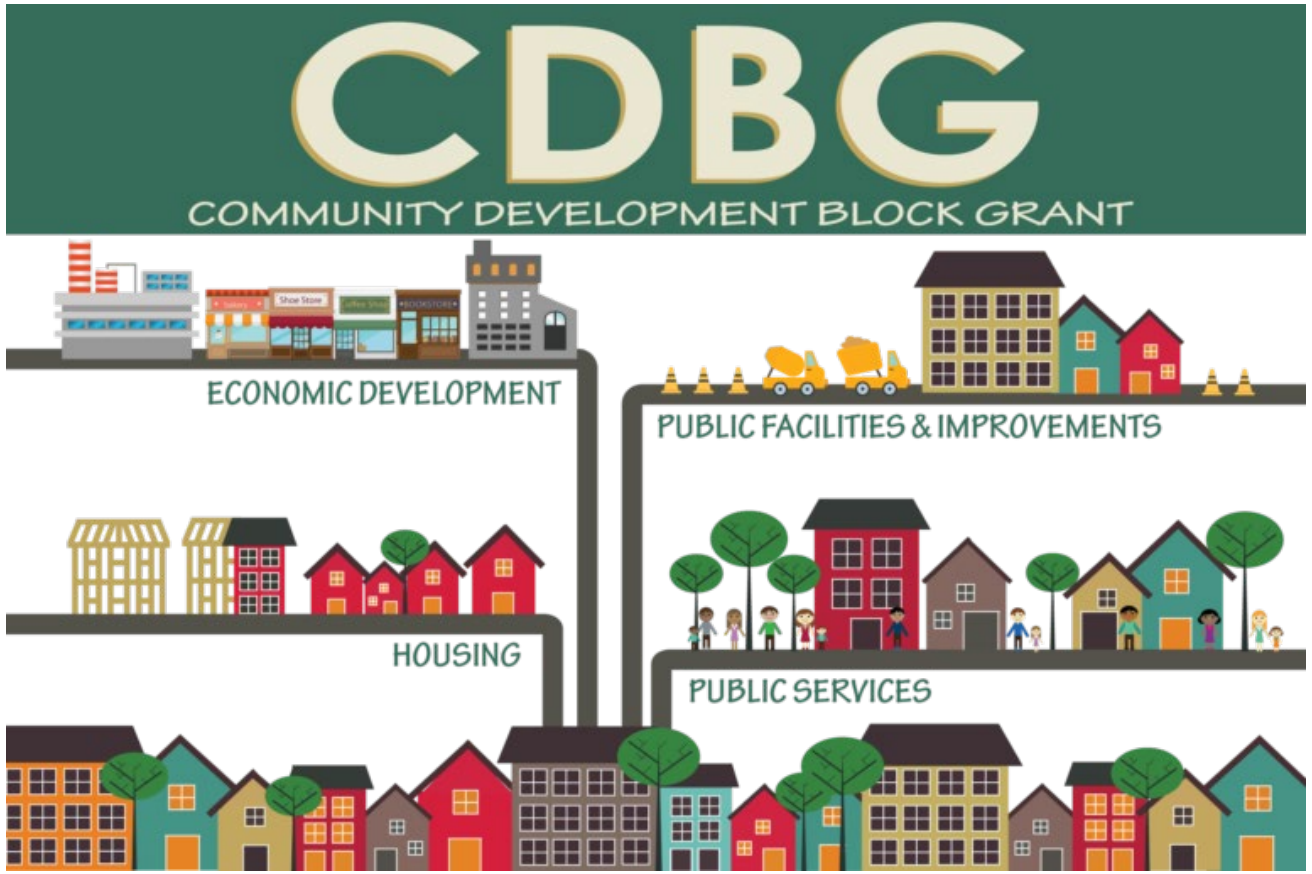
How can the City spend the money?

As the City Council determines based on:

- Needs identified in the Consolidated Plan
- The National Objective
- One or more of the Primary Objectives

CDBG Overview

Benefiting low to moderate income persons



To be eligible, an activity must qualify as one of the following National Objectives:

1. Limited Clientele
2. Housing Activity
3. Area Benefit
4. Job Creation or Retention Activities

CDBG Overview

Criteria for use of CDBG Funds

- At least 70% of the CDBG funds must benefit low to moderate income persons over the fiscal year (July 1 to June 30)

- Historically CDBG in Flagstaff serves 100% low to moderate income persons



CDBG Overview

How does the City access the funds?

- **Annual Action Plan –** 1 year plan **-** "What are we are going to do?"

  Due every May
- **Consolidated Annual Performance Evaluation Report (CAPER) –** 1 year report - "What did we do?" - Due every September
- **Consolidated Plan -** "5-year assessment of housing and community development needs" Every 5 years - Due in May 2021
- **Analysis of Impediments to Fair Housing choice** "Fair Housing Plan" Every 5-years – Due May 2021
- **Substantial Amendments to Annual Action Plan –** CDBG-CV Funds or Misc. Allocation Due as needed

Annual Action Plan Process

Timeline

- Notice of Funding Available (NOFA) released December 28th, 2020
- Public Meeting #1 - December 28th
  - Intro to CDBG Program and City of Flagstaff NOFA Process
- Applications Due February 22nd at 4pm
- Public Meeting #2 - February 26th
  - Summary of applications and funding requests as well as Con Plan Presentation
- DRAFT Annual Action Plan/Con Plan and AI Public Comment Period
  - March 1st to April 15th
- City Council Work Session April 13th
  - Housing Staff Funding Recommendations and direction from Council
- City Council Meeting April 20th
  - Council resolution approving AAP/Con Plan and AI submission to HUD

Analysis of Impediments to Fair Housing Choice



- Required for continued CDBG funding and commitment to Affirmatively Further Fair Housing (AFFH)
- Identifies fair housing problems (impediments) faced by people seeking housing in the City of Flagstaff
- Develops a Plan of Action to address current impediments

Analysis of Impediments to Fair Housing Choice

- **Public and Stakeholder Consultation**
  - **Community-wide Fair Housing Online Survey**
    - 84 Responses
    - Promoted on Facebook
  - **Stakeholder Fair Housing Online Survey**
    - 44 Responses
    - Sent to Housing Case Mangers, Real Estate Agents, Property Management Companies, Landlords, etc.
- **Data Analysis**
  - HUD eCon Planning Suite
  - Fair Housing Complaints & Testing Data from Southwest Fair Housing Council
  - 2010 Decennial Census & 2015/19 American Community Survey
  - Community Planning and Development Maps
  - HUD Community Housing Affordability Strategy Data
- **Regulation, Policy, Ordinance Review**
- **National Studies**



Identified Impediments

- Lack of Affordable Housing Limits Housing Choice
- Lack of landlords willing to accept Housing Choice Vouchers
- Lack of community awareness of Fair Housing Laws and reporting
- Minority & Low-Income Areas of Concentration
- Lack of Accessible Housing



Fair Housing Goals

Fair Housing Goals

- Increase affordable housing opportunities
- Create public awareness of fair housing laws and affordable housing advocacy
- Promote equal opportunity and prevent unlawful discrimination by providing relevant training, reliable information and targeted outreach.
- Create local and regional policy changes that create more affordable housing, outside of minority concentrated areas
- Improve housing opportunities for individuals with disabilities
- Provide Community Education on Housing Choice Vouchers for Landlords and Property Managers



Action Plan

Education and Outreach

- Publish fair housing information in housing newsletters, the City website and Social Media Pages
- Annually proclaim April as Fair Housing Month
- Sponsor a Fair Housing event in April for Fair Housing Month
- Distribute Fair Housing referral information in English and Spanish
- Sponsor no less than 3 Fair Housing trainings annually target both housing sector stakeholders and community residents
  - Disability accessibility
  - Rentals and the use of Criminal Records in housing
  - Extended protections under Sex/Gender
  - Emotional support animals



Action Plan

- Display the Fair Housing Logo on business cards and in program marketing information
- Maintain a Fair Housing page on the City website
- Prioritize funding for owner and renter occupied housing rehabilitation to provide disabled LMI accessibility adaptations with deferred loans and grants and incentivize rental occupied housing rehabilitation programs for landlords adapting units for accessibility
- Reach out to minority and other protected classes to encourage their participation in fair housing planning and education opportunities.
- Provide training and undertake recruitment of landlords and property managers for Housing Choice Vouchers – Improve public and stakeholder impression of HCV clients

Furthering Fair Housing



Action Plan

- Track the volume of residents, landlords and industry stakeholders participating in community education activities
- Encourage the development of housing accessible to or adaptable for persons with disabilities
- Develop a comprehensive Housing Plan for the City of Flagstaff including information on Fair Housing, Housing Choice, and efforts to increase affordable and accessible housing units
- Consider a media campaign to combat NIMBY (Not in My Backyard) and to destigmatize low- and moderate income households and individuals who utilize Housing Choice Vouchers



Next Steps



- **Public Comment**
  - **Ends April 15, 2021**
- **Incorporate written comments into the plan**
- **Submit to HUD with the 2021-2025 Consolidated Plan**

Consolidated Plan Process

Focus Group Meetings

- Dec 7th – Neighborhood Revitalization, Public Facilitates and Infrastructure
- Dec 9th – Public Services and Economic Opportunities
- Dec 14th - Addressing Homelessness
- Dec 16th – Decent Affordable Housing
- Dec 17th – Housing Commission Meeting

Data Collection, Stakeholder Engagement & Community Outreach

- August through December
  - Surveys – 24 Responses
  - Focus Groups – 16 unique attendees
  - Data Collection

Data Analysis and Draft Documents

- January and February

2021 AAP Process

- Jan-March

Drafts Available for Public Comment

- March 1st to April 15th

Council Meetings

- Presented April 13th
- Adopted April 20th

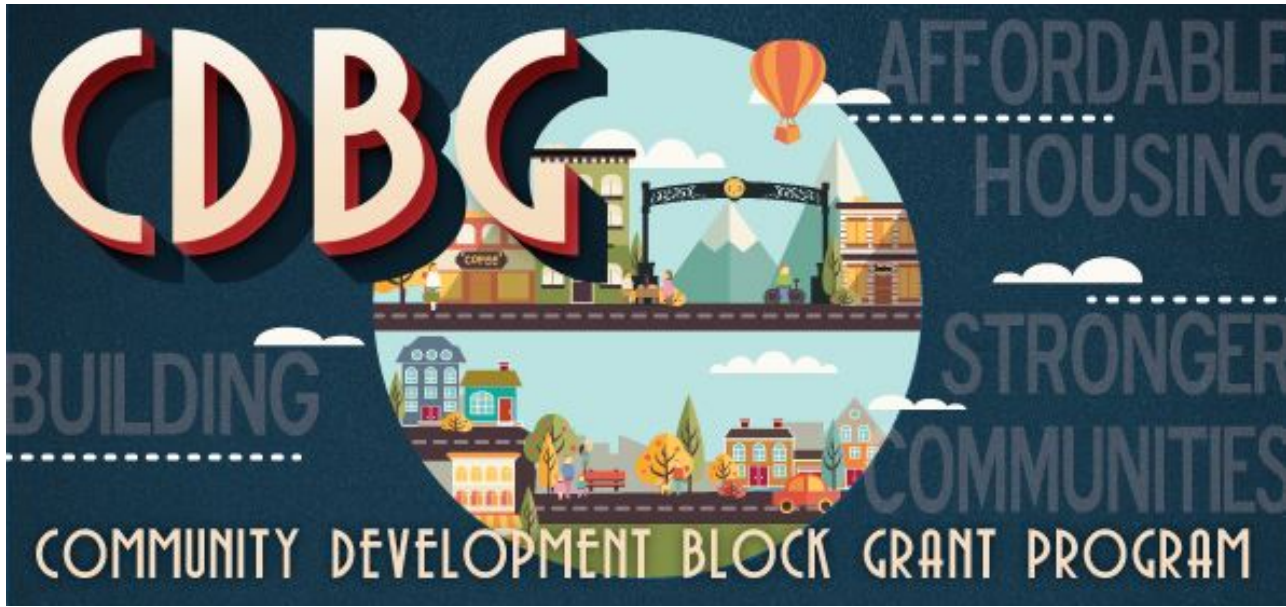
Final Documents Submitted to HUD

- May 15th, 2021

Consolidated Plan 2021-2025

TEAM FLAGSTAFF
WE MAKE THE CITY BETTER

- **Identifies local community needs**
- **Includes housing and non-housing needs**
- **Sets goals and objectives for the 5-year period**
- **Prioritizes and guides activities**
- **Required by HUD for funding**
- **Identifies Target Neighborhoods**
  - Sunnyside
  - Southside
  - La Plaza Vieja
  - Pine Knoll



Consolidated Plan Strategies

Main Components

- Market Analysis
- Analysis of Impediments to Fair Housing Choice
- Socio-economic Conditions
- Housing Conditions and Needs Assessment
- Homeless and Special Needs Individuals and Families
- Data Analysis
  - HUS eCon Planning Suite – CPD Maps and CHAS
  - Prior funding requests and outcomes
- Non-housing Community Development

Related Element Assessments

- Affordable housing
- Homelessness and special needs populations
- Non-housing community development
- Barriers to affordable housing
- Lead-based paint
- Anti-poverty
- Institutional Structure and Coordination



Community Needs

How are Needs and Priorities Determined?

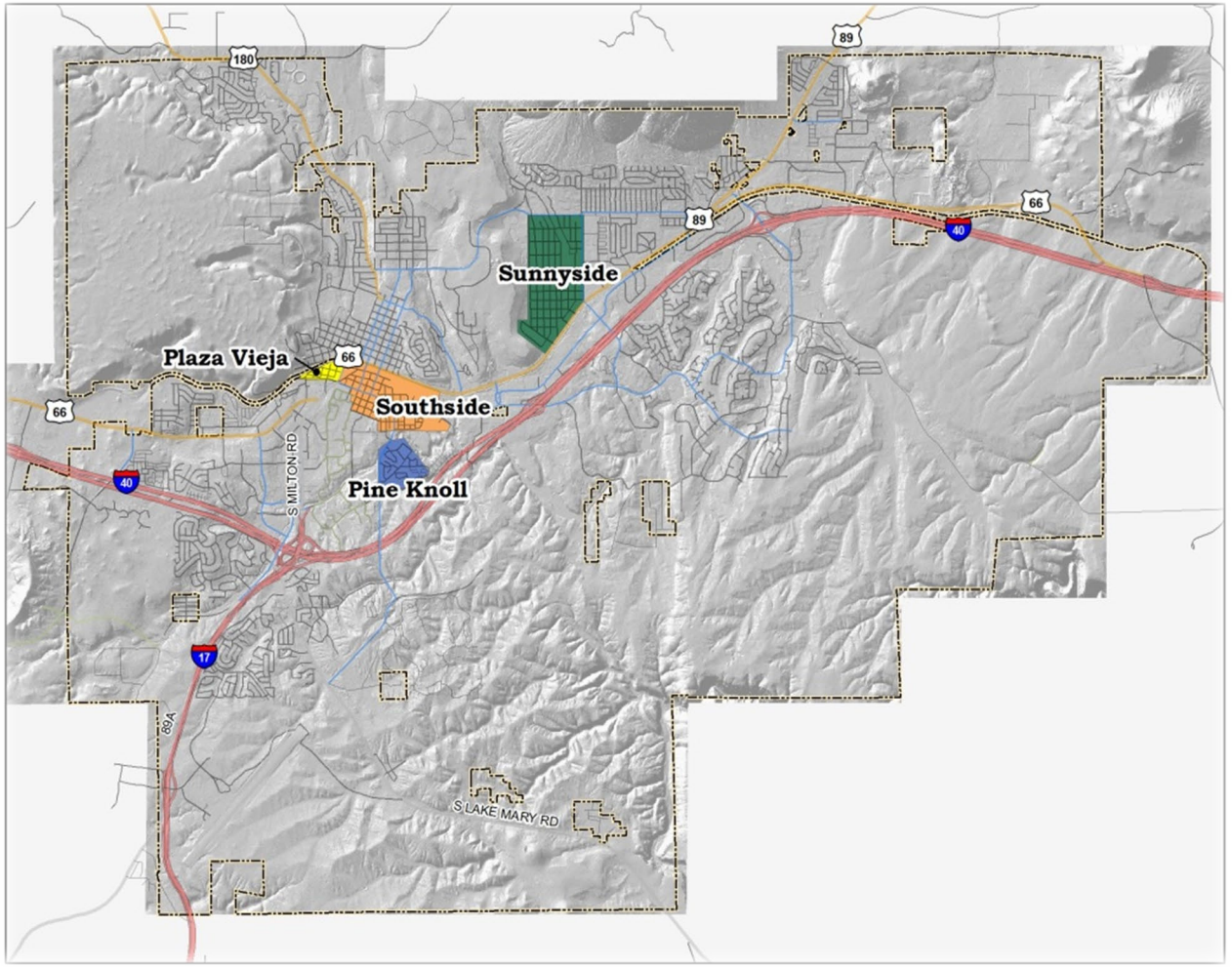
- Review of Data
  - Census/ACS Date, Market Analysis, Needs Assessment
- Community Surveys
- Stakeholder Surveys
- Public and Stakeholder Focus Groups
  - Housing Commission
  - Continuum of Care
- Meetings with Stakeholders
- Public Meetings/Hearings



Target Areas

The City will continue to designate four target areas. These target areas encompass many of the areas of low-income and minority concentration:

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



2021-2025 Con Plan Goal Setting

Priority Need: Neighborhood Revitalization, Public Facilities & Infrastructure

- **Neighborhood Facility and Infrastructure Improvements**
  - Parks/ Playgrounds/ Streets/ Water Sewer Lines/ Energy Efficiency/ Broadband
- **Public Facilities**
  - Acquisition/ Construction/ Reconstruction/ Rehab/ Installation/ Improvements
- **Land/Real Property Acquisition for Affordable Housing Development**

Priority Need: Public Services and Economic Opportunities

- **Services to Meet Basic Needs**
  - Childcare/ Senior Services/ Services for Disabled Individuals/ Mental Health/ Etc.
- **Workforce Development**
  - Employment, Job Training and Small Business Assistance Services
- **Housing Stabilization Services**
  - Rental Assistance/ Eviction and Foreclosure Prevention/ Legal Services

2021-2025 Con Plan Goal Setting

Priority Need: Addressing Homelessness

- Service and Facility Operating Support, including Outreach
- Increase number of emergency/transitional shelter and permanent supportive housing beds

Priority Need: Decent Affordable Housing – Ownership & Rental

- Housing Rehabilitation
- Housing Development
- Housing Assistance



2021-2025 Consolidated Plan Goals

Activity	Special Population	Priority Level	5-year Goal
Priority Need: Neighborhood Revitalization, Public Facilities & Infrastructure			
Neighborhood Facility and Infrastructure Improvements - *Includes Parks/ Playgrounds/ Streets/ Water Sewer Lines/ Energy Efficiency/ Broadband Infrastructure/ Etc.*		High	3,000 people
Public Facilities - *Includes Acquisition/ Construction/ Reconstruction/ Rehab/ Installation/ Improvements/ Etc.*	**X**	High	100 people
Acquisition for Affordable Housing Development - *Land/ Real Property/ Etc.*		Low	3 units
Priority Need: Public Services & Economic Opportunities			
Services to Meet Basic Needs - *Includes Childcare/ Senior Services/ Services for Disabled Individuals/ Mental Health/ Etc.*	**X**	High	300 people
Workforce Development - *Includes Childcare/ Senior Services/ Services for Disabled Individuals/ Mental Health/ Etc.*	**X**	Low	15 people
Housing Stabilization - *Includes Rental Assistance/ Eviction and Foreclosure Prevention/ Legal Services/ Housing Counseling/ Etc.*		High	50 households
Priority Need: Addressing Homelessness			
Service and Facility Operating Support - *Includes Outreach/ Shelter Managers / Case Managers/ Coordinated Entry/ Etc.*	**X**	High	1,500 people
Increase Shelter Beds/Units - *Includes Emergency / Transitional Shelter/ Permanent Supportive Housing/ Etc.*	**X**	High	15 beds
Priority Need: Decent Affordable Housing (Owner and Renter)			
Housing Rehabilitation	**X**	High	20 units
Housing Development	**X**	High	3 units
Housing Assistance		High	50 households

Next Steps

- **Public Comment**
  - **Ends April 15, 2021**
- **Incorporate written comments into the plan**
- **Submit to HUD 2021-2025 Consolidated Plan**



2021/2022 Annual Action Plan

City of Flagstaff Annual CDBG Cycle

- 8 external proposals received
- 1 applicant withdrew application
- 7 proposals ranked
- Total Requested $897,773.17



Council Direction & Staff Responsibilities

Council CDBG Priorities

(established Dec 2020)

- Provide affordable housing (rental and ownership)
- Address Homelessness
- Support Neighborhood Revitalization
- Workforce Development

City Staff Responsibilities

- Conduct proposal process
- Determine activity eligibility
- Assess activity viability
- Conduct agency risk assessment
- Provide recommendations to the City Council

Conducting Risk Assessment

Housing Staff Considers

- Objectives & Council's Priorities
- Number Served & Area Benefit
- Community Need & Collaboration
- Budget, Leverage & Cost Effectiveness
- Organizational Experience / Federal grant experience
- Financial Capacity & Rate of Expenditure
- Budget Analysis & Sufficient Leverage
- Grant Request is Realistic
- Duplication of Benefits/Supplanting



The City of Flagstaff is the Responsible Entity to the HUD

How much money are we talking about?

2021 Entitlement	**$571,367.00**
Program Income	*$278,216.00*
Reallocated Funds	*$34,190.17*
Total Available for Allocation	**$883,773.17**



How much money are we talking about for each category?

Admin/Grant Compliance and Indirect (20% cap)	**$125,000.00**
• *Estimated* City Indirect at 10% of allocation • Admin/Grant Compliance	$55,051.00 $69,949.00
Public Service (15% cap)	**$112,689.29**
Housing Activities	**$649,435.67**
Total Available	**$883,773.17**



Public Service Proposals
(15% cap)

Agency	Proposal/Project	Request	Serving	Ranking
Homeless Youth Connection	Empowering Youth for the Future	$30,000	70 youth experiencing homelessness	128
Native Americans for Community Action	Small Business Assistance	$54,337.50	12 individuals/small businesses	127
Boys and Girls of Flagstaff	Afterschool and School Break Program	$50,000	50 households with children	110
Tynkertopia	Community Based STEAM Education	$100,000	Unknown, potentially 4,000 Sunnyside households	65
Southwest Fair Housing Council	Flagstaff Fair Housing Media Proposal	$14,000	500 individuals	56
	Total Request	**$248,337.50**		

Housing Activity Proposals

Agency	Proposal/Project	Request	Serving	Ranking
Catholic Charities	Closing the Gap Facility Acquisition	**$300,000.00**	8 chronically homeless individuals	153
Housing Solutions of Northern Arizona	Owner Occupied Housing Rehabilitation	**$257,896.00**	12 households rehabilitated	142
	Total Request	**$557,896.00**		



Funding Recommendation
Public Service Proposals (15% cap)

Agency	Proposal/Project	Request	Staff Recommendation	Serving	Ranking
Homeless Youth Connection	Empowering Youth for the Future	$30,000	**$30,000.00**	70 youth experiencing homelessness	128
Native Americans for Community Action	Small Business Assistance	$54,337.50	**$54,337.50**	12 individuals/small businesses	127
Boys and Girls of Flagstaff	Afterschool and School Break Program	$50,000	**$25,000.00**	50 households with children	110
Tynkertopia	Community Based STEAM Education	$100,000	**$0**	Unknown, potentially approx. 4,000 Sunnyside households	65
Southwest Fair Housing Council	Flagstaff Fair Housing Media Proposal	$14,000	**$0**	500 individuals	56
		Total	**$109,337.50**	**Allowable**	**$112,689.29**

Funding Recommendation
Housing Activities

Agency	Proposal/Project	Request	Recommendation	Served	Ranking
Catholic Charities	Closing the Gap Facility Acquisition	**$300,000.00**	**$345,769.84**	8 chronically homeless individuals	153
Housing Solutions of Northern Arizona	Owner Occupied Housing Rehabilitation	**$257,896.00**	**$303,665.83**	12 households rehabilitated	142
		Total	**$649,435.67**		



Next Steps & Questions





CITY OF FLAGSTAFF
COMMUNITY DEVELOPMENT
BLOCK GRANT

- Tonight - Council Input
- April 20, 2021 – Council Consideration of Resolutions
- Submit to HUD May 15, 2021

2021/2022 CDBG Staff Allocation Recommendations

Agency	Proposal/Project	Recommendation	Serving
Catholic Charities	Closing the Gap Facility Acquisition	**$345,769.84**	8 chronically homeless individuals
Housing Solutions of Northern Arizona	Owner Occupied Housing Rehabilitation	**$303,665.83**	12 households rehabilitated
Homeless Youth Connection	Empowering Youth for the Future	**$30,000.00**	70 youth experiencing homelessness
Native Americans for Community Action	Small Business Assistance	**$54,337.50**	12 individuals/small businesses
Boys and Girls of Flagstaff	Afterschool and School Break Program	**$25,000.00**	50 households with children
Total Housing and Public Service Activities		**$758,773.17**	
Administration & Planning including Indirect (20% total)		**$125,000.00**	
	Total Allocated	**$883,773.17**	
			36

Contact Information

Kristine Pavlik

Housing & Grants Administrator

City of Flagstaff

Kristine.Pavlik@flagstaffaz.gov
(928) 213–2749

RESOLUTION NO. 2021-15

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL APPROVING THE CITY OF FLAGSTAFF PY 2021-2025 CONSOLIDATED PLAN AND AUTHORIZING ITS SUBMISSION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD).

RECITALS:

WHEREAS, the Flagstaff City Council is committed to the welfare of its low and moderate income residents; and

WHEREAS, the Flagstaff City Council is committed to meeting the national objective of the United States Department of Housing and Urban Development (HUD) to: 1) benefit low and moderate income persons; 2) address slum and blight; and 3) meet an urgent community need; and

WHEREAS, the City of Flagstaff has been designated as a Community Development Block Grant (CDBG) Entitlement Community by HUD; and

WHEREAS, preparation of the Consolidated Plan is a federal requirement in order for local Entitlement jurisdictions to continue to receive CDBG and other HUD grant funding; and

WHEREAS, the City of Flagstaff has prepared its five-year 2021-2025 Consolidated Plan in order to meet the federal requirement; and

WHEREAS, the Flagstaff City Council has reviewed and approved the PY 2021-2025 Consolidated Plan.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. That the submission of the PY 2021-2025 Consolidated Plan reflecting strategies developed within the public planning process is hereby approved and authorized for submission to the US Department of Housing and Urban Development.

SECTION 2. That the Housing Section be authorized to submit this resolution and Consolidated Plan to HUD.

SECTION 3. That the Mayor and/or the City Manager be authorized to execute all associated certifications and grant acceptances.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 4th day of May, 2021.

_____

MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

_____
CITY ATTORNEY

RESOLUTION NO. 2021-17

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL, APPROVING THE CITY OF FLAGSTAFF 2021/2022 ANNUAL ACTION PLAN AND AUTHORIZING ITS SUBMISSION TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

RECITALS:

WHEREAS, the Flagstaff City Council is committed to the welfare of its low and moderate income residents; and

WHEREAS, the Flagstaff City Council is committed to meeting the national objectives of the United States Department of Housing and Urban Development ("HUD") to: (1) benefit low and moderate income persons, (2) address slum and blight conditions, and (3) meet an urgent community need; and

WHEREAS, the City of Flagstaff has been designated as a Community Development Block Grant ("CDBG") Entitlement Community by HUD; and

WHEREAS, preparation of the Annual Action Plan is a federal requirement in order for local entitlement jurisdictions to continue to receive CDBG and other HUD grant funding; and

WHEREAS, the City of Flagstaff has prepared a 2021/2022 Annual Action Plan in order to meet the federal requirement; and

WHEREAS, the Flagstaff City Council has reviewed and approved the 2021/2022 Annual Action Plan.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. That the submission of 2021/2022 Annual Action Plan be hereby authorized to reflect the following use of the 2021/2022 CDBG funds, and the reallocation of CDBG funds from previous program years:

2021/2022 CDBG Funds Available for Allocation

2021/2022 Entitlement Award		**$571,367.00**
Reallocation from Program Income and Previous Project Years		**$312,406.17**
Prior Year Program Income	*$278,216.00*	
Unspent reallocated funding *19/20 Administration:* *Contract No. 1417C-19*	*$34,190.17*	
Total Available		**$883,773.17**

2021/2022 CDBG FUNDING ALLOCATION

Housing Activities

Catholic Charities	Closing the Gap Facility Purchase	$345,769.84
Housing Solutions of Northern Arizona	Owner Occupied Housing Rehabilitation	$303,665.83

Public Service Activities

Homeless Youth Connection	Empowering Youth for the Future	$30,000.00
Boys and Girls Club	After School and School Break Program	$25,000.00
NACA	Business Incubator	$54,337.50

Administration

Grant Compliance and Administration	$69,949.00
City's Estimated Indirect Rate at 10%	$55,051.00

Total City of Flagstaff PY 2021/2022 CDBG Allocation	**$883,773.17**

SECTION 2. That the Housing Section be authorized to submit this resolution and Annual Action Plan to HUD.

SECTION 3. That the City Manager be authorized to execute agreements for the allocations with the parties and in the amounts authorized by Council in this Resolution and that the Mayor and/or the City Manager be authorized to execute all associated certifications and grant acceptances.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 4th day of May, 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

RESOLUTION NO. 2021-16

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL APPROVING THE CITY OF FLAGSTAFF 2021 ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE AND AUTHORIZING ITS SUBMISSION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

RECITALS:

WHEREAS, the Flagstaff City Council is committed to the welfare of its low and moderate income residents; and

WHEREAS, the Flagstaff City Council is committed to meeting the national objective of the United States Department of Housing and Urban Development (HUD) to: (1) benefit low and moderate income persons; (2) address slum and blight; or (3) meet an urgent community need; and

WHEREAS, the City of Flagstaff recognizes and values the efforts of those who seek to reduce barriers to full and fair housing opportunity; and

WHEREAS, shelter is a basic human need and when shelter is denied, the quality of human life is greatly diminished; and

WHEREAS, people must not be denied equal access to, and enjoyment of, housing because of race, color, national origin, religion, sex, disability or familial status; and

WHEREAS, the City of Flagstaff has been designated as a Community Development Block Grant (CDBG) Entitlement Community by HUD; and

WHEREAS, preparation of the Analysis of Impediments to Fair Housing Choice is a federal requirement in order for local Entitlement jurisdictions to continue to receive CDBG and other HUD grant funding; and

WHEREAS, the City of Flagstaff has prepared the Analysis of Impediment to Fair Housing Choice in order to meet the federal requirement; and

WHEREAS, the Flagstaff City Council has reviewed the Analysis of Impediments to Fair Housing Choice.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. That the 2021 Analysis of Impediments to Fair Housing Choice reflecting strategies developed within the public planning process is hereby approved and submission to the US Department of Housing and Urban Development is authorized.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 4th day of May, 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

City of Flagstaff

Consolidated Plan

Executive Summary

July 1, 2021 – June 30, 2026

Submitted to the U.S. Department of
Housing and Urban Development
May 15th, 2021

City of Flagstaff
211 E Birch Ave
Flagstaff, AZ 86004
www.flagstaffaz.gov

ON REQUEST THIS DOCUMENT CAN BE MADE AVAILABLE IN ALTERNATE FORMATS

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CITY OF FLAGSTAFF
COMMUNITY DEVELOPMENT
BLOCK GRANT

Housing Flagstaff

Mayor

Mayor Paul Deasy

Council

Vice-Mayor Becky Daggett
Councilmember Austin Aslan
Councilmember Adam Shimoni
Councilmember Miranda Sweet
Councilmember Regina Salas
Councilmember Jim McCarthy

City Manager

Greg Clifton

Community Development Director

Dan Folke

Housing Director

Sarah Darr

Consolidated Plan and Analysis of Impediments to Fair Housing Choice

Prepared for: City of Flagstaff Community Development Division
www.flagstaffaz.gov

Prepared by Kristine Pavlik, Housing and Grants Administrator
928.213.2749 - Kristine.Pavlik@flagstaffaz.gov

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Executive Summary

1. Introduction

The City of Flagstaff, Arizona receives an annual entitlement allocation from the U.S. Department of Housing and Urban Development (HUD) and the Community Development Block Grant Program.

The Five-Year Consolidated Plan provides the framework for implementation of the City of Flagstaff's mission and goals utilizing Community Development Block Grant (CDBG) funds received from HUD and other funds that may leverage CDBG resources.

Community Development Block Grant funding can be utilized to fund a broad range of eligible activities. The City must determine annually which eligible activities will best serve the needs of the community. The Five-Year Consolidated Plan, required by HUD is designed to guide HUD-funded affordable housing, homelessness, special needs, and community development policies and programs over the five-year period beginning July 1, 2021 and ending June 30, 2026.

The Needs Assessment (NA) and Market Analysis (MA) provide information about community specific need gathered through several methods, including consultation with local agencies, public outreach, a review of demographic and economic data sets, and a housing market analysis. The Strategic Plan (SP) details how the City will address the priority needs identified during the NA and MA process. The strategies must reflect the current condition of the market, expected availability of funds, and local capacity to administer the plan. In addition to establishing goals related to the use of CDBG funds, the City of Flagstaff has 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 of Flagstaff mission is to protect and enhance the quality of life for all and the basis of all City activities is its vision of a safe, diverse, just, vibrant, and innovative community with a unique character and quality of life for all. The City strives to foster and support economic, environmental, educational, and cultural opportunities.

2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

The City of Flagstaff's Five-Year Consolidated Plan for 2021-2025 outlines specific steps for the community as it works to meet the housing and community development needs of low-and moderate income and special needs households. As part of the consolidated planning process the City conducted a comprehensive housing and community development Needs Assessment and Market Analysis. With these assessments and additional community data along with public and stakeholder input collected the City identified four priority needs and established 11 activity goals for meeting these community needs in the next five years.

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Identified High Priority Needs and Activity Goals Established

1. Support neighborhood revitalization and public facilities and infrastructure improvements especially in established target areas including:
    a. Neighborhood revitalization including Neighborhood Facility and Infrastructure Improvements
        i. Includes Parks/ Playgrounds/ Streets/ Water Sewer Lines/ Energy Efficiency/ Broadband Infrastructure/ Etc.
        ii. 3,000 people
    b. Public Facilities
        i. Includes Acquisition/ Construction/ Reconstruction/ Rehab/ Installation/ Improvements/ Etc.
        ii. 100 people
    c. Acquisition for Affordable Housing Benefit
        i. Includes acquisition of land/ real property for the development of affordable housing units
        ii. 3 units

2. Support public services and economic opportunities for low-and moderate income persons including:
    a. Services to Meet Basic Needs
        i. Includes Childcare/ Senior Services/ Services for Disabled Individuals/ Mental Health/ Etc.
        ii. 300 people
    b. Workforce Development
        i. Includes Employment, Job Training and Small Business Support Services
        ii. 15 people
    c. Housing Stabilization Services
        i. Includes Rental Assistance/ Eviction/ Foreclosure Prevention and Legal Services
        ii. 50 households

3. Support services and projects addressing homelessness
    a. Service and Facility Operating Support
        i. Includes Outreach/ Shelter Managers/ Case Managers/ Coordinated Entry/ Etc.
        ii. 1,500 people experiencing or at-risk of homelessness
    b. Increase Shelter Beds/Units
        i. Includes Emergency/ Transitional Shelter/ Permanent Supportive Housing
        ii. 15 beds/units
4. Support the development, accessibility, and preservation of decent affordable housing including:
    a. Rehabilitation of owner and/or renter households/units
        i. 20 units

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b. Development of owner and/or renter affordable housing units
    i. 3 units
c. Housing Assistance for owner and/or renter households
    i. Includes financial assistance for Deposits/ Down payment/ Closing Costs/ Etc.
    ii. 50 households

3. Evaluation of past performance

The City of Flagstaff established 15 goals in the 5-year HUD Consolidated Plan beginning in PY2016:

- Revitalization, Public Facilities & Infrastructure, including:
    - 5 facility improvements benefitting 500 people
    - 2 ADA accessibility improvement projects benefitting 500 people
    - Land acquisition for one affordable housing development project benefitting 5 households
    - Infrastructure for one affordable housing development project benefitting 5 households

- Public Services & Economic Opportunities including
    - Service and facility operating support for 5 projects benefitting 2,000 people
    - One employment and job training support services project benefitting 5 people
    - Housing stabilization services benefitting 500 households.

- Addressing Homelessness including:
    - 5 outreach and service and facility operating support projects, increasing the number of emergency/transitional shelter beds by 20 beds
    - Increasing the supply of permanent supportive housing by 15 beds.

- Decent Affordable Housing including:
    - Rehabilitation of 25 owner-occupied housing units
    - Construction of 5 rental units
    - Construction of 2 owner units
    - Rehabilitation of 10 rental housing units.

In the context of limited CDBG and leverage funding, the City made significant progress towards investing in housing, public and supportive services for vulnerable populations. Throughout the last 2 Program Years of the previous Consolidated Plan, the COVID-19 global pandemic led to more households needing these services and the City and its partner agencies stepped in to provide a variety of services, many aimed at people at risk of or experiencing homelessness. Significant progress was also made towards providing economic opportunities and a relatively large number of individuals benefitted from financial and housing counseling and several individuals benefitted from employment training.

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Moderate progress was made towards enhancing Flagstaff neighborhoods – park and playground improvements and housing rehabilitation were the most notable enhancements; however, the continuing high cost of housing in Flagstaff presents challenges to acquiring and rehabilitating homes.

Moderate progress towards increasing the availability and affordability of housing for owners and renters was also made due to few opportunities to invest in additional housing. The City continued to make progress towards strengthening coordination and delivery or resources, operating the Flagstaff Public Housing Authority and City Housing Sections in one department, and maintaining a high level of involvement with the Coconino County Continuum of Care and Flagstaff Front Door for Coordinated Entry.

4. Summary of citizen participation process and consultation process

A draft of the Consolidated Plan was available on-line at the City's website for a 45-day comment period beginning March 1, 2021 and ending April 15, 2021. A virtual public hearing was held on April 13th, 2021 with City Council to discuss findings of the Consolidated Plan and Analysis of Impediments of Fair Housing Choice as well as recommended activity allocations for the Program Year 2021 entitlement. The public and stakeholders were encouraged to virtually attend and offer comments or to submit written comments directly to Council.

Additional consultation took place with the Coconino County Continuum of Care, a group of organizations providing services to homeless individuals and families and through a virtual outreach meetings held in September 2020. Additionally, the City conducted four (4) open to the public, virtual focus groups discussing each of the identified priority needs and proposed activity goals with residents and stakeholders. Due in part to the COVID-19 pandemic, the City utilized an on-line survey to reach residents and stakeholders for input on community needs and Con Plan goals. The survey was available online and 24 completed surveys were received. The City also held a public hearing with City Council in April 2021 during the public comment period. This hearing provided citizens an opportunity to comment on any aspect of the City's Consolidated Plan.

In 2019, City Council added a new chapter to the Flagstaff City Code, creating a Housing Commission. The Housing Commission consists of thirteen citizens, with twelve members appointed by the City Council and one representative from the Flagstaff Housing Authority Board of Commissioners. It serves as an advisory board to City Council; makes recommendations with respect to housing policies, needs, and programs in Flagstaff; and furnishes the Council with information through the Housing Director. The Commission holds monthly public meetings and provides an avenue for the community and stakeholders to communicate with the Commission and City staff.

5. Summary of public comments

There were no public comments received during the public comment period.

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

All public comments were accepted.

7. Summary

The City conducted public outreach and met with stakeholders to identify priority needs and establish 5-year goals and objectives in four priority areas - 1) neighborhood revitalization, public facilities and infrastructure, 2) public services and economic opportunities, 3) addressing homelessness, and 4) decent affordable housing.

Consolidated Plan Goals and Activities

Public and stakeholder input, records of past funding, the needs assessments and housing market analysis were all used to determine the relative priority of activities and the populations that will be served. HUD allows two priority designations – high and low. Assignment of priority does not reflect a lack of need for any particular population or activity; it merely identifies those conditions that are most likely to be addressed with limited CDBG funding.

- High priority activities are likely to be funded with CDBG resources during the next five years.
- Low priority activities may be funded as opportunities arise.
- Special Populations are certain clientele that are presumed by HUD to be low/moderate income and are defined as senior citizens, severely disabled adults, persons living with AIDS, battered spouses, abused children, the homeless, illiterate adults, or migrant farm workers.

The table below summarizes planned CDBG activities and the priority level and 5-year numeric goal for each. Activities that might be targeted to special populations are indicated. The table is designed to meet HUD requirements.

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5-year Consolidated Plan Goals			
Activity	**Special Population**	**Priority Level**	**5-year Goal**
<u>Priority Need:</u> Neighborhood Revitalization, Public Facilities & Infrastructure			
Neighborhood Facility and Infrastructure Improvements - *Includes Parks/ Playgrounds/ Streets/ Water Sewer Lines/ Energy Efficiency/ Broadband Infrastructure/ Etc.*		High	3,000 people
Public Facilities - *Includes Acquisition/ Construction/ Reconstruction/ Rehab/ Installation/ Improvements/ Etc.*	**X**	High	100 people
Acquisition for Affordable Housing Development - *Land/ Real Property/ Etc.*		Low	3 units
<u>Priority Need:</u> Public Services & Economic Opportunities			
Services to Meet Basic Needs - *Includes Childcare/ Senior Services/ Services for Disabled Individuals/ Mental Health/ Etc.*	**X**	High	300 people
Workforce Development - *Includes Employment/ Job Training/ Business mentorship/ support/ assistance*	**X**	Low	15 people
Housing Stabilization - *Includes Rental Assistance/ Eviction and Foreclosure Prevention/ Legal Services/ Housing Counseling/ Etc.*		High	50 households
<u>Priority Need:</u> Addressing Homelessness			
Service and Facility Operating Support - *Includes Outreach/ Shelter Managers / Case Managers/ Coordinated Entry/ Etc.*	**X**	High	1,500 people
Increase Shelter Beds/Units - *Includes Emergency / Transitional Shelter/ Permanent Supportive Housing/ Etc.*	**X**	High	15 beds/units
<u>Priority Need:</u> Decent Affordable Housing – Owner & Renter			
Housing Rehabilitation - *Grants or Deferred Loan for Rehabilitation Costs*	**X**	High	20 units
Housing Development - *Includes Acquisition/ Demolition/ Preconstruction Costs/ Infrastructure*	**X**	High	3 units
Housing Assistance - *Includes Financial Assistance for Down-payment, Deposits/ Closing Costs*		High	50 households

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City of Flagstaff

Analysis of Impediments to Fair Housing

Executive Summary

May 15, 2021

Submitted to the U.S. Department of Housing and Urban Development

City of Flagstaff

211 E Birch Ave

Flagstaff, AZ 86004

www.flagstaffaz.gov

ON REQUEST THIS DOCUMENT CAN BE MADE AVAILABLE IN ALTERNATE FORMAT



Mayor

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Consolidated Plan and Analysis of Impediments to Fair Housing Choice

Prepared for: City of Flagstaff Community Development Division

Prepared by Kristine Pavlik, Housing and Grants Administrator
928.213.2749 - Kristine.Pavlik@flagstaffaz.gov

Executive Summary

Introduction

In addition to prohibiting discrimination in housing, the Fair Housing Act also promotes the creation of diverse, inclusive communities with equal access to community resources such as good schools, transportation and jobs, and healthy environments. To accomplish this goal, the Fair Housing Act explicitly requires that federal housing and community development programs affirmatively advance fair housing and expand opportunity, or "affirmatively further fair housing" (AFFH), regardless of race, color, religion, national origin, family status, disability, and gender.

The City of Flagstaff receives an annual entitlement allocation of Community Development Block Grant (CDBG) funding from the US Department of Housing and Urban Development. The amount of CDBG funding received by the City varies from year-to-year. In Program Year 2021-2022, the City received $571,367. The purposes of CDBG funding are:

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

In order to receive CDBG funding, the City must complete a Consolidated Plan every five years. The City's Consolidated Plan for HUD Program Years 2021 – 2026 was recently completed. In addition to the 5-year Consolidated Plan, the City must complete an Annual Action Plan that describes how CDBG funds will be used in the coming year. As part of the 5-year Consolidated Plan and Annual Action Plans, the City certifies it will affirmatively further fair housing. As part of this certification, the City must complete an Analysis of Impediments to Fair Housing Choice (AI), take appropriate actions to overcome the effects of any impediments identified through the analysis, and maintain records reflecting the actions taken.

AI Purpose and Goals

The purpose of this AI is to identify legitimate fair housing problems (impediments) faced by people seeking housing in Flagstaff. The AI reviews current information and data available from a number of sources, identifies current impediments to fair housing in the City of Flagstaff, evaluates the efficacy of the 2016 Plan of Action and develops a new Plan of Action to address current impediments.

The City's goals in developing this AI and implementing the Plan of Action include to:

1. Increase affordable and accessible housing opportunities to provide for greater Housing Choice among low- and moderate income and/or disabled citizens. Provide community education regarding and incentivize the acceptance of Housing Choice Vouchers for landlords and property management organizations.

2. Create public awareness of fair housing laws and affordable housing advocacy. Promote equal opportunity and prevent unlawful discrimination by providing relevant training, reliable information, and targeted outreach to both Housing sector stakeholders and city residents especially those most at-risk for discrimination.

3. Advocate for local and regional policy changes that increase affordable housing development as well as development outside of minority and low income areas of concentration.

Statistical Analysis

Multiple statistical analyses were conducted, drawing on data from the following sources:

- 20015-2019 US Census Bureau American Community Survey Data
- Census 2010 Census Tract Block Group level data for the City of Flagstaff
- Census 2010 City of Flagstaff and Coconino County Data
- Federal Financial Institutions Examination Council (FFEIC)
- Home Mortgage Disclosure Act (HMDA) Data
- HUD Fair Housing complaint data
- HUD CHAS data.

In addition to data and information from the US Census, HUD and FFEIC, the City collected information and data for this Analysis from the following sources:

- A survey of 84 Flagstaff area residents.
- Interviews with 25 individuals working in the housing and related industries in Flagstaff
- Reports, data, and studies conducted on the national level
- The City of Flagstaff Consolidated Plans for FY2016-2020 and FY2021-2025
- The City of Flagstaff HUD Consolidated Annual Performance Reports for FY2015 through FY2019; and
- The City of Flagstaff 2016 Analysis of Impediments to Fair Housing Choice.

Regulation, Policy and Ordinance Review

One component of the AI is the review of local regulations, policies and ordinances that potentially impact fair housing in the City.

Review of Documents and Studies

In addition to statistical analyses, the following documents were reviewed and incorporated into this Analysis of Impediments to Fair Housing Choice:

- US Department of Housing and Urban Development FY 2019-2020 Annual Report on Fair Housing (most recent available).
- Where You Live Matters 2019 Fair Housing Trends Report by The National Fair Housing Alliance.
- City of Flagstaff Regional Transportation and Land Use Plan; and
- City of Flagstaff Incentive Policy for Affordable Housing.

Fair Housing Complaints and Enforcement Review

Fair housing complaint data was compiled from the City of Flagstaff, Southwest Fair Housing Council, and the US Department of Housing and Urban Development Fair Housing and Equal Opportunity Office

Identified Impediments

HUD defines impediments to fair housing choice as:

- Any actions, omissions or decisions taken because of race, color, religion, sex, disability, familial status, or national origin that restrict housing choices or the availability of housing choice.
- Any actions, omissions or decisions that have this effect.

The following impediments were identified in the City of Flagstaff:

1. **Community Education.** The number and nature of fair housing complaints in Flagstaff is low, yet the results of the community survey and interviews indicate that there is a need for more outreach and education.
    - A survey of Flagstaff residents, discussions with industry stakeholders, and fair housing testing data indicate housing discrimination exists as well as a lack of community awareness of Fair Housing Laws and the reporting process.
    - 56% of survey respondents are either not very informed or only somewhat informed about housing discrimination.
    - 10% of survey respondents do not know where to report a housing discrimination complaint.
    - While 54% of survey respondents indicated they believe housing discrimination is occurring or likely occurring in Flagstaff and 61% indicated they would report housing discrimination if they encountered it, there were only 13 complaints filed between 2012 and 2015.

2. **Minority and Low-income Areas of Concentration.** Concentrations of both minorities and low-income households exist in four Census Tracts.
    - LMI Concentration = at least 51% of population has income below 80% AMI.
        - Census Tracts 2, 3, 5, 8, 10, 12, and 15.
    - Minority Concentration = proportion of minorities at least 10% higher than the Citywide proportion.
        - Census Tracts 3, 4, 5, 8 and 11.02.
    - Four Census Tracts that are both areas of low income and minority concentration.
        - Census Tract 3, 4, 5, and 8.
    - The City's minority population continues to grow.
        - In 2011, racial and ethnic minorities represented 27% of the population, up from 26% of the population in 2008 and 21% in 2000.
        - Northern Arizona University students represented 22% of the City's minority population in 2011, including 43% of the Black/African American population and 100% of the Pacific Islander population.

3. **Disability Accessibility.** Testing data from Southwest Fair Housing Council indicates that housing discrimination on the basis of disability is more likely to be supported. Complaint data from Southwest Fair Housing Council and the US Department of Housing and Urban Development indicate a higher volume of complaints based on disability.
    - 11 of 13 fair housing complaints reported by HUD in Flagstaff were regarding disability.
    - 14 of 15 complaints reported by SWFHC were regarding disability.
    - Majority (14) were rental housing

4. **Housing Choice**. Affordability is an indirect aspect of housing discrimination. The Fair Housing survey indicated a lack of affordable housing leading to a lack of Housing Choice.
    - While housing choice voucher usage is an option for low-income renters, the program has a long wait-list and many landlords are unwilling to accept vouchers due to existing societal stigmas.
    - Community survey result, especially among Flagstaff LMI residents, indicate a lack of affordable housing as well as a shortage of landlords and property management organizations willing to accept Housing Choice Vouchers limiting LMI resident's choice in housing.
    - Lack of affordable housing supply for large households, which disproportionately impacts minorities, low-income households, and families with large households
    - • Lack of affordable housing supply, particularly for low-income special needs households and persons with disabilities.
    - Public policy barriers to the development of Affordable Housing throughout the City of Flagstaff, Arizona
    - "Not in My Backyard" Residents in some neighborhoods designate a new development (e.g. shelter, affordable housing, group home) or change in occupancy of an existing development as inappropriate or unwanted for their local area.

City of Flagstaff Fair Housing Action Plan FY 2021-2025

The Action Plan is a critical element of the AI as it describes the measurable activities that will be conducted by the City of Flagstaff to address the identified impediments. In summary, the City will take the following actions to address impediments:

1. Sponsor a variety of education opportunities for residents and stakeholders
2. Reach out to minority and other protected classes to encourage their participation in fair housing planning and education opportunities.
3. Provide training and undertake recruitment of landlords and property managers for Housing Choice Vouchers – Improve public and stakeholder impression of HCV clients
4. Sponsor no less than 3 Fair Housing trainings annually target both housing sector stakeholders and community residents with a focus on:
    a. Disability accessibility
    b. Rentals and the use of Criminal Records in housing
    c. Extended protections under Sex/Gender
    d. Emotional support animals
5. Prioritize funding for owner and renter occupied housing rehabilitation to provide disabled LMI accessibility adaptations with deferred loans and grants and incentivize rental occupied housing rehabilitation programs for landlords adapting units for accessibility
6. Develop a comprehensive Housing Plan for the City of Flagstaff including information on Fair Housing, Housing Choice, and efforts to increase affordable and accessible housing units
7. Update the City's Incentives for Affordable Housing to encourage developers to provide Affordable and Accessible Units in a variety of locations to decrease area concentration

2021 FAIR HOUSING ACTION PLAN	
Impediment	**Action Plan**
Impediment #1 - Community Education. The number and nature of fair housing complaints in Flagstaff is low, yet the results of the community survey and interviews and public forum indicate there is a need for more outreach and education. Industry stakeholders are more likely to participate in community education activities and additional effort is essential to reach residents and provide information about the Fair Housing reporting process.	1. Each April, reach out to stakeholders, residents, and the community at large to announce April as Fair Housing Month. Include information regarding Fair Housing, Fair Housing services, and who to call for more information. 2. Annually sponsor fair housing training for Flagstaff residents, networking with landlords and property managers, nonprofit, neighborhood-based, faith organizations and education institutions to reach a broad audience. Include information regarding landlord/tenant issues in training. 3. Through sign-in sheets, track the volume of residents, landlords and industry stakeholders participating in community education activities. 4. Maintain a Fair Housing page on the City of Flagstaff website and include direct links to the HUD Fair Housing website and the Arizona Attorney General Civil Rights Division website. 5. Continue to display fair housing posters and make fair housing materials available in Flagstaff public facilities and to nonprofit and faith-based organizations. 6. Sponsor no less than 3 Fair Housing trainings annually target both housing sector stakeholders and community residents with a focus on: a. Disability accessibility b. Rentals and the use of Criminal Records in housing c. Extended protections under Sex/Gender d. Emotional support animals
Impediment #2. Minority and Low-income Areas of Concentration. Concentrations of minorities and low-income households exist, and the City's minority population continues to grow.	1. Continue to distribute fair housing brochures in both English and Spanish. 2. Continually encourage minority and lower-income households to seek housing counseling from HUD-certified housing counseling agencies. Provide information to housing counseling agencies to assist them in educating minority and lower-income households regarding the range of housing options in Flagstaff, including those outside of minority and low-income concentration areas. 3. Annually sponsor fair housing training for Flagstaff residents, networking with nonprofit, neighborhood-based and faith organizations and education institutions to reach out to minority populations and areas of minority concentration. 4. Update the City's Incentives for Affordable Housing to encourage developers to provide Affordable and Accessible Units in a variety of locations to decrease area concentration

2021 FAIR HOUSING ACTION PLAN	
Impediment	**Action Plan**
Impediment #3 - Disability Accessibility. The majority of fair housing complaints reported by Southwest Fair Housing Council and the United States Department of Housing and Urban Development were regarding disability. Increased support and awareness are needed to identify and address housing discrimination, including that directed towards accessibility for persons with disabilities.	1. Continually encourage the development of housing accessible to or adaptable for persons with disabilities in federally-funded projects. 2. Annually sponsor fair housing training for Flagstaff residents, networking with nonprofit, neighborhood-based and faith organizations and education institutions to reach out to persons with disabilities. 3. Ensure that education and outreach activities include information regarding housing accessibility and adaptability for persons with disabilities. 4. Prioritize funding for owner and renter occupied housing rehabilitation to provide disabled LMI accessibility adaptations with deferred loans and grants and incentivize rental occupied housing rehabilitation programs for landlords adapting units for accessibility
Impediment #4 – Housing Choice. Affordability is an indirect aspect of housing discrimination. The Fair Housing survey indicated a lack of affordable housing leading to a lack of Housing Choice. While housing choice voucher usage is an option for low-income renters, the program has a long wait-list and many landlords are unwilling to accept vouchers due to existing societal stigmas.	1. Provide education for and consider incentivizing acceptance of HCV among landlords. 2. Continually encourage the development of housing accessible to or adaptable for persons with disabilities in federally-funded projects. 3. Ensure that education and outreach activities include information regarding housing accessibility and adaptability for persons with disabilities. 4. Develop a comprehensive Housing Plan for the City of Flagstaff including information on Fair Housing, Housing Choice, and efforts to increase affordable and accessible housing units 5. Update the City's Incentives for Affordable Housing to encourage developers to provide Affordable and Accessible Units in a variety of locations to decrease area concentration 6. Consider a media campaign to combat NIMBY (Not in My Backyard) attitudes.

City of Flagstaff

Five-Year Consolidated Plan

July 1, 2021 – June 30, 2026

Submitted to the U.S. Department of
Housing and Urban Development
May 15th, 2021

City of Flagstaff
211 E Birch Ave
Flagstaff, AZ 86004
www.flagstaffaz.gov

ON REQUEST THIS DOCUMENT CAN BE MADE AVAILABLE IN ALTERNATE FORMATS



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Councilmember Miranda Sweet
Councilmember Jim McCarthy

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Greg Clifton

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Sarah Darr

Consolidated Plan and Analysis of Impediments to Fair Housing Choice

Prepared for: City of Flagstaff Community Development Division
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Prepared by Kristine Pavlik, Housing and Grants Administrator
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Executive Summary

1. Introduction

Flagstaff is a City in, and the county seat of, Coconino County in northern Arizona, in the southwestern United States. With a 2020 population of **77,590**, it is the **15th** largest city in Arizona and the **459th** largest city in the United States. Flagstaff is currently growing at a rate of 1.67% annually and its population has increased by 17.79% since the most recent census, which recorded a population of **65,870** in 2010. Flagstaff reached it's highest estimated population of 77,590 in 2021. Spanning over 66 miles, Flagstaff has a population density of 1,175 people per square mile.

Flagstaff has a notably large Native American population that is about 12x the national average. This is due to Flagstaff's proximity to several Native American reservations such as the Hopi, Yavapai, Navajo, and Havasupai. There are almost 5,500 people of Navajo ancestry in Flagstaff. Flagstaff is a college town, which is reflected in the demographics. Almost 90% of the population has a high school diploma or GED compared to the national average of 80%. More than 39% of the population has a bachelor's degree or higher.

Flagstaff's economy mostly centers on education and tourism, receiving more than 5 million visitors every year. The City is found near Grand Canyon National Park, which supports its thriving tourism industry. The city is also known for its high-tech and science development centers such as the Lowell Observatory, the United States Geological Survey's Flagstaff campus, and the United States Naval Observatory Flagstaff Station (NOFS)

Flagstaff is one of the fastest-growing areas of Arizona, according to recent census figures. While Phoenix has been losing large numbers to the outlying suburbs, Flagstaff grew more than 4% between 2011 and 2012 alone. Its growth rate was so fast, in fact, that it was the 9th fastest-growing city in the United States at the time. More recently Flagstaff has grown between 1.25% – 2.39% every year since 2012.

According to the most recent (2019) US Census American Community 5 year survey, the racial composition of Flagstaff was:

- White: 78.34%
- Native American: 7.85%
- Two or more races: 5.27%
- Other race: 3.21%
- Asian: 3.08%
- Black or African American: 1.99%
- Native Hawaiian or Pacific Islander: 0.26%

Metropolitan cities with populations of at least 50,000 people are considered Community Development Entitlement Communities. As such, the City of Flagstaff is considered an entitled city and receives an annual grant on a formula basis from the U.S. Department of Housing and Urban Development (HUD) and the Community Development Block Grant Program.

HUD requires that the City submit a Consolidated Plan (ConPlan) every five years to receive Federal grants which provide services and projects that benefit primarily low- and moderate income individuals and households. The Five-Year Consolidated Plan provides the framework for implementation of the City of Flagstaff's mission and goals utilizing Community Development Block Grant (CDBG) funds received from HUD and other funds that may leverage CDBG resources.

Community Development Block Grant funding can be utilized to fund a broad range of eligible activities. The City must determine annually which eligible activities will best serve the needs of the community. The Five-Year Consolidated Plan is designed to guide HUD-funded affordable housing, homelessness, special needs, and community development policies and programs over the five-year period beginning July 1, 2021 and ending June 30, 2026.

The Needs Assessment (NA) and Market Analysis (MA) of the Consolidated Plan provide information about community specific need gathered through several methods, including consultation with local agencies, public outreach, a review of demographic and economic data sets, and a housing market analysis. The Strategic Plan (SP) details how the City will address the priority needs identified during the NA and MA process. The strategies must reflect the current condition of the market, expected availability of funds, and local capacity to administer the plan. In addition to establishing goals related to the use of CDBG funds, the City of Flagstaff has 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.

Every year the City submits an Annual Action Plan that lists the specific activities Flagstaff will pursue with CDBG funds to meet the identified ConPlan goals. This ConPlan includes the Annual Action Plan for Year 1 of the Consolidated Plan.

2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

The City of Flagstaff's Five-Year Consolidated Plan for 2021-2025 outlines specific steps for the community as it works to meet the housing and community development needs of low-and moderate income and special needs households. As part of the consolidated planning process the City conducted a comprehensive housing and community development Needs Assessment and Market Analysis. With these assessments and additional community data along with public and stakeholder input collected the

City identified four priority needs and established 11 activity goals for meeting these community needs in the next five years.

Identified High Priority Needs and Activity Goals Established

1. Support neighborhood revitalization and public facilities and infrastructure improvements especially in established target areas including:
    a. Neighborhood revitalization including Neighborhood Facility and Infrastructure Improvements
        i. Includes Parks/ Playgrounds/ Streets/ Water Sewer Lines/ Energy Efficiency/ Broadband Infrastructure/ Etc.
        ii. 3,000 people
    b. Public Facilities
        i. Includes Acquisition/ Construction/ Reconstruction/ Rehab/ Installation/ Improvements/ Etc.
        ii. 100 people
    c. Acquisition for Affordable Housing Benefit
        i. Includes acquisition of land/ real property for the development of affordable housing units
        ii. 3 units

2. Support public services and economic opportunities for low-and moderate income persons including:
    a. Services to Meet Basic Needs
        i. Includes Childcare/ Senior Services/ Services for Disabled Individuals/ Mental Health/ Etc.
        ii. 300 people
    b. Workforce Development
        i. Includes Employment, Job Training and Small Business Support Services
        ii. 15 people
    c. Housing Stabilization Services
        i. Includes Rental Assistance/ Eviction/ Foreclosure Prevention and Legal Services
        ii. 50 households

3. Support services and projects addressing homelessness
    a. Service and Facility Operating Support
        i. Includes Outreach/ Shelter Managers/ Case Managers/ Coordinated Entry/ Etc.
        ii. 1,500 people experiencing or at-risk of homelessness
    b. Increase Shelter Beds/Units
        i. Includes Emergency/ Transitional Shelter/ Permanent Supportive Housing
        ii. 15 beds/units

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4. Support the development, accessibility, and preservation of decent affordable housing including:
    a. Rehabilitation of owner and/or renter households/units
        i. 20 units
    b. Development of owner and/or renter affordable housing units
        i. 3 units
    c. Housing Assistance for owner and/or renter households
        i. Includes financial assistance for Deposits/ Down payment/ Closing Costs/ Etc.
        ii. 50 households

3. Evaluation of past performance

The City of Flagstaff established 15 goals in the 5-year HUD Consolidated Plan beginning in PY2016:

- Revitalization, Public Facilities & Infrastructure, including:
    - 5 facility improvements benefitting 500 people
    - 2 ADA accessibility improvement projects benefitting 500 people
    - Land acquisition for one affordable housing development project benefitting 5 households
    - Infrastructure for one affordable housing development project benefitting 5 households

- Public Services & Economic Opportunities including
    - Service and facility operating support for 5 projects benefitting 2,000 people
    - One employment and job training support services project benefitting 5 people
    - Housing stabilization services benefitting 500 households.

- Addressing Homelessness including:
    - 5 outreach and service and facility operating support projects, increasing the number of emergency/transitional shelter beds by 20 beds
    - Increasing the supply of permanent supportive housing by 15 beds.

- Decent Affordable Housing including:
    - Rehabilitation of 25 owner-occupied housing units
    - Construction of 5 rental units
    - Construction of 2 owner units
    - Rehabilitation of 10 rental housing units.

In the context of limited CDBG and leverage funding, the City made significant progress towards investing in housing and public and supportive services for vulnerable populations. Throughout the last 2 Program Years of the previous Consolidated Plan, the COVID-19 global pandemic led to more households needing these services and the City and its partner agencies stepped in to provide a variety of services, many aimed to serve people at risk of or experiencing homelessness. Significant progress

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was also made towards providing economic opportunities and a relatively large number of individuals benefitted from financial and housing counseling and several individuals benefitted from employment training.

Moderate progress was made towards enhancing Flagstaff neighborhoods – park and playground improvements and housing rehabilitation were the most notable enhancements; however, the continuing high cost of housing in Flagstaff presents challenges to acquiring and rehabilitating homes.

Moderate progress towards increasing the availability and affordability of housing for owners and renters was also made due to few opportunities to invest in additional housing. The City continued to make progress towards strengthening coordination and delivery or resources, operating the Flagstaff Public Housing Authority and City Housing Sections in one department, and maintaining a high level of involvement with the Coconino County Continuum of Care and Flagstaff Front Door for Coordinated Entry.

4. Summary of citizen participation process and consultation process

A draft of the Consolidated Plan was available on-line at the City's website for a 45-day comment period beginning March 1, 2021 and ending April 15, 2021. A virtual public hearing was held on April 13th, 2021 with City Council to discuss findings of the Consolidated Plan and Analysis of Impediments of Fair Housing Choice as well as recommended activity allocations for the Program Year 2021 entitlement. The public and stakeholders were encouraged to virtually attend and offer comments or to submit written comments directly to Council.

Additional consultation took place with the Coconino County Continuum of Care, a group of organizations providing services to homeless individuals and families and through a virtual outreach meetings held in September 2020. Additionally, the City conducted four (4) open to the public, virtual focus groups discussing each of the identified priority needs and proposed activity goals with residents and stakeholders. Due in part to the COVID-19 pandemic, the City utilized an on-line survey to reach residents and stakeholders for input on community needs and Con Plan goals. The survey was available online and 24 completed surveys were received. The City also held a public hearing with City Council in April 2021 during the public comment period. This hearing provided citizens an opportunity to comment on any aspect of the City's Consolidated Plan.

In 2019, City Council added a new chapter to the Flagstaff City Code, creating a Housing Commission. The Housing Commission consists of thirteen citizens, with twelve members appointed by the City Council and one representative from the Flagstaff Housing Authority Board of Commissioners. It serves as an advisory board to City Council; makes recommendations with respect to housing policies, needs, and programs in Flagstaff; and furnishes the Council with information through the Housing Director. The Commission holds monthly public meetings and provides an avenue for the community and

stakeholders to communicate with the Commission and City staff.

5. Summary of public comments

A summary of comments received at the 4 focus group, and housing commission meeting are attached. As is the community needs survey conducted and corresponding results. There were no public comments received at the _____.

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

All public comments were accepted.

7. Summary

The City of Flagstaff conducted public outreach and met with stakeholders to identify priority needs and establish 5-year goals and objectives in following priority areas - 1) neighborhood revitalization, public facilities and infrastructure, 2) public services and economic opportunities, 3) addressing homelessness, and 4) decent affordable housing.

Consolidated Plan Goals and Activities

Public and stakeholder input, records of past funding, the needs assessments and housing market analysis were all used to determine the relative priority of activities and the populations that will be served. HUD allows two priority designations – high and low. Assignment of priority does not reflect a lack of need for any particular population or activity; it merely identifies those conditions that are most likely to be addressed with limited CDBG funding.

- High priority activities are likely to be funded with CDBG resources during the next five years.
- Low priority activities may be funded as opportunities arise.
- Special Populations are certain clientele that are presumed by HUD to be low/moderate income and are defined as senior citizens, severely disabled adults, persons living with AIDS, battered spouses, abused children, the homeless, illiterate adults, or migrant farm workers.

The table below summarizes planned CDBG activities and the priority level and 5-year numeric goal for each. Activities that might be targeted to special populations are indicated. The table is designed to meet HUD requirements.

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5-year Consolidated Plan Goals			
Activity	**Special Population**	**Priority Level**	**5-year Goal**
<u>Priority Need:</u> Neighborhood Revitalization, Public Facilities & Infrastructure			
Neighborhood Facility and Infrastructure Improvements - *Includes Parks/ Playgrounds/ Streets/ Water Sewer Lines/ Energy Efficiency/ Broadband Infrastructure/ Etc.*		High	3,000 people
Public Facilities - *Includes Acquisition/ Construction/ Reconstruction/ Rehab/ Installation/ Improvements/ Etc.*	**X**	High	100 people
Acquisition for Affordable Housing Development - *Land/ Real Property*		Low	3 units
<u>Priority Need:</u> Public Services & Economic Opportunities			
Services to Meet Basic Needs - *Includes Childcare/ Senior Services/ Services for Disabled Individuals/ Mental Health/ Counseling/ Substance Abuse/ Etc.*	**X**	High	300 people
Workforce Development - *Includes Employment/ Job Training/ Business mentorship/ support/ assistance*	**X**	Low	15 people
Housing Stabilization - *Includes Rental Assistance/ Eviction and Foreclosure Prevention/ Legal Services/ Housing Counseling/ Etc.*		High	50 households
<u>Priority Need:</u> Addressing Homelessness			
Service and Facility Operating Support - *Includes Outreach/ Shelter Managers / Case Managers/ Coordinated Entry/ Etc.*	**X**	High	1,500 people
Increase Shelter Beds/Units - *Includes Emergency / Transitional Shelter/ Permanent Supportive Housing/ Etc.*	**X**	High	15 beds/units
<u>Priority Need:</u> Decent Affordable Housing – Owner & Renter			
Housing Rehabilitation - *Grants or Deferred Loan for Rehabilitation Costs*	**X**	High	20 units
Housing Development - *Includes Acquisition/ Demolition/ Preconstruction Costs/ Infrastructure*	**X**	High	3 units
Housing Assistance - *Includes Financial Assistance for Down-payment, Deposits/ Closing Costs*		High	50 households

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The Process

PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

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

The following are the agencies/entities 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

The City's Housing Section is the HUD "lead agency" for the CDBG 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 Planning and Development services sections.

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

1. 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.

2. Policy. The development and subsequent implementation of policy initiatives is 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.

3. 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.

4. The City of Flagstaff Housing Authority provides 265 public housing units, 12 mod-rehab units, 333 Housing Choice Vouchers, 106 Veterans Affairs Supportive Housing Vouchers, 2 Foster Youth Initiative vouchers (with remaining capacity of 23) for homeless youth exiting foster care and 40 Mainstream Vouchers for non-elderly households that contain an adult with a disability.

Consolidated Plan Public Contact Information

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The City of Flagstaff DUNS Number is 08-830-2625

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PR-10 Consultation – 91.100, 91.110, 91.200(b), 91.300(b), 91.215(l) and 91.315(l)

1. Introduction

A draft of the Consolidated Plan was made available on-line at the City's website starting March 1, 2021. A public hearing was held on April 13th, 2021 with City Council. The public and stakeholders were encouraged to attend and offer comments or to submit written comments.

Additional consultation took place with the Coconino County Continuum of Care, a group of organizations providing services to homeless individuals and families and through two outreach meetings held in December 2020 and February 2021. In addition to public hearings and consultation, the City utilized a survey to reach residents and stakeholders. The survey was available online and 24 completed surveys were received. Additionally, the City conducted four open to the public, virtual focus groups discussing each of the identified priority needs and proposed activity goals with residents and stakeholders.

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(l)).

The City has developed an extensive mailing and email list that includes over 150 people that 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.

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 participated on the Point-In-Time (PIT) steering committee for the seven 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 and evaluate outcomes, and develop funding, policies and procedures for the 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 jurisdictions consultations with housing, social service agencies and other entities

1	**Agency/Group/Organization**	CATHOLIC CHARITIES OF NORTHERN ARIZONA
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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, Catholic Charities has grown to serve veterans and their families, sex-trafficked survivors, victims of domestic abuse, refugees and those experiencing homelessness. Catholic Charities of Northern

		Arizona is also a key partner of the Front Door of Coconino County.

2	**Agency/Group/Organization**	Coconino County Health and Human Services
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Health Services-Education Services-Employment Health Agency Other government - County Major Employer
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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. Coconino County Health and Human Services is the recognized Community Action Agency for the County and covers a service area of 18,000 square miles. CCHHS has successfully administered an eviction and foreclosure prevention program for the last thirtysix (36) years. The agency was consulted through public meetings,

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		the public comment period and one on one technical assistance.

3	**Agency/Group/Organization**	CITY OF FLAGSTAFF
	Agency/Group/Organization Type	Housing PHA Services - Housing Service-Fair Housing Other government - Local Major Employer
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Economic Development Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City will continue to utilize CDBG funds in target neighborhoods. These programs serve low to moderate income residents of target neighborhoods. The programs improve infrastructure and revitalize low income neighborhoods
4	**Agency/Group/Organization**	SOUTHWEST BEHAVIORAL HEALTH SERVICES, INC.
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Persons with Disabilities Services-homeless Services-Health
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs

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	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Southwest Behavioral & Health Services offers an array of programs to meet the unique needs of the communities we serve. These include outpatient mental health treatment and psychiatric services including medication monitoring; assistance for persons with addictions; intensive inpatient care for persons in crisis; residential housing, in-home and supported housing services; prevention services, community outreach and school-based counseling; services throughout the lifespan for members with Autism Spectrum Disorder (ASD); and four opioid replacement clinics throughout the state that are working tirelessly to save lives and help alleviate the statewide crisis. SB&H also offers permanent supportive housing funding for seriously mentally ill clients. The agency was consulted through public meetings, the public comment period and one on one technical assistance.
5	**Agency/Group/Organization**	Flagstaff Shelter Services
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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	**Agency/Group/Organization**	The Guidance Center
	Agency/Group/Organization Type	Housing Services-Health Health Agency

	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

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	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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	**Agency/Group/Organization**	Housing Solutions of Northern Arizona
	Agency/Group/Organization Type	Housing Services - Housing Services-Victims of Domestic Violence Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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	**Agency/Group/Organization**	Building Community Flagstaff
	Agency/Group/Organization Type	Consultant for Nonprofits
	What section of the Plan was addressed by Consultation?	Economic Development

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	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Building Community Flagstaff's mission is to develop reciprocal relationships and communication systems among staff, organizations, and populations served to optimize organizational development, service alignment, and community development. The organization's vision is to develop efficient, effective, and comprehensive social service networks. The agency was consulted through public meetings and the public comment period.
9	**Agency/Group/Organization**	SALVATION ARMY
	Agency/Group/Organization Type	Services-Children Services-homeless Services-Employment
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Needs - Veterans Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Salvation Army is an evangelical organization working to meet basic human needs in the community. The agency was consulted through public meetings and the public comment period.
10	**Agency/Group/Organization**	Threaded Together
	Agency/Group/Organization Type	Services-Victims of Domestic Violence Services-Education Services-Employment Services - Victims

	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Threaded Together is a nonprofit organization devoted to inspiring creativity and connection through textile arts programs that empower participants, enrich community, and offer employment pathways for women and vulnerable populations. The agency was consulted through public meetings, the public comment period and one on one technical assistance.

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11	**Agency/Group/Organization**	Health Choice Integrated Care
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-homeless Services-Health Health Agency Regional organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Health Choice Integrated Care is the Northern Arizona Accountable Care Organization and provides and integrated approach to health and wellness for patients. The agency was consulted through public meetings, the public comment period and one on one technical assistance.

12	**Agency/Group/Organization**	Desert Seeds / Semillas del Desierto
	Agency/Group/Organization Type	Services -Gardening
	What section of the Plan was addressed by Consultation?	Public Services
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The agency attended public meetings.
13	**Agency/Group/Organization**	Habitat for Humanity of Flagstaff
	Agency/Group/Organization Type	Housing Services - Housing

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	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Habitat for Humanity believes that every man, woman, and child should have a decent, safe, and affordable place to live. The organization builds and repairs houses all over the world using volunteers and donations. Partner families purchase these houses through no-profit, no-interest mortgage loans and other innovative financing methods. The agency was consulted through public meetings, the public comment period and one on one technical assistance.
14	**Agency/Group/Organization**	Flagstaff Family Food Center
	Agency/Group/Organization Type	Services-homeless Services-Health Services-Education
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Serving hope to Flagstaff families by providing hunger relief and children's literacy programs. The agency was consulted through public meetings, the public comment period and one on one technical assistance.
15	**Agency/Group/Organization**	CHICANOS POR LA CAUSA
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-homeless Services-Health Services-Education

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	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Chicanos Por La Causa (CPLC) programs work to help individuals and families achieve self-sufficiency by providing accessible healthcare; affordable housing; a quality education; access to meaningful work; and political representation. xzThe agency was consulted the public comment period and one on one technical assistance.

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

All major agencies providing a full range of public services in and around the Town of Gilbert were contacted to request comments. No specific agency or agency type was excluded. service, housing, and health agencies; other government agencies; planning organizations; and business and civic leaders. All agencies are offered the opportunity to have input into the Consolidated Plan and Action Plan through stakeholder meetings, public meetings, e-mail, and written input. No specific agency types were identified as not consulted.

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?
Coconino County Continuum of Care	Arizona Department of Housing	The City's Consolidated Plan identifies addressing homelessness as a priority need.
Coconino County Action Alliance	Coconino County Health and Human Services	The City's Consolidated Plan priority needs all overlap with the goals of the County Action Alliance
Housing Attainability Study	Housing Solutions of Northern Arizona	The City's Consolidated Plan and this study provide a thorough assessment of housing needs in Flagstaff
Community Needs Assessment 2020	Coconino County Health and Human Services	The City's Consolidated Plan and this assessment both work to identify community needs

Table 2 – Other local / regional / federal planning efforts

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Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l))

The City Housing Section works with Coconino County and various City and County departments to coordinate resource delivery to eligible households. The City works with the State's homeless and special needs staff and the local Continuum of Care to support as many targeted activities as CDBG funding will allow. The City supports developers, when appropriate, that are seeking funding for LIHTC and other projects that will serve Flagstaff's low and moderate income households.

Narrative (optional):

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PR-15 Citizen Participation – 91.105, 91.115, 91.200(c) and 91.300(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize citizen participation process and how it impacted goal-setting

The citizen participation process began with a citywide, virtual public hearing held December 28th, 2020 to solicit citizen input prior to preparing a draft 5-year Consolidated Plan and PY 21 Action Plan. A notice announcing the hearing and soliciting comments was published in the Daily Sun and an email notice was sent to the Housing Section's e-mail distribution list as well as the Continuum of Care member email listserv. A notice of the hearing was posted on the City's web site and Facebook pages (Main and Housing specific). A second meeting to solicit input was held on February 26th, 2021 and similarly noticed.

The draft Consolidated Plan and PY16 Annual Action Plan were issued for a 45-day public comment period beginning March 1, 2021 and ending April 15th, 2021. Comments could be submitted by mail or by e-mail or citizens could comment at the April 13th, 2021 public hearing with City Council. Draft documents were available on the City website.

Citizen Participation Outreach

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)
1	Community Survey	Non-targeted/broad community	24 completed surveys were received.	A summary of comments is included in the rationale for each identified Consolidated Plan priority need.	All comments were accepted.	

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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)
2	Public Meeting	Non-targeted/broad community	12 individuals attended the public meeting.	A summary of comments is included in the rationale for each identified Consolidated Plan priority need.	All comments were accepted.	
3	Public Hearing	Non-targeted/broad community	10 individual attended the public hearing.	One individual congratulated the City on its willingness to work cooperatively with other agencies to address the needs of low- and moderate income households.	All comments were accepted.	

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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)
4	Focus Group	Non-targeted/broad community	2 individuals attended the public meeting.	A summary of comments is included in the rationale for each identified Consolidated Plan priority need.	All comments were accepted.	
6	Focus Group	Non-targeted/broad community	5 individuals attended the public meeting.	A summary of comments is included in the rationale for each identified Consolidated Plan priority need.	All comments were accepted.	
6	Public Meeting	Non-targeted/broad community	4 individuals attended the public meeting.	A summary of comments is included in the rationale for each identified Consolidated Plan priority need.	All comments were accepted.	5
7	Focus Group	Non-targeted/broad community	6 individuals attended the public meeting.	A summary of comments is included in the rationale for each identified Consolidated Plan priority need.	All comments were accepted.	5

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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)
8	Internet Outreach	Nontargeted/broad community	Emails were sent to over 300 member of Coconino County's Continuum of Care informing agencies of important dates for the 2020 Community Development Block Grant Schedule, public comment period and deadlines.	No Comments Received	N/A	
9	Newspaper Ad	Persons with disabilities Nontargeted/broad community	Arizona Daily Sun ad February 19 & 20, 2021 - Invited the public to second Public Meeting to discuss the use of CDBG funding on February 26, 2021.	No Comments Received		
10	Newspaper Ad	Persons with disabilities Nontargeted/broad community	Arizona Daily Sun ad December 26 & 27, 2021 - Invited the public to first Public Meeting re NoFA for CDBG funding on December 28, 2020.	No Comments Received		

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Table 3 – Citizen Participation Outreach

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Needs Assessment

NA-05 Overview

Needs Assessment Overview

Flagstaff is a mountain city located at 7,000 feet in the highlands of north central Arizona. It is surrounded by the Coconino National Forest, which contains the largest contiguous stand of Ponderosa Pines in the world. Flagstaff occupies 65 square miles on a volcanic plateau at the base of Arizona's highest point, the San Francisco Peaks, at 12,633 feet. Flagstaff is considered a metropolitan area because its population is over 50,000; however, its identity is still rooted in its small town mountain heritage. Hunting, fishing, skiing, mountain biking and rock climbing are just a few of the outdoor activities that attract people to Flagstaff.

Flagstaff has long been a transportation hub. Located along an old wagon road to California, Flagstaff's development began after the railroad arrived in 1881. Today, Flagstaff is the economic hub of Northern Arizona, ideally situated at the junction of Interstates 40 and 17. The Phoenix metropolitan area is 140 miles to the south and Grand Canyon National Park is approximately 80 miles to the north.

Flagstaff's incorporated population is about 70,000, with an additional 20,000 living in nearby unincorporated communities, and a trade area of 240,700. There are roughly 49,000 people employed in Flagstaff.

Flagstaff is home to Northern Arizona University (NAU). The school specializes in a number of environmental areas including forest health and biology. NAU is the state's largest residential campus, with roughly 22,000 students enrolled. Flagstaff has nine public elementary schools, two middle schools, two high schools and many private and charter schools. The newly expanded Coconino Community College is located adjacent to the NAU campus.

Flagstaff is a governmental, educational, transportation, cultural and commercial center, with healthcare, education, and tourism as major sources of employment. The city is home to a number of scientific and high-tech research and development industries, including W.L. Gore, Machine Solutions, and Prent Thermoforming. The community also has two museums, numerous art galleries, a symphony orchestra, four recreation centers, an ice-skating rink and a major ski resort. Flagstaff has extensive medical facilities and resources, including a state-of-the-art trauma center at the Flagstaff Medical Center.

Coconino County and Flagstaff possess an abundance of natural, cultural and archaeological resources, fueling an active tourism economy. Primary among all attractions is the Grand Canyon, a widely recognized natural wonder that stimulates domestic and international visitation at a rate approaching four million persons per year.

The Flagstaff area has a relatively finite amount of developable private land. Of the large vacant parcels located within the City limits, a majority are at the periphery and can be considered potential "greenfield development" or developments that incorporate sustainable programs and technologies

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such as lifecycle housing, complete streets, parks and open spaces, integrated retail and office, energy efficient buildings, innovative rainwater and stormwater facilities, and sidewalks and trails. Densities are expected to increase slowly over the next forty years, with more housing, employment, and transportation options.

According to the Flagstaff Regional Plan 2030, projections for the ultimate population of Flagstaff and surrounding areas vary. Population projections adopted by the Arizona Department of Economic Security in 1997 showed an anticipated population of 158,272 in the year 2050, while 2006 projections were 96,418 and more recent estimates are lower still. If large population growth occurs and accommodations have not been made, local housing and land costs will increase substantially, and newcomers may be forced to move to distant communities, creating sprawl and long commutes to work.

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NA-10 Housing Needs Assessment - 24 CFR 91.205 (a,b,c)

Summary of Housing Needs

In December 2020, Flagstaff City Council declared a Housing Emergency via Resolution 2020-66 (Attachment C). The Resolution recognizes the need to make housing a leading priority for the City of Flagstaff as an organization and the community overall. It also calls for a number of efforts to be undertaken, among them, the development of a 10-year housing plan (underway), the creation and implementation of a public outreach campaign to educate the community about the critical role affordable housing plays in a thriving community and combating "Not in My Backyard" opposition to housing and affordable housing.

The City's growing population will require an increased emphasis on housing choices in the future. The region's housing is influenced by:

- Limited supply of land for development;
- Approximately forty percent (40%) of Flagstaff's households are by definition low- to moderate-income (City FY 2016 - 2020 HUD Consolidated Plan);
- Consistent but modest rate of population growth;
- NAU's total enrollment has grown by 16.2 percent in the last five years (Fall 2013 – Fall 2018); and
- Housing needs for the elderly, multigenerational families and downsizing will increase over the next several decades as the Baby Boom generation moves into the retirement years.

Local growing population sectors include the elderly, students, single-parent households, and nonfamily households. These community members need a variety of housing options within proximity to jobs, schools, and services. NAU students currently make up approximately thirty percent (30 %) percent of the local population, and their continued demand for student housing impacts cost and availability of housing in the region, resulting in a higher demand for multi-family housing, or housing affordable for single-incomes or multiple low incomes.

An annual survey conducted by a local non-profit, Housing Solutions of Northern Arizona (HSNA), continues to show rising rates and less availability of rental units within City limits. As of May 2019, the data shows 801 people on waiting lists at income-restricted complexes. Market rate rental averages were measured as follows:

$808 for a room/shared living ..... up 9.5%
$979 for a studio ..... up 7.7%
$1,214 for a one-bedroom ..... up 4%
$1,494 for two-bedroom ..... up 3.7%
$1,819 for a three-bedroom ..... down 2.5%

These actual rents have been well above the HUD Fair Market Rents (FMRs) for several years. The HSNA survey states, "In order to afford an average two-bedroom apartment - without paying more than 30% of income on housing - a household must earn approximately $4,980 monthly, $59,760 annually, or $28.73 hourly (assuming a 40-hr work week and 52 weeks/yr.)." The City is experiencing an immediate need to house hundreds of households at more affordable rates.

The City's general plan focuses on the creation of diverse and affordable housing, particularly in activity centers spread throughout the community:

> *"As a community priority, creating more housing and neighborhood diversity is paramount to a resilient Flagstaff. The Flagstaff Regional Plan identifies existing and potential "activity centers" through which to cultivate walkable neighborhoods, efficient transit connections, and economic opportunities. These are considered appropriate locations for sensitively designed, higher-density residential and mixed-use development, either as infill or as redevelopment."*

Many City properties and scattered site public housing units are located within pedestrian sheds of such activity centers. Proximity to services, employment, and retail contribute to a complete neighborhood and vibrant multi-family developments. The Regional Plan may be accessed at www.flagstaffmatters.com.

Demographics	Base Year: 2011	Most Recent Year: 2019	% Change
Population	68,375	72,402	5.9%
Households	23,292	23,839	2.4%
Median Income	$48,680.00	$58,748.00	20.68%

Table 4 - Housing Needs Assessment Demographics

Data Source Comments:
2011-2015 ACS (Base Year), 2015-2019 ACS (Most Recent Year)

Number of Households Table

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households	3815	2780	3835	2175	11050
Small Family Households	765	905	1120	765	5365
Large Family Households	130	95	230	195	760
Household contains at least one person 62-74 years of age	280	300	765	390	2240
Household contains at least one person age 75 or older	240	140	230	219	520
Households with one or more children 6 years old or younger	430	240	390	435	1355

Table 5 - Total Households Table

Data Source Comments:
2013-2017 CHAS

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Housing Needs Summary Tables

1. Housing Problems (Households with one of the listed needs)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Substandard Housing - Lacking complete plumbing or kitchen facilities	55	90	10	40	240	10	-	-	-	40
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	10	160	155	120	570	-	4	-	-	15
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	130	10	75	10	280	55	-	-	-	90
Housing cost burden greater than 50% of income (and none of the above problems)	2,070	1,415	440	10	3,930	445	270	250	15	1,015

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	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Housing cost burden greater than 30% of income (and none of the above problems)	205	375	1,245	500	2,555	75	85	375	270	1,280
Zero/negative Income (and none of the above problems)	220	-	-	-	220	125	-	-	-	125

Table 6 – Housing Problems Table

Data Source Comments: 2011-2015 CHAS; DATA FOR 80%-100%AMI AND >100%AMI ARE NOT DISPLAYED BUT ARE INCLUDED IN THE TOTALS

2. Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Having 1 or more of four housing problems	2,260	1,670	680	180	510	275	250	15	1,155	510
Having none of four housing problems	540	565	1,890	1,125	155	270	1,015	860	9,455	155
Household has negative income, but none of the other housing problems	220	-	-	-	125	-	-	-	125	125

Table 7 – Housing Problems 2

Data Source Comments: 2011-2015 CHAS; DATA FOR 80%-100%AMI AND >100%AMI ARE NOT DISPLAYED BUT ARE INCLUDED IN THE TOTALS

3. Cost Burden > 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	405	635	490	1,825	155	105	145	770
Large Related	60	40	45	155	10	30	8	103
Elderly	185	159	125	569	205	90	225	709
Other	1,810	1,115	1,065	4,370	160	140	240	730
Total need by income	3,025	2,235	N/A	12,925	790	545	1,265	10,740

Table 8 – Cost Burden > 30%

Data Source Comments: 2011-2015 CHAS; DATA FOR 80%-100%AMI AND >100%AMI ARE NOT DISPLAYED BUT ARE INCLUDED IN THE TOTALS

4. Cost Burden > 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	320	455	125	900	145	80	60	295
Large Related	60	20	-	80	10	15	4	29
Elderly	105	90	30	235	145	40	80	299
Other	1,765	990	290	3,045	160	140	100	410
Total need by income	3,025	2,235	N/A	12,925	790	545	1,265	10,740

Table 9 – Cost Burden > 50%

2011-2015 CHAS; DATA FOR 80%-100%AMI AND >100%AMI ARE NOT DISPLAYED BUT ARE INCLUDED IN THE TOTALS

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5. Crowding (More than one person per room)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Single family households	115	145	130	40	595	55	-	-	-	70
Multiple, unrelated family households	-	-	15	14	44	-	4	-	-	34
Other, non-family households	45	45	90	75	255	-	-	-	-	-
Total need by income	3,025	2,235	N/A	1,300	12,925	790	545	1,265	875	10,740

Table 10 – Crowding Information – 1/2

2011-2015 CHAS; DATA FOR 80%-100%AMI AND >100%AMI ARE NOT DISPLAYED BUT ARE INCLUDED IN THE TOTALS

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Households with Children Present	280	155	310	1445	150	85	80	1405

Table 11 – Crowding Information – 2/2

2011-2015 CHAS; DATA FOR 80%-100%AMI AND >100%AMI ARE NOT DISPLAYED BUT ARE INCLUDED IN THE TOTALS

Describe the number and type of single person households in need of housing assistance.

HUD CHAS data breaks households into 4 categories including small related (2-4 persons), large related (5 or more), elderly and other. CHAS data places single person household into the "other" category. Single person households, categorized as “other” by CHAS data, are the most highly likely to be housing cost burdened renters.

There are an estimated 6,150 single-person households in Flagstaff. The largest number of single-person households are non-elderly (age 64 and under) renters – 3,124 households. Of the 12,925 renter

households in Flagstaff, 6,919 households, more than half, at or below 80% AMI are housing cost burdened greater than 30% while 3,045 single person renter households below 80% AMI are housing cost burdened with housing costs exceeding 50% of monthly income. Many but not all of these households are students attending NAU. There are also an estimated 1,033 non-elderly single-person owner households in need of housing assistance. Among elderly single-person households there are an estimated 235 renters and 299 owners in need of housing assistance.

Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.

Based on Coconino County CHAS disability and housing problems data and Flagstaff American Community Survey disability data there are an estimated 490 households with a person with a disability in need of housing assistance. According to ACS 2019 estimates, ambulatory and cognitive disabilities are the most prevalent disabilities among non-elderly adults and cognitive and independent living disabilities are the most prevalent among elderly adults.

Based on the most recent point-in-time count by the Arizona Department of Housing there were 103 sheltered individuals in housing facilities serving victims of domestic violence; 8, or 40% of unsheltered individuals reported that domestic violence contributed to homelessness. Northland Family Help Center provided shelter to 520 adult victims of domestic violence between January 2016 and November 2020. Sharon Manor provided shelter to approximately 48 victims of domestic violence last year and 64 are on the waiting list for transitional housing.

In 2019, the Flagstaff Police Department reported 1,809 cases of domestic violence calls. As of October 2020, the department had already recorded 1,589 cases. The Flagstaff Police Department defines domestic violence as violence occurring between people who live together and isn't necessarily limited to people romantically involved. The increase was suspected to be due to a combination of factors, with the underlying [COVID-19] restrictions and an increase in student housing with common areas for roommates.

There was a 21.4% increase in domestic violence in Flagstaff in 2019. There is no data regarding the number of people in need of housing assistance who are victims of dating violence, human trafficking, sexual assault and stalking; the Flagstaff Police Department reported 121 sex offenses in 2019.

What are the most common housing problems?

The most common housing problems are severe housing cost burden (paying 50% or of income for housing) and housing cost burden (paying more than 30% but less than 50% of income for housing).

Are any populations/household types more affected than others by these problems?

Extremely low-income renters (income < 30% AMI) are the largest income cohort experiencing housing cost burden and severe housing cost burden; low-to-moderate income owners (income 50-80% AMI) also experience high rates of cost burden and severe cost burden.

While HUD data suggests that non-family households are disproportionately affected by housing cost burden and severe housing cost burden, many of these households consist of students attending NAU. Considering family households, both large and small family renters are most affected by housing cost burden and severe housing cost burden.

Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance

By the very nature of their financial situation, extremely low income households with a severe housing cost burden are at a high risk of becoming homeless. According to HUD data, there are 2920 nonelderly large and small family renter households in this situation. For low-income single-parent households, the cost burden is compounded by the added responsibilities assumed by the parent and the added demands on his/her time. According to 2015-2019 ACS data, there are a total of 2,772 single-parent households in Flagstaff and in 1,696 or 61% of these households the householder is female. Female-headed households with children can often suffer an additional cost burden due to income disparities. The greatest needs of at-risk families are securing adequate employment, accessing social services and other resources, and developing the knowledge and skills needed to achieve greater financial stability and remain permanently housed.

In addition to employment opportunities and needs similar to those described above for low-income families with children, formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance are most in need of permanent affordable rental housing, including Public Housing and Section 8 Housing Choice Vouchers, and permanent supportive housing.

If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:

Apart from the 2,995 extremely low-income renter households and 445 extremely low-income homeowner households experiencing cost burden, the City of Flagstaff does not provide estimates of the at-risk population.

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Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness

Housing characteristics linked with instability and increased risk of homelessness include severe housing cost burden and overcrowding. As part of the Statewide point-in-time count, homeless persons in Coconino County were surveyed about factors that contributed to their loss of housing. The primary responses were 1) no employment, 2) the high cost of housing, and 3) insufficient income. Respondents to the City's Consolidated Plan survey identified the high cost of rental housing as the primary housing characteristic linked with instability.

Discussion

The most common housing problems are severe housing cost burden (paying 50% or of income for housing) and housing cost burden (paying more than 30% but less than 50% of income for housing).

Extremely low-income renters (income < 30% AMI) are the largest income cohort experiencing housing cost burden and severe housing cost burden; low-to-moderate income owners (income 50-80% AMI) also experience high rates of cost burden and severe cost burden.

While HUD data suggests that non-family households are disproportionately affected by housing cost burden and severe housing cost burden, many of these households consist of students attending NAU. Considering family households, both large and small family renters are most affected by housing cost burden and severe housing cost burden.

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NA-15 Disproportionately Greater Need: Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

The race and ethnicity of the City's population became more diverse from 2000 to 2011, yet the majority of the population is White (78%). In 2018, there were 4.66 times **more** White (Non-Hispanic) residents (45.7k people) in **Flagstaff**, **AZ** than any other race or ethnicity. There were 9.8k White (Hispanic) and 5.51k American Indian & Alaska Native (Non-Hispanic) residents, the second and third most common ethnic groups. Among all races, 19% identify as Hispanic or Latino. Students attending Northern Arizona University contribute to racial diversity in Flagstaff, particularly among African American and Pacific Islander populations. The City's 2021 Analysis of Impediments to Fair Housing Choice describes in greater detail the socio-economic conditions of Flagstaff's minority residents.

0%-30% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	3,225	330	325
White	1,805	185	185
Black / African American	60	4	35
Asian	110	0	15
American Indian, Alaska Native	340	50	40
Pacific Islander	0	0	0
Hispanic	750	35	45

Table 12 - Disproportionally Greater Need 0 - 30% AMI

Data Source: 2011-2015 CHAS

*The four housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4.Cost Burden greater than 30%

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30%-50% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	2,185	370	0
White	1,300	195	0
Black / African American	90	4	0
Asian	70	4	0
American Indian, Alaska Native	305	65	0
Pacific Islander	0	0	0
Hispanic	405	90	0

Table 13 - Disproportionally Greater Need 30 - 50% AMI

Data Source: 2011-2015 CHAS

*The four housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4.Cost Burden greater than 30%

50%-80% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	2,385	1,330	0
White	1,715	740	0
Black / African American	4	50	0
Asian	60	30	0
American Indian, Alaska Native	270	255	0
Pacific Islander	15	0	0
Hispanic	265	235	0

Table 14 - Disproportionally Greater Need 50 - 80% AMI

Data Source: 2011-2015 CHAS

*The four housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4.Cost Burden greater than 30%

DRAFT

80%-100% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	925	1,315	0
White	715	845	0
Black / African American	4	50	0
Asian	10	44	0
American Indian, Alaska Native	55	105	0
Pacific Islander	0	0	0
Hispanic	150	260	0

Table 15 - Disproportionally Greater Need 80 - 100% AMI

Data Source: 2011-2015 CHAS

*The four housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4.Cost Burden greater than 30%

Discussion

Disproportionately greater housing needs occur at each HUD income category; however, disproportionate housing need is not consistent for any one racial or ethnic group. The relatively small number of households in some racial and ethnic categories combined with the large proportion of NAU students who are minorities may impact this assessment. For example, there are 15 Pacific Islander households with income between 50% and 80% AMI - all households have housing needs and local data suggests that all households are student households.

DRAFT

NA-20 Disproportionately Greater Need: Severe Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

When a population's proportion of severe housing need is at least 10% higher than the housing needs of the population as a whole, the City considers that population to have disproportionate need.

0%-30% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	3,070	480	325
White	1,715	275	185
Black / African American	60	4	35
Asian	110	0	15
American Indian, Alaska Native	290	95	40
Pacific Islander	0	0	0
Hispanic	730	60	45

Table 16 – Severe Housing Problems 0 - 30% AMI

Data Source: 2011-2015 CHAS

*The four severe housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4.Cost Burden over 50%

30%-50% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,535	1,020	0
White	990	505	0
Black / African American	90	4	0
Asian	65	8	0

DRAFT

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
American Indian, Alaska Native	110	255	0
Pacific Islander	0	0	0
Hispanic	270	225	0

Table 17 – Severe Housing Problems 30 - 50% AMI

Data Source: 2011-2015 CHAS

*The four severe housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4.Cost Burden over 50%

50%-80% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	735	2,975	0
White	450	2,015	0
Black / African American	4	50	0
Asian	35	55	0
American Indian, Alaska Native	125	400	0
Pacific Islander	0	15	0
Hispanic	90	410	0

Table 18 – Severe Housing Problems 50 - 80% AMI

Data Source: 2011-2015 CHAS

*The four severe housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4.Cost Burden over 50%

DRAFT

80%-100% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	185	2,050	0
White	140	1,410	0
Black / African American	0	55	0
Asian	0	54	0
American Indian, Alaska Native	35	120	0
Pacific Islander	0	0	0
Hispanic	10	400	0

Table 19 – Severe Housing Problems 80 - 100% AMI

Data Source: 2011-2015 CHAS

*The four severe housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4.Cost Burden over 50%

Discussion

Among households with incomes below 30% AMI, Black/African American households have disproportionately greater severe housing needs. 2% of the City's population is Black/African American and 43% of Black/African American people in Flagstaff are NAU students.

Disproportionately greater severe housing needs occur at each HUD income category except 30% to 50% AMI. Disproportionately severe housing need is consistent among Hispanic households with incomes between 50% and 100% AMI. Disproportionately severe housing needs among Hispanic households may result from larger family sizes and multi-generational households that result in overcrowding and severe overcrowding as defined by HUD.

DRAFT

NA-25 Disproportionately Greater Need: Housing Cost Burdens – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction:

When a population's proportion of housing cost burden is at least 10% higher than the housing cost burden of the White population as a whole, the City considers that population to have disproportionate need. Due to inaccuracies in the data provided by HUD, housing cost burden among racial and ethnic groups are measured against housing cost burden of White households as White households are the most prevalent type in Flagstaff.

Housing Cost Burden

Housing Cost Burden	<=30%	30-50%	>50%	No / negative income (not computed)
Jurisdiction as a whole	13,790	4,160	5,025	325
White	9,795	3,080	3,095	185
Black / African American	225	30	154	35
Asian	205	40	210	15
American Indian, Alaska Native	1,035	440	390	40
Pacific Islander	20	15	0	0
Hispanic	2,315	505	975	50

Table 20 – Greater Need: Housing Cost Burdens AMI

Data Source: 2011-2015 CHAS

Discussion:

Housing cost burden is disproportionately high among the following racial and ethnic groups in relation to White households:

- Households with income < 30% - American Indian, Hispanic
- Households with income 30% to 50% AMI – Pacific Islander; and
- Households with income 50% to 80% AMI – none.

DRAFT

NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)

Are there any Income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?

Housing Needs

- Among households with incomes below 30% AMI, Black/African American and American Indian/ Alaskan Native households have disproportionately greater housing needs.
- Among households with incomes between 30% and 50% AMI, Asian households have disproportionately greater housing needs.
- Among households with incomes between 50% and 80% AMI, Pacific Islander households have disproportionately greater housing needs.
- Among households with incomes between 80% and 100% AMI, Native American households have disproportionately greater housing needs.

Severe Housing Needs

- Among households with incomes below 30% AMI, Black/African American households have disproportionately greater severe housing needs.
- Among households with incomes between 30% and 50% AMI, no households have disproportionately greater severe housing needs.
- Among households with incomes between 50% and 80% AMI, Hispanic households have disproportionately greater severe housing needs.
- Among households with incomes between 80% and 100% AMI, Native American and Hispanic households have disproportionately greater severe housing needs.

Housing cost burden:

Housing cost burden is disproportionately high among the following racial and ethnic groups in relationship to White households:

- Households with income < 30% - Black/African American;
- Households with income 30% to 50% AMI – Pacific Islander.

If they have needs not identified above, what are those needs?

The needs of racial and ethnic minorities are similar to the needs of all Flagstaff residents – access to employment that matches education and skill level is a primary need that if met will assist lower-income residents to attain meaningful employment of sufficient wage to support a higher quality of life.

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Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?

Of the 18 Block Groups where the non-White population is 10% higher than citywide, 10 include Northern Arizona University and adjacent Block Groups (NAU Block Groups). NAU students account for the entire Pacific Islander population, 43% of the Black/African American population, 20% of the Asian population, and 20% of the Hispanic population. More than 1/3 (37%) of the Black/African American population lives in NAU Block Groups, as does 56% of the Asian population and 50% of the Hispanic population.

Outside of the NAU Block Groups, the Hispanic population is disproportionately high in seven Block Groups: Census Tract 3 Block Group 1; Census Tract 4 Block Group 5; Census Tract 5 Block Groups 1 through 4; and Census Tract 11.02 Block Groups 1 and 3. Also outside the NAU Block Groups, the American Indian population is disproportionately high in eight Block Groups: Census Tract 4 Block Groups 2, 3, and 5; Census Tract 5 Block Groups 1 through 3; Census Tract 7 Block Group 1; Census Tract 9 Block Group 3; and Census Tract 11.02 Block Group 1. These Block Groups also include the four target areas identified by the City.

DRAFT

NA-35 Public Housing – 91.205(b)

Introduction

The City of Flagstaff Housing Authority provides 265 public housing units, 12 mod-rehab units, 333 housing choice vouchers, 106 Veterans Affairs Supportive Housing Vouchers, 2 Foster Youth Initiative vouchers (with remaining capacity of 23) for homeless youth exiting foster care and 40 Mainstream Vouchers for non-elderly households that contain an adult with a disability. The average annual income of public housing residents is $22,215 and the average annual income of voucher holders is $14,778. The average stay of public housing residents is 9 years and 2 months and the average annual time receiving housing assistance from a Housing Choice Voucher is 7 years 4 months~~.~~ ~~T~~he public housing program is accepting applications and the approximate wait time ~~is~~ 6 months to 4 years for public housing. The waiting list for the Housing Choice Voucher Program is currently closed (except for special programs) and the approximate wait time is 1 and ½ to 3 years or more for a Housing Choice Voucher.

Totals in Use

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers in use	0	12	265	455	0	361	94	0	0

Table 21 - Public Housing by Program Type

***includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition**

Data Source: Flagstaff Housing Authority

DRAFT

Characteristics of Residents

	Program Type							
	Certificate	Mod-Rehab	Public Housing	Vouchers				
				Total	Project - based	Tenant - based	Special Purpose Voucher	
							Veterans Affairs Supportive Housing	Family Unification Program
Average Annual Income	0	49,66	$22,215	$14,351	0	$15,061	13,641	0
Average length of stay	0	8.5	9.2	7.4	0	4	0	0
Average Household size	0	1	3	2	0	2	1	0
# Homeless at admission	0	1	3	18	0	3	15	0
# of Elderly Program Participants (>62)	0	1	1	53	0	52	1	0
# of Disabled Families	0	10	37	190	0	190	56	0
# of Families requesting accessibility features	0	10	1	353	0	329	24	0
# of HIV/AIDS program participants	0	0	9	0	0	0	0	0
# of DV victims	0	0	10	0	0	0	0	0

Table 22 – Characteristics of Public Housing Residents by Program Type

Data Source: Flagstaff Housing Authority

DRAFT

Race of Residents

Program Type									
Race	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
White	0	8	104	315	0	362	71		
Black/African American	0	0	12	29	0	24	5		
Asian	0	0	0	2	0	2	0		
American Indian/Alaska Native	0	2	139	111	0	93	18		
Pacific Islander	0	0	2	0	0	0	0		
Other	0	0	0	0	0	0	0		
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

Table 23 – Race of Public Housing Residents by Program Type

Data Source: Flagstaff Housing Authority

Ethnicity of Residents

Program Type									
Ethnicity	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Hispanic	0	0	80	75	0	75	5	0	0
Not Hispanic	0	10	185	339	0	257	89	0	0
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

Table 24 – Ethnicity of Public Housing Residents by Program Type

Data Source: Flagstaff Housing Authority

DRAFT

Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units:

Very few tenants and applicants (less than 5%) request accessible units or accessibility improvements. When requests are received the vast majority are for companion/emotional support -animals with the remainder being for grab bars, no stairs, flat entries, and service/assistive~~/~~ animals.

Most immediate needs of residents of Public Housing and Housing Choice voucher holders

The most immediate needs of public housing residents include less need for verification and simplification of the rules. The most immediate need among Housing Choice Voucher holders is available units to lease that are within the payment standard.

How do these needs compare to the housing needs of the population at large?

The housing needs of public housing residents and Housing Choice Voucher holders are comparable to the needs of the low-income population at large – units of sufficient size to adequately house their families and housing units that are affordable.

Discussion

The City of Flagstaff Housing Authority provides 265 public housing units, 12 mod-rehab units, 333 housing choice vouchers, 106 Veterans Affairs Supportive Housing Vouchers, 2 Foster Youth Initiative vouchers (with remaining capacity of 23) for homeless youth exiting foster care and 40 Mainstream Vouchers for non-elderly households that contain an adult with a disability. The average annual income of public housing residents is $22,215 and the average annual income of voucher holders is $14,778. The average stay of public housing residents is 9 years and 2 months and the average annual time receiving housing assistance from a Housing Choice Voucher is 7 years 4 months~~.~~

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NA-40 Homeless Needs Assessment – 91.205(c)

Introduction:

The Arizona Rural Continuum of Care is managed by the Arizona Department of Housing (ADOH) and works throughout rural Arizona, including the City of Flagstaff, to coordinate homeless planning across municipalities and agencies. The City may use CDBG resources to support or expand facilities and services for homeless people and works closely with the Coconino County Continuum of Care and the coordinated entry program "Front Door of Flagstaff".

Homeless individuals and families in Flagstaff reflect the diversity, complex characteristics and special needs of homeless people throughout the United States. Some homeless people require limited assistance to regain permanent housing and self-sufficiency. Others, especially people with disabilities and those who are chronically homeless, require extensive and long-term support. In addition to people who are already homeless, individuals and families with limited incomes may be in imminent danger of becoming homeless.

If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):

According to the Arizona Department of Housing point-in-time unsheltered count for Coconino County homeless individuals and families have been without a home as follows: 8% for less than 30 days; 19% for 31 days to 6 months; 9% for 7 to 12 months; 8% for 13-24 months and 46% for more than 24 months. There is no breakdown by homeless population type and there is no data available for the number of persons exiting homelessness each year.

DRAFT

Nature and Extent of Homelessness: (Optional)

Race:	Sheltered:	Unsheltered (optional)
White	170	87
Black or African American	21	18
Asian	13	0
American Indian or Alaska Native	108	6
Pacific Islander	0	1
Ethnicity:	**Sheltered:**	**Unsheltered (optional)**
Hispanic	135	11
Not Hispanic	272	115

Data Source Comments: 2020 Point-in-Time Count AZ-500 Arizona Balance of State CoC

Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.

In January 2020, there were 407 individuals in 136 sheltered families, and 10 in permanent supportive housing. Among families with children, most are single-parent female-headed households. There were an estimated 3 families with children that included a Veteran. The 2020 Balance of State point-in-time count identified 13 adults with children and 17 children under the age of 18 experiencing homelessness. There were 2 households that included a Veteran; these households may also include children. It is important to note that the 2020 point-in-time count took place in January and that the number of individuals experiencing homelessness in Flagstaff is significantly higher during the summer months

Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.

In January 20120, 45% of homeless individuals, including homeless individuals in families, were White/non-Hispanic and 35% were Native American; all other races and ethnicities accounted for the remaining 20% of homeless individuals. Among families 36% were Native American, 29% were White/non-Hispanic and 18% were White/Hispanic; all other races accounted for the remaining 26% of homeless individuals in families. Among individuals 50% were White/non-Hispanic and 35% were Native American; all other races and ethnicities accounted for the remaining 15% of homeless individuals. In many cases, Native American individuals visit Flagstaff and have no way to get back home; this contributes to the higher number of Native American people experiencing homelessness.

Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.

The 2021 sheltered count reported by the AZ Department of Housing identified 817 sheltered individuals in Coconino County, including emergency shelter, transitional housing, and permanent

supportive housing. At that time and among families there were 280 people in emergency shelter, 69 people in transitional housing, 229 people in permanent supportive housing, and 231 people receiving rapid re-housing assistance including Veterans Affairs Supportive Housing Vouchers. Counts of sheltered families served by victim services agencies are not included in the sheltered count.

The 2020 Balance of State point in time count revealed 151 people in 91 households experiencing homelessness in Coconino County. This count was conducted in January when unsheltered homelessness in Coconino County is relatively low due to inclement weather.

Nearly 1/3 of unsheltered homeless people indicated the primary reason for homelessness was no employment. Other high ranking primary contributors to homelessness were household/ family dispute, insufficient employment, and the high cost of housing.

Discussion:

The Arizona Department of Housing manages the rural Continuum of Care, which includes the Coconino County Continuum of Care and the City of Flagstaff. Homelessness in Flagstaff is most prevalent among single adult men. The number of unsheltered homeless people in Flagstaff in the summer months is more than double the number during the winter months. The high cost of housing combined with insufficient moderate- and higher-wage employment opportunities are primary contributors to homelessness in Flagstaff.

NA-45 Non-Homeless Special Needs Assessment - 91.205 (b,d)

Introduction:

For purposes of the Consolidated Plan, HUD defines special populations as:

1. Elderly and Frail Elderly People
2. People with Severe Mental Illness
3. People with Mental, Physical and/or Developmental Disabilities
4. People with Alcohol/Other Drug Addictions
5. Persons with HIV/AIDS & their families
6. Victims of Domestic Violence

The CDBG program expressly permits CDBG funding without income qualification for specific categories of people with special needs – referred to as "presumed benefit" - abused children, elderly persons, victims of domestic violence, severely disabled adults, illiterate adults, persons living with AIDS, and migrant farm workers.

Describe the characteristics of special needs populations in your community:

Elderly and Frail Elderly People. Using Coconino County CHAS data and applying proportionate rates of housing needs to Flagstaff residents, there are an estimated 906 elderly low- and moderate-income households with housing problems, including 682 owners of whom 326 have income less than 30% AMI and 224 renters of whom 51 have income less than 30% AMI. Elderly homeowners are most in need of assistance maintaining their homes and accessibility improvements to retain homeownership if desired. Elderly renters are in need of more affordable rental housing in close proximity to transportation and services.

People with Severe Mental Illness. Many SMI individuals are not employed and receive SSI, which in 2014 was $721/month; individuals with a qualifying disability may receive SSDI and the 2014 average payment was $1,148/month. Individuals with serious mental illness are particularly vulnerable to homelessness as there are insufficient permanent supportive housing units available and for those who can live independently, and median rents are too high; ADHS reports approximately 3.8% of enrolled people with SMI are homeless.

People with Physical and Developmental Disabilities. Using Coconino County CHAS data and applying proportionate rates of housing needs to Flagstaff residents, there are an estimated 802 LMI households that include a person with a disability who have housing problems, including 679 owners and 123 renters. Many people with disabilities who have housing needs may also be elderly. People with disabilities and their families have layered, complex needs that demand broad strategies and resources. Supportive housing for renters that includes transportation services and provides employment opportunities for people with disabilities would be beneficial as the unemployment rate for people with disabilities is 14.5% - double the rate for the population without disabilities.

What are the housing and supportive service needs of these populations and how are these needs determined?

Elderly and Frail Elderly People. Using Coconino County CHAS data and applying proportionate rates of housing needs to Flagstaff residents, there are an estimated 906 elderly low- and moderate-income households with housing problems, including 682 owners of whom 326 have income less than 30% AMI and 224 renters of whom 51 have income less than 30% AMI. Elderly homeowners are most in need of assistance maintaining their homes and accessibility improvements to retain homeownership if desired. Elderly renters are in need of more affordable rental housing in close proximity to transportation and services.

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People with Physical and Developmental Disabilities. Using Coconino County CHAS data and applying proportionate rates of housing needs to Flagstaff residents, there are an estimated 802 LMI households that include a person with a disability who have housing problems including 679 owners and 123 renters. Many people with disabilities who have housing needs may also be elderly. People with disabilities and their families have layered, complex needs that demand broad strategies and resources. Supportive housing for renters that includes transportation services and provides employment opportunities for people with disabilities would be beneficial as the unemployment rate for people with disabilities is 14.5% - double the rate for the population without disabilities.

People with Alcohol/Other Addictions. There is no specific data regarding the housing needs of people with alcohol and other drug addictions. Nearly half of people receiving substance abuse services from ADHS are age 26 to 45 and 85% are low income. Based on these demographics, in addition to treatment and related services, people with alcohol and other addictions are most likely to be in need of affordable rental housing.

Victims of Domestic Violence. The most immediate housing need of domestic violence survivors is a safe place to live. Many victims of domestic violence are capable of moving to permanent housing without supports and transitional housing with supportive services such as meals and basic needs, case management, financial coaching, employment preparedness, child care, life skills counseling, and court advocacy is most needed.

Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:

According to the Arizona Department of Health Services 2020 Annual HIV/AIDS Report for Coconino County the HIV/AIDS prevalence rate is 188 per 100,000; eight of ten people living with HIV/AIDS are men. The prevalence of HIV/AIDS is higher among people age 35 to 54. According to the 2020 Arizona Statewide Needs Assessment for People Living with HIV/AIDS 55% of respondents to the statewide needs assessment survey reported renting, 17% lived with family or friends, 16% owned their home, and 14% reported being homeless at some time. Nearly half (48%) of survey respondents reported living alone and 38% lived in 2-person households. 75% of individuals receiving services have incomes that qualify as Medicaid eligible. Identified issues for the Northern Region include a widely-dispersed population that includes a large number of Native Americans, geographic challenges of delivering medication and food boxes, holding support groups with enough attendees, and mountainous terrain. The survey identified support groups, housing assistance, mental health services, and emergency financial assistance as the top ranked needs.

Discussion:

The available data provides a good sense of the number of people with various types of disabilities. The data is however not refined enough to accurately estimate service and/or adaptive and supportive housing needs as the number of persons receiving services and already living in adapted units is not available.

There is insufficient room above to fully describe the characteristics and needs of people with special needs. That section is continued here:

People with Alcohol/Other Addictions. There is no specific data regarding the housing needs of people with alcohol and other drug addictions. Nearly half of people receiving substance abuse services from ADHS are age 26 to 45 and 85% are low income. Based on these demographics, in addition to treatment and related services, people with alcohol and other addictions are most likely to be in need of affordable rental housing.

Victims of Domestic Violence. The most immediate housing need of domestic violence survivors is a safe place to live. Many victims of domestic violence are capable of moving to permanent housing without supports and transitional housing with supportive services such as meals and basic needs, case management, financial coaching, employment preparedness, child care, life skills counseling, and court advocacy is most needed.

NA-50 Non-Housing Community Development Needs – 91.215 (f)

Describe the jurisdiction's need for Public Facilities:

Needed public facilities located in LMI neighborhoods and/or serving LMI residents and people with special needs include emergency shelters and transitional housing, and facilities providing services to youth, seniors and other special needs populations. The City library foresees a need for expansion to serve individuals experiencing homelessness and youth as school libraries are under-funded. Sustainability and energy efficiency improvements to shelters are also a critical need and several providers have approached the City for assistance.

Respondents to the City's Consolidated Plan survey identified the following priority public facilities needs in Flagstaff:

1. Child Care Centers;
2. Youth Centers;
3. Senior Centers; and
4. Disability Accessibility Improvements.

How were these needs determined?

The City's Capital Improvement Plan is prepared as part of the Annual Budget and Financial Plan and includes capital improvements spanning the coming ten years. Projects in the Capital Improvement Program fall into nine broad categories: general government, streets/ transportation, Flagstaff Urban Trails System (FUTS), arts and science/recreation/beautification, water, stormwater, wastewater, airport, and solid waste. The 5-year Capital Improvement Plan was reviewed to identify public facilities located in LMI neighborhoods and/or serving LMI residents and people with special needs. A survey was conducted for the Consolidated Plan and the results of the 2020 Coconino County Community Health and Human Services Needs Assessment were used to identify other needs of low and moderate income households.

Describe the jurisdiction's need for Public Improvements:

Needed public improvements located in LMI neighborhoods and/or serving LMI residents and people with special needs include ADA Accessibility Improvements and infrastructure for affordable housing projects.

Respondents to the City's Consolidated Plan survey identified the following priority public improvements needs in Flagstaff:

5. Street lighting; and
6. Energy Efficiency Improvements.

How were these needs determined?

The Capital Improvement Plan is prepared as part of the Annual Budget and Financial Plan and includes capital improvements spanning the coming ten years. Projects in the Capital Improvement Program fall into nine broad categories: general government, streets/ transportation, Flagstaff Urban Trails System (FUTS), beautification, water, stormwater, wastewater, airport, and solid waste. The 5-year Capital Improvement Plan was reviewed to identify public improvements located in LMI neighborhoods and/or servicing LMI residents and people with special needs. In addition, a survey was conducted for the Consolidated Plan.

Describe the jurisdiction's need for Public Services:

Records of past funding indicate a need for agency operating support, homeless outreach services, financial education and counseling, housing stabilization assistance, and health services.

Respondents to the City's Consolidated Plan survey identified the following priority public services needs in Flagstaff:

7. Mental Health Services
8. Housing Stabilization Services, and
9. Small Business Assistance.

How were these needs determined?

Public services needs were determined by reviewing past requests for funding, through a survey conducted specifically for the Consolidated Plan and through public meetings conducted for the Consolidated Plan. In addition, a survey was conducted for the Consolidated Plan and the results of the 2020 Coconino County Community Health and Human Services Needs Assessment were used to identify other needs of low and moderate income households.

Housing Market Analysis

MA-05 Overview

Housing Market Analysis Overview:

The housing market consists of homeowners and renters and the units they occupy. In addition to tenure and occupancy, the three primary elements of the housing market that impact supply and demand are:

1. Variety - the types of housing that are available.
2. Quality, - most often defined by age, unit value and whether the unit has complete plumbing or kitchen facilities.
3. Affordability - defined by the percentage of household income that must be spent for housing costs and whether that percentage consumes more than 30% of gross household income.

The Northern Arizona University main campus is located in Flagstaff and has a significant impact on housing availability. Student enrollment at Northern Arizona University Flagstaff campus in 2020 was 29,569, with 22,870 students enrolled full-time. Approximately 7,767 students lived in college dormitories or apartments situated on land owned by NAU, an estimated 18% (5,640) either lived with family or were enrolled in online/remote classes, and an estimated 9,733 students lived off campus. Assuming an average of 2.5 students per open-market rental unit an estimated 3,893 rental units were occupied by students. Students typically pay between $800 and $1000 per bedroom, far more than could be earned by renting units to families.

MA-10 Number of Housing Units – 91.210(a)&(b)(2)

Introduction

A variety of housing types is necessary to meet the diverse housing needs and desires of both owners and renters. Housing variety is driven by many factors - primarily demand for certain types of housing and amenities. Other factors that influence housing variety include public policy such as zoning and building requirements, the availability and cost of infrastructure, and the cost of development (land, construction, fees).

All residential properties by number of units

Property Type	Number	%
1-unit detached structure	12,225	46%
1-unit, attached structure	2,825	11%
2-4 units	2,600	10%
5-19 units	4,595	17%
20 or more units	2,580	10%
Mobile Home, boat, RV, van, etc	1,665	6%
Total	***26,490***	***100%***

Table 25 – Residential Properties by Unit Number

Data Source: 2011-2015 ACS

Unit Size by Tenure

	Owners		Renters	
	Number	%	Number	%
No bedroom	15	0%	810	6%
1 bedroom	170	2%	2,305	18%
2 bedrooms	1,455	14%	5,490	43%
3 or more bedrooms	8,880	84%	4,170	33%
Total	***10,520***	***100%***	***12,775***	***100%***

Table 26 – Unit Size by Tenure

Data Source: 2011-2015 ACS

Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.

There are 1,255 subsidized low-income rental units in the City of Flagstaff. In addition to the 265 public housing units and 101 affordable rental units owned and operated by the City of Flagstaff Public Housing Authority, there are 888 affordable rental units in 12 apartment complexes funded with the Low Income Housing Tax Credit Program. LITHC units are generally targeted to households with income less than 60% of the area median income. LIHTC units may be targeted to specific populations, and 60 units are

targeted to elderly and disabled households; the remaining 828 units are targeted to families. There are also 12 HUD-funded Section 202 units serving very-low income people with disabilities.

Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.

According to information provided by the Arizona Department of Housing there are two affordable housing properties containing 68 units with periods of affordability or use agreements that will expire between 2016 and 2025. A 10-year planning window is used to identify potential lost units to allow sufficient time to plan.

1. Timber Trails Apartments – 64 units funded with Low-income Housing Tax Credits / Bond funds will expire on October 20, 2021. The 64 units in this project include 16 1-bedroom units, 16 2-bedroom units and 32 3-bedroom units.
2. Sharon Manor II Apartments – 4 units funded with State Housing Funds will expire on December 31, 2025.

Does the availability of housing units meet the needs of the population?

There is a general oversupply of units with 3 or more bedrooms and insufficient units with 1 or 2 bedrooms. People have choice of where to live – including units that are too large for their household – and many small owner households choose to occupy housing units with 3 or more bedrooms. With students rooming together off-campus, large families may be challenged to find rental units with adequate bedrooms to comfortably accommodate all members of the family. In addition, VASH Voucher holders seeking 1-bedroom units that meet Housing Quality Standards have been challenged to find quality affordable units.

Describe the need for specific types of housing:

Condominium and townhome units and other attached units that are less costly to develop and suitable for homeownership by families of all sizes are needed, as are higher-density rental units suitable for non-student households.

Discussion

While there is a general over-supply of 3-bedroom units, the Northern Arizona University main campus is located in Flagstaff and has a significant impact on housing availability as an estimated 3,893 open-market rental units are occupied by students, many of them rooming together in larger units. The presence of a large number of students may negatively impact the availability of 3-bedroom and larger rental units suitable for large families.

Condominium and townhome units and other attached units that are less costly to develop and suitable for homeownership by families of all sizes are needed, as are higher-density rental units suitable for non-student households.

MA-15 Housing Market Analysis: Cost of Housing - 91.210(a)

Introduction

Government programs define cost burden as paying more than 30% of gross household income for total housing cost (rent or mortgage and utilities), however this definition is more appropriate to moderate income households than to lower or higher income households. Simply stated, housing cost burdened lower-income households may have little remaining to pay for the essentials – clothing, food, transportation and child care, while higher income households may choose to pay more for housing. Housing cost burden also has costs to the community; when housing costs are high employers may have difficulty attracting and retaining qualified employees.

Cost of Housing

	Base Year: 2015	Most Recent Year: 2019	% Change
Median Home Value	267,400	351,600	31%
Median Contract Rent	940	1265	34%

Table 27 – Cost of Housing

Data Source: 2011-2015 ACS (Base Year), 2015-2019 ACS (Most Recent Year)

Rent Paid	Number	%
Less than $500	865	6.9%
$500-999	5035	40%
$1,000-1,499	5150	41.2%
$1,500-1,999	1205	9.6%
$2,000 or more	255	2%
Total	***12,510***	***99.9%***

Table 28 - Rent Paid

Data Source: 2015-2019 ACS

Housing Affordability

% Units affordable to Households earning	Renter	Owner
30% HAMFI	425	No Data
50% HAMFI	1,655	455
80% HAMFI	7,335	1,070
100% HAMFI	No Data	2,205
Total	***9,415***	***3,730***

Table 29 – Housing Affordability

Data Source: 2007-2011 CHAS

Monthly Rent

Monthly Rent ($)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent	964	1,024	1,266	1,653	2,003
High HOME Rent	850	912	1,096	1,257	1,383
Low HOME Rent	668	716	860	993	1,108

Table 30 – Monthly Rent

Data Source Comments:
US Dept. of Housing and Urban Development

Is there sufficient housing for households at all income levels?

2011-2015 CHAS data when compared with 2007-2011 household income and tenure data suggests insufficient rental units affordable to households with income less than 30% AMI and insufficient owner units affordable to households with income 50% to 100% AMI.

College students living off-campus that are supported by their parents appear to be very low income and their presence tends to inflate the number of households with income less than 30% AMI and to inflate the number of cost burdened households. It is however important to ensure adequate rental housing is available for non student households with income less than 30% AMI.

How is affordability of housing likely to change considering changes to home values and/or rents?

While the long-term (2011 to 2015) median home value nearly doubled (98% increase) and the median rent increase was 44%, shorter-term data indicate a 9.6% decrease in home values and a 6% increase in rents from 2011 to 2013. The long-term expectation is that both home values and rents will increase as the housing market continues to recover. Rents are expected to increase more significantly as demand for home purchases is hampered by housing prices that are high relative to household income, decreased investment in second/vacation homes, lack of interest and financial ability to purchase by previously foreclosed homeowners, and changing social values regarding homeownership. Rent increases may be somewhat lower than expected as site plans have been approved for 696 additional rental units that will primarily serve college students; the actual impact of new housing intended for student occupancy will depend on NAU student enrollment, which has been increasing steadily over the past five years.

How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?

Fair Market Rents and High HOME rents are comparable to the area median rent, although there is significant variability based on bedroom size. “Low HOME” rents are generally lower than the area

median rent. The relatively low rent associated with “low-HOME” units will impact the City’s strategy to suggest production by developers of new units that are affordable to households with income less than 50% AMI. Other factors, such as vacancy rates, waiting lists for existing affordable housing, potential loss of affordable housing units, the introduction of new student housing, and economic changes will have greater influence on the City’s strategy.

Discussion

During the market cycle from 2000 to 2011 median home values nearly doubled while median contract rents increased 44%. There was significant variability in the housing market during this period, particularly during the housing crisis and Great Recession. Both home values and rents are expected to increase during the next five years, with demand for rental units expected to drive greater rent increases and lower demand for owner units expected to result in moderate home value increases.

There are insufficient units affordable to owners and potential purchasers with income 50% to 100% AMI. 67% of renter respondents to the 2020 Coconino County Community Health and Human Services Needs Assessment indicated they would like to own a home but insufficient down payment and availability in their price range were barriers to homeownership. There are also insufficient rental units affordable to renters with income less than 30% AMI.

Rents established by HUD for the HOME program, which finances rehabilitation and new construction and for the Section 8 program, which provides monthly rental subsidies to low-income renters do not vary significantly from the area median rent due to the high volume of one and two bedroom rental units in Flagstaff. Rehabilitated or new units targeted to very low income renters would have positive impacts on the availability of affordable housing.

MA-20 Housing Market Analysis: Condition of Housing – 91.210(a)

Introduction

Housing quality encompasses a range of issues that are central to quality of life including housing safety, design and appearance, maintenance and energy efficiency, and community safety and livability. The quality of the existing housing stock reflects economic prosperity and pride of community.

The age of the housing stock is one indicator of housing quality. While many older housing units have been well-maintained and lovingly restored, other older housing units may have been built to outdated building codes using materials and construction techniques that are no longer considered safe or sustainable. Older housing units may be less energy efficient, resulting in higher utility costs for occupants. In addition, some materials, such as lead (in units built prior to 1978) and asbestos may be health hazards to unit occupants.

Definitions

A substandard housing unit is defined by HUD as lacking complete plumbing or kitchen facilities. HUD also requires the City to define standard condition and substandard condition but suitable for rehabilitation. These definitions are used in determining the eligibility of a housing unit for rehabilitation using CDBG funds.

- *Standard Dwelling Unit*. A dwelling unit that meets or exceeds HUD Housing Quality Standards (HQS) and local building codes with no major defects in the structure and only minor maintenance required. A standard dwelling will have a reliable roof; sound foundation; adequate and stable floors, walls and ceilings; surfaces and woodwork that are not seriously damaged; sound windows and doors; adequate heating, plumbing and electrical systems; and adequate water and sewer systems.
- *Substandard Dwelling Unit Suitable for Rehabilitation.* A dwelling unit that does not meet HUD Housing Quality Standards (HQS) and local building codes and has a major structural deficiency and/or is lacking one of the following: complete plumbing or kitchen facilities; efficient and environmentally sound sewage removal and water supply; a proper heating source; or is without electricity or adequate and safe electrical service yet has basic infrastructure that allows for economically and physically feasible improvements that will result in the unit meeting the definition of a standard dwelling upon completion of rehabilitation.
- **Condition of Units**

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	2,300	22%	6,925	54%
With two selected Conditions	30	0%	610	5%
With three selected Conditions	0	0%	0	0%
With four selected Conditions	0	0%	0	0%

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
No selected Conditions	8,185	78%	5,245	41%
Total	***10,515***	***100%***	***12,780***	***100%***

- **Table 31 - Condition of Units**

Data Source: 2011-2015 ACS

Year Unit Built

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	2,740	26%	2,860	22%
1980-1999	3,880	37%	5,270	41%
1950-1979	3,305	31%	4,040	32%
Before 1950	590	6%	610	5%
Total	***10,515***	***100%***	***12,780***	***100%***

Table 32 – Year Unit Built

Data Source: 2011-2015 CHAS

Risk of Lead-Based Paint Hazard

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	3,895	37%	4,650	36%
Housing units built before 1980 with children present				

Table 33 – Risk of Lead-Based Paint

Data Source: 2011-2015 ACS (Total Units) 2011-2015 CHAS (Units with Children present)

Vacant Units

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units	0	0	17,100
Abandoned Vacant Units	0	0	0
REO Properties	0	0	0
Abandoned REO Properties	0	0	0

Table 34 - Vacant Units

Data Source: 2005-2009 CHAS

Vacant Housing Units

There is no data available regarding the number of vacant abandoned buildings and whether these buildings are suitable for rehabilitation. Overall vacancy rates are extremely low.

Need for Owner and Rental Rehabilitation

The data provided by HUD on "condition of housing" is not particularly useful in estimating the number of housing units needing rehabilitation. The data on condition of units is the sum of four housing conditions: 1) lacks complete kitchen facilities, 2) lacks complete plumbing facilities, 3) more than one person per room, and 4) cost burden greater than 30%. Conditions 3 and 4 are not directly relevant to the physical condition of the unit, although overcrowding and cost burden can lead to substandard housing. The only one of these four conditions with significant numbers is cost burden.

Complete kitchen facilities include a) cooking facilities, b) refrigerator, and c) a sink with piped water. Complete plumbing facilities include a) hot and cold piped water, b) a flush toilet, and c) a bathtub or shower. US Census data indicates there are a total of 37 units in Flagstaff that lack complete plumbing facilities and 192 that lack complete kitchen facilities; many of these units may be illegal accessory dwelling units.

The City's experience with its owner-occupied housing rehabilitation indicates that most units are in need of roofing, electrical and plumbing upgrades, hot water heaters and heating units. Public input from the City's survey indicates that deferred maintenance is occurring in the City's older neighborhoods where rental housing predominates.

Estimated Number of Housing Units Occupied by Low or Moderate Income Families with LBP Hazards

HUD did not provide data showing the number of pre-1980 housing units by income level. Based on the income breakouts provided by HUD for families in the needs assessment, an estimated 38% or 3,065 units with LBP hazards are occupied by low and moderate income families and 865 are occupied by low and moderate income families with children.

Discussion

Housing units that are 30 years old or older are more likely than the newer housing stock to require rehabilitation or replacement, historic preservation, lead-based paint remediation, and energy efficiency improvements. There are 8,106 units that were built before 1980 and are more than 30 years old; this represents 36% of housing units. Renters and owners are equally likely to occupy pre-1980 housing units, with renters slightly more likely to occupy units built before 1950.

HUD data indicates that 2,290 pre-1980 housing units are occupied by households with children – 60% by renters and 40% by owners. Childhood lead poisoning is a serious pediatric health problem and children ages six years and younger are particularly susceptible to lead poisoning. Research indicates that even a low level of lead in a child's blood can have harmful effects on physical and developmental health. The most common source of exposure is deteriorating lead-based paint and lead-contaminated dust found in the home, but other sources include pottery, jewelry, candy and makeup.

MA-25 Public and Assisted Housing – 91.210(b)

Introduction

The City of Flagstaff Housing Authority provides 265 public housing units, 12 mod-rehab units, 333 housing choice vouchers, 106 Veterans Affairs Supportive Housing Vouchers, , 2 Foster Youth Initiative vouchers (with remaining capacity of 23) for homeless youth exiting foster care and 40 Mainstream Vouchers for non-elderly households that contain an adult with a disability. 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.

Totals Number of Units

Program Type									
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project -based	Tenant -based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers available	0	12	265	481	0	333	106	2	40
# of accessible units									
***includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition**									

Table 35 – Total Number of Units by Program Type

Data Source: Flagstaff Housing Authority

Describe the supply of public housing developments:

The public housing program is accepting applications and the approximate wait time 6 months to 4 years for public housing. The waiting list for the Housing Choice Voucher Program is currently closed (except for special programs) and the approximate wait time is 1 and ½ to 3 years or more for a Housing Choice Voucher. The City of Flagstaff would benefit from additional public housing developments.

Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan:

The City of Flagstaff Housing Authority provides 265 public housing units and 12 mod-rehab units. The remainder of the units are scattered throughout the community. All major systems within the developments are in good repair due to an established life cycling system.

Public Housing Condition

Public Housing Development	Average Inspection Score
Flagstaff Housing West (AZ006001) last inspected 10/1/18	92
East Flagstaff Housing (AZ006002) Last inspected 11/6/19	72

Table 36 - Public Housing Condition

Describe the restoration and revitalization needs of public housing units in the jurisdiction:

All major systems within the developments are in good repair due to an established life cycling system. Needs identified in the Five Year Capital Plan include replacing water lines, siding, roofs, water heaters and countertops.

Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing:

The Flagstaff Housing Authority lists multiple goals and strategies for improving the living environment for families in public housing:

Goal Two: Provide a safe, drug free and secure environment in CFHA's public housing developments.
Objectives:
1. CFHA shall continue to maintain practices which encourage low crime rates in its developments. This will be accomplished by continuing to contract with the Flagstaff Police Department to have a full-time officer assigned to our developments.
2. Monitor and maintain our rate of eviction due to violations of criminal law by maintaining thorough screening policies and procedures that balance the need for public safety with resident rights protected under HUD's Disparate Impact Memo

Goal Three: Maintain the CFHA's real estate in habitable, safe, decent and sanitary conditions.
Objectives:
1. CFHA shall maintain a resident friendly, non-institutional and accessible environment in its developments as measured by regular customer surveys and formal annual resident input and participation.
2. CFHA shall maintain public housing units in compliance with all local and HUD requirements. This will be accomplished as follows:
a. Continue to use Capital Funds to maintain facilities, and systems, improve accessibility in homes and on the grounds and replace aging equipment.
b. Provide training on an annual basis for Maintenance Staff to allow them to grow professionally.
c. Provide training prior to occupancy for public housing residents in the care for and use of their residence.
d. Place emphasis of quality of unit turnover ahead of speed of unit turnover

e. Explore options to redevelop and expand affordable housing stock including HUD's Rental Assistance Demonstration (RAD) program.

Goal Five: Ensure community connectivity to services, facilities and amenities is maintained and enhanced as appropriate. This includes physical linkages to area parks, the Flagstaff Urban Trail System (FUTS) and other community amenities, as well as interactions with area schools and organizations..
Objectives:
1. Utilize the Siler Homes Activity Center as a base for various resident services
2. Work toward expanding staff knowledge of and relationships with community programs, family and youth services and activities to include job related training and career developments to allow them to provide accurate and appropriate referrals. Page 4 of 9 form HUD-50075-5Y (12/2014) 3. Seek to continue to work with our community partners to provide youth activities and drug prevention programs.
4. Continue to contract with the Flagstaff Police department to have a full-time officer assigned to our developments to promote Community based policing to minimize criminal and drug activity This program has been extremely successful over the years.
5. Continue to partner with Head Start to provide early childhood education at our sites.

Additionally, 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; continuing resident education; partnering with the Boys and Girls club and the City Recreation Department to provide free on-site programs; and resident meetings, barbeques and newsletters to help residents with education, employment, job training and youth services.

The City Housing Authority produces a monthly newsletter for public housing residents. Newsletter content includes food and utility assistance, library programming, free tax assistance information, healthcare marketplace information, regular deadlines for rent and recertification submission, public notice regarding policy changes, and countless other resources.

Discussion:

The City of Flagstaff Housing Authority provides 265 public housing units, 12 mod-rehab units, 333 housing choice vouchers, 106 Veterans Affairs Supportive Housing Vouchers as well as 2 Foster Youth Initiative vouchers (with a remaining capacity of 23) and 40 Mainstream Vouchers for non-elderly households that include an adult with a disability. 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.

MA-30 Homeless Facilities and Services – 91.210(c)

MA-30 Homeless Facilities and Services – 91.210(c)

Introduction

Ten agencies in Flagstaff provide over 780 beds for people experiencing homelessness. Beds include emergency shelter beds where the stay is typically limited to a short duration, transitional housing beds where occupancy is from six to twenty-four months, and permanent supportive housing where occupancy is long term and includes supportive services necessary for people to live independently. Permanent supportive housing includes rapid re-housing assistance and Veterans Affairs Supportive Housing Vouchers.

Because Coconino County currently has the largest number of shelter beds in rural Arizona it receives limited resources for additional beds from the rural Continuum of Care. Without additional permanent supportive housing beds, the City will be challenged to move people from homelessness to permanent supportive housing.

Facilities and Housing Targeted to Homeless Households

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	39	0	33	74	0
Households with Only Adults	232	0	29	98	0
Chronically Homeless Households	0	0	0	0	0
Veterans	0	0	0	70	0
Unaccompanied Youth	13	0	0	0	0

Table 37 - Facilities and Housing Targeted to Homeless Households

Data Source Comments: Arizona Department of Housing Rural Continuum of Care for Coconino County

Describe mainstream services, such as health, mental health, and employment services to the extent those services are use to complement services targeted to homeless persons

The Coconino County Continuum of Care providers utilize all available mainstream services to complement services specifically targeted to homeless persons. Mental Health services are generally provided by the Northern Arizona Behavioral Health Authority, The Guidance Center, Southwest Behavioral Health, and Northland Family Health Center. Health Care services are provided by Community Health Centers, the Flagstaff Regional Medical Center, and the Poore Clinic that provides free health care to uninsured and underinsured people. Homeless persons, like other low-income individuals, are also referred to job training and placement services administered through the Coconino County Workforce Investment Board.

List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.

Facilities and services that meet the needs of homeless persons are included in the unique appendices. In addition to facilities serving people experiencing homelessness, Flagstaff Shelter Services partners with The Refuge, a nonprofit organization, to provide overflow shelter services during the winter months. The Refuge solicits the help of local churches to open their doors in the evening to provide overflow shelter for as many weeks as possible. The Refuge provides transportation to and from the shelter and volunteers who stay the night at the church. The shelter provides the liability responsibility, the staff and organization for the volunteers at the churches. Besides offering shelter, the goal is to connect people with services. The overflow shelter also supports a more accurate point-in-time count to ultimately ensure that adequate resources are effectively used to stabilize people sufficiently for more permanent housing.

MA-35 Special Needs Facilities and Services – 91.210(d)

Introduction

The Flagstaff Housing Authority is a major provider of housing for low-income elderly people and persons with disabilities. The Housing Authority provides public housing for 67 low-income elderly people and people with disabilities and provides Housing Choice Vouchers to an additional 181 elderly people and people with disabilities.

Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs

Upon retirement, many lower-income elderly persons may need subsidized accessible housing due to decreased mobility as they age. Frail elderly people may need a unit with an extra room for a personal care attendant or may need additional services. Persons with disabilities may need a group home with room for live-in service providers or assisted living opportunities. Persons with HIV/AIDS and persons with alcohol and other drug addictions may need a subsidized housing unit near their health care providers.

Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing

Clients are generally not allowed to be discharged from institutions, including mental health, drug and alcohol treatment, jails and prisons without a clear post-discharge housing plan. However, the experience of shelter and service providers is that despite best efforts on the part of these institutions, some clients often have nowhere else to go and end up on the streets, in shelters or in temporary arrangements with friends or relatives. This is particularly true of ex-offenders and people with untreated drug and alcohol problems who may be restricted from occupancy in public or subsidized housing due to crime and drug-free housing policies. The Guidance Center continues its leadership role in the Closing the Gap initiative which brings together a variety of community stakeholders who collaborate on strategies to mitigate the impacts of chronic alcoholism and ensure people with chronic alcoholism are directed to and receive appropriate services that can lead to permanent housing.

Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)

The City plans to continue to operate public housing and Section 8 housing choice voucher programs targeted to people with special needs who are not homeless.

For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))

The City plans to continue to operate public housing and Section 8 housing choice voucher programs targeted to people with special needs who are not homeless.

MA-40 Barriers to Affordable Housing – 91.210(e)

Negative Effects of Public Policies on Affordable Housing and Residential Investment

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 in 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. Based on the checklist, the City identified three potential local public barriers to affordable housing development:

1. Has not adopted specific building code language regarding housing rehabilitation that encourages such rehabilitation through gradated regulatory requirements applicable as different levels of work are performed in existing buildings.
2. Has not instituted a single, consolidated permit application process for housing development that includes building, zoning, engineering, environmental and related permits.
3. Does not provide for expedited or "fast track" permitting and approvals for all affordable housing projects in the community.

The first barrier is the only barrier that could negatively impact the development of affordable housing in Flagstaff. The present permit application process does not require the developer to obtain approvals from separate departments, rather when an application is submitted the various permits are handled internally. State law requires the City to permit and approve all developments within a specified time frame, negating the necessity of providing for fast track permitting and approvals for affordable housing projects.

MA-45 Non-Housing Community Development Assets – 91.215 (f)

Introduction

The HUD tables provide some basic data on Flagstaff's workforce, its economy and education. Flagstaff has a high percentage of its workforce with college or advanced degrees, largely due to the presence of Northern Arizona University. However, Flagstaff also has a fairly large number of younger working age residents who are unemployed or employed in low-wage jobs.

Economic Development Market Analysis

Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	244	72	1	0	-1
Arts, Entertainment, Accommodations	5,250	6,307	24	23	-1
Construction	1,251	1,144	6	4	-2
Education and Health Care Services	5,094	7,800	23	29	6
Finance, Insurance, and Real Estate	917	819	4	3	-1
Information	254	245	1	1	0
Manufacturing	2,534	4,045	12	15	3
Other Services	738	813	3	3	0
Professional, Scientific, Management Services	1,001	1,071	5	4	-1
Public Administration	0	0	0	0	0
Retail Trade	3,434	3,978	16	15	-1
Transportation and Warehousing	558	374	3	1	-2
Wholesale Trade	648	338	3	1	-2
Total	21,923	27,006	--	--	--

Table 38 - Business Activity

Data Source: 2011-2015 ACS (Workers), 2015 Longitudinal Employer-Household Dynamics (Jobs)

Labor Force

Total Population in the Civilian Labor Force	38,820
Civilian Employed Population 16 years and over	35,910
Unemployment Rate	7.52
Unemployment Rate for Ages 16-24	21.86
Unemployment Rate for Ages 25-65	2.99

Table 39 - Labor Force

Data Source: 2011-2015 ACS

Occupations by Sector	Number of People
Management, business and financial	8,175
Farming, fisheries and forestry occupations	1,635
Service	4,220
Sales and office	9,240
Construction, extraction, maintenance and repair	1,970
Production, transportation and material moving	1,465

Table 40 – Occupations by Sector

Data Source: 2011-2015 ACS

Travel Time

Travel Time	Number	Percentage
< 30 Minutes	30,175	89%
30-59 Minutes	2,445	7%
60 or More Minutes	1,235	4%
Total	***33,855***	***100%***

Table 41 - Travel Time

Data Source: 2011-2015 ACS

Education:

Educational Attainment	In Labor Force		
	Civilian Employed	Unemployed	Not in Labor Force
Less than high school graduate	1,525	115	850

Educational Attainment	In Labor Force		
	Civilian Employed	Unemployed	Not in Labor Force
High school graduate (includes equivalency)	3,450	65	1,155
Some college or Associate's degree	7,755	430	1,775
Bachelor's degree or higher	10,815	280	1,570

Table 42 - Educational Attainment by Employment Status

Data Source: 2011-2015 ACS

Educational Attainment by Age

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	25	235	145	355	280
9th to 12th grade, no diploma	910	490	395	870	265
High school graduate, GED, or alternative	4,350	1,335	1,260	2,090	890
Some college, no degree	12,045	2,470	1,765	2,760	885
Associate's degree	1,215	1,250	595	1,115	265
Bachelor's degree	1,560	3,015	1,940	2,495	1,145
Graduate or professional degree	65	1,295	1,195	2,725	1,410

Table 43 - Educational Attainment by Age

Data Source: 2011-2015 ACS

Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	21,118
High school graduate (includes equivalency)	24,891
Some college or Associate's degree	30,755
Bachelor's degree	35,745
Graduate or professional degree	51,776

Table 44 – Median Earnings in the Past 12 Months

Data Source: 2011-2015 ACS

Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

Education and health care services are by far the largest employment sectors in Flagstaff, employing 21% of all workers who live in Flagstaff. Arts, accommodations and recreation also employ 21% of

Flagstaff workers; however, many of these jobs are not full-time jobs. Retail trade (15%) and Manufacturing (11%) are also relatively high employment sectors. Together, these four sectors employ two-thirds of Flagstaff workers.

Describe the workforce and infrastructure needs of the business community:

Flagstaff's business community is seeking a mix of educated professionals, a workforce with manufacturing skills as well as a workforce with entry-level skills to fill numerous retail and accommodations sector jobs. Continued growth of NAU and growth in the health services sector may lead to demand for more professionals in the education and health care sectors.

Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.

There are no large-scale investments or initiatives that will affect job and business growth opportunities during the next five years. Community Development staff is analyzing the 1992 Redevelopment Area Plan to determine whether an update is necessary; an update could result in new redevelopment opportunities.

How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?

Considering the relatively low unemployment rate (3.18%) among 25 to 65 year olds, it first appears that there is little mismatch between skills and education and employment opportunities. However, the large number of people with Bachelor's Degrees (10,390) or some college (7,864) does not match with the largest occupation – sales and office – meaning that many employed workers are likely to be underemployed based on their education alone. Data from the Coconino County Workforce Business Plan indicates that only 14% of employees in the sales and office sector need a Bachelor's Degree or higher. Input received during the consultation process also suggests that the emphasis on college education is not a match for many of the jobs that are available. Local employers continue to say they struggle finding a workforce with the skills needed for their openings. The increasing use of technology in the workplace and the growing complexity of skills needed to effectively use new technology advances make it challenging.

Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.

Local workforce development leaders have teamed up to design and implement several initiatives that show promise as foundations upon which to build a more consolidated system.

There are currently four One Stop Centers in the County that involve multiple partners.

Coconino County, DES, Chamber of Commerce, Northern Arizona University (NAU),

Sunnyside Neighborhood Association, Goodwill of Northern Arizona, the Economic

Collaborative of Northern Arizona (ECoNA) and Coconino Community College all partner with each other to design training programs that meet employer needs, promote business retention and expansion, join together to realize success in Arizona Commerce Authority

(ACA) projects, and offer Rapid Response services for downsizing or closing companies.

An important partner in the Coconino County One Stop System is the Senior Community Service Employment Program (SCSEP). SCSEP works with people 55 and over and also with people with disabilities. The training offered is designed to help people in those categories gain employment more readily.

The needs of jobs seekers and employers are met through the One Stop System, which addresses skill gaps through job readiness workshops, interviewing workshops, basic computer classes, computer tutoring and Microsoft Office workshops. The Career Center funds training for the Health Services industry sector through its partnership with the Coconino Community College and NAU School of Nursing. They assist individuals obtain the certifications in this field such as Certified Nursing Assistant, Registered Nurse, Medical Assistant, Pharmacy Technician, Medical Billing & Coding and Caregiver. The Coconino Career Center has a successful history of working with business and training partners to develop customized training for new and expanding business opportunities in the area.

Supportive services to enable successful completion of training may include assistance with costs of housing, utilities, transportation, child care, clothing/uniform, or tools necessary for employment. These efforts will support the Consolidated Plan by providing necessary support services for some individuals who would otherwise be in need of public services. Additionally, any CDBG investment in employment/job readiness services will support the current system.

Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?

No

If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.

Discussion

In addition to the above data, low and moderate income respondents to the 2020 Coconino County Community Health and Human Services Needs Assessment indicated that livable wages are the primary concern. As noted above, there is a mismatch between the high education levels of Flagstaff workers and the entry-level employment opportunities that are available. By targeting any CDBG investment in public services that improve basic skills, job readiness and employment search services, the City can supplement existing efforts.

MA-50 Needs and Market Analysis Discussion

Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")

According to HUD CPD Maps, there are nine Census Tracts where at least 38.4% of households have one or more housing problems. A concentration is defined as 10% greater than the citywide proportion of 28.48% of households. High concentration Census Tracts are Census Tract 3 (57.85%), Census Tract 8 (59.67%), Census Tract 11.02 (59.29%), Census Tract 2 (39.67%), Census Tract 10 (73.03%), Census Tract 9 (48.95%), Census Tract 12 (54.62%), Census Tract 4 (38.89%) and Census Tract 5 (43.08%).

Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")

An area of low-income concentration is defined as an area where at least 51% of the population has income below 80% of the area median income. There are 26 Census Block Groups where low-income populations are concentrated based on LMI Census data provided by HUD. Considering only Census Tracts there are 7 Census Tracts where low-income populations are concentrated – Census Tracts 2, 3, 5, 8, 10, 12 and 15. Appendix 1 includes tables demonstrating the Census Block Groups with a concentration of low-income and/or racial or ethnic minorities.

There are 18 Census Block Groups in Flagstaff that are considered areas of minority concentration based on 2010 Census data. An area of minority concentration is defined as an area where the proportion of minorities (non-White) is at least 10% higher than the proportion of that minority group citywide. 10 of the Census block Groups include or are adjacent to Northern Arizona University (NAU). NAU students account for all of the Pacific Islander population, 43% of the Black/African American population, 20% of the Asian population, and 20% of the Hispanic population. Considering only Census Tracts there are 5 Census Tracts where minority populations are concentrated – Census Tracts 3, 4, 5, 8, and 11.02. Census Tracts 3, 5 and 8 are also low-income concentration areas

What are the characteristics of the market in these areas/neighborhoods?

These areas are characterized by a larger proportion of non-family households, including single-person households and 2 to 4 unrelated people living together. One of four householders is age 15 to 24. More than six of ten (63%) households are renter households. Large family households are also slightly more likely to live in these areas. Census Tracts 8 and 10 have historically been Qualified Census Tracts for purposes of the Low Income Housing Tax Credit program.

Are there any community assets in these areas/neighborhoods?

There are significant community assets in these areas including: education and employment opportunities, public transportation, health and mental health services, recreation, and affordable

housing. There is also great diversity of housing types and land uses ranging from single-family homes to high density apartment complexes and commercial uses and historic areas suitable for preservation and enhancement. Target neighborhoods have active neighborhood groups that advocate for appropriate reinvestment, compatible design and preservation of neighborhood character.

Are there other strategic opportunities in any of these areas?

Neighborhood/area plans are in place for the Sunnyside and La Plaza Viejo areas. Identified strategic opportunities include:

1. Floodplain, roadway, parking, streetscape improvements and improvements to increase walkability.
2. Encouraging context-appropriate development in the transition area between neighborhood and commercial corridors.
3. Enhancing the commercial edges, incorporating residential scale details on the building elevation facing residential areas and the neighborhood core.
4. Preserving and enhancing the existing housing stock, including piloting a rental rehabilitation program in the La Plaza Viejo neighborhood
5. Infill development to create improved systems of open space, transportation and buildings, and increase the rate of homeownership.
6. Attraction of appropriate neighborhood level retail.

MA-60 Broadband Needs of Housing occupied by Low- and Moderate-Income Households - 91.210(a)(4), 91.310(a)(2)

Describe the need for broadband wiring and connections for households, including low- and moderate-income households and neighborhoods.

Broadband access in communities helps provide economic growth, improved educational opportunities, access to better healthcare, greater employment opportunities, improving public safety, and increased global competitiveness for businesses.

The term broadband commonly refers to high-speed Internet access that is always on and faster than the traditional dial-up access. Broadband includes several high-speed transmission technologies such as: digital subscriber line (DSL), cable modem, fiber, wireless, satellite, and broadband over power lines (BPL).

Research among Organization for Economic Co-operation and Development (OECD) countries shows that a 4 Mbps increase in household broadband speed is associated with a roughly 4 percent increase in household income. Research shows that businesses who begin utilizing broadbands increase their employees' labor productivity of an average 5 percent in the manufacturing sector and 10 percent in the services sector.

The current standard for broadband in the U.S. is internet with a 25 Mbps (Megabits per second) download speed. Though Netflix says it needs only 5 Mbps to stream video, the 25 Mbps threshold is intended to satisfy the different needs; high-quality downloads, video communication, and multiple demands of a single household's network.

However, there are still a large number of Americans unable to access broadband at the speeds necessary to make full use of its benefits. Federal Communications Commission (FCC) and National Telecommunications and Information Administration (NTIA) datasets clearly demonstrate these significant gaps in access to broadband infrastructure:

• 10 percent of all Americans (34 million people) lack access to 25 Mbps/3 Mbps service.

• 39 percent of rural Americans (23 million people) lack access to 25 Mbps/3 Mbps.

• By contrast, only 4 percent of urban Americans lack access to 25 Mbps/3 Mbps

broadband.

• The availability of fixed terrestrial services in rural America continues to lag behind

urban America at all speeds: 20 percent lack access even to service at 4 Mbps/1 Mbps,

down only 1 percent from 2011, and 31 percent lack access to 10 Mbps/1 Mbps, down

only 4 percent from 2011.

• Americans living in rural and urban areas adopt broadband at similar rates where 25

Mbps/ 3 Mbps service is available, 28 percent in rural areas and 30 percent in urban

areas.

In December of 2017, HUD published the final rule, "Narrowing the Digital Divide Through Installation of Broadband Infrastructure in HUD-Funded New Construction and Substantial Rehabilitation of Multifamily Rental Housing." HUD is actively working to bridge the digital divide in low-income communities served by HUD by providing helping with the expansion of broadband infrastructure to low- and moderate-income communities. The final ruling requires installation of broadband infrastructure at the time of new construction or substantial rehabilitation of multifamily rental housing that is funded or supported by HUD. Additionally, CDBG entitlement communities are required to provide an analysis of the needs of the broadband needs of housing occupied by low- and moderate-income households.

Describe the need for increased competition by having more than one broadband Internet service provider serve the jurisdiction.

The FCC Fixed Residential Broadband Providers Map displays data showing the number of providers reporting residential fixed broadband in Flagstaff. The map shows the number of providers available with the most recent data from December 2018 with >25/3 Mbps. The City has complete coverage with diverse broadband providers for residents to choose from. While several broadband providers are available to residents, low- and moderate-income census neighborhoods have a low percentage of households subscribing to broadband. Some residents may be accessing internet service utilizing their mobile phone and the data from 2014-2018 may be out of date. The average download speed in Surprise is 49.22 Mbps. This is 19.7% slower than the average in Arizona and 12.6% slower than the national average. BroadbandNOW reports the following about broadband internet service providers in Surprise: • There are 6 internet providers in Flagstaff with 4 of those offering residential service. • Approximately 89% of Flagstaff residents are serviced by multiple wired providers. • The average internet download speed in Arizona is 61.29 Mbps. • Fiber optic internet is available to just 38% of Coconino County residents. • In Coconino County, approximately 58,000 people do not have access to 25mbps wired broadband. • There are 13 companies offering business internet services in Flagstaff.

MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3)

Describe the jurisdiction's increased natural hazard risks associated with climate change.

While climate change is expected to lead to warmer temperatures in both winter and summer in the southwest, there is no clear signal for whether there will be a corresponding increase or decrease in precipitation in this region. Over the past 22 years, Arizona has experienced a prolonged drought occasionally punctuated by a wetter than normal year, which is quite typical for an arid climate. This arid region is characterized by extreme weather events particularly extremes in temperature and precipitation. During the past 22 years, there has been a gradual warming, potentially related to the drought that has resulted in an increasing number of winter rain events, rather than snow. However, there have also been several extremely heavy snow events across Coconino County lasting from 3 to 6 days. While the global climate models and the downscaled regional models call for warmer temperatures by 2030, 2050, and 2100, they provide no guidance for extreme weather events in the 2-10 year time interval of hazard mitigation plan updates. Even the past record of extreme events has so few occurrences that statistical modeling is not a viable option, and the data do not indicate a progression toward more frequent or more intense events. At this time there is insufficient actionable climate information on which to base mitigation actions. Therefore, most of the mitigation actions in this plan update are based on historical extreme weather events.

Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.

Flagstaff's Regional Plan identifies a policy to address natural hazards such as wildfire, flooding, unstable soils, seismic or subsidence areas, high winds, and steep slopes among other hazards. The strategies developed to address this policy includes increasing public awareness, hazard identification, design for public safety, redevelopment plans, cooperative planning efforts, limit development in hazard areas, structural hazard mitigation, and wildfire fuel reduction among other strategies.

The City continues to focus energy and resources on helping to ensure that residents, particularly the elderly, are safe during times of extreme weather and wildfire season.

Housing rehabilitation programs, supported with CDBG funds, helps to ensure that low- and moderate income home owners are able to access financial resources to replace heating systems.

Strategic Plan

SP-05 Overview

Strategic Plan Overview

Housing is an important issue to Flagstaff as a community. The limited supply of housing for low and moderate-income families and individuals affects quality of life and the ability to grow and develop economically as a community. The Housing Section works to address this shortage with a number of programs and tools designed to:

1. Increase housing inventory and availability;
2. Economically stabilize lower-income families through benefits of homeownership;
3. Support efforts for safe and adequate homes;
4. Revitalize community neighborhoods.

SP-10 Geographic Priorities – 91.215 (a)(1)

Geographic Area

Table 45 - Geographic Priority Areas

1	**Area Name:**	Citywide
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Other
	Other Revital Description:	Any location in the City of Flagstaff
	Identify the neighborhood boundaries for this target area.	
	Include specific housing and commercial characteristics of this target area.	
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	
	Identify the needs in this target area.	
	What are the opportunities for improvement in this target area?	
	Are there barriers to improvement in this target area?	
2	**Area Name:**	La Plaza Vieja
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Comprehensive
	Other Revital Description:	
	Identify the neighborhood boundaries for this target area.	
	Include specific housing and commercial characteristics of this target area.	
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	
	Identify the needs in this target area.	

	What are the opportunities for improvement in this target area?	
	Are there barriers to improvement in this target area?	
3	**Area Name:**	Pine Knoll
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Comprehensive
	Other Revital Description:	
	Identify the neighborhood boundaries for this target area.	
	Include specific housing and commercial characteristics of this target area.	
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	
	Identify the needs in this target area.	
	What are the opportunities for improvement in this target area?	
	Are there barriers to improvement in this target area?	
4	**Area Name:**	Southside
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Comprehensive
	Other Revital Description:	
	Identify the neighborhood boundaries for this target area.	
	Include specific housing and commercial characteristics of this target area.	
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	
	Identify the needs in this target area.	
	What are the opportunities for improvement in this target area?	

	Are there barriers to improvement in this target area?	
5	**Area Name:**	Sunnyside
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Comprehensive
	Other Revital Description:	
	Identify the neighborhood boundaries for this target area.	
	Include specific housing and commercial characteristics of this target area.	
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	
	Identify the needs in this target area.	
	What are the opportunities for improvement in this target area?	
	Are there barriers to improvement in this target area?	

General Allocation Priorities

Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA)

The City annually accepts proposals from agencies interested in providing services and/or facilities for low and moderate income households, people experiencing homelessness and people with special needs. The City's funding includes priority to geographic target areas, among other priorities.

SP-25 Priority Needs - 91.215(a)(2)

Priority Needs

Table 46 – Priority Needs Summary

1	**Priority Need Name**	Revitalization, Public Facilities & Infrastructure
	Priority Level	High
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Public Housing Residents Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence Non-housing Community Development
	Geographic Areas Affected	Sunnyside La Plaza Vieja Southside Pine Knoll Citywide
	Associated Goals	Facility Improvements ADA Accessibility Improvements Land Acquisition for Affordable Housing Dev Infrastructure for Affordable Housing
	Description	Improvements to public facilities; improvements in target neighborhoods; and activities to support the development of affordable rental and homeownership units.
	Basis for Relative Priority	Revitalization, public facilities and improvements and infrastructure in support of affordable housing development are supported by past records of funding, the community/stakeholder survey conducted for the Consolidated Plan, public and stakeholder input, and the planned activities of subrecipients of CDBG funds.

2	**Priority Need Name**	Public Services and Economic Opportunities
	Priority Level	High
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Public Housing Residents Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence Non-housing Community Development
	Geographic Areas Affected	Sunnyside La Plaza Vieja Southside Pine Knoll Citywide
	Associated Goals	Service and Facility Operating Support Employment & Job Training Support Housing Stabilization Services
	Description	Activities that provide support to low and moderate income households, people living below the poverty level, people with special needs and people experiencing homelessness.

	Basis for Relative Priority	Public services and economic opportunity supports are supported by past records of funding, the community/stakeholder survey conducted for the Consolidated Plan, public and stakeholder input, and the planned activities of subrecipients of CDBG funds.
3	**Priority Need Name**	Addressing Homelessness
	Priority Level	High
	Population	Extremely Low Low Large Families Families with Children Elderly Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth
	Geographic Areas Affected	Citywide
	Associated Goals	Facility Improvements Operating Support Emergency Shelter Permanent Supportive Housing
	Description	Activities to prevent homelessness, reach out to people experiencing homelessness, and provide facilities and services for people experiencing homelessness.
	Basis for Relative Priority	Addressing homelessness is supported by past records of funding, the community/stakeholder survey conducted for the Consolidated Plan, public and stakeholder input, and the planned activities of subrecipients of CDBG funds.
4	**Priority Need Name**	Decent Affordable Housing
	Priority Level	High

	Population	Extremely Low Low Large Families Families with Children Elderly Public Housing Residents
	Geographic Areas Affected	Sunnyside La Plaza Vieja Southside Pine Knoll Citywide
	Associated Goals	Land Acquisition for Affordable Housing Dev Infrastructure for Affordable Housing Owner-occupied Housing Rehabilitation Rental Housing Construction Owner Housing Construction First-time Homebuyer Assistance Rental Housing Rehabilitation
	Description	Affordable rental and homeownership housing units for low and moderate income households.
	Basis for Relative Priority	Decent affordable housing supported by past records of funding, the community/stakeholder survey conducted for the Consolidated Plan, public and stakeholder input, data contained in the housing needs assessment and market analysis, and the planned activities of subrecipients of CDBG funds.

Narrative (Optional)

Through data analysis, a community/stakeholder survey, public and stakeholder consultation and review of past records, the City of Flagstaff has identified four priorities for the use of CDBG funds over the next five years.

Public and stakeholder input, records of past funding, the needs assessment and market analysis, and the City's General Plan and Capital Improvements Plan are used to determine the relative priority of activities and the populations that will be served.

HUD allows two priority designations – high and low. Assignment of priority does not reflect a lack of need for any particular population or activity; it merely identifies those conditions that are most likely to be addressed with limited CDBG funding. All priority needs, regardless of priority designation of high or

low, are considered consistent with the City Consolidated Plan for the purpose of issuing consistency letters to third parties.

- High priority activities are likely to be funded with CDBG resources during the next five years.
- Low priority activities may be funded as opportunities arise.

The table summarizes planned CDBG activities and the priority level and 5-year numeric goal for each. Activities that will be targeted to non-homeless special populations include revitalization, public facilities and infrastructure; and public services and economic opportunities.

5-year Consolidated Plan Goals			
Activity	**Special Population**	**Priority Level**	**5-year Goal**
<u>Priority Need:</u> Neighborhood Revitalization, Public Facilities & Infrastructure			
Neighborhood Facility and Infrastructure Improvements *Includes Parks/ Playgrounds/ Streets/ Water Sewer Lines/ Energy Efficiency/ Broadband Infrastructure/ Etc.*		High	3,000 people
Public Facilities *Includes Acquisition/ Construction/ Reconstruction/ Rehab/ Installation/ Improvements/ Etc.*	**X**	High	100 people
Acquisition for Affordable Housing Development *Land/ Real Property/ Etc.*		Low	3 units
<u>Priority Need:</u> Public Services & Economic Opportunities	**Special Population**	**Priority Level**	**5-year Goal**
Services to Meet Basic Needs *Includes Childcare/ Senior Services/ Services for Disabled Individuals/ Mental Health/ Etc.*	**X**	High	300 people
Workforce Development *Includes Childcare/ Senior Services/ Services for Disabled Individuals/ Mental Health/ Etc.*	**X**	Low	15 people
Housing Stabilization *Includes Rental Assistance/ Eviction and Foreclosure Prevention/ Legal Services/ Housing Counseling/ Etc.*		High	50 households
<u>Priority Need:</u> Addressing Homelessness	**Special Population**	**Priority Level**	**5-year Goal**

Service and Facility Operating Support *Includes Outreach/ Shelter Managers / Case Managers/ Coordinated Entry/ Etc.*	**X**	High	1,500 people
Increase Shelter Beds/Units *Includes Emergency / Transitional Shelter/ Permanent Supportive Housing/ Etc.*	**X**	High	15 beds
Priority Need: **Decent Affordable Housing**	**Special Population**	**Priority Level**	**5-year Goal**
Housing Rehabilitation *Includes Owner and Renter Housing*	**X**	High	20 units
Housing Development *Includes Owner and Renter Housing*	**X**	High	3 units
Housing Assistance *Includes Owner and Renter Housing*		High	50 households

SP-30 Influence of Market Conditions – 91.215 (b)

Influence of Market Conditions

Affordable Housing Type	Market Characteristics that will influence the use of funds available for housing type
Tenant Based Rental Assistance (TBRA)	3,620 low and moderate income households are cost burdened.
TBRA for Non-Homeless Special Needs	3,620 low and moderate income households are cost burdened and may be in need of supportive services.
New Unit Production	Insufficient units affordable to low and moderate income renters and potential homeowners.
Rehabilitation	8,100 units built before 1980. 120 households occupy substandard housing.
Acquisition, including preservation	Insufficient units affordable to low and moderate income renters and potential low and moderate income homeowners.

Table 47 – Influence of Market Conditions

SP-35 Anticipated Resources - 91.215(a)(4), 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 year during each of the next five years. The Annual Action Plan describes City allocations for the CDBG program during the coming year. 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 are made available for public housing and programs addressing the needs of people experiencing homelessness. State government, local general funds and private resources are sometimes 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	$571,367	$278,216	$39,190.17	$883,773.17	$2,285,468	The CDBG entitlement program allocates annual grants to larger cities and urban counties to develop viable communities by providing decent housing, a suitable living environment, and opportunities to expand economic opportunities, principally for low- and moderate-income persons.

Table 48 - Anticipated Resources

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 fund raising by nonprofit organizations, State Housing Trust Funds, and City General Funds.

It should be noted that the below resource are funding not administered by the City of Flagstaff. Furthermore, the allocations will vary annually as will supplemental rescources that will be used to leverage projects. Federal, State and Local funds may be leverage for a varitey of uses for programs addressing the needs of people experiencing homelessness. Estimated leverage amounts over the five year period include:

Federal Sources:

- Continuum of Care – approximately $600,000 per year - The Continuum of Care (C o C) Program is designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.
- Public Housing Capital Fund – approximately $230,000 per year - The Capital Fund provides funds, annually, to Public Housing Agencies (PHAs) for the development, financing, and modernization of public housing developments and for management improvements.
- Section 8 Housing Choice Vouchers – approximately $3.4 million per year - Housing choice vouchers allow very low-income families to choose and lease or purchase safe, decent, and affordable privately-owned rental housing.

State:

- State Housing Trust Fund - approxiately $150,000 per year - The Arizona Departement of Housing combined Federal HOME rescources from the U.S. Department of Housing and Urban Development (HUD) with state rescources from the Housing Trust Fund (HTF) into a single housign program called the State Housing Fund (SHF). State Housing Trust Funds (HTF): The HTF was established in 1988 by the AZ State Legislature to provide a flexible funding source to assist in meeting the housing needs of low-income fmailies in Arizona. (A.R.S. 41-

3955 and A.R.S. 44-313). Federal HOME Funds (HOME): The HOME Investment Partnership Program (HOME) was created by the National Affordable Housing Act of 1990 (NAHA).

Local and Private:

- Federal Home Loan Bank Affordable Housing Program – approximately $100,000 per year. AHP supports the creation and preservation of housing for lower income families and individuals and are awarded to members who submit applications on behalf of project sponsors who are planning to purchase, rehabilitate, or construct affordable homes or apartments. Funds are awarded through a competitive process.
- Flagstaff General Funds – approximately $20,000 per year
- City General Funds support housing for people experiencing homelessness.
- Foundations and Other Private Grantmakers – approximately $50,000 per year. Local agencies raise or secure funds to support services for low-income people and people with special needs.

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

The City owns several parcels that may be suitable for future affordable housing or public facility development. The use of City-owned land is determined by the City Council as opportunities arise.

Discussion

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. In order to receive CDBG funds, the City must complete a Consolidated Plan every five years and an 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.

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 year during each of the next five years. The Annual Action Plan describes City allocations for the CDBG program during the coming year. 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 are made available for public housing and programs addressing the needs of people experiencing homelessness. State government, local general funds and private resources are sometimes secured by the City or by local agencies for a variety of uses.

SP-40 Institutional Delivery Structure – 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
CITY OF FLAGSTAFF	Government	Economic Development Homelessness Non-homeless special needs Ownership Planning Public Housing Rental neighborhood improvements public facilities public services	Jurisdiction

Table 49 - Institutional Delivery Structure

Assess of Strengths and Gaps in the Institutional Delivery System

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. The City does not feel there are any gaps in the institutional delivery system at this time.

Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	X	X	X
Legal Assistance	X	X	X
Mortgage Assistance	X	X	
Rental Assistance	X	X	
Utilities Assistance	X	X	
Street Outreach Services			
Law Enforcement	X		

Street Outreach Services			
Mobile Clinics		X	
Other Street Outreach Services		X	
Supportive Services			
Alcohol & Drug Abuse	X	X	
Child Care	X	X	
Education	X	X	X
Employment and Employment Training	X	X	X
Healthcare	X	X	X
HIV/AIDS	X	X	X
Life Skills	X	X	X
Mental Health Counseling	X	X	X
Transportation	X	X	X
Other			

Table 50 - Homeless Prevention Services Summary

Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)

The Continuum of Care is managed by the Arizona Department of Housing and is charged with overseeing implementation strategies regarding housing and services that will lead to an overall reduction in homelessness. The Coconino County Continuum of Care meets quarterly to review progress and implementation strategies; it convenes nonprofit organizations, business, faith and community groups to problem solve housing, treatment or shelter needs. Agencies address housing concurrently with substance abuse, mental health or health care needs.

Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above

The delivery system offers a wide-range of services for special needs populations and people experiencing homelessness. The Continuum of Care and special needs services are not directly managed by the City, yet the City is actively engaged with organizations providing services, including the funding of these services to the extent that CDGB funds may be used for public services. A complete list of resources and services is maintained by Northland Family Help Center and distributed by the City as needed.

Street outreach services are limited in Flagstaff, including mobile clinics and Law Enforcement outreach. Public transportation is widely available and many health care services are available within walking distance of shelters. Respondents to the City's Consolidated Plan survey identified several gaps in the service delivery system for people experiencing homelessness including: inability to keep up with the growing demand for services; difficulty obtaining the documentation necessary to provide services; short-term services for transient populations; lack of a one-stop center to address all issues; absence of a well-established process for transitioning to permanent housing due to lack of permanent affordable housing; service follow-up; lack of cross-agency cooperation and understanding of services; and absence of a well-established coordinated assessment and rapid re-housing process.

Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs

The City will continue its membership in the Continuum of Care to ensure that priority needs of special populations and people experiencing homelessness are addressed. The Coconino County Continuum of Care will continue to work with the Arizona Department of Housing to address shelter and service-delivery gaps.

SP-45 Goals Summary – 91.215(a)(4)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Neighborhood Facility and Infrastructure Improvements	2021	2025	Non-Housing Community Development	Sunnyside La Plaza Vieja Southside Pine Knoll Citywide	Revitalization, Public Facilities & Infrastructure		Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3000 Persons Assisted
2	Public Facilities	2021	2025	Non-Homeless Special Needs Non-Housing Community Development	Sunnyside La Plaza Vieja Southside Pine Knoll Citywide	Revitalization, Public Facilities & Infrastructure Addressing Homelessness		Public Facility or Infrastructure Activities Low/Moderate Income Housing Benefit: 100 Persons Assisted
3	Acquisition for Affordable Housing Development	2021	2025	Affordable Housing	Sunnyside La Plaza Vieja Southside Pine Knoll Citywide	Revitalization, Public Facilities & Infrastructure Decent Affordable Housing		Rental units constructed or Homeowner Housing added: 3 Household Housing Unit
5	Services to Meet Basic Needs	2021	2025	Non-Housing Community Development	Sunnyside La Plaza Vieja Southside Pine Knoll Citywide	Public Services and Economic Opportunities		Public service activities other than Low/Moderate Income Housing Benefit: 300 People Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Workforce Development	2021	2025	Non-Housing Community Development	Sunnyside La Plaza Vieja Southside Pine Knoll Citywide	Public Services and Economic Opportunities		Public service activities other than Low/Moderate Income Housing Benefit: 15 Persons Assisted
7	Housing Stabilization Services	2021	2025	Non-Housing Community Development	Sunnyside La Plaza Vieja Southside Pine Knoll Citywide	Public Services and Economic Opportunities		Public service activities other than Low/Moderate Income Housing Benefit: 50 Households
8	Service and Facility Operating Support	2021	2025	Homeless	Sunnyside La Plaza Vieja Southside Pine Knoll Citywide	Addressing Homelessness		Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 1500 Households Assisted
9	Increase Shelter Beds/ Units	2021	2025	Homeless	Sunnyside La Plaza Vieja Southside Pine Knoll Citywide	Addressing Homelessness		Housing for Homeless added: 18 beds or Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
11	Housing Rehabilitation	2021	2025	Affordable Housing	Sunnyside La Plaza Vieja Southside Pine Knoll Citywide	Decent Affordable Housing		Homeowner Housing Rehabilitated: 20 Household Housing Unit
12	Housing Development	2021	2025		Sunnyside La Plaza Vieja Southside Pine Knoll Citywide	Decent Affordable Housing		Rental units constructed: 3 Household Housing Unit
13	Owner Assistance	2021	2025	Affordable Housing	Sunnyside La Plaza Vieja Southside Pine Knoll Citywide	Decent Affordable Housing		Homeowner Assistance Provided 50 Household Housing Unit

Goal Descriptions

1	**Goal Name**	Neighborhood Facilities and Infrastructure Improvements
	Goal Description	Neighborhood Facility and Infrastructure Improvements - *Includes Parks/ Playgrounds/ Streets/ Water Sewer Lines/ Energy Efficiency/ Broadband Infrastructure/ Etc.*
2	**Goal Name**	Public Facilities
	Goal Description	Public Facilities - *Includes Acquisition/ Construction/ Reconstruction/ Rehab/ Installation/ Improvements/ Etc.*

3	**Goal Name**	Affordable Housing Development
	Goal Description	Acquisition for Affordable Housing Development - *Land/ Real Property/ Etc.* Development of infrastructure in support of affordable housing development.
4	**Goal Name**	Services to meet basic needs
	Goal Description	Services to Meet Basic Needs - *Includes Childcare/ Senior Services/ Services for Disabled Individuals/ Mental Health/ Etc.*
6	**Goal Name**	Workforce Development
	Goal Description	Workforce Development - *Includes Childcare/ Senior Services/ Services for Disabled Individuals/ Mental Health/ Etc.*
7	**Goal Name**	Housing Stabilization Services
	Goal Description	Housing Stabilization - *Includes Rental Assistance/ Eviction and Foreclosure Prevention/ Legal Services/ Housing Counseling/ Etc.*
8	**Goal Name**	Service and Facility Operating Support
	Goal Description	Service and Facility Operating Support - *Includes Outreach/ Shelter Managers / Case Managers/ Coordinated Entry/ Etc.*
9	**Goal Name**	Increase Shelter Beds/ Units
	Goal Description	Increase Shelter Beds/Units - *Includes Emergency / Transitional Shelter/ Permanent Supportive Housing/ Etc.*
11	**Goal Name**	Housing Rehabilitation
	Goal Description	Rehabilitation of housing units owned by low and moderate income households

13	**Goal Name**	Housing Development
	Goal Description	Construction of housing units for purchase or rental by low and moderate income households.
14	**Goal Name**	Housing Assistance
	Goal Description	Assistance for low and moderate income households to purchase an affordable home.

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)

The City estimates it will provide affordable housing to 15 extremely low-income families, 40 low-income families and 30 moderate income families. The City does not directly recieve HOME funding.

SP-50 Public Housing Accessibility and Involvement – 91.215(c)

Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)

The City of Flagstaff Housing Authority is not required to increase the number of accessible units through a 504 voluntary compliance agreement.

Activities to Increase Resident Involvements

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.

Is the public housing agency designated as troubled under 24 CFR part 902?

No

Plan to remove the 'troubled' designation

Not applicable

SP-55 Barriers to affordable housing – 91.215(h)

Barriers to Affordable Housing

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 in 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. Based on the checklist, the City identified three potential local public barriers to affordable housing development:

1. Has not adopted specific building code language regarding housing rehabilitation that encourages such rehabilitation through gradated regulatory requirements applicable as different levels of work are performed in existing buildings.
2. Has not instituted a single, consolidated permit application process for housing development that includes building, zoning, engineering, environmental and related permits.
3. Does not provide for expedited or "fast track" permitting and approvals for all affordable housing projects in the community.

The first barrier is the only barrier that could negatively impact the development of affordable housing in Flagstaff. The present permit application process does not require the developer to obtain approvals from separate departments, rather when an application is submitted the various permits are handled internally. State law requires the City to permit and approve all developments within a specified time frame, negating the necessity of providing for fast track permitting and approvals for affordable housing projects.

Strategy to Remove or Ameliorate the Barriers to Affordable Housing

Over the past decade, the City has taken extensive steps to both remove barriers and to 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 preservation and production of affordable housing units and is intended to narrow 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. 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. The City has no current plans to adopt specific building code language that would allow gradated housing rehabilitation.

SP-60 Homelessness Strategy – 91.215(d)

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

The City is not a direct recipient of Emergency Solutions Grant funds. Continuum of Care members may use CDBG funds to assist street outreach. Funded programs generally require an Individual Assessment Plan for each client enrolled in their program. There are currently three nonprofit organizations that conduct outreach services.

Addressing the emergency and transitional housing needs of homeless persons

The City of Flagstaff will continue to support agencies that provide emergency and transitional housing to the extent allowed under the CDBG program. The City will also support the creation of new emergency shelter beds and transitional housing beds for families should a fundable proposal be received; while the City and C o C members recognize Housing First and permanent supportive housing are critical to ending homelessness 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 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 provide support to those agencies that help homeless people transition to permanent housing and that prevent homelessness, support the development of new rental housing opportunities including providing CDBG funds for infrastructure improvements should a fundable proposal be received, support move-in assistance programs, and 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.

Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving

assistance from public and private agencies that address housing, health, social services, employment, education or youth needs

The City will continue to provide support to those agencies that help low-income individuals and families avoid becoming homeless through the provision of CDBG funds for public services activities including eviction prevention, foreclosure prevention, housing and financial counseling services, and legal services to assist low-income households experiencing unlawful eviction. The City will also continue participating in discussions with the Coconino County Continuum of Care regarding the needs of people being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs.

SP-65 Lead based paint Hazards – 91.215(i)

Actions to address LBP hazards and increase access to housing without LBP hazards

The City will continue to take action to educate and inform the public regarding lead hazards by distributing lead poisoning and lead hazard information to participants in federally-funded programs and to any interested resident.

How are the actions listed above related to the extent of lead poisoning and hazards?

Through education and information the City can reach many households who occupy or plan to occupy one of the 8,100 housing units built before 1980.

How are the actions listed above integrated into housing policies and procedures?

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.

SP-70 Anti-Poverty Strategy – 91.215(j)

Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

Twenty percent of Flagstaff households or 4,379 households had income below the poverty level in 2019. The rate of poverty was highest among non-family households age 18 to 24; many of these households are NAU students with limited income generating capacity. Of non-family households headed by a person age 25 or older 18% lived below the poverty level. Single-parent female-headed households experienced the highest rate of poverty among family households at 24%. Of single-parent male-headed households 15% lived below the poverty level. Among married-couple family households 6% lived below the poverty level.

The City will reduce the number of poverty level households by providing CDBG public services resources to local agencies that provide social supports, eviction and foreclosure prevention, and services that support employment and job training. 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. Local agencies rely heavily on State funding and programs to address the needs of poverty-level households and reduced State funding of many of these programs has a significant negative impact on individuals and families and the ability of the City to leverage resources. The State has reduced funding for economic development programs, eliminating incentives and assistance to retain, expand and locate international and other qualified business projects. Budget reductions in the State Housing Trust Fund will have the greatest impact on the City of Flagstaff Consolidated Plan.

How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan

The US Census calculates poverty using income from earnings and other sources for adult household members, but not public assistance such as housing subsidy or food stamps. For this reason and others it is important to note that while poverty may measure what a family needs, it is used primarily as a statistical yardstick. Many poverty level households consist of people with special needs who live on fixed incomes. Poverty level households would benefit from affordable rental housing and permanent supportive rental housing. Those who are owner occupants would benefit from assistance with housing rehabilitation, including disability accessibility improvements.

Households living below the poverty level will be made aware of the various local services available that provide an economic safety net and opportunities for increased earnings. Due to the reduced State Housing Trust Fund, there has been the loss of matching and leverage funds for affordable housing programs and projects and fewer households can be assisted. Fewer resources are available for the eviction and foreclosure prevention programs that are a significant safety net for poverty-level households experiencing a crisis. And the State policy to not provide HOME funds for owner-occupied housing rehabilitation activities in entitlement jurisdictions will limit the ability of the City to provide needed improvements to homes owned by poverty-level households, many of whom have special needs.

SP-80 Monitoring – 91.230

Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The purpose of monitoring is to ensure all projects remain compliant with the regulations set forth by HUD, including timely expenditure of funds. The City of Flagstaff accomplishes the majority of its goals through collaboration with community organizations identified by a public Request for Proposals process. These collaborations are monitored for progress through monthly/ quarterly reports, receipt of payment requests that are compared to monthly/ quarterly reports for consistency, and ongoing communication. Regular communication ensures that sub-recipients facing challenges are provided the necessary support. If payment requests are not received regularly, the City contacts sub-recipients to encourage payment request submittal and therefore timely expenditure of funds. Along with monthly/quarterly reports, payment requests are examined to quantify progress.

Each sub-recipient also receives on-site monitoring to identify areas for improvement, assist in overcoming challenges impeding accomplishments, and ensure compliance with regulations and policies. The City monitors each subrecipient to ensure that minority and women owned business enterprise marketing and procurement policies are followed. Agencies that received a positive monitoring in the past for the same contract may be offered the option of an in-depth desk monitoring performed by the Housing and Grants Administrator.

Timely expenditure of funds is also ensured through the Request for Proposals process. This process places value on the sub-recipients ability to execute the program and utilize the CDBG funds in an efficient and expedient manner.

The City of Flagstaff addresses Consolidated Plan goals and objectives through internally-performed activities and programs. These activities and programs are managed by the Housing Section and are tracked for performance and compliance through institutional processes including accounting, performance and time tracking, grant management, and legal review. Measured accomplishments are provided through the Integrated Disbursement and Information System (IDIS), in the Consolidated Annual Performance Evaluation Report, and in regular updates on Housing Section accomplishments provided to the City Council in public and televised meetings.

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 continued to perform HUD-required program monitoring for all sub-recipients.

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

In December 2020, Flagstaff City Council declared a Housing Emergency via Resolution 2020-66. The Resolution recognizes the need to make housing a leading priority for the City of Flagstaff as an organization and the community overall. It also calls for a number of efforts to be undertaken, among them, the development of a 10-year housing plan (underway), the creation and implementation of a public outreach campaign to educate the community about the critical role affordable housing plays in a thriving community and combating "Not in My Backyard" opposition to housing and affordable housing.

The City's growing population will require an increased emphasis on housing choices in the future. The region's housing is influenced by:

- Limited supply of land for development;
- Approximately forty percent (40%) of Flagstaff's households are by definition low- to moderate-income (City FY 2016 - 2020 HUD Consolidated Plan);
- Consistent but modest rate of population growth;
- NAU's total enrollment has grown by 16.2 percent in the last five years (Fall 2013 – Fall 2018); and
- Housing needs for the elderly, multigenerational families and downsizing will increase over the next several decades as the Baby Boom generation moves into the retirement years.

Local growing population sectors include the elderly, students, single-parent households, and nonfamily households. These community members need a variety of housing options within proximity to jobs, schools, and services. NAU students currently make up approximately thirty percent (30 %) percent of the local population, and their continued demand for student housing impacts cost and availability of housing in the region, resulting in a higher demand for multi-family housing, or housing affordable for single-incomes or multiple low incomes.

An annual survey conducted by a local non-profit, Housing Solutions of Northern Arizona (HSNA), continues to show rising rates and less availability of rental units within City limits. As of May 2019, the data shows 801 people on waiting lists at income-restricted complexes. Market rate rental averages were measured as follows:

$808 for a room/shared living ..... up 9.5%
$979 for a studio ..... up 7.7%
$1,214 for a one-bedroom ..... up 4%
$1,494 for two-bedroom ..... up 3.7%
$1,819 for a three-bedroom ..... down 2.5%

These actual rents have been well above the HUD Fair Market Rents (FMRs) for several years. The HSNA survey states, “In order to afford an average two-bedroom apartment - without paying more than 30% of income on housing - a household must earn approximately $4,980 monthly, $59,760 annually, or $28.73 hourly (assuming a 40-hr work week and 52 weeks/yr.).” The City is experiencing an immediate need to house hundreds of households at more affordable rates.

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:

10. 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.
11. 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.
12. 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 fund programs 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.

In 2019, City Council added a new chapter to the Flagstaff City Code, creating a Housing Commission. The Housing Commission consists of thirteen citizens, with twelve members appointed by the City Council and one representative from the Flagstaff Housing Authority Board of Commissioners. It serves as an advisory board to City Council; makes recommendations with respect to housing policies, needs, and programs in Flagstaff; and furnishes the Council with information through the Housing Director.

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 Memorandum of Understanding (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:

Affordable, accessible, and decent housing is of critical importance to a community's health and viability. The Housing Plan will consolidate existing housing documents and augment with an additional planning effort to create a 10-year plan that seeks to define the housing emergency in Flagstaff and to provide policies and strategies to reduce the emergency. The Housing Plan will help identify needs, create an existing list of affordable housing, identify the affordable housing units underway, engage partners, and compile research on best practices. Altogether, these components will help identify specific policies and educational and advocacy strategies that can be implemented within our community to substantially increase the number of affordable housing units. As the City implements Flagstaff's 2021 Housing Plan, the goal is to substantially increase the number of available and affordable housing options for all Flagstaff residents at all income levels.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(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(l)(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.

2. The amount of proceeds from section 108 loan guarantees that funding will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.

3. The amount of surplus funds from urban renewal settlements.

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.

5. The amount of income from float-funded activities

Total Program Income

Other CDBG Requirements

1. The amount of urgent need activities.
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.

Appendix - Alternate/Local Data Sources

1	**Data Source Name** Balance of State Count
	List the name of the organization or individual who originated the data set. Arizona Department of Housing
	Provide a brief summary of the data set. Inventory of Sheltered and Unsheltered Individuals
	What was the purpose for developing this data set? Meet HUD requirements for Continuum of Care / HMIS reporting
	How comprehensive is the coverage of this administrative data? Is data collection concentrated in one geographic area or among a certain population? Data is collected throughout balance of Arizona, including Coconino County of which Flagstaff is a part
	What time period (provide the year, and optionally month, or month and day) is covered by this data set? Point in Time 2020
	What is the status of the data set (complete, in progress, or planned)? Complete
2	**Data Source Name** Public Housing by Program Type
	List the name of the organization or individual who originated the data set. Flagstaff Public Housing Authority
	Provide a brief summary of the data set. Public Housing by Program Type
	What was the purpose for developing this data set? To provide accurate information
	How comprehensive is the coverage of this administrative data? Is data collection concentrated in one geographic area or among a certain population? Data covers the entire City of Flagstaff Public Housing
	What time period (provide the year, and optionally month, or month and day) is covered by this data set? As of December 2015

	What is the status of the data set (complete, in progress, or planned)? Complete
3	**Data Source Name** Characteristics of Public Housing Residents 1
	List the name of the organization or individual who originated the data set. Flagstaff Public Housing Authority
	Provide a brief summary of the data set. Characteristics for Public Housing Residents
	What was the purpose for developing this data set? Provide accurate information
	How comprehensive is the coverage of this administrative data? Is data collection concentrated in one geographic area or among a certain population? City of Flagstaff
	What time period (provide the year, and optionally month, or month and day) is covered by this data set? As of December 2020
	What is the status of the data set (complete, in progress, or planned)? Complete
4	**Data Source Name** Race of Public Housing Residents
	List the name of the organization or individual who originated the data set. Flagstaff Housing Authority
	Provide a brief summary of the data set. Race of Public Housing Residents
	What was the purpose for developing this data set? Provide accurate information
	How comprehensive is the coverage of this administrative data? Is data collection concentrated in one geographic area or among a certain population? City of Flagstaff
	What time period (provide the year, and optionally month, or month and day) is covered by this data set? Primarily 2011-2015 or 2010 the most recent available Census
	What is the status of the data set (complete, in progress, or planned)? Complete

5	**Data Source Name** Ethnicity of Public Housing Residents
	List the name of the organization or individual who originated the data set. Flagstaff Housing Authority
	Provide a brief summary of the data set. Ethnicity of Public Housing Residents
	What was the purpose for developing this data set? Provide accurate information
	How comprehensive is the coverage of this administrative data? Is data collection concentrated in one geographic area or among a certain population? City of Flagstaff
	What time period (provide the year, and optionally month, or month and day) is covered by this data set? December 2015
	What is the status of the data set (complete, in progress, or planned)? Complete
6	**Data Source Name** Services/Facilities - homeless
	List the name of the organization or individual who originated the data set. City of Flagstaff
	Provide a brief summary of the data set. List of facilities serving people experiencing homelessness by type of facility.
	What was the purpose for developing this data set? Provide information
	How comprehensive is the coverage of this administrative data? Is data collection concentrated in one geographic area or among a certain population? Comprehensive for the City of Flagstaff
	What time period (provide the year, and optionally month, or month and day) is covered by this data set? Point in time as of December 2020
	What is the status of the data set (complete, in progress, or planned)? Complete





CITY OF FLAGSTAFF
COMMUNITY DEVELOPMENT
BLOCK GRANT

Housing Flagstaff

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Mayor Paul Deasy

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Vice-Mayor Becky Daggett
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City of Flagstaff

Analysis of Impediments to Fair Housing

May 15, 2021

Submitted to the U.S. Department of
Housing and Urban Development

Consolidated Plan and Analysis of Impediments to Fair Housing Choice

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Introduction and Executive Summary

Background

In addition to prohibiting discrimination in housing, the Fair Housing Act also promotes the creation of diverse, inclusive communities with equal access to community resources such as good schools, transportation and jobs, and healthy environments. To accomplish this goal, the Fair Housing Act explicitly requires that federal housing and community development programs affirmatively advance fair housing and expand opportunity, or "affirmatively further fair housing" (AFFH), regardless of race, color, religion, national origin, family status, disability, and gender.

The City of Flagstaff receives an annual entitlement allocation of Community Development Block Grant (CDBG) funding from the US Department of Housing and Urban Development. The amount of CDBG funding received by the City varies from year-to-year. In Program Year 2021-2022, the City received $571,367. The purposes of CDBG funding are:

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

In order to receive CDBG funding, the City must complete a Consolidated Plan every five years. The City's Consolidated Plan for HUD Program Years 2021 – 2026 was recently completed. In addition to the 5-year Consolidated Plan, the City must complete an Annual Action Plan that describes how CDBG funds will be used in the coming year. As part of the 5-year Consolidated Plan and Annual Action Plans, the City certifies it will affirmatively further fair housing. As part of this certification, the City must complete an Analysis of Impediments to Fair Housing Choice (AI), take appropriate actions to overcome the effects of any impediments identified through the analysis, and maintain records reflecting the actions taken.

AI Purpose and Goals

The City of Flagstaff has consistently supported the concept of the provision of fair housing for its residents without regard to race, color, religion, sex, national origin, handicap, or familial status. The purpose of this AI is to identify legitimate fair housing problems (impediments) faced by people seeking housing in Flagstaff. The AI reviews current information and data available from a number of sources, identifies current impediments to fair housing in the City of Flagstaff, evaluates the efficacy of the 2016 Plan of Action and develops a new Plan of Action to address current impediments.

The City's goals in developing this AI and implementing the Plan of Action include to:

1. Increase affordable and accessible housing opportunities to provide for greater Housing Choice among low- and moderate income and/or disabled citizens.

2. Create public awareness of fair housing laws and reporting processes and destigmatize housing choice voucher holders among housing sector stakeholders, populations at-risk for discrimination and the community as a whole.

3. Advocate for local and regional policy changes that increase affordable housing development and availability, with a focus on promoting development outside of minority and low income areas of concentration.

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Methodology

Statistical Analysis

Multiple statistical analyses were conducted, drawing on data from the following sources:

- 2015-2019 US Census Bureau American Community Survey Data
- Census 2010 Census Tract Block Group level data for the City of Flagstaff
- Census 2010 City of Flagstaff and Coconino County Data
- Federal Financial Institutions Examination Council (FFEIC)
- Home Mortgage Disclosure Act (HMDA) Data
- HUD Fair Housing complaint data
- HUD CHAS data.

In addition to data and information from the US Census, HUD and FFEIC, the City collected information and data for this Analysis from the following sources:

- A survey of 84 Flagstaff area residents.
- Interviews with 25 individuals working in the housing and related industries in Flagstaff
- Reports, data, and studies conducted on the national level
- The City of Flagstaff Consolidated Plans for FY2016-2020 and FY2021-2025
- The City of Flagstaff HUD Consolidated Annual Performance Reports for FY2015 through FY2019; and
- The City of Flagstaff 2016 Analysis of Impediments to Fair Housing Choice.

Resident Survey

A resident survey was conducted during November and December 2020 in both English and Spanish. The survey was designed to identify possible events of housing discrimination, identify resident's understanding of fair housing laws and how to file a complaint, and glean ideas about what might be done to prevent housing discrimination. The survey was developed by the Southwest Fair Housing Council and shared with the City.

Industry Stakeholder Interviews

During November and December 2020, nearly 60 industry stakeholders were contacted to discuss fair housing in Flagstaff and 44 stakeholders agreed to participate in the interview. The goal of the interviews was to contact people with expert knowledge about housing or housing-related services, assess their awareness of fair housing compliance, and collect their thoughts on perceived impediments and barriers to fair housing choice in the City of Flagstaff. Individuals from a number of different fields were interviewed, including social service and housing providers and Realtors. The results of these interviews provide qualitative information and insights into local issues pertaining to fair housing.

Regulation, Policy and Ordinance Review

One component of the AI is the review of local regulations, policies and ordinances that potentially impact fair housing in the City.

Review of Documents and Studies

In addition to statistical analyses, the following documents were reviewed and incorporated into this Analysis of Impediments to Fair Housing Choice:

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- US Department of Housing and Urban Development FY 2019-2020 Annual Report on Fair Housing (most recent available).
- Where You Live Matters 2020 Fair Housing Trends Report by The National Fair Housing Alliance.
- City of Flagstaff Regional Transportation and Land Use Plan; and
- City of Flagstaff Incentive Policy for Affordable Housing.

Fair Housing Complaints and Enforcement Review

Fair housing complaint data was compiled from the City of Flagstaff, Southwest Fair Housing Council, and the US Department of Housing and Urban Development Fair Housing and Equal Opportunity Office.

Public Comments and Hearings

The City of Flagstaff made the draft AI available for public review and comment from March 1, 2021 through April 15, 2021. On April 13, 2021, the Flagstaff City Council conducted a public hearing regarding the draft AI, and on April 20, 2021, the City Council took action to formally approve the AI for HUD submittal alongside the 2021-2025 CDBG Consolidated Plan and 2021/2022 Annual Action Plan.

Conclusions

Identified Impediments

HUD defines impediments to fair housing choice as:

- Any actions, omissions or decisions taken because of race, color, religion, sex, disability, familial status, or national origin that restrict housing choices or the availability of housing choice.
- Any actions, omissions or decisions that have this effect.

The following impediments were identified in the City of Flagstaff:

1. **Community Education.** The number and nature of fair housing complaints in Flagstaff is low, yet the results of the community survey, public forum and community interviews indicate that there is a need for continued outreach and education. Outreach to both industry stakeholders and residents is needed to ensure a broad understanding of Fair Housing.
    a. 42% of survey respondents are either not very informed or only somewhat informed about housing discrimination.
    b. 33% of survey respondents do not know where to report a housing discrimination complaint.
    c. While 54% of survey respondents indicated they believe housing discrimination is occurring or likely occurring in Flagstaff and 61% indicated they would report housing discrimination if they encountered it, there were only 13 complaints filed between 2016 and 2020.

1. **Minority and Low-income Areas of Concentration.** Concentrations of both minorities and low-income households exist in four Census Tracts.
    - LMI Concentration = at least 51% of population has income below 80% AMI.
        - Census Tracts 2, 3, 5, 8, 10, 12, and 15.
    - Minority Concentration = proportion of minorities at least 10% higher than the Citywide proportion.

        - Census Tracts 3, 4, 5, 8 and 11.02.
    - Four Census Tracts that are both areas of low income and minority concentration.
        - Census Tract 3, 4, 5, and 8.
    - The City's minority population continues to grow.
        - In 2011, racial and ethnic minorities represented 27% of the population, up from 26% of the population in 2008 and 21% in 2000.
        - Northern Arizona University students represented 22% of the City's minority population in 2011, including 43% of the Black/African American population and 100% of the Pacific Islander population.

2. **Disability Accessibility.** Testing data from Southwest Fair Housing Council indicates that housing discrimination on the basis of disability is more likely to be supported. Complaint data from Southwest Fair Housing Council and the US Department of Housing and Urban Development indicate a higher volume of complaints based on disability.
    - 11 of 13 fair housing complaints reported by HUD in Flagstaff were regarding disability.
    - 14 of 15 complaints reported by SWFHC were regarding disability.
    - Majority (14) were rental housing

3. **Housing Choice**. Affordability is an indirect aspect of housing discrimination. The Fair Housing survey indicated a lack of affordable housing leading to a lack of Housing Choice.
    - While housing choice voucher usage is an option for low-income renters, the program has a long wait-list and many landlords are unwilling to accept vouchers due to existing societal stigmas.
    - Community survey results, especially among Flagstaff LMI residents, indicate a lack of affordable housing as well as a shortage of landlords and property management organizations willing to accept Housing Choice Vouchers limiting LMI resident's choice in housing.
    - Lack of affordable housing supply for large households, which disproportionately impacts minorities, low-income households, and families with large households
    - • Lack of affordable housing supply, particularly for low-income special needs households and persons with disabilities.
    - Public policy barriers to the development of Affordable Housing throughout the City of Flagstaff, Arizona
    - "Not in My Backyard" Residents in some neighborhoods designate a new development (e.g. shelter, affordable housing, group home) or change in occupancy of an existing development as inappropriate or unwanted for their local area.

<u>City of Flagstaff Fair Housing Action Plan FY 2021-2022</u>

The Action Plan is a critical element of the AI as it describes the measurable activities that will be conducted by the City of Flagstaff to address the identified impediments. In summary, the City will take the following actions to address impediments:

1. Sponsor a variety of education opportunities for residents and stakeholders
2. Reach out to minority and other protected classes to encourage their participation in fair housing planning and education opportunities.
3. Provide training and undertake recruitment of landlords and property managers for Housing Choice Vouchers – Improve public and stakeholder impression of HCV clients

4. Sponsor no less than 3 Fair Housing trainings annually target both housing sector stakeholders and community residents with a focus on:
    a. Disability accessibility
    b. Rentals and the use of Criminal Records in housing
    c. Extended protections under Sex/Gender
    d. Emotional support animals
5. Prioritize funding for owner and renter occupied housing rehabilitation to provide disabled LMI accessibility adaptations with deferred loans and grants and incentivize rental occupied housing rehabilitation programs for landlords adapting units for accessibility
6. Develop a comprehensive Housing Plan for the City of Flagstaff including information on Fair Housing, Housing Choice, and efforts to increase affordable and accessible housing units
7. Update the City's Incentives for Affordable Housing to encourage developers to provide Affordable and Accessible Units in a variety of locations to decrease area concentration

Reference Documents

The following documents are referenced in this Analysis of Impediments to Fair Housing Choice or provide valuable information regarding fair housing and related laws:

- The Arizona Fair Housing Law is available on The Arizona Residential Landlord/Tenant Act is available on the Arizona Department of Housing website at http://www.housing.az.gov/sites/default/files/documents.
- The Arizona Tenant's Rights and Responsibilities Handbook is available on the City of Flagstaff website at http://www.flagstaff.az.gov/DocumentCenter/View/42329.

The Fair Housing Act and AFFH

HUD's "Affirmatively Furthering Fair Housing" (AFFH) regulation is designed to ensure that localities promote inclusive communities while developing plans to expend Community Development Block Grant (CDBG) and other federal housing funds.

The Fair Housing Act has two goals: to end housing discrimination and to promote diverse, inclusive communities. The second goal is referred to as Affirmatively Furthering Fair Housing (AFFH), requiring cities to commit to upholding values of fair access and equal opportunity.

The Affirmatively Furthering Fair Housing provision was part of the Fair Housing Act when it was passed by Congress in 1968. Through that provision, Congress directed HUD to make sure that neither the agency itself, nor the cities, counties, states and public housing agencies it funds, discriminate in their programs. Further, Congress intended that HUD programs be used to expand housing choices and help make all neighborhoods places of opportunity, providing their residents with access to the community assets and resources they need to flourish. In recent years, HUD increased oversight of its grantees' fair housing compliance, and took steps to give them better tools to ensure they are connecting all of their residents to opportunity, regardless of race, color, religion, national origin, sex, family status or disability.

The Affirmatively Furthering Fair Housing Rule

On July 16, 2015, the US Department of Housing & Urban Development (HUD) issued a new regulation to implement the affirmatively furthering fair housing requirements of the Fair Housing Act. With this rule, HUD would provide its program participants (states, counties, municipalities, and public housing agencies) with more effective means to affirmatively further the purposes and policies of the Fair Housing Act, Title VIII of the Civil Rights Act of 1968.

HUD received nearly 1,000 comments on the proposed rule including comments from national civil rights, fair housing, women's, disability, LGBT and consumer organizations and labor unions. Advocates, grantees, the GAO, and HUD itself had determined that the previous system was not an effective way to ensure that either HUD or its grantees were using their resources to expand housing choice and ensure that all neighborhoods are places of opportunity, thereby fulfilling their statutory obligations to affirmatively further fair housing.

In conjunction with the rule, HUD provided its grantees with a format to use for analyzing local and regional fair housing issues, known as the Assessment of Fair Housing Tool. HUD launched the rule with an Assessment Tool for Local Governments and also developed one for Public Housing Agencies. HUD also published a guidebook to help grantees through the process of conducting their required Assessments of Fair Housing (AFHs).

AFFH UPDATE: HUD EFFECTIVELY SUSPENDS AFFH REGULATION

On January 5, 2018, HUD effectively suspended implementation of the agency's 2015 Affirmatively Furthering Fair Housing regulation. It did this by delaying program participants' submission of the fair housing plans (known as Assessments of Fair Housing or AFHs) until after October 31, 2020. The submission of these fair housing plans is tied to the 5-year cycle under which program participants must submit their spending plans, (known as Consolidated Plans, or Con Plans).

HUD's action means that most program participants will not be required to submit a fair housing plan for HUD review until 2024 or 2025.

The Assessment of Fair Housing process has proven to be helpful to communities that have undergone the process. For example, performing a thorough analysis of local impediments to fair housing will allow for the discovery potential problems face by residents such as a serious eviction problem not adequately addressed because the city had not fully recognized the scope of the problem. This issue drives family instability. The lack of affordable housing can exacerbate this issue for the city. The AFH process can uncovered issues like this and help the city formulate a plan that will help provide better assistance to residents.

As a CDBG grantee, the City of Flagstaff is required to certify its commitment to affirmatively further fair housing. The City of Flagstaff will continue to perform an Analysis of Impediments to Fair Housing to certify this commitment, identify impediments and create an action plan for addressing the discovered impediments.

Geography and History

Flagstaff lies near the southwestern edge of the Colorado Plateau, the western side of the largest contiguous Ponderosa Pine forest in the continental United States. Flagstaff is located just south of the San Francisco Peaks, the highest mountain range in Arizona and includes the highest point in Arizona – Humphrey's Peak at 12,633 feet. The area around Flagstaff is considered a high altitude semi-desert, however, ecosystems ranging from pinon-juniper studded plateaus, high desert, green alpine forest and barren tundra can all be found within a short drive of Flagstaff[1].

Flagstaff's early economy was based on the lumber, railroad and ranching industries. The first permanent settlement was in 1876, when Thomas F. McMillan built a cabin at the base of Mars Hill on the west side of town. The city grew rapidly, primarily attributable to its location along the east-west transcontinental railroad line. In the 1880s, the railroads purchased land in the west from the federal government, which was then sold to individuals to help finance the railroad projects[2]. By 1886, Flagstaff was the largest city on the railroad line between Albuquerque, New Mexico and the west coast of the United States.

Route 66 was completed in 1926 and ran through Flagstaff. Flagstaff was incorporated as a City in 1928, and in

1929 the City's first motel, the Motel Du Beau, was built[3]. Flagstaff went on to become a popular tourist stop along Route 66. According to the Arizona Historical Society, Flagstaff was the quintessential World War II boom town and was never the same after Pearl Harbor[4]. Part of this big change was the creation of the Navajo Ordnance Depot in 1942. The depot was vital to the U.S. success in the Pacific Theater during World War II. Munitions from plants across the country were shipped by rail to the Bellemont depot and stored, pending shipment to the Pacific via Los Angeles or San Francisco.

Navajos, Hopis, and Austrians played a major role at this very unusual military base. More than one thousand Navajo and Hopi workers were employed to build and then run the munitions storage depot. With family members, the Native American population was well over three thousand when they moved into "Indian Village" on the northwestern corner of the base. The Flagstaff area population jumped from five thousand to twenty thousand in just a few months, with many living in the forest, in rented garages, and in cars close to the construction site. During World War II, about $42 million passed through town, in one way or another…an enormous sum in the 1940's[5]. Not only were 250 Austrian prisoners of war held at the northern Arizona munitions depot, but over one thousand sailors and marines came to the Arizona State Teachers College campus (today Northern Arizona University) for officer training. Prior to the war, about a dozen buildings/homes were constructed each year in Flagstaff. World War II brought about 1,200 buildings/homes---one century worth of growth.

Walkable urban areas were primarily developed prior to the 1940's in the heart of Flagstaff. Such places developed in a pattern where a person could live with limited reliance on the automobile and were conducive to destination walking and cycling, characteristics that are still prevalent today. The heart of the Flagstaff urban area is largely supported through a network of interconnected, tree-lined streets, a diversity of housing choices, and a mix of appropriate commercial and residential uses in a compact form. These areas also support public transit due to their compact nature. The Flagstaff urban areas include the downtown, south of downtown, La Plaza Vieja, Flagstaff Townsite and adjacent historic neighborhoods. Most of Flagstaff's residents and visitors agree that these areas help to define the unique character and identity of Flagstaff.

During the 1990s, development in the region spread across the rural landscape. While the rural environs are desirable, this leapfrog development was an inefficient use of land and natural and financial resources within the Flagstaff area; it increased traffic congestion, and placed a strain on the ability of the City and Coconino County to provide needed services and facilities, such as transportation, police, and fire and emergency services.

At present, the Flagstaff area has a relatively finite amount of developable private land. Of the large vacant parcels located within the City limits, a majority are at the periphery. Projections for the ultimate population of Flagstaff and surrounding areas vary. Population projections for 2055 adopted by the Arizona Department of Economic Security in 1997 showed an anticipated City of Flagstaff population of 158,272. In 2018 projections were reduced to 107,646.

[1] www.flagstaffarizona.org/flag_climate.html

[2] Paradis, Thomas Wayne. "Theme Town: A Geography of Landscape and Community in Flagstaff, Arizona."

[3] Paradis, pp. 244–245.

[4] www.arizonahistoricalsociety.org/userfiles/pdf/news_events/camp_navajo_historic_tour2.pdf

[5] www.arizonahistoricalsociety.org/userfiles/pdf/news_events/camp_navajo_historic_tour2.pdf

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Socio-economic Profile

Flagstaff is a mountain city located at 7,000 feet in the highlands of north central Arizona. It is surrounded by the Coconino National Forest, which contains the largest contiguous stand of Ponderosa Pines in the world. Flagstaff occupies 65 square miles on a volcanic plateau at the base of Arizona's highest point, the San Francisco Peaks, at 12,633 feet. Flagstaff is considered a metropolitan area because its population is over 50,000; however, its identity is still rooted in its small town mountain heritage. Hunting, fishing, skiing, mountain biking and rock climbing are just a few of the outdoor activities that attract people to Flagstaff.

Flagstaff has long been a transportation hub. Located along an old wagon road to California, Flagstaff's development began after the railroad arrived in 1881. Today, Flagstaff is the economic hub of Northern Arizona, ideally situated at the junction of Interstates 40 and 17. The Phoenix metropolitan area is 140 miles to the south and Grand Canyon National Park is approximately 80 miles to the north.

Flagstaff's incorporated population is about 70,000, with an additional 20,000 living in nearby unincorporated communities, and a trade area of 240,700. There are roughly 49,000 people employed in Flagstaff.

Flagstaff is home to Northern Arizona University (NAU). The school specializes in a number of environmental areas including forest health and biology. NAU is the state's largest residential campus, with roughly 22,000 students enrolled. Flagstaff has nine public elementary schools, two middle schools, two high schools and many private and charter schools. The newly expanded Coconino Community College is located adjacent to the NAU campus.

Flagstaff is a governmental, educational, transportation, cultural and commercial center, with healthcare, education, and tourism as major sources of employment. The city is home to a number of scientific and high-tech research and development industries, including W.L. Gore, Machine Solutions, and Prent Thermoforming. The community also has two museums, numerous art galleries, a symphony orchestra, four recreation centers, an ice-skating rink and a major ski resort. Flagstaff has extensive medical facilities and resources, including a state-of-the-art trauma center at the Flagstaff Medical Center.

Coconino County and Flagstaff possess an abundance of natural, cultural and archaeological resources, fueling an active tourism economy. Primary among all attractions is the Grand Canyon, a widely recognized natural wonder that stimulates domestic and international visitation at a rate approaching four million persons per year.

The Flagstaff area has a relatively finite amount of developable private land. Of the large vacant parcels located within the City limits, a majority are at the periphery and can be considered potential "greenfield development" or developments that incorporate sustainable programs and technologies such as lifecycle housing, complete streets, parks and open spaces, integrated retail and office, energy efficient buildings, innovative rainwater and stormwater facilities, and sidewalks and trails. Densities are expected to increase slowly over the next forty years, with more housing, employment, and transportation options.

According to the Flagstaff Regional Plan 2030, projections for the ultimate population of Flagstaff and surrounding areas vary. Population projections adopted by the Arizona Department of Economic Security in 1997 showed an anticipated population of 158,272 in the year 2050, while 2006 projections were 96,418 and

more recent estimates are lower still. If large population growth occurs and accommodations have not been made, local housing and land costs will increase substantially, and newcomers may be forced to move to distant communities, creating sprawl and long commutes to work.

Population

Flagstaff's incorporated population is about 72,000, with an additional 20,000 living in nearby unincorporated communities, and a trade area of 240,700. There are roughly 49,000 people employed in Flagstaff.

According to the 2015/2019 ACS, the City of Flagstaff has been a place of in-migration for several decades, growing by nearly 10,400 people (20%) from 2000 to 2008, 1,253 people (2%) between 2008 and 2011. More recently the City of Flagstaff population increased by 11.5% between 2011 and 2019. Growth in the early 2000's was fueled primarily by investors acquiring second homes, low mortgage rates and liberal financing terms, and the retirement of baby boomers. A significant portion of growth since 2008 can be attributed to an increase in Northern Arizona University student enrollment.

TABLE 1 – POPULATION AND HOUSEHOLD TRENDS AND PROJECTIONS

2000 (1)		2008 (2)		2011 (3)		2019 (4)		2030 Projected (5)	
Pop.	HH	Pop.	HH	Pop.	HH	Pop.	HH	Pop.	HH
53,137	19,355	63,505	22,860	64,758	22,360	72,402	22,360	83,746	28,916

(1) Census 2000; (2) 2006/2008 ACS; (3) 2007/2011 ACS; (4) 2015/2019 ACS (5) AZ Department of Water Resources

The City's growing population will require an increased emphasis on housing choices in the future. The region's housing is influenced by:

- Limited supply of land for development;
- Approximately forty percent (40%) of Flagstaff's households are by definition low- to moderate-income (City FY 2016 - 2020 HUD Consolidated Plan);
- Consistent but modest rate of population growth;
- NAU's total enrollment has grown by 16.2 percent in the last five years (Fall 2013 – Fall 2018); and
- Housing needs for the elderly, multigenerational families and downsizing will increase over the next several decades as the Baby Boom generation moves into the retirement years.

Local growing population sectors include the elderly, students, single-parent households, and nonfamily households. These community members need a variety of housing options within proximity to jobs, schools, and services. NAU students currently make up approximately thirty percent (30 %) percent of the local population, and their continued demand for student housing impacts cost and availability of housing in the region, resulting in a higher demand for multi-family housing, or housing affordable for single-incomes or multiple low incomes.

Race and Ethnicity

According to the 2015/2019 ACS 78% of the City's population is White, compared with 73% in 2008 and 79% in 2000. The Native American population comprised 8% of the population in 2019, compared with 13% in 2015. The population identifying as another race, including 2 or more races is just 8%, compared with 12% in 2015. Among all races, 19% of the population is Hispanic or Latino, a 1% difference of the population in 2015.

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The City of Flagstaff comprises 51% of the Coconino County population and, with the exception of the Native American population, includes 80% of racial and ethnic minorities in the County. 80% or more of the County's Black/African American and Asian population lives in Flagstaff, as does nearly 70% of the population of another race, including two races.

TABLE 2 – CITY OF FLAGSTAFF AND COCONINO COUNTY POPULATION RACE/ETHNICITY (2019)					
	City of Flagstaff			Coconino County	
	No.	%	% of Coconino County	No.	%
Total	72,402		51%	141,274	
White	56,722	78%	63%	90,333	64%
Black or African American	1,442	2%	83%	1,742	1%
Asian	2,227	3%	81%	2,766	2%
Native American or Alaska Native	5,683	8%	15%	37,504	27%
Native Hawaiian/Pacific Islander	189	0%	80%	235	0%
Other Race (incl. 2 or more races)	6,139	8%	71%	8,694	6%
Hispanic or Latino	13,990	19%	70%	19,931	14%
Source: 2015/2019 ACS Note: A Hispanic or Latino person may be any race.					

Northern Arizona University

Students attending Northern Arizona University (NAU) represent more than one quarter (27%) of City of Flagstaff residents and contribute to racial and ethnic diversity, particularly among, Pacific Islander/Asian and African American populations; NAU students represent 43% of the African American population and 20% of the Asian and Hispanic populations. Approximately 10,500 students live in NAU dormitories and apartments, and an estimated 60%, or 13,600 students occupy open- market rental units, many located in close proximity to the University. NAU's total enrollment has grown by 16.2 percent in the last five years (Fall 2013 – Fall 2018).

TABLE 3 - 2019 NAU STUDENT ENROLLMENT (FLAGSTAFF CAMPUS)				
	Students	% of NAU Students	% City of Flagstaff	% Coconino County
Total	30,736		27%	13%
White	16,942	55%	25%	15%
Black or African American	1019	3%	43%	34%
Asian	669	2%	20%	16%
Native American or Alaska Native	878	3%	11%	2%
Pacific Islander	86	1%	100%	45%
Other Race	807	3%	8%	5%
Hispanic or Latino	2,422	14%	20%	14%
Sources: Northern Arizona University; 2015/2019 ACS				

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Age of the Population

According to the 2015/2019 ACS, nearly 40% of the City's population is between the ages of 15 and 24, compared to 24% of the Coconino County population and 14% of the Arizona population. This is primarily due to the presence of NAU. The proportion of Flagstaff's population age 65 and older is 6.6%, less than half the statewide percentage of 13.1%. Flagstaff's high elevation and cold weather climate make it less attractive as a retirement destination. The percentage of 18 to 24 and 24 to 34 individuals are significantly higher in Flagstaff then the county and state. This is due to the growing population of NAU students.

TABLE 4 - AGE OF THE POPULATION – CITY OF FLAGSTAFF, COCONINO COUNTY AND ARIZONA (2019)

Age	Arizona		Coconino County		City of Flagstaff	
	No.	%	No.	%	No.	%
Under 15	1,359,113	18.67	23,271	16.22	22,038	2.12
15 to 17	277,617	3.81	4,303	3	1,594	2.12
18 to 24	694,529	9.54	19,997	21.46	24,471	32.61
25 to 34	1,001,594	13.76	19,997	13.94	10,560	14.07
35 to 44	898,533	12.34	15283	10.65	7,435	9.91
45 to 54	853081	11.72	14245	9.93	6,873	9.16
55 to 64	884091	12.15	16571	11.55	7093	9.45
65 or more	1,307,241	17.96	18,586	12.95	6,527	8.70
Total	7278717		143476		75,044	
Median Age	38.3		31.1		25.8	

Source: 2015/2019 ACS

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Household and Family Types

Among the estimated 5,188 families with children in Flagstaff, 76% are married couple families, 17.5% are single-mother families, and just 6% are single-father families. Single-mother families are more likely to include children under 18 than are married-couple or single-father families. Just 2.3% of families with children include unmarried parents.

TABLE 5 - HOUSEHOLDS BY FAMILY TYPE (2019)				
	Coconino County		City of Flagstaff	
Households	48993		23839	
Families	29111	59.4%	12432	52.1%
Married-couple Families	21964	75.4%	10077	81.1%
Children under 18	7532	34.3%	3967	31.9%
Co-habiting couple household	4257	14.6%	3014	24.2%
Children under 18	619	14.5%	68	2.3%
Male householder, no wife present	9974	34.3%	6491	52.2%
Children under 18	656	6.6%	326	5.0%
Female householder, no husband present	12798	44.0%	6027	48.5%
Children under 18	2234	17.5%	827	13.7%
Source: 2015/2019 ACS				

Far more families in Flagstaff are renters, 52.6% compared to the State average of 34.7%. Very few of the married and unmarried partners in Flagstaff are LGBTQ but the average tends to match the percentage averages of the State.

TABLE 6 – MISC. HOUSEHOLDS (2019)				
	City of Flagstaff		Arizona State	
Families	12432		1740704	
Married-couple Families	9236	74.29%	1272331	73.09%
Opposite Sex Spouse	9175	99.34%	1211397	95.21%
Same Sex Spouse	61	0.49%	12151	0.70%
Un-married couple Families	2017	16.22%	198263	11.39%
Opposite Sex unmarried Partner	1919	95.14%	176494	89.02%
Same Sex Unmarried Partner	98	4.86%	11011	5.55%
Families living in Owner-occupied Units		47.40%		65.30%
Families living in Renter-occupied units		52.60%		34.70%
Source: 2015/2019 ACS				

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Household Type by Race/Ethnicity

Citywide, nearly 49% of households are family households and 52% are non-family households. African American (47.7%), Native American (70%) and Hispanic (68%) households are more likely to be family households. Single female headed families are most prevalent among Native American (31%) and African American family households (35%). Single male headed households are most common among Native American households at 10%. All Pacific Islander households are single people living alone; there are 40 Pacific Islander households in Flagstaff. Among other non-family households, nearly one-third (25.4%) of 2 or more race households are single people. Living together in non-family households is most prevalent among Pacific Islander (39%) and Asian (17%) non-family households.

TABLE 7 – FLAGSTAFF HOUSEHOLDS BY FAMILY TYPE AND RACE/ETHNICITY (2019)

	Flagstaff	White	African American	Native American	Asian	Pacific Islander	2 or more races	Hispanic
Family Households	48.8%	50.2	47.7	69.9	44.5	14	50.2	68
Married Couple	39.3%	41.5%	7.3%	28.4%	38%	0%	38.5%	49.3%
Male alone	3.5%	3.8%	5.4%	10.2%	1%	0%	7.5%	8.2%
Female alone	6%	4.9%	35%	31.3%	18%	14%	16%	4.4%
Non-families	52	49.8	52.3	30.1	55.8	86%	49.8	50.7
Living Alone	29%	26.7%	42.7%	19.6%	26%	47%	25.4%	32.5%
Not living alone	22.1%	23%	9.6%	10.5%	17%	39%	38.8%	18.2%
Source: 2015/2019 ACS								

Population with Disabilities by Age

Compared to Coconino County (13.4%) and the State of Arizona (13.2%), residents of Flagstaff are more likely (14.2) to be a person with a disability, in most part due to the number of group homes available in Flagstaff to the disabled population that is not able to live independently. The proportion of adults age 18 to 64 with a disability, including an independent living disability is higher in Flagstaff than in Coconino County and the State of Arizona. In the past 5 year the percentage of individuals in Flagstaff with a disability has more than doubled.

TABLE 8 - NON-INSTITUTIONALIZED POPULATION WITH DISABILITY (2019)

	Arizona		Coconino County		City of Flagstaff	
	No.	%	No.	%	No.	%
Population	7,165,904		142,729		65,157	
With a disability	946,481	13.2	19,204	13.4	9,308	14.2
Age 5 to 17	32,916	3.4	883	4.5	290	3.1
Age 18 to 64	112,465	12	8,505	44.2	4,775	51.2
Age 65 and older	106,834	11.8	10,870	56.6	2214	23.7
Source: 2015/2019 ACS						

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Income by Family Size

Median family income is lower among six-person families (67%) and five-person families (86%) than in Coconino County (86% and 97% respectively) and the State of Arizona (95% and 103% respectively).

TABLE 9 - MEDIAN INCOME BY FAMILY SIZE (2019)						
	Arizona		Coconino County		City of Flagstaff	
All Families	$74468		76601		$ 89234	
2-person families	69,122	49.30%	79,206	49.30%	84,896	95.14%
3-person families	74,639	19.10%	67,028	17.90%	92,273	103.41%
4-person families	84,669	16.30%	84,712	17.40%	84,618	94.83%
5-person families	78,221	8.70%	69,544	9.00%	110,397	123.72%
6-person families	75,728	3.90%	73,051	3.70%	108,819	121.95%
7+ person families	89,229	2.70%	137,784	2.70%	153,786	172.34%
Source: 2015/2019 ACS						

Median Income by Household Type

The median family income in the City of Flagstaff is $65,648, compared to the median household income of $48,758 and median non-family household income of $30,454. As households include single-people and unrelated individuals living together, household income is typically lower than family income. Among family households, married-couple families enjoy the highest median income, while single-female headed households have the lowest median income. Female householders living alone have the lowest median income of all household types.

TABLE 9 - MEDIAN HOUSEHOLD INCOME BY FAMILY TYPE (2019)						
	Arizona		Coconino County		Flagstaff	
All Households	$ 50,752	% Arizona HH Income	58085	% Coconino HH Income	$ 58,900	% Flagstaff HH Income
Family Households	74,468	120.00%	76,601	131.88%	89,234	151.50%
Own children < 18 yrs	70,158	113.06%	69,910	120.36%	87,596	148.72%
No own children < 18 yrs	76,202	122.80%	85,700	147.54%	92,766	157.50%
Married-couple families	87,708	141.34%	88,814	152.90%	95,828	162.70%
Female householder, no husband	42,001	67.68%	40,037	68.93%	50,703	86.08%
Male householder, no wife	53,183	85.70%	51,703	89.01%	105,506	179.13%

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	40,198	64.78%	34,758	59.84%	35,792	60.77%
Non-family households	36,234	58.39%	28,367	48.84%	29,744	50.50%
Female householder	31,218	50.31%	25,474	43.86%	26,100	44.31%
Living alone	68,463	110.33%	35,940	61.87%	35,551	60.36%
Not living alone	44,150	71.15%	37,402	64.39%	36,692	62.30%
Male householder	37,255	60.04%	26,799	46.14%	26,898	45.67%
Living alone	71,291	114.88%	52,571	90.51%	49,926	84.76%
Not living alone	74,468	120.00%	76,601	131.88%	89,234	151.50%
Source: 2015/2019 ACS						

Median Income by Race/Ethnicity

Compared to the State of Arizona, minority households in Flagstaff experience a proportionately higher median income, yet the median income of minority households in Flagstaff varies. Flagstaff's White households enjoy the highest proportionate median income at 110%. Since 2011 Black/African American households decreased from 104% to 75%. Hispanic, Native American/Alaskan Native and Asian households have median incomes well below the City median income. Hispanic

TABLE 10 - INCOME BY RACE / ETHNICITY (2019)						
	Arizona		Coconino County		City of Flagstaff	
	Median Income	% of Median Income	Median Income	% of Median Income	Median Income	% of Median Income
All Households	$ 50,752		58085		$ 58,900	
White	63828	125.76%	68919	119%	64896	110.18%
Black or African American	41040	80.86%	43145	74%	44252	75.13%
Native American	39974	78.76%	42757	74%	37083	62.96%
Asian	78785	155.24%	42607	73%	41281	70.09%
Hispanic	95.86%	54664	94%	50530	85.79%	95.86%
Source: 2015/2019 ACS						

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Income Category by Race/Ethnicity (2010)

According to the 2010 Census, minorities in the City of Flagstaff were disproportionately low-income when compared to White households.

*The ACS only provides income by race data for municipalities with a population over 75,000. The 2010 Census numbers for these metrics is the most current available at this time.

- **Extremely low-income (0% to 30% AMI)** – 31% of Asian, 25% of 2 or more Race, 26% of Black and 19% of Native American households were extremely low income compared to 16% of White households.
- **Low income (30.1% to 50% AMI)** – 100% of Pacific Islander (9 households), 15% of Asian and 12% of Hispanic households were low-income, compared to 9% of White households.
- **Low-to-moderate income (50.1% - 80% AMI)** – 27% of Native American and 20% of Hispanic households were low-to-moderate income, compared to 16% of White households.
- **Moderate-to-middle income (80.1% to 120%)** – 19% of Hispanic households were moderate to middle income, compared to 18% of White households.
- **Middle and higher income (120.1% or more)** – 45% of 2 or more Race households were middle and higher income, compared to 43% of White households.

TABLE 11 - INCOME CATEGORY BY RACE/ETHNICITY (2010)

	Extremely Low Income		Low Income		Low to Moderate Income		Moderate to Middle Income		Middle and Higher Income	
Race/Ethnicity	No.	%	No.	%	No.	%	No.	%	No.	%
Flagstaff	3,964	16%	2,268	9%	3,789	16%	4,277	18%	9,770	41%
White	2,858	16%	1,679	9%	2,521	14%	3,258	18%	7,684	43%
Black	61	20%	21	7%	50	16%	47	15%	132	42%
Native American	353	19%	110	6%	512	27%	317	17%	602	32%
Asian	169	31%	85	15%	68	12%	45	8%	187	34%
Pacific Islander	0	0%	9	100%	0	0%	0	0%	0	0%
2 or more Races	88	25%	13	4%	58	16%	39	11%	160	45%
Hispanic	435	15%	351	12%	580	20%	571	19%	1,005	34%

Source: 2010 Census

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Poverty by Race/Ethnicity

According to the 2015/2019 ACS, 17.5% of the Flagstaff population lives below the poverty level. Native American, and Hispanic populations experience a higher poverty rate then the white population (16.7%).

TABLE 12 - POPULATION IN POVERTY BY RACE/ETHNICITY (2019)		
	Below Poverty Level	
Race/Ethnicity	No.	%
City of Flagstaff	10,396	17.5%
White	7,829	16.70%
Black	202	26.30%
Native American	1,054	20.50%
Asian	469	26.00%
Pacific Islander	47	36.20%
Other Race	230	13.20%
Hispanic	2316	20.10%
Source: 2015/2019 ACS		

Poverty by Family Type

TABLE 13 - POVERTY BY FAMILY TYPE (2019)		
All families	720	5.8%
Married couple Family	238	2.6%
with children < 18	151	1.2%
Female householder, no husband present	377	16.9%
with children < 18	277	2.2%
Source: 2015/2019 ACS		

The overall rate of poverty among families in the City of Flagstaff is 5.8%. Single female householders with children under age 18 experience poverty at six times the rate of all families and six times the rate of married-couple families. Almost one- third of single-parent female headed families live below the poverty level.

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Persons with Disabilities and Poverty

The City of Flagstaff's population with disabilities experiences a rate of poverty more than double the population without disabilities – 51.2% compared to 24.5% for the overall population - 1,932 people with disabilities in Flagstaff live below the poverty level.

The Workforce and Employment

From 2017 to 2018, employment in Flagstaff, AZ grew at a rate of 1.46%, from 36.5k employees to 37.1k employees.

The most common employment sectors for those who live in Flagstaff, AZ, are Educational Services (6,584 people), Accommodation & Food Services (5,974 people), and Retail Trade (4,554 people). This chart shows the share breakdown of the primary industries for residents of Flagstaff, AZ, though some of these residents may live in Flagstaff, AZ and work somewhere else. Census data is tagged to a residential address, not a work address.

In 2018, 56.7% of the workforce was employed in four industries - 1) accommodation and food services, 2) retail trade, 3) educational services, and 4) heath care and social assistance. Slightly more than half (53.8%) of employees are employed full-time. Considering only full-time employment the top four industries were 1) health care and social assistance, 2) retail trade, 3) educational services, and 4) manufacturing.

TABLE 14 - TOP 6 INDUSTRIES EMPLOYING THE FLAGSTAFF WORKFORCE IN 2018

	Employment	% Total Employment	Median Annual Earnings	Full-time	% Full-time	Median Annual Full-time Earnings
All Industries	37,100		$20,100	18,687	53.8%	$38,772
Accommodation & food services	5974	16.1%	$13,127	1,628	31.6%	$17,524
Retail trade	4554	12.3%	$12,157	2,490	48.8%	$30,320
Educational services	6584	17.8%	$20,786	2,286	45.0%	$42,784
Health care and social assistance	4,408	11.9%	$40,122	2,405	55.8%	$41,758
Source: 2015/2019 ACS						

Housing Profile

The City of Flagstaff HUD 2021 – 2025 Consolidated Plan describes in detail housing conditions in the City of Flagstaff. This housing profile provides context for and focuses on housing conditions by income, race/ethnicity, disability status, familial status and geographic areas.

The housing market consists of homeowners and renters and the units they occupy. In addition to tenure and occupancy, the three primary elements of the housing market that impact supply and demand are:

1. Variety - the types of housing that are available.
2. Quality, - most often defined by age, unit value and whether the unit has complete plumbing or kitchen facilities.
3. Affordability - defined by the percentage of household income that must be spent for housing costs and whether that percentage consumes more than 30% of gross household income.

The Northern Arizona University main campus is located in Flagstaff and has a significant impact on housing availability. Student enrollment at Northern Arizona University Flagstaff campus in 2020 was 29,569, with 22,870 students enrolled full-time. Approximately 7,767 students lived in college dormitories or apartments situated on land owned by NAU, an estimated 18% (5,640) either lived with family or were enrolled in online/remote classes, and an estimated 9,733 students lived off campus. Assuming an average of 2.5 students per open-market rental unit an estimated 3,893 rental units were occupied by students. Students typically pay between $800 and $1000 per bedroom, far more than could be earned by renting units to families.

2011-2015 CHAS data when compared with 2007-2011 household income and tenure data suggests insufficient rental units affordable to households with income less than 30% AMI and insufficient owner units affordable to households with income 50% to 80% AMI.

College students living off-campus that are supported by their parents appear to be very low income and their presence tends to inflate the number of households with income less than 30% AMI and to inflate the number of cost burdened households. It is however important to ensure adequate rental housing is available for non student households with income less than 30% AMI.

There are insufficient units affordable to owners and potential purchasers with income 50% to 80% AMI. 67% of renter respondents to the 2020 Coconino County Community Health and Human Services Needs Assessment indicated they would like to own a home but insufficient down payment and availability in their price range were barriers to homeownership. There are also insufficient rental units affordable to renters with income less than 30% AMI.

Rents established by HUD for the HOME program, which finances rehabilitation and new construction and for the Section 8 program, which provides monthly rental subsidies to low-income renters do not vary significantly from the area median rent due to the high volume of one and two bedroom rental units in Flagstaff. Rehabilitated or new units targeted to very low income renters would have positive impacts on the availability of affordable housing.

Residential Development Trend

In general, the housing market moves roughly in line with the rest of the economy over the long term. During the economic and housing boom from 2000 to 2006, the City issued an annual average of 630 residential permits. With the economic downturn, residential permitting declined to an average of 233 units per year from 2008 through

2011. In recent years, 2018 to 2020, an annual average of 295 residential permits were issued primarily for single family detached homes.

Age of the Housing Stock

Housing units that are 30 years old or older are more likely than the newer housing stock to require rehabilitation or replacement, historic preservation, lead-based paint remediation, and energy efficiency improvements. 36% of the City's housing units or 8,106 units were built before 1980 and are more than 30 years old. Of units built before 1980, roughly equal numbers are owner and renter occupied; renters are slightly more likely to occupy units built before 1950.

HUD data indicates that 2,290 pre-1980 housing units are occupied by households with children – 60% by renters and 40% by owners. Childhood lead poisoning is a serious pediatric health problem and children ages six years and younger are particularly susceptible to lead poisoning. Research indicates that even a low level of lead in a child's blood can have harmful effects on physical and developmental health. The most common source of exposure is deteriorating lead-based paint and lead-contaminated dust found in the home, but other sources include pottery, jewelry, candy and makeup.

Risk of Lead-Based Paint Hazard

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	3,895	37%	4,650	36%
Housing units built before 1980 with children present				

Table 1 – Risk of Lead-Based Paint

Data Source: 2011-2015 ACS (Total Units) 2011-2015 CHAS (Units with Children present)

Year Unit Built

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	2,740	26%	2,860	22%
1980-1999	3,880	37%	5,270	41%
1950-1979	3,305	31%	4,040	32%
Before 1950	590	6%	610	5%
Total	***10,515***	***100%***	***12,780***	***100%***

Table 2 – Year Unit Built

Tenure and Tenure by HUD Income Category

The homeownership rate in Flagstaff, AZ is 46.8%, which is lower than the national average of 63.9%. According to the US Census, the rate of homeownership in the City of Flagstaff increased from 48% in 2000 to 52% in 2008 and then decreased to 48% in 2011 and 46.8% in 2019. Homeownership decreases across all income levels except households with incomes 50-80% AMI occurred, with the largest decreases among higher income households. The relatively stable homeownership rate among households with incomes 50-80% AMI may be attributed to the likelihood that these households received homeownership education and counseling prior to home purchase.

Ownership increases with household income - 69% of households with incomes above 100% AMI own their home compared to 25% of households with incomes below 50% AMI.

Families with Income in the past 12 months below poverty level:	1,315	
Families in poverty, owner occupants:	335	25.48%
Families in poverty, renter occupants:	975	74.14%

Tenure by Race/Ethnicity

While the homeownership rate in the City of Flagstaff is lower than that of Coconino County and the State of Arizona, it is particularly low among Native American households – 3.2%. The highest homeownership rates are among White (90%) and Hispanic (14.4%) household.

TABLE 16 - TENURE BY HOUSEHOLDER RACE/ETHNICITY (2019)

	Owner	Renter
White	90.0	74.5
Black	0.6	2.3
Native American	3.2	10.1
Asian	1.9	3.8
Other Race	2.8	2.8
Hispanic	14.4	17.2
Total	47%	53%

Source: 2015/2019 ACS

Housing Problems of Owners by Race/Ethnicity (Coconino County)

The US Department of Housing and Urban Development provided housing problems data by race and ethnicity for the City's Consolidated Plan. HUD defines the four housing problems as: 1) Lacks complete kitchen facilities; 2) Lacks complete plumbing facilities; 3) More than one person per room; and 4) Cost Burden greater than 30%. According to this data, cost burden is the most significant housing problem in Flagstaff and disproportionately impacts minority owners:

- Hispanic owners at all income levels are more likely than White owners to have housing problems.
- Lower income Black and Asian owners are more likely to have housing problems than lower income White owners, yet higher income Black and Asian owners are less likely to have housing problems than higher income White owners.
- Higher income Native American owners are more likely to have housing problems than White owners; yet lower income Native American owners are less likely to have housing problems than White owners.

TABLE 17 –OWNERS WITH HOUSING PROBLEMS BY income and RACE AND ETHNICITY (2015) owner					
Race/Ethnicity	≤30% AMI	30.1-50% AMI	50.1-80% AMI	80.1-95% AMI	95.1% AMI and above
Flagstaff, AZ	3225	2,185	2,385	925	NA
White	1805	1,300	1,715	715	NA
Black	60	90	4	4	NA
Asian	110	70	60	10	NA
Native American	340	305	270	55	NA
Pacific Islander	0	0	15	0	NA
Hispanic	750	405	265	150	NA
Other	n/a	2,185	2,385	925	NA
Source: HUD eCon Planning Suite data					

Housing Problems of Renters by Race/Ethnicity (Coconino County)

According to HUD CHAS data for Coconino County, housing problems also disproportionately impact minority renters:

- Lower income Hispanic renters are more likely than lower income White renters to have housing problems, with the exception of those with incomes 50.1 – 80% AMI.
- The lowest-income Black renters are more likely to have housing problems than the lowest income White renters; however Black renters with incomes above 30.1% AMI are less likely than White renters to have housing problems.

TABLE 18 –PERCENT OF RENTERS WITH HOUSING PROBLEMS BY RACE AND ETHNICITY (2015)							
Race/Ethnicity	≤30% AMI	30.1-50% AMI	50.1-80% AMI	80.1-95% AMI	95.1% AMI and above	All Renters	
						No.	%
Coconino County	95.6%	85.5%	70.3%	62.0%	8.2%	8,360	53.8%
White	96.2%	90.6%	77.9%	51.0%	8.3%	4,790	51.5%
Black	100%	53.8%	25.0%	n/a	n/a	125	52.1%
Asian	n/a	n/a	n/a	n/a	n/a	140	45.9%
Native American	92.2%	66.4%	45.8%	75.0%	14.6%	1,760	54.2%
Pacific Islander	n/a	n/a	n/a	n/a	n/a	0	n/a
Hispanic	100%	96.3%	73.7%	85.7%	2.5%	1,440	65.2%
Other	100%	n/a	n/a	66.7%	n/a	105	43.8%
Source: HUD CHAS Data for Coconino County							

Housing Problems by Race/Ethnicity (HUD Consolidated Plan data for Flagstaff)

When a population's proportion of housing need is at least 10% higher than the housing needs of the population as a whole, the City considers that population to have disproportionate need. Disproportionately greater housing needs occur at each HUD income category; however, disproportionate housing need is not consistent for any one racial or ethnic group. The relatively small number of households in some racial and ethnic categories combined with the large proportion of NAU students who are minorities may impact this assessment.

- Among households with incomes below 30% AMI, Black/African American households have disproportionately greater housing needs; 2% of the City's population is Black/African American and 43% of Black/African American people in Flagstaff are NAU students.
- Among households with incomes between 30% and 50% AMI, Asian households have disproportionately greater housing needs. 2% of the City's population is Asian.
- Among households with incomes between 50% and 80% AMI, Pacific Islander households have disproportionately greater housing needs. HUD data suggests a smaller Pacific Islander population than local data. There are 10 Pacific Islander households experiencing disproportionately greater need and local data suggests that all are NAU students.
- Among households with incomes between 80% and 100% AMI, Native American households have disproportionately greater housing needs.

TABLE 19 – PERCENT OF HOUSEHOLDS WITH HOUSING PROBLEMS BY RACE, ETHNICITY AND INCOME LEVEL

	≤30% AMI	30.1-50% AMI	50.1-80% AMI	80.1-100% AMI
White	86%	84%	66%	39%
Black	100%	0%	46%	0%
Asian	91%	100%	33%	10%
Native American	96%	75%	61%	74%
Pacific Islander	n/a	n/a	100%	n/a
Hispanic	93%	86%	58%	55%

Source: HUD eCon Planning Suite data

HUD also provides data regarding severe housing needs. When a population's proportion of severe housing need is at least 10% higher than the housing needs of the population as a whole, the City considers that population to have disproportionate need. Disproportionately greater severe housing needs occur at each HUD income category except 30% to 50% AMI. Disproportionately severe housing need is consistent among Hispanic households with incomes between 50% and 100% AMI. Disproportionately severe housing needs among Hispanic households may result from larger family sizes and multi-generational households that result in overcrowding and severe overcrowding as defined by HUD.

- Among households with incomes below 30% AMI, Black/African American households have disproportionately greater severe housing needs. 2% of the City's population is Black/African American and 43% of Black/African American people in Flagstaff are NAU students.
- Among households with incomes between 30% and 50% AMI, no households have disproportionately greater housing needs.
- Among households with incomes between 50% and 80% AMI, Hispanic households have disproportionately greater housing needs.
- Among households with incomes between 80% and 100% AMI, Native American and Hispanic households have disproportionately greater housing needs.

TABLE 20 – PERCENT OF HOUSEHOLDS WITH SEVERE HOUSING PROBLEMS BY RACE AND ETHNICITY AND INCOME LEVEL (2015)				
Race/Ethnicity	≤30% AMI	30.1-50% AMI	50.1-80% AMI	80.1-100% AMI
Citywide	85%	50%	17%	17%
White	83%	52%	16%	9%
Black	100%	0%	0%	0%
Asian	91%	0%	0%	10%
Native American	91%	34%	12%	55%
Pacific Islander	0%	n/a	0%	n/a
Hispanic	90%	58%	28%	34%
Source: HUD eCon Planning Suite data				

Housing cost burden is the most prevalent housing problem in Flagstaff as there are few units lacking complete plumbing and/or kitchen facilities and limited incidences of overcrowding. Unfortunately the data provided by HUD included a significant error; therefore, HUD CHAS data for Coconino County was used to identify whether housing cost burden disproportionately impacts minority households relative to White households. This data revealed housing cost burden is disproportionately high among Black/African American households with income < 30% AMI and Pacific Islander households with income 30% to 50% AMI; many of these households are student households.

Geographic Concentration Areas

Low-income Concentration Areas – Census Block Groups

In 2019, 47.1% of the City's households were low and moderate income. There are 26 Census Block Groups with a disproportionately high percentage of low and moderate income households. For the purposes of the AI, disproportionately high is defined as at least 10% higher than the City. City Target Neighborhoods are identified in the following table along with those areas with a high concentration of NAU students (NAU Block Groups).

Considering only Census Tracts there are 7 Census Tracts where low-income populations are concentrated – Census Tracts 2, 3, 5, 8, 10, 12 and 15.

TABLE 21 - LMI BLOCK GROUPS

Census Tract	Block Group	Total Population	LMI Population	% LMI	NAU Block Group	Target Area Name
2	2	1,350	605	44.81%		
3	1	700	210	30.00%		
3	2	3,050	2,715	89.02%		Sunnyside
3	3	1,880	1,340	71.28%		Sunnyside
3	4	1,335	750	56.18%		Sunnyside
4	3	1,860	820	44.09%		
4	4	800	625	78.13%	X	
4	5	645	155	24.03%		
5	2	925	325	35.14%		
5	3	1,135	345	30.40%		
5	4	1,115	740	66.37%		
5	5	410	130	31.71%		
6	2	1,865	1,020	54.69%	X	
8	1	1,045	810	77.51%	X	Southside
8	2	2,555	2,290	89.63%	X	Southside
8	3		830	82.18%	X	Pine Knoll

		1,010				
9	1	575	160	27.83%		
9	3	2,020	1,390	68.81%		
10	1	400	280	70.00%	X	
10	2	585	550	94.02%	X	
10	3	1,475	860	58.31%	X	
11.02	3	930	785	84.41%	X	La Plaza Vieja
11.02	4	1,615	1,120	69.35%	X	
12	1	1,270	655	51.57%	X	
Source: HUD 2021 LMI Data based on 2011/2015 American Community Survey						

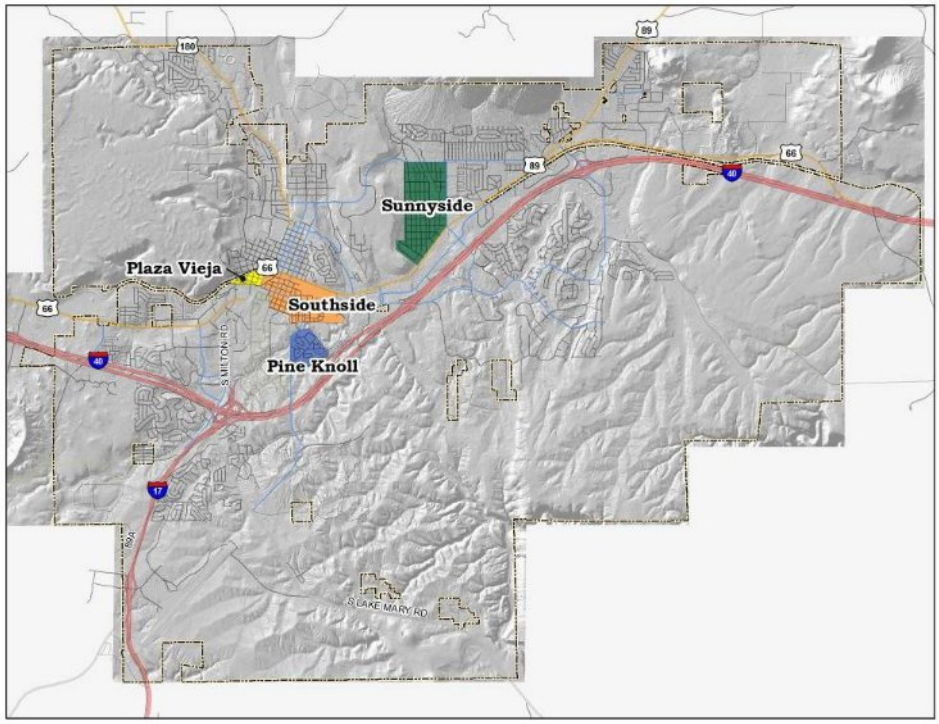
City of Flagstaff Target Neighborhoods

The City has identified four target neighborhoods:

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

Together the people who live in the target neighborhoods have the following characteristics:

- 8,565 people reside in target neighborhoods – 6,210 are considered low and moderate income.
- 33% are Hispanic or Latino.
- 27% are minorities.
- 50% live in family households.
- 21% are headed by a householder 24 years old or younger.
- 24% own the home they occupy.



The Sunnyside Neighborhood Association, Southside Community Association and La Plaza Vieja Neighborhood Association work hard to improve neighborhoods with grass-roots efforts in safety improvements, beautification, job development, and community spirit. These resident-driven 501(c) 3 organizations also work collectively and advocate for continual and necessary infrastructure improvements in historic neighborhoods, growing more local jobs, increasing voter registration, and promoting unity among neighbors.

Minority Concentration Areas – 2010 Census Block Groups

There are 18 Census Block Groups in Flagstaff that are considered areas of minority concentration based on 2010 Census data. An area of minority concentration is defined as an area where the proportion of minorities (non-White) is at least 10% higher than the proportion of that minority group citywide. 10 of the Census block Groups include or are adjacent to Northern Arizona University (NAU). Areas with minority concentrations are shaded in the following table.

TABLE 23 - LMI AND MINORITY BLOCK GROUPS

Census Tract	Block Group	Racial Concentration	Ethnic Concentration	NAU Block Group	LMI Concentration	Target Area Name
3	1	26.7%	23.8%		X	
3	2	58.5%	41.9%		X	Sunnyside
3	3	58.7%	37.3%		X	Sunnyside
3	4	54.3%	41.1%		X	Sunnyside
4	2	35.8%	23.2%			
4	3	36.1%	23.7%		X	
4	4	51.4%	26.1%	X	X	
4	5	26.4%	20.8%		X	
5	1	32.2%	21.0%			
5	2	32.0%	25.8%		X	
5	3	49.6%	32.4%		X	
5	4	34.5%	50.3%		X	
6	2	39.1%	13.8%	X	X	
7	1	30.3%	18.3%	X		
8	2	29.1%	16.1%	X	X	Southside
8	3	42.9%	26.0%	X	X	Pine Knoll
9	3	35.2%	17.0%			
11.02	1	36.1%	29.2%			La Plaza Vieja
11.02	3	32.1%	25.9%	X	X	
11.02	4	35.1%	26.4%	X	X	

Source: 2010 Census SF3

Citywide in 2010, 27% of the population was minority and 18% was Hispanic, compared to 21% minority and 16% Hispanic in 2000. Overall, the proportion of minorities increased 28.6% and the proportion of Hispanics increased 11.1%. There was one Census Tract (11.02) added to the City list of minority concentration areas as a result of new Census boundaries in 2010. Several Census Tracts experienced increases in minority populations at a higher rate than the increase in the citywide minority population:

- Census Tract 3 – The minority population increased 20% from 40% in 2000 to 52% in 2010.
- Census Tract 5 – The Hispanic population increased 30.4% from 23% in 2000 to 30% in 2010. Census Tract 5 is an NAU Census Tract.

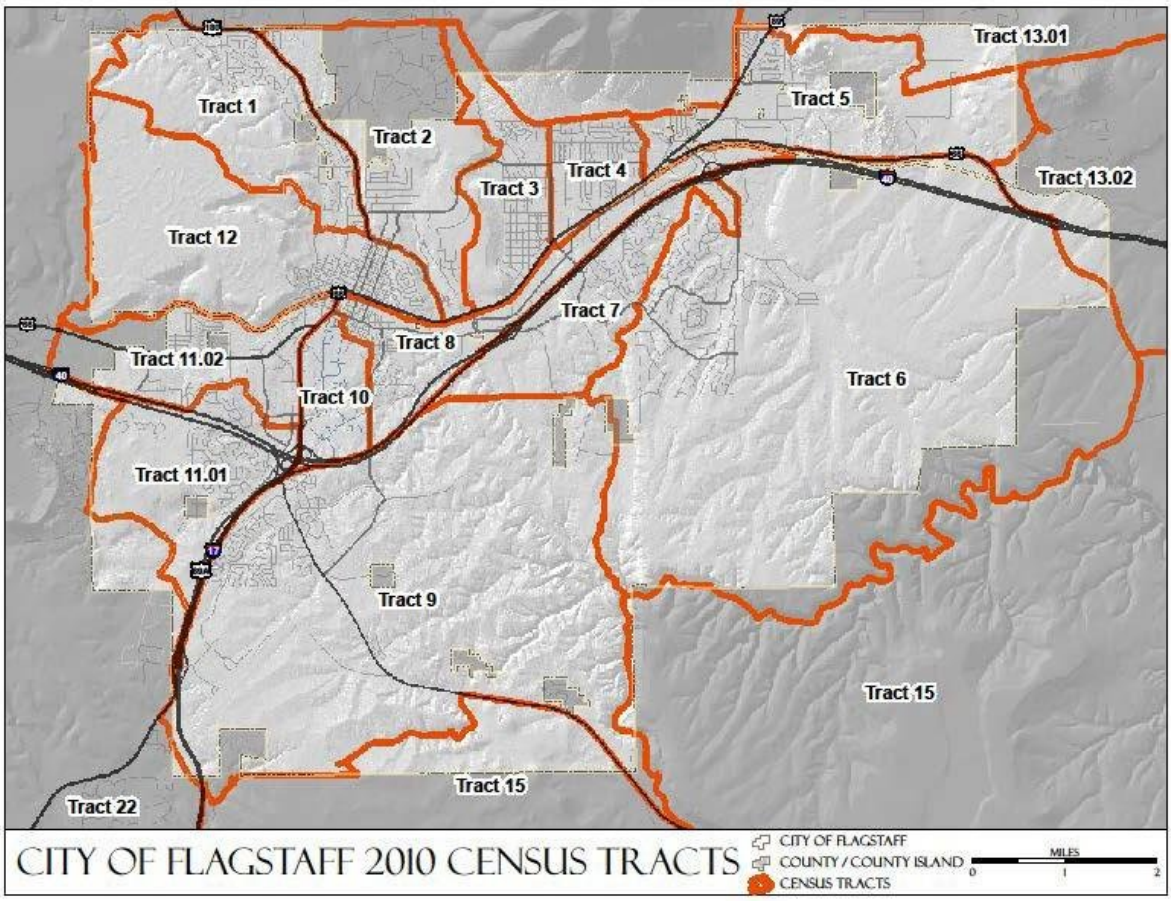
Minority and LMI Concentration Areas – 2010 Census Tracts

There are four Census Tracts that are both areas of low income and minority concentration – Census Tract 3, Census Tract 4, Census Tract 5, and Census Tract 8.

TABLE 24 - LMI AND MINORITY CENSUS TRACTS

Census Tract	Total Population	Racial Minority Population	% Racial Minority	Ethnic Minority Population	% Ethnic Minority	Minority Concentration	LMI Concentration
1	3,666	564	15.4%	531	14.5%	NO	NO
2	3,550	806	22.7%	482	13.6%	NO	NO
3	6,478	3,466	53.5%	3,217	49.7%	YES	YES
4	5,226	1,742	33.3%	1,021	19.5%	YES	YES
5	4,242	1,884	44.4%	1,113	26.2%	YES	YES
6	5,531	1,069	19.3%	289	5.2%	NO	NO
7	3,564	417	11.7%	530	14.9%	NO	NO
8	3,912	1,199	30.6%	523	13.4%	YES	YES
9	6,553	1,168	17.8%	1,025	15.6%	NO	NO
10	7,519	1,988	26.4%	652	8.7%	NO	YES
11.01	4,650	962	20.7%	529	11.4%	NO	NO
11.02	6,478	1,946	30.0%	1,539	23.8%	YES	NO
12	2,540	461	18.1%	265	10.4%	NO	YES
13.01	No data	No data					NO
13.02	No data	No data					NO
15	No data	No data					YES
22	No data	No data					NO

Source: 2010 Census


Tract 1
Tract 2
Tract 3
Tract 4
Tract 5
Tract 13.01
Tract 13.02
Tract 12
Tract 7
Tract 8
Tract 11.02
Tract 10
Tract 6
Tract 11.01
Tract 9
Tract 15
Tract 15
Tract 22
CITY OF FLAGSTAFF 2010 CENSUS TRACTS
CITY OF FLAGSTAFF
COUNTY / COUNTY ISLAND
CENSUS TRACTS
MILES
0
1
2

Persons with Disabilities Concentration Areas

Data regarding persons with disabilities is available only at the Census Tract Level and from ACS 2008/2012. According to ACS 2008/2012, 7.7% of City of Flagstaff residents are persons with disabilities. Areas where the proportion of persons with disabilities is at least 10% higher than citywide are Census Tracts 2 and 4. Census Tract 4 is also an area of low income and minority concentration and Census Tract 2 includes a Low Income Housing Tax Credit project targeted for occupancy by people who are elderly or have disabilities.

TABLE 25 - POPULATION WITH DISABILITIES BY CENSUS TRACT (2012)

Census Tract	No.	%.	Concentration
City of Flagstaff	4,665	7.7%	NO
Tract 1 (part)	313	7.9%	NO
Tract 2 (part)	328	9.5%	YES
Tract 3 (part)	498	7.5%	NO
Tract 4 (part)	603	11.3%	YES
Tract 5 (part)	391	8.1%	NO
Tract 6 (part)	274	5.1%	NO
Tract 7 (part)	162	4.6%	NO
Tract 8 (part)	251	7.0%	NO
Tract 9 (part)	350	5.4%	NO
Tract 10 (part)	606	7.3%	NO
Tract 11.01 (part)	304	6.2%	NO
Tract 11.02 (part)	385	6.3%	NO
Tract 12 (part)	200	7.6%	NO
Tract 13.01 (part)	0	0.0%	NO
Tract 13.02 (part)	0	0.0%	NO
Tract 15 (part)	0	0.0%	NO
Tract 22 (part)	0	0.0%	NO
Source: ACS 2008/2012			

Low-income Multifamily Housing Locations

There are 1,255 subsidized low-income rental units in the City of Flagstaff. In addition to the 265 public housing units and 101 affordable rental units owned and operated by the City of Flagstaff Public Housing Authority, there are 888 affordable rental units in 12 apartment complexes funded with the Low Income Housing Tax Credit Program. LITHC units are generally targeted to households with income less than 60% of the area median income. LIHTC units may be targeted to specific populations, and 60 units are targeted to elderly and disabled households; the remaining 828 units are targeted to families. There are also 12 HUD-funded Section 202 units serving very-low income people with disabilities.

Two income-restricted developments are located in a Census Tract this is also an area of minority concentration. During the past five years no income restricted developments were added in areas of minority concentration. The majority of Low Income Housing Tax Credit projects are located in Census Tract 9, an area primarily south of Interstate 40 and the most recently-developed area of the City.

Private Sector - Home Mortgage Disclosure Act (HMDA) Data

Congress enacted the Home Mortgage Disclosure Act (HMDA) in 1975 to provide the public with information that would assist in determining if financial institutions are serving the credit needs of their communities and to identify discriminatory housing activities. The law requires that certain financial institutions such as banks, savings associations, credit unions and other mortgage lending institutions collect and publicly disclose information on home loan applications and purchases. HMDA data provides an array of information on mortgage lending activity such as the type and disposition of loans, and borrower characteristics such as race, gender, and income.

HMDA data provides valuable insight into possible impediments to fair housing choice in the City of Flagstaff. Because HMDA data does not measure credit history, this analysis cannot conclude that higher rates of loan denial are explained solely by the credit of the borrowers, or solely based on race, ethnicity, sex or other protected classes. Instead, HMDA data can identify whether further investigation into discriminatory practices is needed.

In 2019, 1121 home loan applications were made by Flagstaff residents and 92 or 7% were denied. 1,624 refinancing loan applications were also made, with a denial rate of 14%. The combined denial rate for the 2,745 home purchase and refinance loans were 15%, less than half the denial rate of 33.9% in 2008 when 3,044 applications were received.

The Consumer Financial Protection Bureau (CFPB)

The Consumer Financial Protection Bureau (CFPB) was established on July 21, 2010 under Title X of the Dodd-Frank Wall Street Reform and Consumer Protection Act Public Law No. 111-203 (Dodd-Frank Act). The CFPB was established as an independent bureau within the Federal Reserve System. The Bureau is an Executive agency as defined in Section 105 of Title 5, United States Code. The Dodd-Frank Act authorizes the CFPB to exercise its authorities to ensure that, with respect to consumer financial products and services:

1. Consumers are provided with timely and understandable information to make responsible decisions about financial transactions;

2. Consumers are protected from unfair, deceptive, or abusive acts and practices and from discrimination;
3. Outdated, unnecessary, or unduly burdensome regulations are regularly identified and addressed in order to reduce unwarranted regulatory burdens;
4. Federal consumer financial law is enforced consistently in order to promote fair competition; and
5. Markets for consumer financial products and services operate transparently and efficiently to facilitate access and innovation.

To accomplish its mission, the CFPB is organized into six primary divisions:

1. Consumer Education and Engagement provides information to consumers to empower them to make financial decisions that are best for them.
2. Supervision, Enforcement and Fair Lending ensures compliance with Federal consumer financial laws by supervising market participants and bringing enforcement actions when appropriate.
3. Research, Markets and Regulations conducts research to understand consumer financial markets and consumer behavior, evaluates whether there is a need for regulation, and determines the costs and benefits of potential or existing regulations.
4. Legal Division ensures the Bureau's compliance with all applicable laws and provides advice to the Director and the Bureau's divisions.
5. External Affairs manages relationships with external stakeholders and ensures that the Bureau maintains robust dialogue with interested stakeholders to promote understanding, transparency, and accountability.
6. Operations builds and sustains operational infrastructure to support the entire organization and hears directly from consumers about challenges they face in the marketplaces through their complaints, questions, and feedback.

Home Purchase Loan Application Disposition by Race

In 2019, 93% of loan applications were made by White applicants. 75% of home purchase loan applications were originated. Among loans not originated, 20% were denied. Overall, loan applications resulting in an originated loan were highest among Hispanic applicants and lowest among Native American Applicants. Loan denial rates were highest among Native American applicants and lowest among White applicants.

Adjusting HMDA data for income may explain loan application disposition data – minorities and single-parent families often have lower incomes and challenging credit histories or no credit histories that may lead to higher rates of denial. In 2014, 76% of loan applications were from higher income applicants (income above 120% AMI), compared with 55% in 2008. In 2019, 16% of loan applications were from middle income households (income 80-120% AMI), and 8% from low and moderate income households (income less than 80% AMI). Origination rates were highest among low and moderate income households at 77% and lowest among middle-income households at 59%. The higher rate of origination among low and moderate income households suggests that housing education and counseling and perhaps home purchase assistance increased the rate of loan originations.

Except at higher income levels Native American home purchase loan applicants experience the highest rates of loan denial.

TABLE 27 - DISPOSITION OF HOME PURCHASE LOAN APPLICATIONs by RACE/ETHNICITY 2019			
Race/Ethnicity	Applications Received	Applications Denied	
		No.	%
Native American	98	22	22.45%
Asian	56	16	28.57%
Black/African American	18	6	33.33%
Native Hawaiian or Other Pacific Islander	7	7	100.00%
White	3428	708	20.65%
Hispanic	232	76	32.76%
Source: Consumer Financial Protection Bureau HMDA Query			

TABLE 28 - HOME PURCHASE LOAN APPLICATIONS AND DENIALS BY GENDER AND CO-APPLICANT STATUS OF APPLICANT			
	Applications	Denials	% Denied
Female Alone	721	182	25.24%
Male Alone	1180	353	29.92%
Joint	2209	369	16.70%
Source: Consumer Financial Protection Bureau HMDA Query			

Homme Purchase Loan Application Disposition – Manufactured

Housing The rate of loan denials for manufactured housing purchases (56.1%) is 6.5 times the rate of loan denials for one to four family dwellings (8.6%). 41% of the loan denials for Native American home purchase loan applicants were for manufactured housing as were 20% of loan denials for Hispanic home purchase loan applicants. This data suggests that housing type plays a significant role in whether a home purchase loan will be originated.

TABLE 29 - LOAN APPLICATIONS AND DENIALS FOR MANUFACTURED HOUSING PURCHASE BY RACE			
	Applications	Denials	% Denied
Native American	39	16	41.03%
Asian	1	0	0.00%
Black/African American	3	0	0.00%
White	211	15	7.11%
Hispanic	31	6	19.35%
Source: Consumer Financial Protection Bureau HMDA Query			

Disposition of Refinancing Loan Applications in the City of Flagstaff (2019)

In 2019, nearly three quarters of refinancing loans were in Census Tracts that are neither low-income nor minority concentration tracts. 2019 HMDA data defining the disposition of refinancing loan applications by Census Tract revealed higher denial rates than citywide in five Census Tracts - 3, 8, 11.01, 11.02 and 15; the citywide rate was 21.5%. The combined rate of denial in Census Tracts that are neither LMI nor minority concentration tracts is 14.9% compared to 24.6% in LMI concentration tracts and 25.4% in minority concentration tracts. This data suggests that there is a higher correlation of refinancing loan denial in LMI and minority concentration tracts.

Refinancing Loan Application Denial by Race

In 2019, 20% of refinancing loan applications for which the applicant reported race were denied. The rate of loan denial was higher among non-White applicants (27.1%) than for White applicants (19.5%), suggesting that refinancing loan denials are more prevalent among minority borrowers than White borrowers.

Lower income households are more likely to experience a refinancing loan denial than are households at higher incomes. Considering race and ethnicity, Native American refinancing loan applications experience the highest rates of loan denial.

Unlike home purchase loans, the rate of refinancing loan denials for females is not higher than for males. The highest rates of refinancing loan denial are among all borrowers with income less than 80% of the area median income, suggesting that income and credit play a role in refinancing loan originations.

Local Loan Limits

FHA and conventional Loan limits vary based on the number of living-units on the property. FHA loans are only allowed on 1 to 4 living-unit properties. These 1 to 4 unit properties can be purchased with an FHA loan as long as the owner occupies one of the unit. Properties with over 4 units are considered commercial and do not quality for FHA or conventional loans.

Limits for FHA Loans in Flagstaff, Arizona range from $389,850 for 1 living-unit homes to $749,700 for 4 living-units. Conventional Loan Limits in Flagstaff are $548,250 for 1 living-unit homes to $1,054,500 for 4 living-units. The 2021 Home Equity Conversion Mortgage (HECM) limits in Flagstaff is $822,375. HECM limit does not depend on the size of the home.

Conventional loans (also called "conforming") are loans that conform to the requirements set by Fannie Mae and Freddie Mac. Fannie Mae and Freddie Mac buy home loans from lenders to provide liquidity.

Flagstaff has high cost limits to compensate for above average housing prices. Limits in Flagstaff are above the 2021 national floor.

Fair Housing Programs

Fair Housing Laws and Policies

The Fair Housing Act of 1968 (FHA) made it illegal to discriminate in housing because of a person's race, color, religion, or national origin. In 1970 gender was added as a protected class and in 1988, the Fair Housing Amendments Act added familial status and disability (referred to as Handicapped in FHA) to the list. The familial status provision protects households with children under 18 years of age. Disability covers physical and mental disabilities, including persons with HIV/AIDS or in recovery from substance abuse. Federal protection under FHA does not cover discrimination based on age, income, source of income or sexual orientation.

The Arizona Fair Housing Act (AFHA) of 1991 (ARS § 41.1491) provides the same protections as the Federal Fair Housing Act (FHA), but different procedures for administrative complaint processing. In addition, the AFHA brought the Arizona Landlord and Tenant Act into compliance with the State Fair Housing Statute.

Agencies and Organizations

City of Flagstaff

Fair housing complainants who contact the City of Flagstaff are provided a packet of information that includes information regarding who to contact and how to file a complaint. The packet refers complainants to three possible sources for further assistance and processing – the Arizona Attorney General's Office, the US Department of Housing and Urban Development, and the Southwest Fair Housing Council. The packet describes the role of each agency and the process for filing a complaint. The Arizona Attorney General's Office is the Fair Housing Assistance Program that would directly process a formal complaint originating in Flagstaff. The SWFHC is the Fair Housing Initiatives Program that would investigate the complaint and then turn the complaint over to the US Department of Housing and Urban Development or the Attorney General's Office.

The City's Housing Specialist is the primary contact for fair housing questions and complaints. While there had historically been a low volume of calls (1 to 3 calls per year) and complaints, the City began logging the number of calls received regarding fair housing in 2015. The City also logs calls related to landlord-tenant issues. These logs reveal that most complaints are related to landlord-tenant issues.

TABLE 37 - FAIR HOUSING AND LANDLORD TENANT CALLS

Year	Fair Housing Calls	Landlord-Tenant Calls
2015	0	4
2016	0	4
2017	0	16
2018	2	21
2019	8	15
2020	5	24
Total	**15**	**84**

Southwest Fair Housing Council

The Southwest Fair Housing Council (SWFHC) also takes calls from Flagstaff residents, including those who may elect to call SWFHC after contacting the City.

The Arizona Attorney General's Office

The Arizona Fair Housing Act is essentially the same as the Federal Fair Housing Act and is designated as "substantially equivalent." As a result, under the Federal Fair Housing Assistance Program (FHAP), the U.S. Department of Housing and Urban Development (HUD) contracts with the Arizona Attorney General's Civil Rights Division to investigate and rule on fair housing cases. Nearly all complaints that are submitted to HUD and originate within Arizona, except for Phoenix, are processed by the Attorney General's office.

Filing a complaint with the Arizona Attorney General is simple. Initiating the process is done by completing an intake complaint form. The form is to be delivered to the Attorney General's office by mail, fax, or via the internet. This form is located at http://www.azag.gov/civil_rights/CivilRightsIntake.pdf. update web address

The Attorney General advises persons wishing to file a complaint to consider the following when completing the complaint:

1. First, make a separate list of the things you want to say.
2. Present the events in the order in which they happened using dates whenever possible.
3. Type or print legibly in ink.
4. Enclose copies of documents such as records, letters, contracts, policies, manuals, receipts, or other documents that you have regarding the incident of discrimination. KEEP ORIGINAL DOCUMENTS FOR YOUR FILES.
5. Remember that your questionnaire should describe the event or incident that you believe to be discriminatory. If possible, state why the act was discriminatory.
6. Mail or deliver your questionnaire to the Phoenix or Tucson office.
7. Upon receipt of your questionnaire, a member of our staff will review your questionnaire and contact you. This process may take up to two weeks after our receipt of your questionnaire, depending on the circumstances and the information you are able to provide with your questionnaire.

Typically, after receiving the complaint, the Attorney General will notify the alleged violator of the complaint, and that person must submit a response. The Attorney General will investigate the complaint and determine whether reasonable cause exists to believe that the Fair Housing Act has been violated. If the Fair Housing Act has been violated, the Attorney General will try to reach a conciliation agreement with the respondent. If an agreement is reached, the Attorney General will take no further action on the complaint. If the Attorney General finds reasonable cause to believe that the discrimination occurred, and no conciliation is reached, the case will be heard in an administrative hearing within 120 days. The case may be handled by the Department of Justice (DOJ) and heard in U.S. District Court if one of the parties so desires.

U.S. Department of Housing and Urban Development

Individuals who believe they have been discriminated against in a housing transaction may also file a complaint with the HUD Enforcement Division in San Francisco. The first step in filing a complaint with HUD is to submit a Housing Discrimination Complaint form explaining the nature of the alleged violation. Housing discrimination complaint forms are available on the Internet portal.hud.gov/hudportal/HUD?src=/program_offices/ fair_housing_equal_opp/ complaint-process. A complaint form or additional information may also be obtained by calling the HUD Housing Discrimination Hotline at 1-800-669-9777, or by writing to the following address:

U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity
Room 5204
451 Seventh St. S.W.
Washington, DC 20410-2000

If HUD adjudicates the case, HUD lawyers will litigate the case for the complainant before an Administrative Law Judge (ALJ). If the ALJ decides that discrimination occurred, the respondent can be ordered:

- To compensate for actual damages, including humiliation, pain, and suffering.
- To provide injunctive or other equitable relief; for example, to make housing available.
- To pay the federal government a civil penalty to vindicate the public interest. The maximum penalties are $10,000 for a first violation, $27,500 for a second offense, $50,000 for a third violation within seven years.
- To pay reasonable attorney's fees and costs.

Fair Housing Complaints and Testing

Complaints

Fair housing complaint data is recorded by *basis*, representing the protected class, and *issue*, representing the particular unlawful activity that took place. Basis data also tracks responses to housing complaints, such as acts of harassment or retaliation. Further, there may be more than one basis or issue arising from a single complaint. HUD data includes data processed by the Arizona Office of the Attorney General (AGO) and HUD. Under the Fair Housing Assistance Program, HUD has had a work-sharing agreement with the AGO since 1993 and most cases are processed by the AGO. HUD retains jurisdiction to process a small set of cases – generally those involving allegations of discrimination involving a recipient of HUD funds where there is an issue that involves interpretation of HUD's regulations or program policies.

During the period from January 1, 2016 to December 15, 2020, fair housing complaints from Flagstaff residents were filed mostly on the basis of disability. The Data from this period points to housing discrimination, primarily on the basis of disability. The higher rate of fair housing complaints on the basis of disability may also point to higher awareness of fair housing laws among persons with disabilities.

Suits Filed by the US Department of Justice or the Arizona Attorney General's Office

Under the Fair Housing Act, the Department of Justice (DOJ) may bring lawsuits in the following instances:

1. Where there is reason to believe that a person or entity is engaged in what is termed a "pattern or practice" of discrimination, or where a denial of rights to a group of people raises an issue of general public importance;
2. Where force or threat of force is used to deny or interfere with fair housing rights, the DOJ may institute criminal proceedings; and,
3. Where people who believe that they have been victims of an illegal housing practice file a complaint with HUD, or file their own lawsuit in federal or state court. The DOJ brings suits on behalf of individuals based on referrals from HUD.

No evidence was located indicating that the U.S. Department of Justice or the Arizona Attorney General's Office has brought a lawsuit in the City of Flagstaff.

Fair Housing Testing

Fair housing testing can be a useful measure for evaluating the operation of a housing market for compliance with fair housing law. Some organizations have an enforcement plan in place which stipulates the types and the degree to which they will perform testing. Many organizations, including the City of Flagstaff, do not have an enforcement plan. The Southwest Fair Housing Council (SWFHC) conducts fair housing testing in Flagstaff through an agreement with the US Department of Housing and Urban Development.

The results of testing by SWFHC indicate that housing discrimination is occurring in Flagstaff, with a higher rate of housing discrimination in rental housing based on disability.

Community Survey

The Southwest Fair Housing Council designed a survey to understand fair housing issues and patterns of housing discrimination and shared this survey with the City of Flagstaff. The City posted a virtual survey and distributed the access info for the survey through multiple e-mailing lists, public housing newsletters, flyers sent to the offices of housing and social service agencies, on City of Flagstaff social media accounts and on the City's website. Though the survey is neither scientific nor statistically significant, it does provide insight into people's understanding of and attitudes towards fair housing, helps to shed light on the extent that residents perceive housing discrimination is occurring and the types of discrimination that may be most prevalent, and provides context for training and education needs.

84 surveys were completed or returned and not every respondent answered every question. Some respondents gave more than one answer to a question or gave narrative answers that were interpreted and counted in one of the survey categories when possible. Survey respondents generally reflected the demographic composition of the City. Of survey respondents: 38% were a racial or ethnic minority and 71% were White/Anglo; 40% were male, 55% were female, 4% were non-binary, and 1% were transgender; 41% had children in the household; 22% included a household member with a disability; 53% were one or two-person households; 36% were low-to-moderate income; and 43% were homeowners.

While the majority (65%) of respondents indicated they have not encountered or do not know someone who has encountered housing discrimination, 36% indicated that they know someone who has or think they know someone who has.

Have you or someone you know ever encountered one or more forms of the described housing discrimination in your local area?	
	Responses
No, I have not and don't know anyone who has.	56%
Don't know	8%
Yes, I have or I know someone who has.	24%
I think I may have or I may know someone who has.	12%

Among those respondents who indicated they had encountered housing discrimination or knew someone who had, respondents identified, in rank order, refusing or discouraging to rent an apartment or buy a home, or charging more to rent an apartment or buy a home followed by steering as the most common types of housing discrimination.

If you believe that you or someone you know encountered housing discrimination in your local area, please write down the letter(s) from the shaded boxes at the beginning of the survey that best describes the type of discrimination.	
	Responses
Refusing, discouraging or charging more to rent an apartment or buy a home.	66%
Discouraging a person from living where he or she wants to live, often by steering him or her to another apartment, complex or neighborhood.	38%
Refusing, discouraging or charging more for home insurance.	10%
Refusing or making it hard to get a loan to buy or refinance a house or take out home equity by doing things like charging more money or offering a worse deal than someone should be able to get if he or she shopped around.	14%
Predatory lending: unfair, misleading, or deceptive or fraudulent loan practices.	10%
Discrimination based on disability: Refusing to make a reasonable accommodation, refusing to allow a modification to make an apartment more accessible for persons with a disability or lack of accessible units.	21%

Slightly more than half of survey respondents believe that housing discrimination is either likely or does occur. Among those indicating that housing discrimination is likely or occurring, refusing or discouraging to rent an apartment or buy a home was followed by steering as the most common types of housing discrimination.

Do you believe housing discrimination occurs in your local area?	
	Responses
Yes	38%
No	5%
Likely	32%
Unlikely	26%

If you think housing discrimination is occurring in your local area, what types do you think are most prevalent?	
	Responses
Refusing, discouraging or charging more to rent an apartment or buy a home.	73%
Discouraging a person from living where he or she wants to live, often by steering him or her to another apartment, complex or neighborhood.	62%
Refusing or making it hard to get a loan to buy or refinance a house or take out home equity by doing things like charging more money or offering a worse deal than someone should be able to get if he or she shopped around.	38%
Discrimination based on disability: Refusing to make a reasonable accommodation, refusing to allow a modification to make an apartment more accessible for persons with a disability or lack of accessible units.	52%
Refusing, discouraging or charging more for home insurance.	21%
Predatory lending: unfair, misleading, or deceptive or fraudulent loan practices.	37%

When asked how well informed they were about housing discrimination, 59% of respondents felt either very informed or somewhat informed.

How well informed are you about housing discrimination?	
	Responses
Very informed	17%
Somewhat informed	42%
Not very informed	32%
Not at all informed	10%

When asked what they would do if they encountered housing discrimination, 33% of survey respondents indicated that they would report housing discrimination if they encountered it and 33% indicated that they would not know what to do. Multiple respondents indicated that they would both tell the person that they believed they were discriminating and then report it.

What would you do if you encountered housing discrimination?	
	Responses
Report it	33%
Would not know what to do	33%
Tell the person that you believe they are discriminating	18%
Do nothing and seek other housing options	17%

To measure understanding of the complaint and reporting process, survey respondents were asked where they would report housing discrimination. More than one-third of respondents indicated they would contact the City of Flagstaff, followed closely by contacting HUD. Several respondents stated that if the City did not provide relief they would report the City for failure to act. Other responses included Southwest Fair Housing Council, Arizona Department of Real Estate, Flagstaff Housing Authority, and the Arizona Department of Housing.

If you wanted to report housing discrimination, who would you report it to?	
	Responses
City of Flagstaff	23%
HUD	20%
Attorney General	5%
Don't know / Not sure	38%
Other	13%

More than half of survey respondents answered the question about what might be done to help prevent housing discrimination. About one-third (33%) indicated that education and training was most needed, while 13% of respondents indicated that more affordable housing would help solve the problem. Other ideas included enforcement, advertising, reporting, investigation, and fines. One respondent suggested that all applicants for housing, both rental and purchase, should receive a pamphlet describing their fair housing rights and what to do if they believe they have been discriminated against.

What do you think should be done to help prevent housing discrimination?	
	Responses
Education /Training	33%
Don't know	6%
Provide more affordable housing	13%
Make landlords/offenders accountable for their actions	27%
Report it	8%
Other	13%
Investigating/monitoring	4%
Local Investigations / Investigations	2%
Background checks and uniform reporting for lending agencies	0%
Stop making banks lend money to people who can't afford it since there is a correlation of race and income	0%
Stop discriminatory development practices/favors to friends so the market can stabilize	0%
Use clear policies with oversight from supervisors/ management to ensure their proper application	0%

Community Interviews

During November and December 2020, 45 industry stakeholders were contacted for fair housing interviews and 45 agreed to participate. Many of those contacted indicated that they would be open to completing a survey rather than participating in an interview, while others asked to be removed from the contact list. The goal of the interview process was to contact people having expert knowledge about housing in Flagstaff and to assess their awareness of fair housing compliance, collect their thoughts on perceived impediments to fair housing choice, and to solicit their thoughts about fair housing barriers and constraints in Flagstaff. The results of these interviews provide qualitative information and insight into fair housing issues in Flagstaff. Some interviewees provided multiple answers to the interview questions.

Measuring respondents' knowledge of fair housing laws was one goal of the interviews. Interviewees were asked to name the classes that are protected by Fair Housing laws. Industry stakeholders were most likely to be able to cite several protected classes and demonstrate a general idea of the protected classes and only 22% were able to cite all of the protected classes; a small few knew there are seven protected classes. Industry stakeholders were more likely to be aware that Fair Housing Laws protect specific classes than were other community leaders and participants who were more likely to cite everyone or to identify participants in the market (renters / purchasers).

Understanding of Fair Housing Law – Protected Classes	
Don't know – at least 5 protected classes	7%
Don't know – at least 7 protected classes	2%
Race, Religion, Sex, Handicap, Familial Status, National Origin	22%
Everyone	20%
Race, Color, Religion, Sex, Handicap, Familial Status, National Origin	53%
Other	7%

Interviewees were asked if they felt the Fair Housing laws served a useful purpose and the majority indicated that they do. Interviewees were also asked if they found Fair Housing laws to be clear and easy to follow. While the majority agreed the laws were useful, fewer felt that the laws were easy to follow.

Understanding of Fair Housing Law – Usefulness and Clarity		
	No	Yes
Fair Housing Laws are Useful	9%	91%
Fair Housing Laws are Clear and Easy to Follow	47%	53%

Another question was whether the interviewee had attended Fair Housing training in the past three years, and if so who sponsored the training. 38% stated they had attended a City of Flagstaff Fair Housing training event.

Education and outreach have been primary tools of the City to address Fair Housing in Flagstaff and it is important to understand whether stakeholders and potential local leaders would be interested in attending additional training in the future. 35 interviewees indicated they would attend additional training if offered by the City.

Outreach and Education – Access to Training	
Attended in Past 3 Years	26
City-sponsored	11
Employer or Licensor sponsored	6
Would attend in future if City offered	35

Interviewees were asked to identify to whom they would refer a housing discrimination complainant. Responses were varied, with most identifying the City of Flagstaff as the primary contact. The varied responses indicate confusion regarding the referral system and complaint system. This confusion is a barrier to complainants accessing the fair housing complaint system.

Understanding of Fair Housing Complaint System	
	Responses
City of Flagstaff	11
Attorney General's Office	5
HUD	15
Other	13

The interviews also addressed testing. Interviewees were asked if they were familiar with testing and provided a brief overview of what constituted testing. Interviewees were then asked if they felt there was a need for testing. 63% of interviewees were not familiar with testing and did not feel comfortable expressing an opinion about the accuracy of testing or the need for future testing. Among those familiar with testing, 23 indicated that more testing was needed.

Understanding and Accuracy of and Need for Testing	
	Responses
Familiar with Testing	30
Accurately Measures Fair Housing Issues	13
More Testing Needed	23
Less Testing Needed	2
Same Amount of Testing	7

The final line of inquiry was whether interviewees felt the City needed a formal plan to address Fair Housing. A resounding 86% of interviewees indicated that a Plan is needed. **Several interviewees indicated that while a Fair Housing planning is needed it should be integrated into a larger housing plan that addresses housing availability and affordability.**

Need for Local Fair Housing Plan		
	No	Yes
Plan Needed	14%	86%

Public Policies and Practices

Zoning, Land Use and Development

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 under 150% of the Area Median Income (AMI). The IPAH incentivizes developers that commit to permanently affordable housing units through the reimbursement of development-related fees. The Flagstaff Zoning Code also implements affordable housing incentives through various development standards like density bonuses and reductions to parking and resource protection.

A current zoning code amendment is being processed that would allow for increased regulatory incentives for developers who deliver 100% affordable projects. This amendment is being proposed separately from a revision of the IPAH and related zoning code incentives, primarily to accommodate the tight external timeline requirements of any current and upcoming Low-Income Housing Tax Credit projects in the City. City staff is currently working on a comprehensive update to the existing IPAH document. Interviews with the development community and housing practitioners will help shape new concepts and revisions, along with guidance from a working group made up of members from the City's Housing and Planning and Zoning Commissions. The intent of this update to the incentive policy is to ensure the incentives offered are not only useful and effective, but that they are flexible enough to be applied under varied market conditions.

In the last couple of years, the City has adopted several zoning code amendments that implement policies and recommendations from the High Occupancy Housing Specific Plan, which was adopted in 2018. The intent of the Plan was to identify areas of the city where high density residential projects are encouraged, and what development standards, features, and amenities are desired in those projects. Recent zoning code amendments included an exemption from a use permit requirement for projects that meet certain affordable housing requirements.

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. The 2021 update to the City's incentive policy may include additional provisions for a wider array of affordable commitments rather than exclusively permanent affordability. The update may also consider methods for determining an "in-lieu" payment option to support affordable housing efforts through the city

and its partners; if a specific dollar amount is known by a developer, they may prefer budgeting for that specific dollar amount up front, rather than accept the unknown costs associated with constructing and selling/renting affordable units.

Review of Public Policies and Practices

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.

In December 2020, Flagstaff City Council declared a Housing Emergency via Resolution 2020-66. The Resolution recognizes the need to make housing a leading priority for the City of Flagstaff as an organization and the community overall. It also calls for a number of efforts to be undertaken, among them, the development of a 10-year housing plan (underway), the creation and implementation of a public outreach campaign to educate the community about the critical role affordable housing plays in a thriving community and combating "Not in My Backyard" opposition to housing and affordable housing.

The City's growing population will require an increased emphasis on housing choices in the future. The region's housing is influenced by:

- Limited supply of land for development;
- Approximately forty percent (40%) of Flagstaff's households are by definition low- to moderate-income (City FY 2016 - 2020 HUD Consolidated Plan);
- Consistent but modest rate of population growth;
- NAU's total enrollment has grown by 16.2 percent in the last five years (Fall 2013 – Fall 2018); and
- Housing needs for the elderly, multigenerational families and downsizing will increase over the next several decades as the Baby Boom generation moves into the retirement years.

Local growing population sectors include the elderly, students, single-parent households, and nonfamily households. These community members need a variety of housing options within proximity to jobs, schools, and services. NAU students currently make up approximately thirty percent (30 %) percent of the local population, and their continued demand for student housing impacts cost and availability of housing in the region, resulting in a higher demand for multi-family housing, or housing affordable for single-incomes or multiple low incomes.

An annual survey conducted by a local non-profit, Housing Solutions of Northern Arizona (HSNA), continues to show rising rates and less availability of rental units within City limits. As of May 2019, the data shows 801 people on waiting lists at income-restricted complexes. Market rate rental averages were measured as follows:

$808 for a room/shared living ..... up 9.5%
$979 for a studio ..... up 7.7%
$1,214 for a one-bedroom ..... up 4%
$1,494 for two-bedroom ..... up 3.7%
$1,819 for a three-bedroom ..... down 2.5%

These actual rents have been well above the HUD Fair Market Rents (FMRs) for several years. The HSNA survey states, “In order to afford an average two-bedroom apartment - without paying more than 30% of income on housing - a household must earn approximately $4,980 monthly, $59,760 annually, or $28.73 hourly (assuming a 40-hr work week and 52 weeks/yr.).” The City is experiencing an immediate need to house hundreds of households at more affordable rates

The Housing Plan will consolidate existing housing documents and augment with an additional planning effort to create a 10-year plan that seeks to define the housing emergency in Flagstaff and to provide policies and strategies to reduce the emergency. The Housing Plan will help identify needs, create an existing list of affordable housing, identify the affordable housing units underway, engage partners, and compile research on best practices. Altogether, these components will help identify specific policies and educational and advocacy strategies that can be implemented within our community to substantially increase the number of affordable housing units. As the City implements Flagstaff’s 2021 Housing Plan, the goal is to substantially increase the number of available and affordable housing options for all Flagstaff residents at all income levels.

The City of Flagstaff utilized a HUD survey to identify impediments with respect to zoning, land use and development. The purpose of the survey was to identify zoning regulations, practices and procedures that act as barriers to the development, siting and use of housing for individuals with disabilities. The HUD-adopted survey was completed by City staff with zoning and land use responsibilities, and respondents’ comments are noted below in italics. The survey indicates that the City’s zoning, land use and development regulations, practices and procedures do not act as barriers to the development, siting and use of housing for individuals with disabilities.

TABLE 40 - HUD FAIR HOUSING IMPEDIMENT STUDY - REVIEW OF PUBLIC POLICIES AND PRACTICES		
	Yes	No
Zoning Regulation Impediment: Does the Code definition of “family” have the effect of discriminating against unrelated individuals with disabilities who reside together in a congregate or group living arrangement?		☐
Zoning Regulation Impediment: Does the Code definition of “disability” the same as the Fair Housing Act?	☐	
Practice Impediment: Are personal characteristics of the residents considered?		☐
Practice Impediment: Does the zoning ordinance restrict housing opportunities for individuals with disabilities and mischaracterize such housing as a “boarding or rooming house” or “hotel”?		☐
Practice Impediment: Does the zoning ordinance deny housing opportunities for disability individuals with on site housing supporting services?		☐
Does the jurisdiction policy allow any number of unrelated persons to reside together, but restrict such occupancy, if the residents are disabled?		☐

TABLE 40 - HUD FAIR HOUSING IMPEDIMENT STUDY - REVIEW OF PUBLIC POLICIES AND PRACTICES		
	Yes	No
Does the jurisdiction policy not allow disabled persons to make reasonable modifications or provide reasonable accommodation for disabled people who live in municipal-supplied or managed residential housing?		☐
Does the jurisdiction require a public hearing to obtain public input for specific exceptions to zoning and land-use rules for disabled applicants and is the hearing only for disabled applicants rather than for **all** applicants?		☐
Does the zoning ordinance address mixed uses? How are the residential land uses discussed? *Within the Commercial Zoning districts, residential units are allowed by right as long as site conditions are met; Planned Residential is an additional opportunity that may provide for mixed uses; the City also promotes Form Based Code design and development.* What standards apply? *The City requires design standards and compatibility exercises that deal with the form/design of the neighborhood, including access to services.*	☐	
Does the zoning ordinance describe any areas in this jurisdiction as exclusive? Are there exclusions or discussions of limiting housing to any of the following groups? If yes, check all of the following that apply: Race_____Color_____Sex_____Religion_____Age_____Disability _____ Marital or Familial Status_____Creed of National Origin _____		☐
Are there any restrictions for Senior Housing in the zoning ordinance? If yes, do the restrictions comply with Federal law on housing for older persons (i.e., solely occupied by persons 62 years of age or older or at least one person 55 years of age and has significant facilities or services to meet the physical or social needs of older people)?		☐
Does the zoning ordinance contain any special provisions for making housing accessible to persons with disabilities? *Provisions for housing accessibility for people with disabilities are specified in the City's building code.*	☐	
Does the zoning ordinance establish occupancy standards or maximum occupancy limits? Do the restrictions exceed those imposed by state law? *Provisions for maximum occupancy are specified in the City's building code and are consistent with state law.*		☐
Does the zoning ordinance include a discussion of fair housing? If yes, how does the jurisdiction propose to further fair housing? *The zoning ordinance includes a reference to the Fair Housing Act in the definition of "family".*	☐	
Describe the minimum standards and amenities required by the ordinance for a multiple family project with respect to handicap parking. *2% of the spaces required for multi -family complex are required to be accessible***.**	☐	
Does the zoning code distinguish senior citizen housing from other single family residential and multifamily residential uses by the application of a conditional use permit (cup)?		☐
Does the zoning code distinguish handicapped housing from other single family residential and multifamily residential uses by the application of a conditional use permit (cup)?		☐

TABLE 40 - HUD FAIR HOUSING IMPEDIMENT STUDY - REVIEW OF PUBLIC POLICIES AND PRACTICES		
How are "special group residential housing" defined in the jurisdiction zoning code? *The City has adopted the State's statutory definition of "A residential facility (for 8 or fewer unrelated persons – not including staff = 10 total) providing living facilities, sleeping rooms and*		
meals. This use shall be considered as a single-family dwelling, in terms of applicable building standards. This category does not include a home for the developmentally disabled or other institutional uses such as protected living or sheltered care facilities, see "Institutional Residential"."		
Does the jurisdiction's planning and building code presently make specific reference to the accessibility requirements contained in the 1988 amendment to the Fair Housing Act? Is there any provision for monitoring compliance?		

Public Housing and Section 8

Public Housing Authority Policies

The City of Flagstaff Public Housing Authority (PHA) addresses the needs of extremely low income, low income and moderate-income families through the provision of public housing and housing choice vouchers. The PHA manages 265 public housing units and 333 Housing Choice Vouchers. In addition, the PHA manages 106 Veterans Affairs Supportive Housing Vouchers, 2 Foster Youth Initiative vouchers (with remaining capacity of 23) for homeless youth exiting foster care and 40 Mainstream Vouchers for non-elderly households that contain an adult with a disability and provides 12 SRO Section 8 vouchers for persons with serious mental illness through a partnership with the Guidance Center. The Public Housing program and Housing Choice Voucher (Section 8) programs have been designated by HUD as "High Performing".

According to data provided by HUD for the 5-year Consolidated Plan, 42% of public housing residents are White, 2% are Black/African American, 54% are Native American, and 30% are Hispanic. Among Housing Choice Voucher participants 67% are White, 7% are Black/African American, 1% are Asian, 25% are Native American and 22% are Hispanic. Elderly people comprise 15% of public housing residents and 15% of Housing Choice Voucher participants. Families with a person with a disability comprise 10% of public housing residents and 36% of Housing Choice Voucher participants.

Section 8 Program Background and Guidelines

The Section 8 Program was enacted as part of the Housing and Community Development Act of 1974, which re-codified the U.S. Housing Act of 1937. The program objectives of Section 8 are to provide decent, safe, and sanitary housing for very low income families while maintaining rent payments at an affordable level, to promote freedom of housing choice and spatial deconcentrating of very low income families of all races and ethnic backgrounds, and to provide an incentive to private property owners to rent to very low income families by offering timely assistance payments.

Administration of the City of Flagstaff Section 8 programs are in compliance with the HUD Section 8 regulations as well as all federal, state and local Fair Housing Laws and Regulations. It is the intent of the program not to deny any family or individual the opportunity to apply for, or receive, assistance under any programs on the basis of race, color, sex, religion, national or ethnic origin, age, familial status, handicap, disability, or sexual preference.

- **Section 8 Housing Choice Vouchers** are the most common vouchers. The waiting list for these vouchers opens periodically and applicants can use vouchers to subsidize their rent at a conventional market rental with a landlord interested in participating in Section 8. As of April 9, 2020, this waiting list is closed.

- A limited number of **Homeless Vouchers** are dedicated to those experiencing homelessness; those experiencing homelessness may qualify for a non-homeless voucher before they would receive a dedicated homelessness voucher. In addition, **Mainstream Vouchers** are dedicated to households with a non-senior person with a disability. These vouchers are drawn from the same waiting list for Housing Choice Vouchers and do not require a separate application.
- **Single-Room Occupancy-Moderate Rehabilitation (SRO-Mod Rehab) Vouchers** are issued by the Flagstaff Housing Authority in collaboration with the The Guidance Center. These vouchers serve individuals experiencing homelessness with disabilities in a congregate residential setting. Vouchers are issued only through a referral process, beginning with case work from the The Guidance Center.
- **Veteran Affairs Supportive Housing (HUD-VASH) Vouchers** are issued to veterans and their families experiencing homelessness. These vouchers are available by VA referral only.
- **Foster Youth to Independence (FYI) Vouchers** serve young people, aged 18-24, who are aging out of the foster care system. Vouchers are issued only by referral from the Arizona Department of Child Safety (AZ DCS).

The preferences process of the City of Flagstaff Section 8 Program assigns all applicants to a waiting list in the order of preference status by order of date and time of the application. Preference is given to those who live or work in Flagstaff, however the PHA accepts applications from both residents and non-residents; preference categories are:

1. First preference is given to homeless families (up to 4/year).
2. Second preference is given to transitional housing local preference.
3. Special provision is given to homeless Veterans for VASH.

Public Housing Guidelines

The preferences process of the City of Flagstaff Section 8 Program assigns applicants to a waiting list in the order of preference status by order of date and time of the application. The preference categories are:

1. First preference is given to residents of Flagstaff or those employed in Flagstaff.
2. Special provision is given to elderly persons for 1-bedroom units.

The Housing Authority will not house an applicant if any member of the family is a person who was evicted during the past three years because of drug-related criminal activity from housing assisted under a 1937 Housing Act program.

Property Tax Policies

Property taxes in Arizona include a primary and secondary tax. The primary tax is set at the state level and governed by Arizona Revised Statutes and the State Constitution. Receipts from primary property taxes are deposited in the General Fund. The City of Flagstaff utilizes these revenues to support Police, Fire, Recreation, Community Development, Library, Central Services and Housing programs. The State limits the annual increase of revenue collected to 2% plus any new construction.

The secondary tax rate can be changed locally only through the passage of designated, voter-approved bonds for

capital projects. While increased property taxes may have a disparate impact on low-income households, including protected classes, the property tax rate has not increased in Flagstaff during the past three years.

Landlord/Tenant Policies

Rental housing policies are governed by the Arizona Residential Landlord Tenant Act. Because there is considerable gray area between landlord/tenant issues and fair housing issues, all public and private agencies that handle housing issues need to train their staff to recognize potential fair housing issues, which may appear to be landlord/tenant issues, and accurately refer clients to where they can get information and help. The Arizona Residential Landlord Tenant Act is available online at www/housing.az.gov.

National Reports and Studies

National Fair Housing Alliance – Fair Housing Trends Data for 2020

https://nationalfairhousing.org/wp-content/uploads/2020/09/NFHA-2020-Fair-Housing-Trends-Report.pdf

The 2019 complaint data continues to show that private fair housing organizations address the majority of housing discrimination complaints that are reported throughout the country. In 2019, private, non-profit fair housing organizations processed 73.12 percent of complaints, as compared to 6.13 percent by HUD, 20.61 percent by FHAP agencies, and 0.14 percent by DOJ.

There were 28,880 reported complaints of housing discrimination in the U.S. in 2019. This is a reduction of approximately 7.5 percent from 2018's total of 31,202, which was the largest total since the early 1990s. There were 17,010 cases that involved discrimination against a person with a disability, or 58.90 percent of all cases. Discrimination against persons with disabilities is the easiest to detect, as it most often takes place as an overt denial of a request for a reasonable accommodation or modification to the housing unit. The second most reported type of housing discrimination was on the basis of race, with 4,757 or 16.47 percent of all cases. This was followed by familial status as the third most frequent basis for discrimination, with 2,228 cases or 7.71 percent of all cases of housing discrimination. The fourth most frequent basis of discrimination was sex, with 1,948 complaints or 6.75 percent of all complaints. The fifth most frequent basis was national origin, with 1,730 reported cases or 5.99 percent of all complaints. Color was a basis of discrimination for 646 complaints or 2.24 percent of all complaints, and religion was the basis of 328 complaints or 1.14 percent of all complaints nationwide.

As in prior years, rental-related housing discrimination complaints reported in 2019 were the most numerous. This is due primarily to the fact that rental transactions are the most frequent type of housing transaction, and the simplicity of the transaction can make it easier to identify or suspect discrimination. In 2019, there were 24,186 rental complaints reported across all agencies, and 18,889 of these were reported by private fair housing organizations. The number of rental-related complaints reported in 2019 is slightly fewer than in 2018. Rental-related complaints in 2019 accounted for 83.75 percent of all transaction types reported, compared to 83.39 percent in 2018 and 82.05 percent in 2017.

Real estate sales complaints comprised 2.7 percent of all housing discrimination cases reported in 2019, with 779 complaints total. This number represents a decrease from 2018 when 897 sales complaints were reported, and a decrease from 805 complaints reported in 2017. Real estate sales complaints may be decreasing because homeownership rates in the U.S. have not rebounded from the 2008 housing crash. According to the National Association of Real Estate Brokers (NAREB), the Black homeownership rate stood at 40.6 percent at the end of the second quarter of 2019, a decrease of 1 percent between 2018 and 2019. The gap in homeownership rates between Black and White households is larger than it was in 1968 when the Fair Housing Act was enacted.

In 2019, there were 234 complaints of lending discrimination, a decrease from the previous two years. These complaints represented less than 1 percent of all complaints. In 2018, there were 330 lending complaints, and in 2017, there were 380 complaints.

In recent years, HUD has stepped up its efforts to achieve the goals of the Fair Housing Act's AFFH provision by taking action when it finds that jurisdictions (municipalities, counties, states and Public Housing Authorities) that receive HUD funding are not fulfilling their fair housing obligations. HUD's actions provide an illustration of the kinds of policies that may be obstacles to overcoming segregation and its ill effects on society. Some of these policies include:

- Locating subsidized housing only in poor communities of color.
- Adopting exclusionary zoning policies that make it impossible to develop affordable housing within the jurisdiction.
- Using local powers for issuing permits and approving projects to prevent new affordable housing developments from being built.
- Failing to adopt strategies or take actions to overcome the effects of public actions that aggravate the shortage of affordable housing.
- Requiring local approval for Low Income Housing Tax Credit projects, effectively giving hostile jurisdictions veto power over new developments; and,
- Making plans to reduce the number of public housing units and Housing Choice Vouchers within the jurisdiction.

A Paired-Testing Pilot Study of Housing Discrimination against Same-Sex Couples and Transgender Individuals

https://www.urban.org/sites/default/files/publication/91486/hds_lgt_final_report_3.pdf

Diane K. Levy Doug Wissoker Claudia L. Aranda Brent Howell Rob Pitingolo Sarale Sewell Rob Santos June 2017

To more accurately document discrimination against same-sex couples and transgender homeseekers, studies were conducted in the Dallas–Fort Worth, Los Angeles, and Washington, DC, metro areas using paired testing, a powerful research tool that can capture discrimination in action.

Findings indicate that in the early stages of the rental search process, housing providers discriminate against gay men and transgender people on some treatment measures but treat lesbians and heterosexual women comparably.

In paired testing, two testers pose as equally qualified home seekers, differing only in a specific characteristic. For our pilot studies in the Dallas–Fort Worth and Los Angeles metros, we compared the experiences of, for example, a lesbian posing as part of a couple with a heterosexual woman posing as part of a couple to observe discrimination based on sexual orientation. Lesbian and gay testers and their heterosexual counterparts disclosed their sexual orientation to housing providers early by referencing a partner or spouse by a gender-specific name.

In the Washington, DC, metro area, the experiences of transgender and cisgender home seekers were compared. This study was smaller than the sexual orientation pilot study and tested research methods to inform future work. These tests were split into two groups—in half the tests, transgender testers explicitly identified as transgender to providers; in the other half, testers did not explicitly disclose their gender status.

Housing providers discriminated against gay men and transgender people on some measures

After conducting 2,009 paired tests, it was found that housing providers told gay men about one fewer available unit on every 4.2 tests than they told heterosexual men about, were slightly less likely to schedule an appointment with gay men, and quoted gay men average yearly rent costs that were $272 higher.

Housing providers were about equally likely to schedule an appointment with lesbians and with heterosexual women, told them about and showed them approximately the same number of rentals, and provided comparable information about rents and incentives. Differences across treatment measures of availability and inspections consistently disadvantaged lesbian testers, but the differences generally were small and not statistically significant.

Providers told transgender testers about fewer rentals than they told cisgender testers, regardless of the protocol used. Transgender testers who disclosed their gender status were less likely to be told about available rentals on average. They were, however, more likely to be allowed to view available units than transgender testers who did not disclose. It is unclear why.

A Pilot Study of Landlord Acceptance of Housing Choice Vouchers

https://www.huduser.gov/portal/portal/sites/default/files/pdf/Landlord-Acceptance-of-Housing-Choice-Vouchers.pdf

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The U.S. Department of Housing and Urban Development (HUD) sponsored the first large-scale, multisite study of whether landlords treat people with vouchers differently than other renters.

The project's goals were to (1) identify testing methodologies for measuring differential treatment of renters who use housing vouchers authorized under Section 8(o) of the United States Housing Act of 1937, (2) identify the types and patterns of rental housing discrimination against voucher holders, and (3) measure the prevalence and extent of voucher-related discrimination, including differences in discrimination against racial and ethnic minorities and differences between low- and high-poverty neighborhoods.

The Housing Choice Voucher (HCV) program is the federal government's largest rental housing assistance program. The goals of the HCV program are to increase access to safe, affordable housing units and to provide opportunities for low-income families to obtain rental housing outside areas of poverty or minority concentration (HUD, 2009). Voucher holders can, in theory, move anywhere in the country where a PHA administers the program, but their housing choices are severely constrained by their ability to navigate the private rental market, find a unit with rent below the payment standard, and identify a landlord who will participate in the program. Landlords decide, for the most part, if they want to accept vouchers as payment for their rental units.

Is it illegal for landlords to refuse to rent to voucher holders?
The Fair Housing Act (Public Law 90-284), enacted in 1968 as Section VIII of the Civil Rights Act, aims to "prevent segregation and discrimination in housing, including in the sale or rental of housing and the provision of advertising, lending, and brokerage services related to housing." Under the Fair Housing Act, landlords are prohibited from refusing to rent to members of protected classes—defined based on race, color, national origin, sex, religion, disability, and familial status. Voucher holders are not protected under the Act and landlords may have a legal right to turn away voucher holders.

Although voucher holders are not protected under the Fair Housing Act, the program disproportionally serves members of protected classes—families with children, racial and ethnic minorities, and persons with disabilities. Some fair housing advocates argue that claims under the Fair Housing Act may be justified, because the act prohibits practices that may appear neutral—such as electing not to accept vouchers—but result in "disparate impacts," for example, residential segregation, for a protected class. Beyond the federal statute, states and local jurisdictions have passed local ordinances, often referred to as source-of-income protections, to prohibit discrimination against voucher holders. In these locations, it is illegal for landlords to discriminate against voucher holders. For this study, the term discrimination is used to describe unequal or differential treatment of voucher holders, although this treatment is not necessarily illegal in all our testing sites.

Finding Voucher-Affordable Units Is Challenging

How difficult is it to find voucher-affordable units? For 16 months, more than 341,000 online advertisements across the five study sites were screen and found 8,735 advertisements for rental housing that appeared to be voucher eligible based on information in the ad. The effort required to find voucher-eligible housing differed dramatically across sites. For example, the average number of advertisements screened to identify a potentially eligible unit ranged from more than 50 in Los Angeles and Newark to 30 in Fort Worth, 19 in Washington, D.C., and 11 in Philadelphia. As the testers searched for units, they did not precisely model the housing search a voucher holder might conduct. Nonetheless, their experience shows that searching for housing with vouchers is time consuming and frustrating. Voucher holders must navigate the rental market on their own, searching for units that meet the program rental cap. This search requires combing apartment listings and making multiple telephone calls to landlords to inquire about apartment availability. Many searches turn up short.

Many Landlords Do Not Accept Vouchers

The voucher acceptance tests show clear evidence of outright denial of vouchers, although denial rates varied widely. Denial rates were highest in Fort Worth (78 percent) and Los Angeles (76 percent) and only somewhat lower in Philadelphia (67 percent). Rates were substantially lower in Newark (31 percent) and Washington, D.C. (15 percent). Moreover, across the five sites, between 9 and 25 percent of landlords said vouchers were accepted only under certain conditions or they were unsure of the voucher acceptance policy. Landlords were more likely to deny voucher holders in low poverty areas compared with high-poverty areas, particularly in the sites with the highest voucher denial rates.

There were lower landlord denial rates in sites that have legal protections against voucher discrimination. In Newark and Washington, D.C., where voucher holders are a protected class under local source-of-income antidiscrimination laws, denial rates were lower compared with sites without such protections. Philadelphia also has a source-of-income antidiscrimination law, but neighboring Bucks County does not.

The challenges encountered finding voucher affordable rental housing in some sites and neighborhoods suggest that voucher holders' housing searches are daunting. The difficulty finding landlords who will accept vouchers, particularly in low-poverty areas, likely increases the cost and duration of voucher housing searches, limits voucher holders' housing and neighborhood options, and increases costs to local PHAs and HUD. With this difficulty in mind, several policy and program changes should be considered to encourage landlord participation and to facilitate voucher holders' searches.

<u>Pursue legal protections for voucher holders.</u>

Although vouchers holders are not a protected class, the program is comprised of households that are protected under the Fair Housing Act and thus outcomes from the HCV program have potential fair housing implications. Among the five study sites, landlord refusal of vouchers is more common in jurisdictions without source-of-income protections. Coupled with other available evidence, this finding suggests that legal protections for voucher holders might improve HCV program outcomes and merit further consideration.

<u>Encourage landlord participation and recruit landlords, particularly in low poverty neighborhoods</u>.

One way to increase landlord participation in the HCV program is to make it more attractive through recruitment strategies and incentive programs. Some PHAs and neighborhood mobility programs that help voucher holders search for housing have liaisons to recruit landlords in opportunity neighborhoods. HUD and PHAs could strengthen financial incentives (or remove perceived disincentives) for landlords to participate.

For instance, PHAs could offer one-time signing bonuses or financial incentives for new entrants or for landlords in low-poverty neighborhoods. Some jurisdictions are piloting initiatives that provide security deposits or insurance against damages or tenants vacating the unit before their lease expires. Other jurisdictions waive permit fees for repairs or improvements or provide landlords access to interest-free loans they can use to rehabilitate their properties.

<u>Set rents to be more competitive and improve program management.</u>

For vouchers to be appealing to private market landlords, they must offer rent payments comparable with the market.

This study did not examine the role of payment standards or Fair Market Rents (FMRs) in the availability of voucher-affordable housing or in landlord denial rates, but it was observed that some sites with higher payment standards had lower rates of landlord denial. Adopting Small Area FMRs or payment standards better aligned with market rents could make the HCV program more appealing to landlords in high-rent markets. In addition to offering competitive rents, improving PHA management could attract more landlords. Critics of the HCV program argue that there are good business reasons landlords do not participate; they include complaints about PHAs that have poor customer service or that increase the cost of renting to voucher holders by taking too long to complete housing quality standards inspections or by not sending rent checks on time. To increase customer satisfaction among landlords and decrease the real or perceived costs of doing business with housing authorities, PHAs could streamline these tasks so that landlords are not financially penalized for participating in the HCV program. Expand search time and provide housing search assistance. Extending search times from 60 days to 120 days would provide more time for voucher holders to identify landlords with units available. This extension is particularly important if voucher holders are searching for housing in opportunity neighborhoods or in tight housing markets where units are harder to find. Voucher holders may also benefit from housing search assistance—a combination of pre and post move counseling, landlord outreach, and financial support for moves.

The findings on the difficulty identifying landlords who accept vouchers— particularly in low-poverty areas—coupled with the evidence base on the importance of living in high-opportunity neighborhoods suggest these services may be an important step toward improving program outcomes and voucher holders' long-term well-being.

Conclusion

The process of finding an available unit, reaching landlords, finding a landlord to accept vouchers, and then meeting with them to view the available housing was extremely difficult. It takes a lot of work to find housing with a voucher. The search requires sifting through numerous advertisements, making numerous calls, and facing frequent rejection. The study reveals that many landlords refuse to accept vouchers. Voucher holders who want to find housing in an opportunity area—perhaps close to high-quality schools, jobs, and transportation— face even more rejection. Even if landlords said they accepted vouchers; they may treat voucher holders differently during apartment showings—standing them up at higher rates than control testers. Policymakers should remember that landlords are not passive actors in the HCV program. Landlords play a critical role in narrowing or widening the choices available to voucher holders in their search for safe, affordable, quality housing.

2016 Fair Housing Action Plan Review

Identified Impediments

The 2016 Fair Housing Action Plan identified six impediments to fair housing choice in the City of Flagstaff:

1. Housing Discrimination. A survey of Flagstaff residents, discussions with industry stakeholders, and fair housing testing data indicate housing discrimination exists.
2. Community Education. The number and nature of fair housing complaints in Flagstaff is low, yet the results of the community survey and interviews indicate that there is a need for more outreach and education.
3. Minority and Low-income Areas of Concentration. Concentrations of both minorities and low-income households exist in four Census Tracts.
4. Lending Discrimination. Home Mortgage Disclosure Act data indicates that 1) minority loan applicants and female loan applicants experience a disproportionately higher rate of loan denial, and 2) minority loan applicants and loan applicants in low-income and minority-concentration areas are also more likely to receive high-cost loans.
5. Disability Accessibility. Testing data from Southwest Fair Housing Council indicates that housing discrimination on the basis of disability is more likely to be supported. Complaint data from Southwest Fair Housing Council and the US Department of Housing and Urban Development indicate a higher volume of complaints based on disability.

2016-2020 Activities to Address Fair Housing Impediments

Community Development Block Grant Funding

Community Development Block Grant (CDBG) funding supports community development, infrastructure, affordable housing, human services, and other activities. In the context of limited CDBG and leverage funding, the City made significant progress towards investing in housing, and public and supportive services for vulnerable populations. The lingering economic recession and housing crisis resulted in more households needing these services and the City and agencies stepped in to provide a variety of services, many aimed at people at risk of or experiencing homelessness.

Significant progress was also made towards providing economic opportunities and a relatively large number of individuals benefitted from financial and housing counseling and several benefitted from employment training. Moderate progress was made towards enhancing Flagstaff neighborhoods – park improvements and housing rehabilitation were the most notable enhancements; however, the continuing high-cost of housing in Flagstaff presents challenges to acquiring and rehabilitating homes. Moderate progress was also made towards increasing the availability and affordability of housing for owners and renters in large part due to the economic recession and few opportunities to invest in additional housing. The City continued to make progress towards strengthening coordination and delivery or resources, integrating the Flagstaff Public Housing Authority and Housing Sections in one department and maintaining a high level of involvement with the Coconino County Continuum of Care.

Details regarding the historic expenditure of CDBG funding by the City are found in its Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER is produced annually and describes affordable housing and community development resources, methods of distribution, geographic funding objectives and the actions

that were taken during the program year.

Fair Housing Actions from the 2016 Analysis of Impediments to Fair Housing Choice

The CAPER also describes activities that the City has taken to affirmatively further fair housing by listing fair housing impediments and actions taken to overcome them. Specific fair housing activities regularly conducted by the City of Flagstaff include:

- All public meetings, including those related directly to the use and direction of Community Development Block Grant funds, are held in facilities accessible to those with disabilities.
- Advertisements encouraging public input, or announcing public meetings, include TDD numbers.
- Advertisements announcing public meetings incorporate the language: "Persons requiring hearing, visual, language, mobility or other accommodations may contact the City, at 928-213-2752 or TDD (928) 774-5281 to make special accommodations".
- Specific notices for meetings and timelines are sent to a number of organizations within the community, including the Sunnyside Neighborhood Association, Southside Community Association and La Plaza Viejas Association. These organizations represent many of the residents who access services, as they are three of the four target neighborhoods. Most infill and rehabilitation projects occur in these neighborhoods. These neighborhoods are the most ethnically diverse in the City and have higher concentrations of low-income households.
- Specific notices for meetings and input timelines are sent to providers who serve people with disabilities.
- Separate from the City of Flagstaff, the Southwest Fair Housing Council provides Fair Housing and Landlord Tenant information/education to City of Flagstaff residents throughout the program year.
- The City of Flagstaff's Housing Specialist acts as a liaison and point of contact for people with potential fair housing complaints. The City provides fair housing information and referrals.

Actions to address identified impediments are documented in each program year's CAPER. While some actions are one-time actions, the following actions were successfully implemented annually:

1. Adopted a proclamation declaring April to be observed as Fair Housing Month.
2. Semi-annually published fair housing information in local newspapers, utility bills and on the City website.
3. Participated in the Arizona Fair Housing Partnership and sponsored a Fair Housing event in spring of each year.
4. Distributed fair housing referral information and encouraged complainants to contact the Arizona Attorney General's Office, HUD, or the Southwest Fair Housing Council.
5. Ensured that the Fair Housing Logo is displayed on business, cards, and brochures and in program marketing information.
6. Each April distributed a flyer through the City of Flagstaff utility bill announcing April as Fair Housing Month. Included in the flyer information regarding Fair Housing, Fair Housing services, and who to call for more information.
7. Annually sponsored fair housing training for Flagstaff residents, networking with nonprofit, neighborhood-based, faith organizations and education institutions to reach a broad audience, including minority populations, people residing in areas of minority concentration, and people with disabilities. Included information regarding landlord/tenant issues, disability accessibility in training.
8. Through sign-in sheets, tracked the volume of residents, landlords and industry stakeholders participating in community education activities.

9. Continued to display fair housing posters and make fair housing materials available in Flagstaff public facilities and to nonprofit and faith-based organizations.
10. Continually encouraged minority and lower-income households to seek housing counseling from HUD-certified housing counseling agencies. Provided information to housing counseling agencies to assist them in educating minority and lower-income households regarding the range of housing options in Flagstaff, including those outside of minority and low-income concentration areas.
11. Supported agencies in identifying and pursuing federal, state, and private resources that may be targeted to assist households to remain in their homes, particularly households in minority and low-income concentration areas.
12. Continued to work with the Arizona Fair Housing Partnership to discourage predatory lending and other discriminatory practices in the City of Flagstaff.
13. Continually encouraged the development of housing accessible to or adaptable for persons with disabilities in federally-funded projects.
14. Maintained a log of potential fair housing complaints or concerns, including those seemingly related only to landlord-tenant concerns developed in 2012.
15. Inserted a business card with local contact information in the distributed fair housing brochures.
16. Maintained the City's Fair Housing website with links to the Southwest Fair Housing Council and HUD.
17. The Building Official for the City of Flagstaff performed the duties of the ADA Accessibility Specialist for the Community Development Department.

The following actions were identified to address impediments and met with mixed success:

1. The City made efforts to strengthen the relationship with the Arizona Multi-family Housing Association to reach additional landlords and apartment managers (including small landlords) by including the Association in the zoning code rewrite and property maintenance ordinance meetings.
2. The City did not contact the Arizona Attorney General's Office, US Department of Housing and Urban Development or the Southwest Fair Housing Council to track the number of fair housing calls, complaints and actions taken by those agencies.

2021 Impediments to Fair Housing Choice and Plan of Action

Demographic Indicators Summary

- According to the 2015/2019 ACS 78% of the City's population is White, compared with 73% in 2008 and 79% in 2000. The Native American population comprised 8% of the population in 2019, compared with 13% in 2015. The population identifying as another race, including 2 or more races is just 8%, compared with 12% in 2015. Among all races, 19% of the population is Hispanic or Latino, a 1% difference of the population in 2015.
- The City of Flagstaff comprises 51% of the Coconino County population and, with the exception of the Native American population, includes 80% of racial and ethnic minorities in the County. 80% or more of the County's Black/African American and Asian population lives in Flagstaff, as does nearly 70% of the population of another race, including two races.
- Income by family type and race/ethnicity. Compared to the State of Arizona, minority households in Flagstaff experience a proportionately higher median income, yet the median income of minority households in Flagstaff varies: Asian, Black/African American and Native American households are more likely to be extremely low income than are White households; Pacific Islander, Asian and Hispanic households are more likely to be low income than are White households; and Native American and Hispanic households are more likely to be moderate income than are White households.
- Disability and Poverty. The City of Flagstaff's population with disabilities experiences a rate of poverty more than double the population without disabilities – 51.2% compared to 24.5% for the overall population. 1,932 people with disabilities in Flagstaff live below the poverty level.
- Housing problems by race/ethnicity and tenure. Housing cost burden disproportionately impacts minority owners and renters; lower income Black/African American, Asian, and Hispanic owners are more likely than White owners to have housing problems. Housing cost burden is disproportionately high among Black/African American households with income < 30% AMI and Pacific Islander households with income 30% to 50% AMI; many of these households are student households.

Geographic Concentrations Summary

- Low-income concentrations. There are 26 Census Block Groups with a disproportionately high percentage of low and moderate income households. For the purposes of the AI, disproportionately high is defined as at least 10% higher than the City. Considering Census Tracts there are 7 Census Tracts where low-income populations are concentrated – Census Tracts 2, 3, 5, 8, 10, 12 and 15.
- Minority concentrations. There are 18 Census Block Groups in Flagstaff that are areas of minority concentration based on 2010 Census data. Considering Census Tracts there are 5 Census Tracts where minority populations are concentrated – Census Tracts 3, 4, 5, 8, and 11.02. Census Tracts 3, 5 and 8 are also low-income concentration areas.
- Disability concentrations. Areas where the proportion of persons with disabilities is at least 10% higher than citywide are Census Tracts 2 and 4.
- Loan denial and high-cost loan concentrations. Home Mortgage Disclosure Act data suggests a correlation of home purchase loan denial and higher cost loans in LMI and minority concentration tracts.

- Tenure concentrations. There are high concentrations of renters in 14 Census Block Groups; all but one of these Block Groups includes or is adjacent to NAU.

Community Outreach Summary

- Survey respondents who know someone who experienced housing discrimination or believe that housing discrimination is occurring identified the most common types of housing discrimination as 1) refusing or discouraging to rent an apartment or buy a home, or charging more to rent an apartment or buy a home and 2) steering and 3) Discrimination based on disability.
- Over 40% of survey respondents indicated they did not feel very informed about housing discrimination and no interviewees were able to identify more than a few protected classes.
- Survey respondents and interviewees demonstrated confusion over the fair housing complaint process, with most citing the City of Flagstaff as the primary referral source for fair housing complaints. This confusion is a barrier to complainants accessing the fair housing complaint system.
- Both survey respondents and interviewees suggested that affordable housing is a larger issue than fair housing, and fair housing should be incorporated into any affordable housing plan.
- Nearly half of interviewees indicated that fair housing education and training was most needed, and half stated they would attend additional training if offered by the City. However relatively low participation rates by interviewees in prior training opportunities suggests that alternate education and training opportunities would be beneficial to reaching a broader audience.
- While the majority of interviewees agreed that Fair Housing laws are useful, few stated that the laws were easy to follow, suggesting that easy-to-understand materials are essential to increasing awareness and understanding of Fair Housing laws.

Identified Impediments to Fair Housing Choice

1. **Community Education.** The number and nature of fair housing complaints in Flagstaff is low, yet the results of the community survey, public forum and community interviews indicate that there is a need for continued outreach and education. Outreach to both industry stakeholders and residents is needed to ensure a broad understanding of Fair Housing.
    a. 42% of survey respondents are either not very informed or only somewhat informed about housing discrimination.
    b. 33% of survey respondents do not know where to report a housing discrimination complaint.
    c. While 54% of survey respondents indicated they believe housing discrimination is occurring or likely occurring in Flagstaff and 61% indicated they would report housing discrimination if they encountered it, there were only 13 complaints filed between 2016 and 2020.
2 **Minority and Low-income Areas of Concentration.** Concentrations of both minorities and low-income households exist in four Census Tracts.
    - LMI Concentration = at least 51% of population has income below 80% AMI.
        - Census Tracts 2, 3, 5, 8, 10, 12, and 15.
    - Minority Concentration = proportion of minorities at least 10% higher than the Citywide proportion.

        - Census Tracts 3, 4, 5, 8 and 11.02.
    - Four Census Tracts that are both areas of low income and minority concentration.
        - Census Tract 3, 4, 5, and 8.
    - The City's minority population continues to grow.
        - In 2011, racial and ethnic minorities represented 27% of the population, up from 26% of the population in 2008 and 21% in 2000.
        - Northern Arizona University students represented 22% of the City's minority population in 2011, including 43% of the Black/African American population and 100% of the Pacific Islander population.

3. **Disability Accessibility.** Testing data from Southwest Fair Housing Council indicates that housing discrimination on the basis of disability is more likely to be supported. Complaint data from Southwest Fair Housing Council and the US Department of Housing and Urban Development indicate a higher volume of complaints based on disability.
    i. 11 of 13 fair housing complaints reported by HUD in Flagstaff were regarding disability.
    ii. 14 of 15 complaints reported by SWFHC were regarding disability.
    iii. Majority (14) were rental housing

4. **Housing Choice**. Affordability is an indirect aspect of housing discrimination. The Fair Housing survey indicated a lack of affordable housing leading to a lack of Housing Choice.
    i. While housing choice voucher usage is an option for low-income renters, the program has a long wait-list and many landlords are unwilling to accept vouchers due to existing societal stigmas.
    ii. Community survey results, especially among Flagstaff LMI residents, indicate a lack of affordable housing as well as a shortage of landlords and property management organizations willing to accept Housing Choice Vouchers limiting LMI resident's choice in housing.
    iii. Lack of affordable housing supply for large households, which disproportionately impacts minorities, low-income households, and families with large households
    iv. Lack of affordable housing supply, particularly for low-income special needs households and persons with disabilities.
    v. "Not in My Backyard" Residents in some neighborhoods designate a new development (e.g. shelter, affordable housing, group home) or change in occupancy of an existing development as inappropriate or unwanted for their local area.

2021 Fair Housing Action Plan

2021 FAIR HOUSING ACTION PLAN	
Impediment	**Action Plan**
Impediment #1 - Community Education. The number and nature of fair housing complaints in Flagstaff is low, yet the results of the community survey and interviews and public forum indicate there is a need for more outreach and education. Industry stakeholders are more likely to participate in community education activities and additional effort is essential to reach residents and provide information about the Fair Housing reporting process.	1. Each April, reach out to stakeholders, residents, and the community at large to announce April as Fair Housing Month. Include information regarding Fair Housing, Fair Housing services, and who to call for more information. 2. Annually sponsor fair housing training for Flagstaff residents, networking with landlords and property managers, nonprofit, neighborhood-based, faith organizations and education institutions to reach a broad audience. Include information regarding landlord/tenant issues in training. 3. Through sign-in sheets, track the volume of residents, landlords and industry stakeholders participating in community education activities. 4. Maintain a Fair Housing page on the City of Flagstaff website and include direct links to the HUD Fair Housing website and the Arizona Attorney General Civil Rights Division website. 5. Continue to display fair housing posters and make fair housing materials available in Flagstaff public facilities and to nonprofit and faith-based organizations. 6. Sponsor no less than 3 Fair Housing trainings annually target both housing sector stakeholders and community residents with a focus on: a. Disability accessibility b. Rentals and the use of Criminal Records in housing c. Extended protections under Sex/Gender d. Emotional support animals
Impediment #2. Minority and Low-income Areas of Concentration. Concentrations of minorities and low-income households exist, and the City's minority population continues to grow.	1. Continue to distribute fair housing brochures in both English and Spanish. 2. Continually encourage minority and lower-income households to seek housing counseling from HUD-certified housing counseling agencies. Provide information to housing counseling agencies to assist them in educating minority and lower-income households regarding the range of housing options in Flagstaff, including those outside of minority and low-income concentration areas. 3. Annually sponsor fair housing training for Flagstaff residents, networking with nonprofit, neighborhood-based and faith organizations and education institutions to reach out to minority populations and areas of minority concentration. 4. Update the City's Incentives for Affordable Housing to encourage developers to provide Affordable and Accessible Units in a variety of locations to decrease area concentration

2021 FAIR HOUSING ACTION PLAN	
Impediment	**Action Plan**
Impediment #3 - Disability Accessibility. The majority of fair housing complaints reported by Southwest Fair Housing Council and the United States Department of Housing and Urban Development were regarding disability. Increased support and awareness are needed to identify and address housing discrimination, including that directed towards accessibility for persons with disabilities.	1. Continually encourage the development of housing accessible to or adaptable for persons with disabilities in federally-funded projects. 2. Annually sponsor fair housing training for Flagstaff residents, networking with nonprofit, neighborhood-based and faith organizations and education institutions to reach out to persons with disabilities. 3. Ensure that education and outreach activities include information regarding housing accessibility and adaptability for persons with disabilities. 4. Prioritize funding for owner and renter occupied housing rehabilitation to provide disabled LMI accessibility adaptations with deferred loans and grants and incentivize rental occupied housing rehabilitation programs for landlords adapting units for accessibility
Impediment #4 – Housing Choice. Affordability is an indirect aspect of housing discrimination. The Fair Housing survey indicated a lack of affordable housing leading to a lack of Housing Choice. While housing choice voucher usage is an option for low-income renters, the program has a long wait-list and many landlords are unwilling to accept vouchers due to existing societal stigmas.	1. Provide education for and consider incentivizing acceptance of HCV among landlords. 2. Continually encourage the development of housing accessible to or adaptable for persons with disabilities in federally-funded projects. 3. Ensure that education and outreach activities include information regarding housing accessibility and adaptability for persons with disabilities. 4. Develop a comprehensive Housing Plan for the City of Flagstaff including information on Fair Housing, Housing Choice, and efforts to increase affordable and accessible housing units 5. Update the City's Incentives for Affordable Housing to encourage developers to provide Affordable and Accessible Units in a variety of locations to decrease area concentration 6. Consider a media campaign to combat NIMBY (Not in My Backyard) attitudes.

Appendix A – Resident Survey

Illegal housing discrimination occurs when one or more of the following occurs based on a person's race, national origin, color, religion, sex, or if they have children or a disability:

A.	B.	C.	D.	E.	F.
Refusing, discouraging or **charging more to rent** an apartment or buy a home.	Discouraging a person from living where he or she wants to live, often by **steering him or her** to another apartment, complex or neighborhood.	Refusing or making it **hard to get a loan** to buy or refinance a house or take out home equity by doing things like charging more money or offering a worse deal than someone should be able to get if he or she shopped around.	Refusing, discouraging or **charging more for home insurance**.	**Discrimination based on disability**: Refusing to make a reasonable accommodation for a person with a disability, refusing to allow a modification to make an apartment more accessible for a person with a disability or lack of accessible units.	Predatory lending: unfair, misleading, **deceptive or fraudulent loan practices**.

1. Have you or someone you know ever encountered one or more forms of housing discrimination described in the blue boxes in your local area?

- ☐ Yes, I have or I know someone who has.
- ☐ I think I may have or I may know someone who has.
- ☐ No, I have not and don't know anyone who has.
- ☐ Don't know
- ☐ Other _____

2. If you believe that you or someone you know encountered housing discrimination in your local area, please write down the letters from the shaded boxes at the beginning of the survey that best describes the type of discrimination. *

3. Do you believe housing discrimination occurs in your local area?

- ☐ Yes
- ☐ Likely
- ☐ Unlikely
- ☐ No

4. If you think housing discrimination is occurring in your local area, what types do you think are most prevalent? Write down the letters from the shaded boxes at the beginning of the survey that best describes the type of discrimination.

5. How well informed are you about housing discrimination?

- ☐ Very informed
- ☐ Somewhat informed
- ☐ Not very informed
- ☐ Not at all informed

6. What would you do if you encountered housing discrimination?

- ☐ Do nothing and seek other housing options
- ☐ Tell the person that you believe they are discriminating
- ☐ Report it
- ☐ Would not know what to do
- ☐ Other _____

7. If you wanted to report housing discrimination, who would you report it to?

8. What do you think should be done to help prevent housing discrimination?

Please tell us about you. Answering these questions is optional

Race/Ethnicity

- ☐ White Anglo
- ☐ Hispanic
- ☐ African American
- ☐ Native American
- ☐ Other _____

Gender

- ☐ Female
- ☐ Male

Family Status

- ☐ Have children in household
- ☐ No children in household

Number of People In Your Household

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5+

Annual Household Income

- ☐ < $25,000
- ☐ $25,000-$49,999
- ☐ $50,000-$74,999
- ☐ $75,000-$100,000
- ☐ $100,000 or more

Do you or a household member have a disability?

- ☐ Yes
- ☐ No

Current Housing

- ☐ Rent
- ☐ Own
- ☐ Other

Employment

- ☐ Public Sector
- ☐ Private Sector
- ☐ Nonprofit Sector
- ☐ Not Employed
- ☐ Other _____

Zip Code

- ☐ 86001
- ☐ 86002
- ☐ 86003
- ☐ 86004
- ☐ 86011

Other _____

Hay discriminación ilegal en la vivienda cuando ocurren uno o más de los siguientes basados en la raza, origen nacional, color, religión o sexo de una persona, o tener hijos o tener una discapacidad:

A.	B.	C.	D.	E.	F.
Rehusar, desanimar o **cobrar más por la renta** de un aparta-mento o la compra de una casa.	Desanimar a una persona a vivir en donde él o ella desea vivir, frecuentemente **guiando a la persona hacia** otro apartamento, complejo o vecindario.	Rehusar o **dificultar la obtención de un préstamo** para comprar o refinanciar una casa o remover plusvalía haciendo cosas como cobrar más dinero u ofrecer un trato peor de lo que una persona podría obtener si él o ella comparara precios.	Rehusar, desanimar o **cobrar más por el seguro de la casa**.	**Discriminación en base a discapacidad**: Rehusar hacer una acomodación razonable, rehusar permiso para una modificación que haga un apartamento más accesible para personas con discapacidad, o falta de unidades accesibles.	Préstamos depreda-dores: **prác-ticas de préstamo injustas, engañosas o fraudu-lentas**.

1. ¿Ha encontrado usted o una persona conocida en su área local una o más formas de discriminación en la vivienda descritas en las casillas sombreadas?

- ☐ Sí, he encontrado o conozco alguien que ha encontrado
- ☐ Creo que podría haber encontrado o podría conocer a alguien que ha encontrado
- ☐ No, no he encontrado ni conozco a nadie que haya encontrado
- ☐ No lo sé
- ☐ Otro _____

2 . **Si usted cree que usted o una persona conocida encontró discriminación en la vivienda en su área local, por favor escriba la(s) letra(s) de las casillas sombreadas al inicio de la encuesta que mejor describa(n) el tipo de discriminación.**

3. ¿Cree usted que la discriminación en la viviendas ocurre en su área local?

- ☐ Sí
- ☐ Es probable
- ☐ No es probable
- ☐ No

4. Si usted cree que ocurre discriminación en la vivienda en su área local, ¿qué tipos cree usted que son más frecuentes? Escriba la(s) letra(s) de las casillas sombreadas al inicio de la encuesta.

5. ¿Está usted bien informado acerca de discriminación en la vivienda?

- ☐ Bien informado
- ☐ Un tanto informado
- ☐ No muy informado
- ☐ No informado para nada

6. ¿Qué haría usted si encontrara discriminación en la vivienda?

- ☐ No hacer nada y buscar otras opciones de vivienda
- ☐ Decirle a la persona que usted cree que están discriminando
- ☐ Reportarlo
- ☐ No sabría qué hacer
- ☐ Otro _____

7. Si usted quisiera reportar discriminación en la vivienda, ¿a quién reportaría?

8. ¿Qué piensa usted que debiera hacerse para ayudar a prevenir la discriminación en la vivienda?

Por favor marque los que se aplican a usted

Raza/Origen étnico

- ☐ Blanco Anglo
- ☐ Hispano
- ☐ Afroamericano
- ☐ Indígena Americano
- ☐ Otro _____

Sexo

- ☐ Femenino
- ☐ Masculino

Estado Familiar

- ☐ Tiene hijos en casa
- ☐ No tiene hijos en casa

Número de personas en la familia 1

- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5+

Los ingresos anuales de la familia

- ☐ < $25,000
- ☐ $25,000-$49,999
- ☐ $50,000-$74,999
- ☐ $75,000-$100,000
- ☐ $100,000 or more

¿Discapacitado?

- ☐ Sí
- ☐ No

Vivienda

- ☐ Soy propietario de una casa
- ☐ Estoy rentando
- ☐ Otro _____

Tiene empleo en

- ☐ El sector público
- ☐ El sector no lucrativo
- ☐ El sector privado
- ☐ La industria de la vivienda
- ☐ No tiene empleo
- ☐ Otro _____

Código postal

- ☐ 86001
- ☐ 86002
- ☐ 86003
- ☐ 86004
- ☐ 86011
- ☐ Otro _____

Appendix B – Summary of Federal Fair Housing Act and Presidential Executive Orders

The US Department of Justice provides the following summary of the Federal Fair Housing Act, 42 U.S.C. 3601 et seq. The Fair Housing Act prohibits discrimination by direct providers of housing, such as landlords and real estate companies as well as other entities, such as municipalities, banks or other lending institutions and homeowners insurance companies whose discriminatory practices make housing unavailable to persons because of:

- race or color
- religion
- sex
- national origin
- familial status, or
- disability.

In cases involving discrimination in mortgage loans or home improvement loans, the Department may file suit under both the Fair Housing Act and the Equal Credit Opportunity Act. Under the Fair Housing Act, the Department of Justice may bring lawsuits where there is reason to believe that a person or entity is engaged in a "pattern or practice" of discrimination or where a denial of rights to a group of persons raises an issue of general public importance. Where force or threat of force is used to deny or interfere with fair housing rights, the Department of Justice may institute criminal proceedings. The Fair Housing Act also provides procedures for handling individual complaints of discrimination. Individuals who believe that they have been victims of an illegal housing practice may file a complaint with the Department of Housing and Urban Development [HUD] or file their own lawsuit in federal or state court. The Department of Justice brings suits on behalf of individuals based on referrals from HUD.

Discrimination in Housing Based Upon Race or Color

One of the central objectives of the Fair Housing Act, when Congress enacted it in 1968, was to prohibit race discrimination in sales and rentals of housing. Nevertheless, more than 30 years later, race discrimination in housing continues to be a problem. The majority of the Justice Department's pattern or practice cases involve claims of race discrimination. Sometimes, housing providers try to disguise their discrimination by giving false information about availability of housing, either saying that nothing was available or steering homeseekers to certain areas based on race. Individuals who receive such false information or misdirection may have no knowledge that they have been victims of discrimination. The Department of Justice has brought many cases alleging this kind of discrimination based on race or color. In addition, the Department's Fair Housing Testing Program seeks to uncover this kind of hidden discrimination and hold those responsible accountable. Most of the mortgage lending cases brought by the Department under the Fair Housing Act and Equal Credit Opportunity Act alleged discrimination based on race or color. Some of the Department's cases have also alleged that municipalities and other local government entities violated the Fair Housing Act when they denied permits or zoning changes for housing developments, or relegated them to predominantly minority neighborhoods, because the prospective residents were expected to be predominantly African-Americans.

Discrimination in Housing Based Upon Religion

The Fair Housing Act prohibits discrimination in housing based upon religion. This prohibition covers instances of overt discrimination against members of a particular religion as well less direct actions, such as zoning ordinances designed to limit the use of private homes as a places of worship. The number of cases filed since 1968 alleging religious discrimination is small in comparison to some of the other prohibited bases, such as race or national origin. The Act does contain a limited exception that allows non-commercial housing operated by a religious organization to reserve such housing to persons of the same religion.

Discrimination in Housing Based Upon Sex, Including Sexual Harassment

The Fair Housing Act makes it unlawful to discriminate in housing on the basis of sex. In recent years, the Department's focus in this area has been to challenge sexual harassment in housing. Women, particularly those who are poor, and with limited housing options, often have little recourse but to tolerate the humiliation and degradation of sexual harassment or risk having their families and themselves removed from their homes. The Department's enforcement program is aimed at landlords who create an untenable living environment by demanding sexual favors from tenants or by creating a sexually hostile environment for them. In this manner we seek both to obtain relief for tenants who have been treated unfairly by a landlord because of sex and also deter other potential abusers by making it clear that they cannot continue their conduct without facing repercussions. In addition, pricing discrimination in mortgage lending may also adversely affect women, particularly minority women. This type of discrimination is unlawful under both the Fair Housing Act and Equal Credit Opportunity Act.

Discrimination in Housing Based Upon National Origin

The Fair Housing Act prohibits discrimination based upon national origin. Such discrimination can be based either upon the country of an individual's birth or where his or her ancestors originated. Census data indicate that the Hispanic population is the fastest growing segment of our nation's population. The Justice Department has taken enforcement action against municipal governments that have tried to reduce or limit the number of Hispanic families that may live in their communities. We have sued lenders under both the Fair Housing Act and the Equal Credit Opportunity Act when they have imposed more stringent underwriting standards on home loans or made loans on less favorable terms for Hispanic borrowers. The Department has also sued lenders for discrimination against Native Americans. Other areas of the country have experienced an increasing diversity of national origin groups within their populations. This includes new immigrants from Southeastern Asia, such as the Hmong, the former Soviet Union, and other portions of Eastern Europe. We have taken action against private landlords who have discriminated against such individuals.

Discrimination in Housing Based Upon Familial Status

The Fair Housing Act, with some exceptions, prohibits discrimination in housing against families with children under age 18. In addition to prohibiting an outright denial of housing to families with children, the Act also prevents housing providers from imposing any special requirements or conditions on tenants with custody of children. For example, landlords may not locate families with children in any single portion of a complex, place an unreasonable restriction on the total number of persons who may reside in a dwelling, or limit their access to recreational services provided to other tenants. In most instances, the amended Fair Housing Act prohibits a housing provider from refusing to rent or sell to families with children. However, some facilities may be designated as Housing for Older Persons (55 years of age). This type of housing, which meets the standards set forth in the Housing for Older Persons Act of 1995, may operate as "senior" housing. The Department of Housing and Urban Development (HUD) has published regulations and additional guidance detailing these statutory requirements.

Discrimination in Housing Based Upon Disability

The Fair Housing Act prohibits discrimination on the basis of disability in all types of housing transactions. The Act defines persons with a disability to mean those individuals with mental or physical impairments that substantially limit one or more major life activities. The term mental or physical impairment may include conditions such as blindness, hearing impairment, mobility impairment, HIV infection, mental retardation, alcoholism, drug addiction, chronic fatigue, learning disability, head injury, and mental illness. The term major life activity may include seeing, hearing, walking, breathing, performing manual tasks, caring for one's self, learning, speaking, or working. The Fair Housing Act also protects persons who have a record of such impairment or are regarded as having such

impairment. Current users of illegal controlled substances, persons convicted for illegal manufacture or distribution of a controlled substance, sex offenders, and juvenile offenders are not considered disabled under the Fair Housing Act, by virtue of that status. The Fair Housing Act affords no protections to individuals with or without disabilities who present a direct threat to the persons or property of others. Determining whether someone poses such a direct threat must be made on an individualized basis, however, and cannot be based on general assumptions or speculation about the nature of a disability. The Division's enforcement of the Fair Housing Act's protections for persons with disabilities has concentrated on two major areas. One is insuring that zoning and other regulations concerning land use are not employed to hinder the residential choices of these individuals, including unnecessarily restricting communal, or congregate, residential arrangements, such as group homes. The second area is insuring that newly constructed multifamily housing is built in accordance with the Fair Housing Act's accessibility requirements so that it is accessible to and usable by people with disabilities, and, in particular, those who use wheelchairs. There are other federal statutes that prohibit discrimination against individuals with disabilities, including the Americans with Disabilities Act, which is enforced by the Disability Rights Section of the Civil Rights Division.

Discrimination in Housing Based Upon Disability Group Homes

Some individuals with disabilities may live together in congregate living arrangements, often referred to as "group homes." The Fair Housing Act prohibits municipalities and other local government entities from making zoning or land use decisions or implementing land use policies that exclude or otherwise discriminate against individuals with disabilities. The Fair Housing Act makes it unlawful --

- To utilize land use policies or actions that treat groups of persons with disabilities less favorably than groups of non-disabled persons. An example would be an ordinance prohibiting housing for persons with disabilities or a specific type of disability, such as mental illness, from locating in a particular area, while allowing other groups of unrelated individuals to live together in that area.
- To take action against, or deny a permit, for a home because of the disability of individuals who live or would live there. An example would be denying a building permit for a home because it was intended to provide housing for persons with mental retardation.
- To refuse to make reasonable accommodations in land use and zoning policies and procedures where such accommodations may be necessary to afford persons or groups of persons with disabilities an equal opportunity to use and enjoy housing. What constitutes a reasonable accommodation is a case-by-case determination. Not all requested modifications of rules or policies are reasonable. If a requested modification imposes an undue financial or administrative burden on a local government, or if a modification creates a fundamental alteration in a local government's land use and zoning scheme, it is not a "reasonable" accommodation.

There has been a significant amount of litigation concerning the ability of local government to exercise control over group living arrangements, particularly for persons with disabilities. To provide guidance on these issues, the Departments of Justice and Housing and Urban Development issued a Joint Statement on Group Homes, Local Land Use and the Fair Housing Act.

Discrimination in Housing Based Upon Disability -- Accessibility Features for New Construction

The Fair Housing Act defines discrimination in housing against persons with disabilities to include a failure "to design and construct" certain new multi-family dwellings so that they are accessible to and usable by persons with disabilities, and particularly people who use wheelchairs. The Act requires all newly constructed multi-family dwellings of four or more units intended for first occupancy after March 13, 1991 to have certain features: an accessible entrance on an accessible route, accessible common and public use areas, doors sufficiently wide to

accommodate wheelchairs, accessible routes into and through each dwelling, light switches, electrical outlets, and thermostats in accessible location, reinforcements in bathroom walls to accommodate grab bar installations, and usable kitchens and bathrooms configured so that a wheelchair can maneuver about the space.

Developers, builders, owners, and architects responsible for the design or construction of new multi-family housing may be held liable under the Fair Housing Act if their buildings fail to meet these design requirements. The Department of Justice has brought many enforcement actions against those who failed to do so. Most of the cases have been resolved by consent decrees providing a variety of types of relief, including: retrofitting to bring inaccessible features into compliance where feasible and where it is not -- alternatives (monetary funds or other construction requirements) that will provide for making other housing units accessible; training on the accessibility requirements for those involved in the construction process; a mandate that all new housing projects comply with the accessibility requirements, and monetary relief for those injured by the violations. In addition, the Department has sought to promote accessibility through building codes.

Other Federal Laws

- Title VI of the Civil Rights Act of 1964**.** Title VI prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance.
- Section 504 of the Rehabilitation Act of 1973**.** Section 504 prohibits discrimination based on disability in any program or activity receiving federal financial assistance.
- Section 109 of Title I of the Housing and Community Development Act of 1974**.** Section 109 prohibits discrimination on the basis of race, color, national origin, sex or religion in programs and activities receiving financial assistance from HUD's Community Development and Block Grant Program.
- Title II of the Americans with Disabilities Act of 1990. Title II prohibits discrimination based on disability in programs, services, and activities provided or made available by public entities. HUD enforces Title II when it relates to state and local public housing, housing assistance and housing referrals.
- Architectural Barriers Act of 1968. The Architectural Barriers Act requires that buildings and facilities designed, constructed, altered, or leased with certain federal funds after September 1969 must be accessible to and useable by handicapped persons.
- Age Discrimination Act of 1975. The Age Discrimination Act prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.
- Title IX of the Education Amendments Act of 1972**.** Title IX prohibits discrimination on the basis of sex in education programs or activities that receive federal financial assistance.

Fair Housing-Related Presidential Executive Orders:

- Executive Order 11063 prohibits discrimination in the sale, leasing, rental, or other disposition of properties and facilities owned or operated by the federal government or provided with federal funds.
- Executive Order 11246, as amended, bars discrimination in federal employment because of race, color, religion, sex, or national origin.
- Executive Order 12892, as amended, requires federal agencies to affirmatively further fair housing in their programs and activities, and provides that the Secretary of HUD will be responsible for coordinating the effort. The Order also establishes the President's Fair Housing Council, which will be chaired by the Secretary of HUD.
- Executive Order 12898 requires that each federal agency conduct its program, policies, and activities that substantially affect human health or the environment in a manner that does not exclude persons based on race, color, or national origin.
- Executive Order 13166 eliminates, to the extent possible, limited English proficiency as a barrier to full and meaningful participation by beneficiaries in all federally-assisted and federally conducted programs

and activities.

- Executive Order 13217 requires federal agencies to evaluate their policies and programs to determine if any can be revised or modified to improve the availability of community-based living arrangements for persons with disabilities.

Attachment 1 – Arizona Fair Housing Act

41-1491. Definitions

In this article, unless the context otherwise requires:

1. "Aggrieved person" includes any person who either:
(a) Claims to have been injured by a discriminatory housing practice.
(b) Believes that he will be injured by a discriminatory housing practice that is about to occur.
2. "Complainant" means a person, including the attorney general, who files a complaint under section 41-1491.22.
3. "Conciliation" means the attempted resolution of issues raised by a complaint or by the investigation of the complaint through informal negotiations involving the aggrieved person, the respondent and the attorney general.
4. "Conciliation agreement" means a written agreement setting forth the resolution of the issues in conciliation.
5. "Disability" means a mental or physical impairment that substantially limits at least one major life activity, a record of such an impairment or being regarded as having such an impairment. Disability does not include current illegal use of or addiction to any drug or illegal or federally controlled substance. Disability shall be defined and construed as the term is defined and construed by the Americans with disabilities act of 1990 (P.L. 101-336) and the ADA amendments act of 2008 (P.L. 110-325; 122 Stat. 3553).
6. "Discriminatory housing practice" means an act prohibited by sections 41-1491.14 through 41-1491.21.
7. "Dwelling" means either:
(a) Any building, structure or part of a building or structure that is occupied as, or designed or intended for occupancy as, a residence by one or more families.
(b) Any vacant land that is offered for sale or lease for the construction or location of a building, structure or part of a building or structure described by subdivision (a) of this paragraph.
8. "Family" includes a single individual.
9. "Person" means one or more individuals, corporations, partnerships, associations, labor organizations, legal representatives, mutual companies, joint stock companies, trusts, unincorporated organizations, trustees, receivers, fiduciaries, banks, credit unions and financial institutions.
10. "Respondent" means either:
(a) The person accused of a violation of this article in a complaint of a discriminatory housing practice.
(b) Any person identified as an additional or substitute respondent under section 41-1491.25 or an agent of an additional or substitute respondent.
11. "To rent" includes to lease, to sublease, to let or to otherwise grant for a consideration the right to occupy premises not owned by the occupant.

41-1491.01. Discrimination due to familial status

In this article, a discriminatory act is committed because of familial status if the act is committed because the person who is the subject of discrimination is:

1. Pregnant.
2. Domiciled with an individual younger than eighteen years of age in regard to whom the person either:
(a) Is the parent or legal custodian.
(b) Has the written permission of the parent or legal custodian for domicile with that person.
3. In the process of obtaining legal custody of an individual younger than eighteen years of age.

41-1491.02. Exempt sales and rentals

A. Except as provided in subsection B of this section, sections 41-1491.14 through 41-1491.21 do not apply to:
1. The sale or rental of a single family house sold or rented by an owner if:
(a) The owner does not:
(i) Own more than three single family houses at any one time.
(ii) Own any interest in, nor is there owned or reserved on his behalf, under any express or voluntary agreement, title to or any right to any part of the proceeds from the sale or rental of more than three single family houses at any one time.
(b) The house was sold or rented without either:
(i) The use of the sales or rental facilities or services of a real estate broker, agent or salesman licensed under title 32, chapter 20 or the use of an employee or agent of a licensed broker, agent or salesman or the facilities or services of the owner of a dwelling designed or intended for occupancy by five or more families.
(ii) The publication, posting or mailing of a notice, statement or advertisement prohibited by section 41-1491.15.
2. The sale or rental of rooms or units in a dwelling containing living quarters occupied or intended to be occupied by no more than four families living independently of each other if the owner maintains and occupies one of the living quarters as the owner's residence.
B. The exemption in subsection A, paragraph 1 of this section applies to only one sale or rental in a twenty-four month period if the owner was not the most recent resident of the house at the time of the sale or rental.

41-1491.03. Religious organization and private club exemption

A. This article does not prohibit a religious organization, association or society or a nonprofit institution or organization operated, supervised or controlled by or in conjunction with a religious organization, association or society from:
1. Limiting the sale, rental or occupancy of dwellings that it owns or operates for other than a commercial purpose to persons of the same religion.
2. Giving preference to persons of the same religion, unless membership in the religion is restricted because of race, color or national origin.
B. This article does not prohibit a private club that is not open to the public and that, as an incident to its primary purpose, provides lodging that it owns or operates for other than a commercial purpose from limiting the rental or occupancy of that lodging to its members or from giving preference to its members.

41-1491.04. Housing for older persons exempted; rules; liability; definition

A. The provisions of this article relating to familial status do not apply to housing for older persons.
B. The attorney general may adopt rules setting forth criteria for housing for older persons. The rules adopted for subsection D, paragraph 3 shall require the following factors:
1. That at least eighty per cent of the units are occupied by at least one person fifty-five years of age or older per unit. Rules adopted for verification of occupancy shall provide for the use of reliable surveys and affidavits. These surveys and affidavits are admissible in administrative and judicial proceedings. Rules adopted establishing compliance with this paragraph shall be consistent with federal fair housing regulations.
2. The publication of, and adherence to, policies and procedures that demonstrate an intent by the owner or manager to provide housing for persons fifty-five years of age or older. Rules adopted establishing compliance with this paragraph shall be consistent with federal fair housing regulations.
C. A person shall not be held personally liable for monetary damages under section 41-1491.31 if the

person relied in good faith thatthe housing was exempt from this article because it was housing for older persons as defined under subsection D, paragraph 3 of this section. For the purposes of this subsection a person may only demonstrate good faith reliance on the exemption from the provisions of this article if both:
1. The person has no actual knowledge that the facility or community does not, or will not qualify as housing for older persons as defined under subsection D, paragraph 3 of this section.
2. The facility or community has formally stated in writing that the facility or community is housing for older persons as defined under subsection D, paragraph 3 of this section.
D. In this section, "housing for older persons" means housing that meets any of the following conditions:
1. Is specifically designed and operated to assist elderly persons under a federal or state program.
2. Is intended for, and solely occupied by, persons sixty-two years of age or older.
3. Is intended and operated for occupancy by at least one person fifty-five years of age or older per unit

41-1491.05. Appraisal exemption

This article does not prohibit a person engaged in the business of furnishing appraisals of real property from taking into consideration factors other than race, color, religion, sex, disability, familial status or national origin

41-1491.06. Effect on other law

A. This article does not affect a reasonable local or state restriction on the maximum number of occupants permitted to occupy a dwelling or a restriction relating to health or safety standards.
B. This article does not affect a requirement of nondiscrimination in any other state or federal law.
C. Nothing in this article prohibits cities or towns with a population of three hundred fifty thousand or more persons according to the 1990 United States decennial census from enacting ordinances, not later than January 1, 1995, that are substantially equivalent to the provisions of federal law and this article.

41-1491.07. Administration by attorney general The attorney general shall administer this article.

41-1491.08. Rules

The attorney general may adopt interpretive and procedural rules necessary to implement this article.

41-1491.09. Complaints

The attorney general shall receive, investigate, seek to conciliate and act on complaints alleging violations of this article.

41-1491.10. Reports; studies

A. The attorney general shall publish annually a written report recommending legislative or other action

to carry out the purposes of this article. This report shall contain, for the preceding fiscal year, the following information:

1. The number of complaints initiated by the attorney general.
2. The number of complaints filed with the attorney general by aggrieved persons.
3. The number of complaints dismissed by the attorney general.
4. The number of complaints that resulted in conciliation agreements.
5. The number of complaints for which the attorney general found reasonable cause that a discriminatory housing practice occurred or was about to occur.
6. The number of civil actions filed by the attorney general pursuant to section 41-1491.34.

B. The report shall include a description of the relief awarded in civil actions and, without attribution, benefits to complainants agreed to in conciliation agreements. The report shall also include the number of instances in the preceding fiscal year, and the reasons therefore, but without attribution to parties, the number of investigations that were not completed within the time periods provided by section 41-1491.24, subsection B or a determination made pursuant to section 41-1491.29, subsection B.

C. The attorney general may make studies relating to the nature and extent of discriminatory housing practices in this state.

41-1491.11. Cooperation with other entities

The attorney general shall cooperate with federal fair housing agencies and, as appropriate, may provide technical and other assistance to federal, state, local and other public or private entities that are formulating or operating programs to prevent or eliminate discriminatory housing practices. Nothing in this article shall be interpreted as prohibiting a political subdivision of this state from administering fair housing projects or cities or towns with a population of three hundred fifty thousand or more persons according to the 1990 United States decennial census from adopting a fair housing ordinance.

41-1491.12. Subpoenas; discovery

The attorney general may issue subpoenas and compel the production of documents and the giving of testimony, as provided by section 41-1403.

41-1491.13. Referral to city or town

A. The attorney general may defer proceedings under this article and refer a complaint to a city or town with a population of three hundred fifty thousand or more persons according to the 1990 United States decennial census that has been recognized by the United States department of housing and urban development as having adopted ordinances providing fair housing rights and remedies that are substantially equivalent to those granted under federal law and this article and that has entered into an intergovernmental agreement with the attorney general.

B. For a city or town with a population of three hundred fifty thousand or more persons according to the 1990 United States decennial census to be eligible to implement the provisions of this article it shall adopt a fair housing ordinance by January 1, 1995.

C. If the substantial equivalency status is revoked or decertified by the United States department of housing and urban development, the attorney general shall assume sole responsibility for the implementation and enforcement of this article.

41-1491.14. Discrimination in sale or rental

A. A person may not refuse to sell or rent after a bona fide offer has been made or refuse to

negotiate for the sale or rental of or otherwise make unavailable or deny a dwelling to any person because of race, color, religion, sex, familial status or national origin.
B. A person may not discriminate against any person in the terms, conditions or privileges of sale or rental of a dwelling, or in providing services or facilities in connection with the sale or rental, because of race, color, religion, sex, familial status or national origin.
C. This section does not prohibit discrimination against a person because the person has been convicted under federal law or the law of any state of the illegal manufacture or distribution of a controlled substance.

41-1491.15. Publication of sales or rentals

A person may not make, print or publish or cause to be made, printed or published any notice, statement or advertisement with respect to the sale or rental of a dwelling that indicates any preference, limitation or discrimination based on race, color, religion, sex, disability, familial status or national origin or an intention to make such a preference, limitation or discrimination.

41-1491.16. Inspection of dwelling

A person may not represent to any person because of race, color, religion, sex, disability, familial status or national origin that a dwelling is not available for inspection for sale or rental if the dwelling is available for inspection.

41-1491.17. Entry into neighborhood

A person, for profit, may not induce or attempt to induce a person to sell or rent a dwelling by representations regarding the entry or prospective entry into a neighborhood of a person of a particular race, color, religion, sex, disability, familial status or national origin.

41-1491.18. Prohibition of intimidation

A person may not coerce, intimidate, threaten or interfere with any person in the exercise or enjoyment of, or having exercised or enjoyed, or on account of his having aided or encouraged any other person in the exercise or enjoyment of, any right granted or protected by this section and sections 41-1491.14, 41-1491.15, 41-1491.16, 41-1491.17, 41-1491.19, 41-1491.20 and 41-1491.21.

41-1491.19. Discrimination due to disability; definitions

A. A person may not discriminate in the sale or rental or otherwise make unavailable or deny a dwelling to any buyer or renter because of a disability of:
1. That buyer or renter.
2. A person residing in or intending to reside in that dwelling after it is sold, rented or made available.
3. A person associated with that buyer or renter.
B. A person may not discriminate against any person in the terms, conditions or privileges of sale or rental of a dwelling or in the provision of services or facilities in connection with the dwelling because of a disability of:
1. That person.
2. A person residing in or intending to reside in that dwelling after it is so sold, rented or made available.

3. A person associated with that person.
C. Nothing in this section requires that a dwelling be made available to an individual whose tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy would result in substantial physical damage to the property of others.
D. Compliance with the appropriate requirements of the fair housing accessibility guidelines established by the United States department of housing and urban development satisfies the requirements of subsection E, paragraph 3, subdivision (c).
E. For the purposes of this section, "discrimination" includes:
1. A refusal to permit, at the expense of the disabled person, reasonable modifications of existing premises occupied or to be occupied by the person if the modifications may be necessary to afford the person full enjoyment of the premises, provided that, in the case of a renter, the landlord may, where it is reasonable to do so, condition permission for a modification on the renter agreeing, to restore the interior of the premises to the condition that existed before the modification, reasonable wear and tear excepted.
2. A refusal to make reasonable accommodations in rules, policies, practices or services if the accommodations may be necessary to afford the person equal opportunity to use and enjoy a dwelling.
3. In connection with the design and construction of covered multifamily dwellings for first occupancy after the date that is thirty months after the date of enactment of the federal fair housing amendments act of 1988 (P.L. 100-430), a failure to design and construct those dwellings in a manner that includes all of the following:
(a) The public use and common use portions of the dwellings are readily accessible to and usable by disabled persons.
(b) All the doors designed to allow passage into and within all premises within the dwellings are sufficiently wide to allow passage by disabled persons in wheelchairs.
(c) All premises within the dwellings contain the following features of adaptive design:
(i) An accessible route into and through the dwelling.
(ii) Light switches, electrical outlets, thermostats and other environmental controls in accessible locations.
(iii) Reinforcements in bathroom walls to allow later installation of grab bars.
(iv) Usable kitchens and bathrooms so that an individual in a wheelchair can maneuver about the space.
F. As used in this section, "covered multifamily dwellings" means buildings consisting of four or more units if the buildings have one or more elevators and ground floor units in other buildings consisting of four or more units.

41-1491.20. Residential real estate related transaction; definition

A. A person whose business includes engaging in residential real estate related transactions may not discriminate against a person in making a real estate related transaction available or in the terms or conditions of a real estate related transaction because of race, color, religion, sex, disability, familial status or national origin.
B. In this section, "residential real estate related transaction" means:
1. Making or purchasing loans or providing other financial assistance either:
(a) To purchase, construct, improve, repair or maintain a dwelling.
(b) To secure residential real estate.
2. Selling, brokering or appraising residential real property.

41-1491.21. Brokerage services

A person may not deny any person access to, or membership or participation in, a multiple listing service, real estate brokers' organization or other service, organization or facility relating to the business

of selling or renting dwellings or may not discriminate against a person in the terms or conditions of access, membership or participation in such an organization, service or facility because of race, color, religion, sex, disability, familial status or national origin.

41-1491.22. Complaints

A. The attorney general shall investigate alleged discriminatory housing practices. The attorney general, on his own initiative, may file such a complaint.
B. A complaint shall be in writing, under oath and in the form prescribed by the attorney general.
C. An aggrieved person may file, not later than one year after an alleged discriminatory housing practice has occurred or terminated, whichever is later, a complaint with the attorney general alleging the discriminatory housing practice.
D. Not later than one year after an alleged discriminatory housing practice has occurred or terminated, whichever is later, the attorney general may file his own complaint.
E. A complaint may be amended at any time.
F. On the filing of a complaint the attorney general shall:
1. Give the aggrieved person notice that the complaint has been received.
2. Advise the aggrieved person of the time limits and choice of forums under this article.
3. Not later than twenty days after the filing of the complaint or the identification of an additional respondent under section 41-1491.25 serve on each respondent:
(a) A notice identifying the alleged discriminatory housing practice and advising the respondent of the procedural rights and obligations of a respondent under this article.
(b) A copy of the original complaint.
G. Notices and other documents required to be served under this article may be served as provided by section 41-1403, subsection B, paragraph 4.

41-1491.23. Answer to complaint

A. Not later than ten days after receipt of the notice and copy under section 41-1491.22, subsection F, paragraph 3, a respondent may file an answer to the complaint.
B. The answer shall be in writing, under oath and in the form prescribed by the attorney general.
C. An answer may be amended at any time.
D. An answer does not inhibit the investigation of a complaint.

41-1491.24. Investigation

A. If the federal government has referred a complaint to the attorney general or has deferred jurisdiction over the subject matter of the complaint to the attorney general, and if the attorney general has accepted the referral or deferral, the attorney general shall promptly investigate the allegations set forth in the complaint.
B. The attorney general shall investigate all complaints and, except as provided by subsection C, shall complete an investigation not later than one hundred days after the date the complaint is filed, or if it is unable to complete the investigation within this period, shall dispose of all proceedings related to the investigation not later than one year after the date the complaint is filed.
C. If the attorney general is unable to complete an investigation within the time periods prescribed by subsection B, the attorney general shall notify the complainant and the respondent in writing of the reasons for the delay.

41-1491.25. Additional or substitute respondent

A. The attorney general may join a person not named in the complaint as an additional or substitute respondent if in the course of the investigation the attorney general determines that the person should be accused of a discriminatory housing practice.
B. In addition to the information required in the notice under section 41-1491.22, subsection F, paragraph 3, the attorney general shall include in a notice to a respondent joined under this section an explanation of the basis for the determination that the person is properly joined as a respondent.

41-1491.26. Conciliation

A. The attorney general shall engage, to the extent feasible, in conciliation, including, if appropriate, mediation, with respect to the complaint.
B. A conciliation agreement is an agreement between a respondent and the complainant and is subject to approval by the attorney general.
C. A conciliation agreement may provide for binding arbitration or another method of dispute resolution. Dispute resolution that results from a conciliation agreement may authorize appropriate relief, including monetary relief.
D. A conciliation agreement shall not be made public unless all parties agree to the disclosure or the attorney general determines that disclosure is necessary to further the purposes of this article.
E. Nothing said or done in the course of conciliation may be made public or used as evidence in a subsequent proceeding under this article without the written consent of the persons concerned.
F. Materials in the investigative file may be disclosed to the parties to the extent reasonably necessary to further the investigation or conciliation discussions. Materials in the investigative file may be disclosed to the complainant for the purpose of deciding whether to file a complaint in court and may be disclosed to the respondent for the purpose of formulating its answer. After a court action has been filed, information derived from the investigation and the final investigation report relating to the investigation shall be subject to discovery.

41-1491.27. Temporary or preliminary relief

If the attorney general concludes at any time after the filing of a complaint that prompt judicial action is necessary to carry out the purposes of this article, the attorney general may file a civil action for appropriate temporary or preliminary relief pending final disposition of the complaint.

41-1491.28. Investigative reports

A. The attorney general shall prepare a final investigative report showing:
1. The names and dates of contacts with witnesses.
2. A summary of correspondence and other contacts with the aggrieved person and the respondent showing the dates of the correspondence and contacts.
3. A summary description of other pertinent records.
4. A summary of witness statements.
5. Answers to interrogatories.
B. A final report under this section may be amended if additional evidence is discovered.

41-1491.29. Reasonable cause determination

A. The attorney general shall determine based on the facts whether reasonable cause exists to believe that a discriminatory housing practice has occurred or is about to occur.
B. The attorney general shall make the determination under subsection A of this section not later than

one hundred days after the date a complaint is filed unless either:

1. It is impracticable to make the determination.

2. The attorney general has approved a conciliation agreement relating to the complaint.

C. If it is impracticable to make the determination within the time period provided by subsection B of this section, the attorney general shall notify the complainant and respondent in writing of the reasons for the delay.

D. If the attorney general determines that reasonable cause exists to believe that a discriminatory housing practice has occurred or is about to occur, the attorney general shall attempt for a period of not more than thirty days to effectuate a conciliation agreement. If no conciliation agreement has been reached after thirty days, the attorney general shall file a civil action in superior court, as provided in section 41-1491.34.

E. 41-1491.30. Dismissal of complaint

If the attorney general determines that no reasonable cause exists to believe that a discriminatory housing practice has occurred or is about to occur, the attorney general shall promptly dismiss the complaint and give written notice of the dismissal to the complainant and respondent.

41-1491.31. Civil action

A. An aggrieved person may file a civil action in superior court not later than two years after the occurrence of the termination of an alleged discriminatory housing practice or the breach of a conciliation agreement entered into under this article, whichever occurs last, to obtain appropriate relief with respect to the discriminatory housing practice or breach.

B. The two year period does not include any time elapsed between the filing of any court procedure to enforce an administrative subpoena and is not jurisdictional but is a statute of limitations subject to principles of estoppel, tolling and waiver.

C. An aggrieved person may file an action under this section whether or not a complaint has been filed under section 41-1491.22 and without regard to the status of any complaint filed under section 41-1491.22. The filing of an action under this section does not affect the attorney general's power and duty to investigate and make determinations based on the aggrieved person's administrative complaint.

D. If the attorney general has obtained a conciliation agreement with the consent of an aggrieved person, the aggrieved person may not file an action under this section with respect to the alleged discriminatory housing practice that forms the basis for the complaint except to enforce the terms of the agreement.

E. An aggrieved person may intervene in a civil action filed by the attorney general and based on that person's administrative complaint.

F. The rights granted by 42 United States Code sections 3603, 3604, 3605 and 3606 may be enforced in any civil action brought pursuant to this section.

41-1491.32. Court appointed attorney

On application by a person alleging a discriminatory housing practice or by a person against whom a discriminatory housing practice is alleged, the superior court may appoint an attorney for the person.

41-1491.33. Relief granted

In an action under section 41-1491.31, if the superior court finds that a discriminatory housing practice has occurred or is about to occur, the court may award to the plaintiff:

1. Actual and punitive damages.
2. Reasonable attorney fees.
3. Court costs.
4. A permanent or temporary injunction, temporary restraining order or other order, including an order enjoining the defendant from engaging in the practice or ordering appropriate affirmative action.

41-1491.34. Civil action by attorney general

A. If the attorney general finds cause to believe that a discriminatory housing practice has occurred or is about to occur, and there is no conciliation agreement within thirty days, the attorney general shall immediately file a civil action on behalf of the complainant in superior court against the respondent.
B. If the attorney general finds reasonable cause to believe that a party has breached a conciliation agreement, the attorney general shall file a civil action for enforcement of the agreement.
C. In an action under this section, the court may award on behalf of the complainant actual and punitive damages and may issue a permanent or temporary injunction, temporary restraining order or other order, including an order enjoining the defendant from engaging in the practice or ordering affirmative action, and may award court costs to the attorney general.
D. A person aggrieved by the alleged discriminatory housing practice or damaged by the alleged breach of the conciliation agreement may intervene in a civil action brought under this section.

41-1491.35. Pattern or practice cases

A. The attorney general may file a civil action in superior court for appropriate relief if the attorney general has reasonable cause to believe that either:
1. A person is engaged in a pattern or practice of resistance to the full enjoyment of any right granted by this article.
2. A person has been denied any right granted by this article and that denial raises an issue of general public importance.
B. In an action under this section the court may:
1. Award preventive relief, including a permanent or temporary injunction, restraining order or other order against the person responsible for a violation of this article as necessary to assure the full enjoyment of the rights granted by this article.
2. Award other appropriate relief, including monetary damages, reasonable attorney fees and court costs.
3. To vindicate the public interest, assess a civil penalty against the respondent in an amount that does not exceed:
(a) Fifty thousand dollars for a first violation.
(b) One hundred thousand dollars for a second or subsequent violation.

41-1491.36. Prevailing party; fees and costs

A court in a civil action brought under this article shall award reasonable attorney fees and costs to a prevailing plaintiff, except to the attorney general in an action brought under section 41-1491.33. The court shall not award attorney fees to a prevailing defendant unless the plaintiff's complaint was frivolous, unreasonable or without foundation.

41-1491.37. Superior court enforcement; local fair housing

A. The superior court has jurisdiction to enforce a local fair housing ordinance with provisions

substantially equivalent to the provisions of federal law and this article.

An incorporated city or town with a population of three hundred fifty thousand or more persons according to the 1990 United States decennial census that has a fair housing ordinance may file an action in superior court to enforce



ANNUAL ACTION PLAN

Program Year 2021

July 1, 2021 – June 30, 2022

Mayor

Mayor Paul Deasy

Council

Vice-Mayor Becky Daggett
Councilmember Austin Aslan
Councilmember Adam Shimoni
Councilmember Miranda Sweet
Councilmember Regina Salas
Councilmember Jim McCarthy

City Manager

Greg Clifton

Community Development Director

Dan Folke

Housing Director

Sarah Darr

Year 1 of the 2021-2025 Consolidated Plan

ON REQUEST THIS DOCUMENT CAN BE MADE AVAILABLE IN ALTERNATE FORMATS

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OMB Control No: 2506-0117 (exp. 09/30/2021)

Expected Resources

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

Introduction

The City of Flagstaff Annual Action Plan describes allocations for the Community Development Block Grant program for the coming year – Program Year 2021, the first year of the 2021-2025 Consolidated Plan. These allocations fund activities to address goals from the primary Consolidated Plan areas: Affordable Housing, Homelessness, Community Development, Neighborhood Revitalization, Economic Opportunities, Public Services, Fair Housing and Citizen Participation.

The amount of CDBG funding received by the City of Flagstaff varies from year-to-year is based on the federal budget. The City expects to receive between $510,000 and $615,000 each year during the next five years. The 2021 Program Year CDBG Entitlement for the City of Flagstaff is $571,367. In addition, the City is utilizing $278,216 in CDBG Program Income and $34,190.17 in de-obligated past years funds in combination with the 2021 Entitlement for a total of $883,773.17 available to allocate.

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.

As of the date of submission of the Program Year 2021 Annual Action Plan, a portion of CDBG funds from previous program years is currently unspent. However, these funds have been allocated to projects in the corresponding Annual Action Plans and will not be reallocated to different activities. Previous years' funds are not accounted for in this Annual Action Plan.

In Program Years 2019 and 2020 the City of Flagstaff received CDBG-CV funds provided by the CARES (Coronavirus, Aid, Relief and Economic Security) Act. These funds were allocated in the 2019 Annual Action Plan completing two substantial amendments. A portion of the CDBG-CV funds remain unspent yet allocated to projects that prevent, respond to and/or prepare for Coronavirus. These funds will not be reallocated to different activities and are not accounted for in the PY 2021 Annual Action Plan.

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Anticipated Resources

Program	CDBG	Source of Funds	Public-federal
Uses of Funds: Affordable Housing, Public Services, Acquisition, Administration & Planning			
Narrative Description: The City of Flagstaff's 2021 Program Year CDBG allocation total is $571,367. This allocation will be combined with $278,216 in Program Income and $34,190.17 in de-obligated past years funds for a total amount available of $883,773.17.			

Expected Amount Available Year 1				
Annual Allocation: $	**Program Income: $**	**Prior Year Resources: $**	**Total: $**	**Expected Amount Available Remainder of ConPlan: $**
$571,367	$278,216	$39,190.17	$883,773.17	$2,285,468

Table 1 - 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. $457,551 federal, state, and local funds will leverage 2021 CDBG projects.

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

The City of Flagstaff utilizes CDBG funds to improve public facilities and infrastructure in low- and moderate-income neighborhoods, specifically the Sunnyside, Pine Knoll, La Plaza Vieja and Southside target neighborhoods. The City relies on the Council adopted and voter ratified Flagstaff Regional Plan 2030 as well as Neighborhood Specific Plans for La Plaza Vieja and Southside to guide area needs and project allocations for public facilities and infrastructure such as sidewalk improvements, recreation improvements and more. These Neighborhood Specific Plans were developed in partnership with the corresponding neighborhood associations and extensive public involvement.

Discussion

The City of Flagstaff continues to receive periodic Program Income from previous homebuyer assistance and owner occupied housing rehabilitation programs. In PYs 2019 and 2020 the City received an unprecedented amount of Program Income due to the favorable housing market and interest rates in the City of Flagstaff. Those funds will be allocated in this Annual Action Plan. Should the City receive additional Program Income in excess of an amount that could make it difficult for the City to remain timely, a mid-year allocation and amendment to the Annual Action Plan will be considered.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

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Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Activity Matrix Code:	Goal Outcome Indicator
1	Housing Rehabilitation	2021	2022	Affordable Housing	Citywide	Affordable Housing	CDBG $303,665.83	14A	Homeowner Housing Rehabilitated: 8 Household/Housing units
2	Increase Overnight Emergency Shelter, Transitional and Supportive Housing Beds/Units	2021	2022	Homeless	Citywide	Homelessness	CDBG $345,769.84	14G	Overnight/ Emergency Shelter/ Transitional Housing Beds/Units added: 8 Units
3	Services to Meet Basic Needs	2021	2022	Non-Housing Community Development	Citywide Sunnyside Pine Knoll	Public Services & Economic Opportunities	CDBG $25,000	03T 05A-05T 05Z	Public service activities other than Low-/Moderate-Income Housing Benefit: 50 Persons
4	Workforce Development	2021	2022	Non-Housing Community Development	Citywide	Public Services & Economic Opportunities	CDBG $54,337.50	05H 05Z	Individuals/Businesses assisted: 12 Persons
5	Service and Facility Operating Support, including Outreach Services to Meet Basic Needs	2021	2022	Homeless Non-Homeless Special Needs	Citywide	Homelessness Public Services & Economic Opportunities	CDBG $30,000	05D 05N 03T 05H	Public service activities other than Low-/Moderate-Income Housing Benefit: 70 Persons

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6	Planning & Administration	2021	2022	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	Citywide	Homelessness Affordable Housing Public Services & Economic Opportunities Revitalization, Public Facilities & Infrastructure	CDBG $125,000.000	20 21A 21B 21C 21D 21E	Other: 1

Table 2 – Goals Summary

Goal Descriptions

1	**Goal Name**	**Housing Rehabilitation**
	Goal Description	Housing Rehabilitation aims to preserve existing affordable housing stock and benefit low- and mode City of Flagstaff. Housing Rehabilitation may include: 1) elimination of health and safety hazards in th accessibility and aging in place; 3) financial stabilization of low- and moderate-income households th repair and utility costs; 4) increased building performance through weatherization and performance revitalization of low income neighborhoods; 6) preservation of the entry level housing stock. Projects include rehabilitation of privately owned, single-unit homes and all delivery costs (including service costs) directly related to carrying out housing rehabilitation activities. Funds will be used to provide grants and/or no interest, deferred payment loans to low-income hous systems (heating, hot water, roofing, electrical) to ensure homes are safe and provide a decent and s
2	**Goal Name**	**Increase Overnight Emergency Shelter, Transitional and Supportive Housing Beds**
	Goal Description	Funds will be used to increase Overnight Emergency Shelter, Transitional and Supportive Housing Be homeless individuals/households. Projects include acquisition, construction, conversion of buildings, or rehabilitation of temporary she the homeless, including victims of domestic violence, dating violence, sexual assault or stalking, disa drug offenders, and parolees.

3	**Goal Name**	**Services to Meet Basic Needs**
	Goal Description	Public service projects may include Pandemic Response, Homeless/AIDS Patients Programs, Senior S Disabilities, Legal Services, Youth Services, Transportation Services, Substance Abuse Services, Servic Employment Training, Crime Awareness/Prevention, Fair Housing Activities, Tenant/Landlord Couns Services, Mental Health Services, Screen for Lead Poisoning, Subsistence Payments, Food Banks, Etc.
4	**Goal Name**	**Workforce Development**
	Goal Description	Assistance for programs providing workforce development including employment/job training and b services carried out as a public service. Activities include skill development programs, vocational programs, apprenticeship programs, paid i assistance for businesses and/or business counseling for individuals.

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5	**Goal Name**	**Service and Facility Operating Support, including Outreach**
	Goal Description	CDBG funds will be used for costs associated with the operation of programs for the homeless or for utilities, maintenance, and insurance.
6	**Goal Name**	**Planning and Administration**
	Goal Description	CDBG funds will be used for expenses related to administering the program, preparing planning docu activities, and other eligible expenses.

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Projects

AP-35 Projects – 91.220(d)

Introduction

The strategies listed in this plan address the first-year allocation of the 2021-2025 Consolidated Plan for the City of Flagstaff in Program Year 2021. The City will be allocating funds to local agencies/ subrecipients to carry out projects and manage funds with City of Flagstaff oversight. Projects align with the priority needs of the community: Revitalization, Public Facilities and Infrastructure, Public Services & Economic Opportunities, Addressing Homelessness, Develop and Preserve existing Affordable Housing**.**

In the 2021 CDBG process, eight external agency proposals were received. When program income and de-obligated funding is included, the 2021 CDBG allocation is $883,773.17. Eight proposals requesting a total of $1,072,773.17 in CDBG funding were received by the February 22, 2021 deadline. One applicant withdrew their application leaving $897,773.17 in total requests. Recommendations were discussed at a public hearing and City Council Work Session on April 13th, 2021. Resolutions approving the allocations and submission of the Annual Action Plan were approved by the City Council at a public hearing and City Council Meeting on April 20th, 2021. The following table identifies approved projects for 2021-2022 Program Year with a budget of $883,773.17.

Projects

#	Project Name
1	Housing Rehabilitation
2	Increase Overnight Emergency Shelter, Transitional and Supportive Housing Beds/Units
3	Services to Meet Basic Needs
4	Workforce Development
5	Service & Facility Operating Support
6	Planning and Administration

Table 3 - Project Information

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

For Program Year 2021, the City issued a request for proposals for CDBG eligible activities. Proposals are evaluated based on CDBG eligibility and funding criteria (for example: benefit of ratio of dollars per person, 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. This City of Flagstaff evaluates past and present projects for efficient and effective use of funds in addressing the high priority needs identified in the Consolidated Plan as well as for the impact on low- and moderate-income City residents.

AP-38 Project Summary

Project Summary Information

1	**Project Name**	**Housing Rehabilitation**
	Target Area	Citywide
	Goals Supported	**Housing Rehabilitation**
	Needs Addressed	**Affordable Housing** **Neighborhood Revitalization, Public Facilities & Infrastructure**
	Funding	**CDBG $303,665.83**
	Description	Housing Rehabilitation aims to preserve existing affordable housing stock and benefit low- and moderate-income homeowners in the City of Flagstaff. Housing Rehabilitation may 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- and moderate-income households though 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.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	A total of 8 Low-and Moderate-income Homeowners will be assisted.
	Location Description	NA
	Planned Activities **Activity Matrix: 14A, 14H** 24 CFR 570.202(a)(1), 24 CFR 570.202(b)(9 or 42 USC 5305(a)(4)	Rehabilitation of privately owned, single-unit homes and all delivery costs (including staff, other direct costs, and service costs) directly related to carrying out housing rehabilitation activities. Funds will be used to provide grants and/or no interest, deferred payment loans to low-income households for repair of critical home systems (e.g., heating, hot water, roofing, electrical) to ensure homes are safe and provide a decent and suitable living environment.
2	**Project Name**	**Increase Overnight Emergency Shelter, Transitional and Supportive Housing Beds/Units**
	Target Area	Citywide

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	Goals Supported	**Increase Overnight Emergency Shelter, Transitional and Supportive Housing Beds**
	Needs Addressed	**Homelessness** **Public Services & Economic Opportunities**
	Funding	CDBG: $345,769.84
	Description	Acquire 8 supportive housing beds for chronically homeless individuals.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Supportive housing will be provided for 8 chronically homeless individuals.
	Location Description	2480 E Linda Vista Dr, Flagstaff, AZ 86004
	Planned Activities **Activity Matrix: 01, 14G** 24 CFR 570.201(e) or 42 USC 5305(a)(1), 24 CFR 570.202(b)(1) or 42 USC 5305(a)(1)	Funds will be used to purchase a facility (residential home – 1556 sq ft, 3-bedroom, 1.75-bathroom house) in East Flagstaff to serve as a permanent location.
3	**Project Name**	**Services to Meet Basic Needs**
	Target Area	Citywide Sunnyside Pine Knoll
	Goals Supported	**Services to Meet Basic Needs**
	Needs Addressed	**Public Services & Economic Opportunities**
	Funding	CDBG: $25,000
	Description	Fund afterschool and school break childcare scholarships for low-and moderate-income households.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	50 low- and moderate-income households with children, living in public housing or eligible for SNAP and/or free and reduced lunch will receive quality afterschool and school-break childcare.

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	Location Description	Citywide Sites in Sunnyside and Pine Knoll.
	Planned Activities **Activity Matrix: 05L** 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)	Childcare services Financial Aid and Scholarships for Low- and moderate-income households.
4	**Project Name**	**Workforce Development**
	Target Area	Citywide
	Goals Supported	**Workforce Development**
	Needs Addressed	**Public Services & Economic Opportunities**
	Funding	CDBG: $54,337.50
	Description	Provide free business coaching, technical assistance and mentorship to eligible project participants interested in developing skills in retail sales or to start/operate their own small business microenterprise.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	12 low- and moderate- income business owners assisted.
	Location Description	Citywide
	Planned Activities **Activity Matrix: 05H, 05Z** 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2), 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)	Funds will be used for public service operational costs, including salaries and covering licensing and business start up fees for eligible participants.
5	**Project Name**	**Service & Facility Operating Support**
	Target Area	Citywide
	Goals Supported	Service & Facility Operating Support

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	Needs Addressed	**Homelessness** **Public Services & Economic Opportunities**
	Funding	CDBG: $30,000
	Description	Provide youth experiencing homelessness with basic needs and resources.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	70 homeless youth served with basic needs and resources.
	Location Description	Citywide
	Planned Activities **Activity Matrix: 03T, 05D, 05H, 05N** 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) , 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2), 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2), 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)	Funds will be used for public service operational costs including salary for a FTE Youth Coach who will work to identify needs related to academics, health, housing, hygiene, employment, and independent living skills as well as develop "host homes" for homeless youth.
6	**Project Name**	**Planning and Administration**
	Target Area	Citywide
	Goals Supported	**All**
	Needs Addressed	**Homelessness** **Affordable Housing** **Public Services & Economic Opportunities** **Revitalization, Public Facilities & Infrastructure**

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Funding	CDBG: $125,000
Description	Expenses related to administering the program, preparing planning documents and reports, fair housing activities, and other eligible expenses under this category.
Target Date	6/30/2022
Estimate the number and type of families that will benefit from the proposed activities	Planning and administration of HUD programs provides a benefit to all residents.
Location Description	Citywide
Planned Activities **Activity Matrix: 20, 21A, 21D, 21H** 24 CFR 570.206 or 24 CFR 570.489(a)(3) + 24 CFR 570.206 or 24 CFR 570.205 + 24 CFR 570.206(i)(2) or 42 USC 5305(a)(13)	Expenses related to administering the program, preparing planning documents and reports, fair housing activities, and other eligible expenses under this category including City of Flagstaff Indirect.

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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

All projects in the 2021 Annual Action Plan will occur citywide.

Geographic Distribution

Target Area	Percentage of Funds
Sunnyside	**3%**
La Plaza Vieja	**0**
Southside	**0**
Pine Knoll	**3%**
Citywide	**100**

Table 4 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Proposals are evaluated based on CDBG eligibility and funding criteria (for example: benefit of ratio of dollars per person, percent of leverage funding, past successful CDBG contract administration, location of the project in a target area, and evidence of community collaborations.

The City's four target areas encompass many of the areas of low-income and minority concentration and have been identified as high priority need in all categories.

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. In the 2021 Program Year, 100% of funds will be expended Citywide and 3% will be utilized for public services in Sunnyside and Pine Knoll.

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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	8
Non-Homeless	8
Special-Needs	0
Total	16

Table 5 - 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	0
Rehab of Existing Units	8
Acquisition of Existing Units	8
Total	16

Table 6 - One Year Goals for Affordable Housing by Support Type

Discussion

Over the coming year a total of 16 households will benefit from PY 2021 CDBG funded projects included in the Annual Action Plan. Rehab of 8 existing units will preserve affordable housing stock and provide critical health, safety and accessibility renovations for LMI households. Public facility acquisition will provide 8 permanent supportive house units for chronically homeless individuals.

DRAFT

AP-60 Public Housing – 91.220(h)

Introduction

The City of Flagstaff Housing Authority provides 265 public housing units, 12 mod-rehab units, 333 Housing Choice Vouchers, 106 Veterans Affairs Supportive Housing Vouchers, 2 Foster Youth Initiative vouchers (with remaining capacity of 23) for homeless youth exiting foster care and 40 Mainstream Vouchers for non-elderly households that contain an adult with a disability.

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, updated and submitted to HUD on an annual basis, 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

In March 2021, the City of Flagstaff released a Request for Statement of Qualifications from firms experienced in the repositioning of Public Housing through the Rental Assistance Demonstration (RAD) program, to partner on the repositioning of its Public Housing through RAD or other repositioning options allowed by U.S. Department of Housing and Urban Development (HUD).

The City owns and manages 265 public housing units, of which 100 units are located in Siler Homes and 127 units are located in Brannen Homes. The remaining 38 units are scattered throughout the City. All properties are a part of HUD's Public Housing program and are currently subject to restrictions set forth in Declarations of Trust. Certain other properties owned by the City may be included in the repositioning and redevelopment process.

The City intends to reposition and redevelop its public housing in order to increase the inventory of public and private affordable housing for renters and, potentially, homeowners throughout the City. The City's vision is to create vibrant, attractive, and diverse mixed-income communities that include a mix of rental units to house families, as well as units specifically designed for the elderly and other groups with special needs. The City's goals are to reposition its public housing portfolio, through RAD and other options allowed by HUD in order to stabilize funding, modernize properties, and increase the number of affordable housing units.

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; continuing resident education; partnering with the Boys and Girls club and the City Recreation Department to provide free on-site programs; and resident meetings, barbeques and newsletters to help residents with education, employment, job training and youth services.

The City Housing Authority produces a monthly newsletter for public housing residents. Newsletter content includes food and utility assistance, library programming, free tax assistance information, healthcare marketplace information, regular deadlines for rent and recertification submission, public notice regarding policy changes, and countless other resources.

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 preforming PHA.

Discussion

The City of Flagstaff Housing Authority provides 265 public housing units, 12 mod-rehab units, 333 Housing Choice Vouchers, 106 Veterans Affairs Supportive Housing Vouchers, 2 Foster Youth Initiative vouchers (with remaining capacity of 23) for homeless youth exiting foster care and 40 Mainstream Vouchers for non-elderly households that contain an adult with a disability.

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.

The City of Flagstaff Housing Authority is seeking a development partner through a Request for Statement of Qualifications from firms experienced in the repositioning of Public Housing through the Rental Assistance Demonstration (RAD) program, to partner on the repositioning of its Public Housing through RAD or other repositioning options allowed by HUD.

DRAFT

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 in the City of Flagstaff. 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 (C of C) members and participants in the Front Door coordinated entry program 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 through the Front Door and the C of C's individual assessment plan (VI-SPDAT) if not already involved.

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 2020 Point in Time Count 817 men, women and children were experiencing homelessness in Coconino County***. Approximately 801 people remain on income restricted complex waitlists, while 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 allowable under the CDBG program. In the 2021 Program Year, agencies will receive funds to support supportive housing services for chronically homeless individuals as well as basic needs and educational services for homeless and unaccompanied youth. The City and C of C 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.

In the 2021 Program Year operational dollars will be granted to Catholic Charities for acquisition of a facility that will provide 8 supportive housing units for chronically homeless individuals with a serious mental illness and substance abuse disorder. Additionally, Homeless Youth Connection will receive operational funds to provide services for homeless and unaccompanied youth.

Community leadership is committed to bringing a higher level of coordination of services to those experiencing homelessness in our community. The Front Door is a collaborative project serving as a "front door" to those experiencing homelessness. Front Door is a diversion program and provides a single point of entry into the shelter and housing system to streamline services, reduce shelter stay and length of time that individuals and families are homeless, increase program utilization and eliminate the need for households in crisis to "service hop."

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.

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 count (conducted for the Arizona Rural Continuum of Care.) The City will continue to implement VASH Vouchers for Veterans experiencing homelessness as well as Foster Youth Initiative Vouchers.

DRAFT

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

Introduction:

Affordable housing barriers are regulatory, process, 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 under 150% of the Area Median Income (AMI). The IPAH incentivizes developers that commit to permanently affordable housing units through the reimbursement of development-related fees. The Flagstaff Zoning Code also implements affordable housing incentives through various development standards like density bonuses and reductions to parking and resource protection.

A current zoning code amendment is being processed that would allow for increased regulatory incentives for developers who deliver 100% affordable projects. This amendment is being proposed separately from a revision of the IPAH and related zoning code incentives, primarily to accommodate the tight external timeline requirements of any current and upcoming Low-Income Housing Tax Credit projects in the City. City staff is currently working on a comprehensive update to the existing IPAH document. Interviews with the development community and housing practitioners will help shape new concepts and revisions, along with guidance from a working group made up of members from the City's Housing and Planning and Zoning Commissions. The intent of this update to the incentive policy is to ensure the incentives offered are not only useful and effective, but that they are flexible enough to be applied under varied market conditions.

In the last couple of years, the City has adopted several zoning code amendments that implement policies and recommendations from the High Occupancy Housing Specific Plan, which was adopted in

2018. The intent of the Plan was to identify areas of the city where high density residential projects are encouraged, and what development standards, features, and amenities are desired in those projects. Recent zoning code amendments included an exemption from a use permit requirement for projects that meet certain affordable housing requirements.

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. The 2021 update to the City's incentive policy may include additional provisions for a wider array of affordable commitments rather than exclusively permanent affordability. The update may also consider methods for determining an "in-lieu" payment option to support affordable housing efforts through the city and its partners; if a specific dollar amount is known by a developer, they may prefer budgeting for that specific dollar amount up front, rather than accept the unknown costs associated with constructing and selling/renting affordable units.

DRAFT

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 continued to perform HUD-required program monitoring for all sub-recipients.

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

In December 2020, Flagstaff City Council declared a Housing Emergency via Resolution 2020-66. The Resolution recognizes the need to make housing a leading priority for the City of Flagstaff as an organization and the community overall. It also calls for a number of efforts to be undertaken, among them, the development of a 10-year housing plan (underway), the creation and implementation of a public outreach campaign to educate the community about the critical role affordable housing plays in a thriving community and combating "Not in My Backyard" opposition to housing and affordable housing.

The City's growing population will require an increased emphasis on housing choices in the future. The region's housing is influenced by:

- Limited supply of land for development;
- Approximately forty percent (40%) of Flagstaff's households are by definition low- to moderate-income (City FY 2016 - 2020 HUD Consolidated Plan);
- Consistent but modest rate of population growth;
- NAU's total enrollment has grown by 16.2 percent in the last five years (Fall 2013 – Fall 2018); and
- Housing needs for the elderly, multigenerational families and downsizing will increase over the next several decades as the Baby Boom generation moves into the retirement years.

Local growing population sectors include the elderly, students, single-parent households, and nonfamily households. These community members need a variety of housing options within proximity to jobs, schools, and services. NAU students currently make up approximately thirty percent (30 %) percent of the local population, and their continued demand for student housing impacts cost and availability of housing in the region, resulting in a higher demand for multi-family housing, or housing affordable for single-incomes or multiple low incomes.

An annual survey conducted by a local non-profit, Housing Solutions of Northern Arizona (HSNA), continues to show rising rates and less availability of rental units within City limits. As of May 2019, the data shows 801 people on waiting lists at income-restricted complexes. Market rate rental averages were measured as follows:

$808 for a room/shared living ..... up 9.5%
$979 for a studio ..... up 7.7%
$1,214 for a one-bedroom ..... up 4%
$1,494 for two-bedroom ..... up 3.7%
$1,819 for a three-bedroom ..... down 2.5%

These actual rents have been well above the HUD Fair Market Rents (FMRs) for several years. The HSNA survey states, "In order to afford an average two-bedroom apartment - without paying more than 30% of income on housing - a household must earn approximately $4,980 monthly, $59,760 annually, or $28.73 hourly (assuming a 40-hr work week and 52 weeks/yr.)." The City is experiencing an immediate need to house hundreds of households at more affordable rates.

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 fund programs 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.

In 2019, City Council added a new chapter to the Flagstaff City Code, creating a Housing Commission. The Housing Commission consists of thirteen citizens, with twelve members appointed by the City Council and one representative from the Flagstaff Housing Authority Board of Commissioners. It serves as an advisory board to City Council; makes recommendations with respect to housing policies, needs, and programs in Flagstaff; and furnishes the Council with information through the Housing Director.

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 Memorandum of Understanding (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:

Affordable, accessible, and decent housing is of critical importance to a community's health and viability. The Housing Plan will consolidate existing housing documents and augment with an additional planning effort to create a 10-year plan that seeks to define the housing emergency in Flagstaff and to provide policies and strategies to reduce the emergency. The Housing Plan will help identify needs, create an existing list of affordable housing, identify the affordable housing units underway, engage partners, and compile research on best practices. Altogether, these components will help identify specific policies and educational and advocacy strategies that can be implemented within our community to substantially increase the number of affordable housing units. As the City implements Flagstaff's 2021 Housing Plan, the goal is to substantially increase the number of available and affordable housing options for all Flagstaff residents at all income levels.

DRAFT

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(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(l)(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.

2. The amount of proceeds from section 108 loan guarantees that funding will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.

3. The amount of surplus funds from urban renewal settlements.

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.

5. The amount of income from float-funded activities

Total Program Income

Other CDBG Requirements

1. The amount of urgent need activities.
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.

DRAFT

Appendix - Alternate/Local Data Sources

1	**Data Source Name** Balance of State Count
	List the name of the organization or individual who originated the data set. Arizona Department of Housing
	Provide a brief summary of the data set. Inventory of Sheltered and Unsheltered Individuals
	What was the purpose for developing this data set? Meet HUD requirements for Continuum of Care / HMIS reporting
	How comprehensive is the coverage of this administrative data? Is data collection concentrated in one geographic area or among a certain population? Data is collected throughout balance of Arizona, including Coconino County of which Flagstaff is a part
	What time period (provide the year, and optionally month, or month and day) is covered by this data set? Point in Time 2020
	What is the status of the data set (complete, in progress, or planned)? Complete
2	**Data Source Name** Public Housing by Program Type
	List the name of the organization or individual who originated the data set. Flagstaff Public Housing Authority
	Provide a brief summary of the data set. Public Housing by Program Type
	What was the purpose for developing this data set? To provide accurate information
	How comprehensive is the coverage of this administrative data? Is data collection concentrated in one geographic area or among a certain population? Data covers the entire City of Flagstaff Public Housing
	What time period (provide the year, and optionally month, or month and day) is covered by this data set? As of December 2015

	What is the status of the data set (complete, in progress, or planned)? Complete
3	**Data Source Name** Characteristics of Public Housing Residents 1
	List the name of the organization or individual who originated the data set. Flagstaff Public Housing Authority
	Provide a brief summary of the data set. Characteristics for Public Housing Residents
	What was the purpose for developing this data set? Provide accurate information
	How comprehensive is the coverage of this administrative data? Is data collection concentrated in one geographic area or among a certain population? City of Flagstaff
	What time period (provide the year, and optionally month, or month and day) is covered by this data set? As of December 2020
	What is the status of the data set (complete, in progress, or planned)? Complete
4	**Data Source Name** Race of Public Housing Residents
	List the name of the organization or individual who originated the data set. Flagstaff Housing Authority
	Provide a brief summary of the data set. Race of Public Housing Residents
	What was the purpose for developing this data set? Provide accurate information
	How comprehensive is the coverage of this administrative data? Is data collection concentrated in one geographic area or among a certain population? City of Flagstaff
	What time period (provide the year, and optionally month, or month and day) is covered by this data set? Primarily 2011-2015 or 2010 the most recent available Census
	What is the status of the data set (complete, in progress, or planned)? Complete

5	**Data Source Name** Ethnicity of Public Housing Residents
	List the name of the organization or individual who originated the data set. Flagstaff Housing Authority
	Provide a brief summary of the data set. Ethnicity of Public Housing Residents
	What was the purpose for developing this data set? Provide accurate information
	How comprehensive is the coverage of this administrative data? Is data collection concentrated in one geographic area or among a certain population? City of Flagstaff
	What time period (provide the year, and optionally month, or month and day) is covered by this data set? December 2015
	What is the status of the data set (complete, in progress, or planned)? Complete
6	**Data Source Name** Services/Facilities - homeless
	List the name of the organization or individual who originated the data set. City of Flagstaff
	Provide a brief summary of the data set. List of facilities serving people experiencing homelessness by type of facility.
	What was the purpose for developing this data set? Provide information
	How comprehensive is the coverage of this administrative data? Is data collection concentrated in one geographic area or among a certain population? Comprehensive for the City of Flagstaff
	What time period (provide the year, and optionally month, or month and day) is covered by this data set? Point in time as of December 2020
	What is the status of the data set (complete, in progress, or planned)? Complete

CITY OF FLAGSTAFF

CITIZEN PARTICIPATION PLAN

PURPOSE

This document has been prepared concerning the citizen participation planning regulations applicable under Consolidated Plan submittal requirements at 24CFR 91.105. This Citizen Participation Plan applies to the City of Flagstaff HUD 5-year Consolidated Plan, Annual Action Plans, and Annual Reports.

The City receives a direct allocation of Community Development Block Grant (CDBG) funds from the US Department of Housing and Urban Development.

PUBLIC OUTREACH

In preparing the 5-year Consolidated Plan or Annual Action Plan, the City will encourage public input through contacting public and private agencies that provide housing or human services, neighborhood organizations and citizens. The City will hold at least three meetings and/or workshops to solicit public input on the past year's project performance and recommendations for new project allocations for the upcoming program year. Public meetings will include:

1. Discussion of the amount of CDBG funds expected to be available including program income and prior year's funds not yet allocated to project use;
2. The full range of HUD activities that may be undertaken with the funding being discussed;
3. The amount of resources that will be directed to low- and moderate-income households; and
4. The uses of funds in the prior year.

The meetings will be advertised through public notices and published in the non-legal section of the local newspaper at least five days before the scheduled meeting. Public notices indicate the date, time and location of the scheduled meetings and list the topics to be considered. Notices are also mailed directly to City residents when feasible. These announcements provided information about the topic of the forum, location, and how comments could be submitted if the person(s) was unable to attend. The forums are held in handicap accessible locations convenient to actual and potential beneficiaries.

Upon receiving notice of special accommodations or requirements 24 hours in advance of any meeting, the City will make translators and special disability access available. In addition, minutes and other materials from the meeting will be translated into Spanish, Braille (#2) or enlarged print to further communications and community outreach. The City will also make meeting materials available for download and will take questions and suggestions through e-mail.

As applicable, the City will also hold public meetings in identified CDBG target areas to discuss target area needs and eligible uses of CDBG funds relative to the identified needs. One of the above public meetings will be held specifically for the neighborhood associations and residents in target areas. The City will provide technical assistance to non-profits interested in applying for CDBG funds.

Citizens are encouraged to submit their questions, comments and criticisms regarding the City CDBG process or program. These comments may be presented at public meetings, through the mail, in person at the City of Flagstaff Housing Division, or via e-mail through the City's website.

Where any public meeting is held as part of preparation of the Consolidated Plan or Annual Action Plan, the City will consider any comments and views expressed as information that may modify or adjust the proposed documents as considered necessary. This information does not have to be submitted in writing. Public input is used to draft a list of projects to be recommended for funding for the upcoming program year.

Technical Assistance

The City of Flagstaff conducts an open request for proposals process, allowing the community to formally submit projects for funding consideration. The proposal format is designed to relay basic Federal, State

and local eligibility criteria pertaining to various funding sources. Technical assistance is provided by City staff to any person or entity that requests assistance in submitting a proposal, learning more about the program or local needs and understanding the strategies listed in the Consolidated Plan.

PUBLIC HEARINGS

In preparing the 5-year Consolidated Plan or Annual Action Plan, the City will hold at least two public hearings. The hearings will review the past year's performance of HUD funded activities and a draft statement that provides information on the amount of funds that will be used in the coming year for low- and moderate-income benefit. At a minimum, the hearings will be announced in a format that includes posting of the meeting in public locations, **virtual web meeting, or teleconference meeting** as defined by the City Clerk and advertisement in the local newspaper. The City Council will hold at least one public hearing in the City Hall Council Chambers, **virtual web meeting, or teleconference meeting**.

In preparing the Consolidated Annual Performance Evaluation Report (CAPER), the City will hold at least one public hearing. The hearing will review the past year's performance of HUD funded activities. At a minimum, the hearing will be announced in a format that includes posting of the meeting in public locations as defined by the City Clerk and advertisement in the local newspaper. The City Council will hold at least one public hearing in the City Hall Council Chambers, **virtual web meeting, or teleconference meeting**..

Prior to transmitting any Consolidated Plan, Annual Action Plan, any substantial amendment, Performance Report or other activity mandating a public hearing, **virtual web meeting, or teleconference meeting,.** the City shall convey any comments or views of citizens received in writing or orally at public hearings, v**irtual web meeting, or teleconference meeting.** A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to final submissions conveyed to HUD.

A summary of comments received during the public comment period and at any public hearing for the 5-year Consolidated Plan, Annual Action Plan, any substantial amendment, Performance Report or other activity mandating a public hearing shall be recorded, considered and summarized in an appendix with the final Council-approved documents submitted to HUD. The City's response to public comments and an explanation of where the comments are addressed in the document or if not, the reasons why they were not, shall also be summarized in the attachment.

ACCESS TO RECORDS AND INFORMATION AVAILABILITY

The City of Flagstaff will provide citizens, public agencies and other interested parties with reasonable access to records relating to the City's Consolidated Plan and the City's use of all Federal, State and local funds in the conduct of strategies outlined in the Consolidated Plan during the previous five years. Access to these records can be obtained by contacting the Housing & Grants Administrator.

The Consolidated Plan, amendments to the Consolidated Plan, the Annual Action Plan and the CAPER are available at the following locations:

Local Government Documents Section
300 W. Aspen Avenue
Flagstaff, Arizona 86001
(928) 779-7674
TDD or TTY Qwest Relay Service at 1-800-223-3131
City of Flagstaff

Community Development Department
211 W. Aspen Avenue
Flagstaff, Arizona 86001

(928) 779-7632
TDD or TTY QWest Relay Service 1-800-223-3131

In addition, these documents are made available on the City of Flagstaff's website: www.flagstaff.az.gov. All notifications of publications and public forums are published in the local newspaper, The Arizona Daily Sun and, at a minimum, on the Resource Action Network of Northern Arizona (RANNA) listserv.

ADOPTION OF CITIZEN PARTICIPATION PLAN

Prior to the adoption of the Citizen Participation Plan notices will be placed in local newspapers stating that the Plan is available for public review and comment.

CRITERIA AND PROCESS FOR AMENDMENTS TO THE CONSOLIDATED PLAN

Should the City cause one of the following to occur, it would be construed as an amendment to the Consolidated Plan:

To make a substantial change in the allocation priorities or methods of distribution delineated in the plans. "Substantial" in this context is defined as:

1. Changes in the funding process, when not undertaken as part of the Annual Action Plan, that will alter the manner in which funds are allocated to individual projects or entities identified in the Annual Plan by at least 20% of any annual allocation, subject to other program requirements in the CFR as applicable.
2. Changes that are made to funding priorities in the Consolidated Plan when not undertaken through annual submission requirements stipulated by HUD.
3. Project deletions or changes made in allocation priorities or methods of distribution that have the effect of changing the funding level of individual CDBG projects identified in its Annual Plan by more than 10% of the annual funding level, subject to other program requirements in CFR as applicable. Any new project funded with CDBG resources must be noticed to the public prior to funding, as well as significant changes in the use of CDBG funds from one eligible activity to another.
4. To carry out an activity using funds from any program covered by the Consolidated Plan (including program income) not previously described in the action plan.
5. To substantially change the purpose, scope, location, or beneficiaries of an activity. This refers to changes that are made to projects to be funded in the Consolidated Plan when not undertaken through annual submission requirements stipulated by HUD.

Should "substantial" amendments be made to any aspect of the Consolidated Plan, after its formal adoption, the City will undertake the following:

1. Provide reasonable notice of the proposed amendment/s in the local newspaper to enable review and comment by the public for at least 30 days.
2. Submit the amendment(s) to the City Council for approval.
3. Upon termination of the 30-day comment period, notify HUD of any amendments executed, citizen comments received, and the response(s) by the City.
4. **Availability of Waivers of Community Planning and Development (CPD) Grant Program and Consolidated Plan Requirements to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID -19". This 30-day minimum for the required public comment period is waived for substantial amendments, provided that no fewer than 5 days are provided for public comments on each substantial amendment.**

Complaint Procedures

Any person or entity wishing to express dissatisfaction, make suggestions or otherwise comment on the public participation process, the Consolidated Plan or amendments to the Consolidated Plan may use the following complaint procedures:

1. Submit dissatisfaction, suggestion or comment in writing to the following entity. A written response will be returned within 15 calendar days. These comments shall be made available in the Appendix section of the Consolidated Plan and/or the Annual Action Plan.
   Community Development Department
   Housing and Grants Administrator
   211 W. Aspen Avenue
   Flagstaff, Arizona 86001
2. If not satisfied with the response from the entity listed above, submit dissatisfaction, suggestion or comment in writing along with the initial response received to the following entity. A written response will be returned within 15 calendar days.
   City of Flagstaff
   City Manager
   211 W. Aspen Avenue
   Flagstaff, Arizona 86001

CITY OF FLAGSTAFF ANTI-DISPLACEMENT PLAN

The City will minimize the displacement of persons assisted through the use of CDBG resources. Public Hearings will specifically discuss activities likely to result in displacement and the methods being used by the City to minimize displacement of persons because of activities. The City will utilize the following displacement policies for the CDBG program.

The City of Flagstaff, in accordance with Federal Regulations for Displacement, 24 C.F.R. 570.606(b), hereby issues this Statement of Policy regarding the displacement of persons by CDBG funded activities. Any entity receiving City of Flagstaff CDBG funds will replace all occupied and vacant occupiable low- and moderate-income dwelling units demolished or converted to a use other than as low- and moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, described in 24 C.F.R 570.606(b)(1). All replacement housing will be provided within three years of commencement of the demolition or rehabilitation relating to conversion.

Before obligating or expending funds that will directly result in such demolition or conversion, the entity will make public, and submit to the HUD Field Office, the following information in writing:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than for low- and moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units; and
6. The basis for concluding that each replacement dwelling unit will remain a low- and moderate-income dwelling unit for at least 10 years from the date of initial occupancy.

The entity will provide relocation assistance, as described in C.F.R. 570.606(b)(2), to each low- and moderate-income household displaced by the demolition of housing or by the conversion of a low- and moderate-income dwelling to another use as a direct result of assisted activities.

Permanent Displacement is defined as follows: "involuntary permanent movement of person(s) or other entities from a dwelling unit or business location resulting from CDBG funded code inspection, rehabilitation, demolition or acquisition". In order to minimize displacement and mitigate adverse effects,

the policy shall consist of the following steps, in the event displacement is caused by current or future CDBG funded projects:

1. The City of Flagstaff will avoid or minimize permanent displacement whenever possible and only take such action when no other viable alternative exists.
1. The impact on existing persons and properties will be considered in the development of CDBG-funded projects.
2. Citizens shall be informed of CDBG project area(s) through information made available as part of the annual proposed and final statements on use of CDBG funds.
3. Current regulations, HUD notices and policies will be followed when preparing informational statements and notices.
4. Written notification of intent will be given to eligible property owners who may be displaced and/or relocated due to an approved project activity.
5. The City of Flagstaff will assist displaced persons in locating affordable, safe, decent and comparable replacement housing.
6. The City of Flagstaff will ensure that "just compensation" for CDBG acquired property (as determined by appraised fair market value) is paid with relocation benefits, if applicable.
7. The City of Flagstaff will provide for reasonable benefits to any person who is involuntarily and permanently displaced as a result of the use of CDBG funds to acquire or substantially rehabilitate property.
8. Reasonable benefits will follow established policies set forth in applicable Federal, State and local regulations.
9. Provision of information about equal opportunity and fair housing laws in order to ensure that the relocation process does not result in different or separate treatment due to race, color, religion, national origin, sex, or source of income.

Temporary Displacement

The above activities relate to permanent displacement of persons or entities; yet, certain CDBG funded activities may involve only temporary displacement. While strict adherence to provisions of the Uniform Relocation Act is not specified, it is the policy of the City of Flagstaff that all sub-recipients shall take steps to mitigate the impact of CDBG funded code inspections, rehabilitation, demolition or acquisition that results only in temporary movement of person(s) from a dwelling unit. Such temporary displacement primarily involves demolition and reconstruction of a single-family owner-occupied home. Accordingly, the citizens involved in a temporary movement shall be fully informed of the below matters and appropriate steps shall be taken to ensure that fair and equitable provisions are made to:

1. Ensure that owners receive compensation for the value of their existing house structure prior to demolition.
1. Receive temporary living accommodations while their current home is being demolished and reconstructed.
2. Move and temporarily store household goods and effects during the demolition and reconstruction evolution.
3. Reimburse all reasonable out-of-pocket expenses incurred in connection with the temporary relocation, including moving costs and any increased rent and utility costs.

CITY OF FLAGSTAFF

CITIZEN PARTICIPATION PLAN

CONTACT INFORMATION

Public hearing information and materials may be received by contacting the City CDBG Program at:
Community Development Department
211 W. Aspen Avenue
Flagstaff, Arizona 86001
(928) 779-7632
TDD or TTY QWest Relay Service 1-800-223-3131

The Consolidated Plan and Annual Action Plan program year begins July 1 and ends June 30th of the following year. This coincides with the City of Flagstaff fiscal year. The planning cycle begins each October with the start of regularly scheduled planning forums and ends May 14 when the draft of either the Consolidated Plan or Annual Action Plan is submitted to HUD for approval.

At least one forum shall be conducted at the beginning of the planning process to introduce the process to the public, and another to solicit comments prior to the public hearing with City Council. The April public hearing shall serve as a presentation of the recommendations for funding within the Annual Action Plan to the City Council for review and approval.

Public Hearings
The following describes the five (5) public hearings that serve to satisfy statutory requirements for the Consolidated/Annual Action Plan. The hearings are advertised in 12-point font display advertisement in the Arizona Daily Sun, Northern Arizona's daily newspaper, at least 14 days prior to the hearings. The hearings are held in public locations **and or virtual web meeting, or teleconference meeting, all of** which can be accessible to large groups and physical accessibility needs. Accommodations for those with hearing and special language needs are provided, if 24-hour notice is given to the City. Staff takes notes of the public comments received and incorporates the comments into the Consolidated Plan.

Citizen Participation Reasonable Notice and Opportunity to Comment

1. **HUD recognizes the efforts to contain COVID-19 require limiting public gatherings, such as those often used to obtain citizen participation, and that there is a need to respond quickly to the growing spread and effects of COVID-19. Therefore, HUD waives 24 CFR 91.105(c)(2) and (k), 24 CFR 91.115(c)(2) and (i) and 24 CFR 91.401 to allow these grantees to determine what constitutes reasonable notice and opportunity to comment given their circumstances. The City of Flagstaff constitutes a public meeting as a public hearing that may take place in a physical location, virtual web meeting or teleconference.**

Public Hearings: Neighborhood/Target Area

1. Purpose and content of Consolidated/Annual Action Plan
2. Receive public comment regarding community needs and priorities
3. Discussion of the type and amount of Federal funds available and eligible activities
4. Discussion with City of Flagstaff Capital Improvement, Planning, or Parks and Rec departments as applicable regarding upcoming City projects in target areas

Public Hearings: Consolidated or Annual Action Plan Agenda

5. Purpose and content of Consolidated/Annual Action Plan
6. Receive public comment regarding community needs and priorities
7. Discussion of the type and amount of Federal funds available and eligible activities
8. Discussion of the City's CDBG open proposal process (proposals are due in February) and dissemination of proposal packets

Public Hearing: Public Comment of Consolidated Plan Agenda

1. Presentation by City staff of activities proposed to be undertaken and funded
2. Open discussion of the proposed activities

3. Discussion of estimate of the low income benefit related to proposed activities
4. Discussion of displacement issues and City anti-displacement policy
5. Presentation by staff of draft Consolidated Plan and/or Annual Action Plan

April City Council Public Hearing-30 days after draft publication date Agenda

1. Presentation by City staff of Consolidated Plan or Annual Action Plan and recommendations for funding
2. Open public hearing regarding activities proposed to be undertaken
3. Approval by City Council

Public Hearing: Consolidated Annual Performance Evaluation (Report public input and comment meeting)

1. Presentation by City staff of accomplishments and progress towards goals of the Consolidated Plan over the previous program year
2. Open discussion of City's performance and the use of CDBG funds

10. F.

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To:	The Honorable Mayor and Council
From:	Alaxandra Pucciarelli, Current Planning Manager
Date:	04/27/2021
Meeting Date:	05/04/2021

TITLE:

Consideration and Adoption of Ordinance No. 2021-06: An Ordinance of the City Council of the City of Flagstaff, amending the Flagstaff Zoning Map to rezone approximately 11 acres of real property generally located at 151 West High Country Trail, APNs 112-05-001W and 112-05-011 from the Estate Residential (ER) zone to the Medium Density Residential (MR) zone with conditions, providing for severability, authority for clerical corrections, and establishing an effective date.

STAFF RECOMMENDED ACTION:

Staff recommended that the Planning and Zoning Commission forward the Direct to Ordinance Zoning Map Amendment request to the City Council with a recommendation for approval, in accordance with the findings presented in the attached report.

The Planning & Zoning Commission disagreed with staff's recommendation and instead recommends that the City Council, in accordance with the findings, deny the requested Direct to Ordinance Zoning Map Amendment for Aura Flagstaff (PZ-20-00008-01).

Should the Council decide to deny the requested Zoning Map Amendment:

At the May 4, 2021 Council Meeting:
1) Approve a motion to deny the application for Zoning Map Amendment

Should the Council decide to approve the requested Zoning Map Amendment:

At the May 4, 2021 Council Meeting:
1) Read Ordinance No. 2021-06 by title only for the first time
2) City Clerk reads Ordinance No. 2021-06 by title only (if approved above)

At the May 18, 2021 Council Meeting:
3) Read Ordinance No. 2021-06 by title only for the final time
4) City Clerk reads Ordinance No. 2021-06 by title only (if approved above)
5) Adopt Ordinance No. 2021-06

Executive Summary:

Trinsic Acquisition Company LLC has submitted an application for a Direct to Ordinance Zoning Map Amendment to rezone approximately 11 acres located at 151 West High Country Trail from the Estate Residential (ER) zone to the Medium Density Residential (MR) zone for the purpose of a multi-family residential development (Aura Flagstaff). The development site is already located within the Resource Protection Overlay (RPO). The Planning & Zoning Commission held a public hearing on this request on December 9, 2020. The Commission recommended that the City Council deny this request in a 7-0 vote.

Financial Impact:

The Direct to Ordinance Zoning Map Amendment has no financial impact.

Policy Impact:

The Direct to Ordinance Zoning Map Amendment has no policy impact.

Connection to PBB Key Community Priorities/Objectives & Regional Plan:

Priority Based Budget Key Community Priorities and Objectives

Safe & Healthy Community

- Support social services, community partners, and housing opportunities

Sustainable, Innovative Infrastructure

- Facilitate and develop carbon-neutral energy opportunities

Robust Resilient Economy

- Support and strengthen a more robust, diverse, and sustainable economy in ways that reflect community values and provides for affordable housing opportunities

Livable Community

- Create a welcoming community through partnerships, resilient neighborhoods, and civic engagement
- Provide amenities and activities that support a healthy lifestyle
- Actively support attainable and affordable housing through City projects and opportunities with developers

Regional Plan

A complete analysis of the Regional Plan goals and policies can be found in the attached project narrative and Planning & Zoning Commission Staff Report, dated November 24, 2020.

Has There Been Previous Council Decision on This:

There has been no prior Council decisions made in regard to this application.

Options and Alternatives:

The City Council may approve the ordinance, approve the ordinance with modified conditions, or deny the ordinance.

The Planning & Zoning Commission recommends the City Council, in accordance with the findings, deny the requested Direct to Ordinance Zoning Map Amendment for Aura Flagstaff (PZ-20-00008-01).
At the Planning and Zoning Commission meeting, staff had recommended the Planning and Zoning Commission, in accordance with the findings presented in the attached report, forward the Direct to Ordinance Zoning Map Amendment request to the City Council with a recommendation for approval with the following conditions:

1. The subject property must be developed in accordance with the approved site plan and the conditions of approval dated August 10, 2020. Modifications (other than minor modifications) to the approved site plan will require an amendment to this Direct to Ordinance Zoning Map Amendment request.
2. The two parcels must be combined and the approximately 2-acre portion of parcel 112-05-011 located north of High Country Trail shall remain a part of the parcel to the south.
3. The State archeological database must be updated to reflect the removal of archeological resources on the subject property.
4. All other requirements of the Zoning Code and other City codes, ordinances, and regulations, shall be met by the proposed development.
5. All terms, conditions, and restrictions detailed within the "Aura Development Agreement" must be fully satisfied.
6. In the event the property is rezoned and the Developer fails to obtain final Civil Plan approval within two (2) years of the effective date of the rezoning ordinance, then the City may schedule a public hearing before the City Council for the purpose of causing the zoning on the Property to revert to the former classifications of Rural Residential (RR) and Estate Residential (ER) in accordance with A.R.S. § 9-462.01.

Background/History:

The development site to be rezoned is approximately 11 acres comprised of two contiguous parcels located just west of the intersection of High Country Trail and Lake Mary Road. The property is a portion of the Auza Family Ranch, historically used for livestock herding between Arizona, Colorado, and California, since before Flagstaff was incorporated. The Auza property has been impacted by the construction of Interstate 17 at the north end of the property, the bisection of the property by High Country Trail, and an electrical utility easement for the high voltage electrical transmission lines along the south side of High Country Trail.

The Auzas would like to maintain the existing single-family house constructed in the 1980s and located on the north side of High Country Trail. This Direct to Ordinance Zoning Map amendment proposes to rezone 11 acres, primarily located south of High Country Trail, from Estate Residential (ER) to Medium Density Residential (MR). The electrical utility easement running along the south side of High Country Trail prohibits any structures from being constructed near the street. This pushes the proposed development to the far southern portion of the property, adjacent to the existing single-family residential neighborhood.

This project was originally submitted as PZ-17-00218-02 for a 173-unit multifamily residential development with a 16.11 acre project area that included parcels both north and south of High Country Trail. Concerns were raised by staff regarding the proposed concentration of density, proximity to adjacent single-family homes, and the amount of grading on the site. After much consideration, Staff arrived at a recommendation of denial. The Planning and Zoning Commission heard the case on May 22, 2019, and made a recommendation to the City Council of denial. A recording of this meeting may be reviewed on the City's website: https://flagstaffaz.new.swagit.com/videos/55447
Following the Planning and Zoning Commission hearing, the applicant decided to withdraw the rezoning request. Council did not hear the case.

Since then the applicant has made significant changes to the project including a change in the parcels requested to be rezoned. The current application is a request to rezone only two parcels. One parcel includes some property north of High Country Trail, but the majority of the area (9 out of 11 acres) is located south of the road. The current proposal has decreased density from 173 to 160 units. The applicant has increased the setbacks from the adjacent homes. This has resulted in a significant number of existing trees being saved and dramatically reducing the amount of grading along the south property line. The current proposal will retain all stormwater on-site in underground vaults, eliminating the need for a deep retention basin in the area set aside as civic space. This improves the quality of the required

public civic space.

Key Considerations:

A draft development agreement has been prepared. The primary purpose of this agreement is to set out roles and responsibilities in regard to the following (not limited to):

- Require the property to be maintained as a single parcel
- Construction and maintenance of the FUTS
- Administration of the Affordable Housing units
- Resource Protection easement for the portion of the parcel north of High Country Trail
- Sustainability density bonus requirements

Staff is requiring an easement over the portion of the property located north of High Country Trail to ensure that the required tree resources located on the property are not removed and to prohibit further development, as any additional development rights/density have been utilized on the southern portion of the parcel.

Community Benefits and Considerations:

Community benefits and considerations related to this request are addressed in more detail in the attached Planning & Zoning Staff Report, dated November 24, 2020.

Community Involvement:

Public hearings before the Planning and Zoning Commission and City Council are conducted in conjunction with requests for Direct to Ordinance Zoning Map Amendments. In accordance with State Statute, a notice of the public hearing was provided by placing an ad in the Daily Sun, posting notices on the property, and mailing a notice to all property owners within 1,000 feet (exceeding the minimum of 300 feet) of the site excluding rights-of-way.

The developer held two neighborhood meetings in regard to this case on March 23, 2020, and July 1, 2020. Both meetings were held virtually due to the pandemic. Per the meeting sign-in, approximately thirty-five (35) individuals attended both meetings. Citizen Participation summaries, attached, were prepared in response to the questions, comments and concerns presented. The meetings included a presentation from the developer and a question-and-answer session where questions could be typed into the chat. Comments on the project included the following topics: the area north of the road, open space requirements, traffic impacts, stormwater, views, and tree resources.

Two emails from the public have been received as of the writing of the staff report. The emails are from neighbors opposed to the development. Staff also received a letter from the president of the Ponderosa Trails HOA informing staff that a poll of the property owners was conducted and resulted in 88% of respondents opposing the rezoning, 11% in favor, and 1.5% did not have an opinion either way. Copies of the correspondence are attached.

Attachments:

P&Z Commission Staff Report
Aura - Fence Plan
Aura Staff Presentation
Applications
Area Context Map
Ord. 2021-06
Ex. A Legal Description
Draft DA
Legal Notices

Project Narrative and Regional Plan Analysis
Citizen Participation Plan and Reports
Emails/Letters from Public
01_Site Plans
02_Site Plans and Resource Protection
03_Apartment Bldg Floor Plans
04_Common Bldg Floor Plans
05_Building Elevations
06_Sign and Landscape Plans

PLANNING AND DEVELOPMENT SERVICES REPORT
DIRECT TO ORDINANCE ZONING MAP AMENDMENT

PUBLIC HEARING
PZ-20-00008-01

DATE: November 24, 2020
MEETING DATE: December 9, 2020
REPORT BY: Alaxandra Pucciarelli

REQUEST:
Direct to Ordinance Zoning Map Amendment, by Trinsic Acquisition Company LLC, of approximately 11 acres located at 151 West High Country Trail from the Estate Residential (ER) zone to the Medium Density Residential (MR) zone. The development site is already located within the Resource Protection Overlay (RPO).

STAFF RECOMMENDATION:
Staff recommends the Planning and Zoning Commission, in accordance with the findings presented in this report, forward the Direct to Ordinance Zoning Map Amendment request to the City Council with a recommendation for approval.

PRESENT LAND USE:
The subject property is approximately 11 acres comprised of two contiguous parcels, one of which is bisected by West High Country Trail. The parcels are currently owned by Auza Flagstaff, LLC. The Zoning Code defines a Development Site as "any lot or parcel of land, whether under common ownership or multiple ownership, which constitutes a site on which development is proposed, or exists." The property is a portion of the Auza Family Ranch; however, it is no longer used for ranching activities. The portion of the site north of West High Country Trail currently has a single-family house which encroaches slightly on to the parcel and a number of large existing Ponderosa Pine Trees. It is fenced and is connected to the Auza family's large outdoor seating and cooking area with ramadas, storage facilities, and restroom facilities. The portion of the property south of West High Country Trail is crossed by high voltage electrical transmission lines. South of this, the property is vacant.

PROPOSED LAND USE:
The developer proposes the construction of a multi-family residential development, concentrated on the portion of the site south of High Country Trail and the electrical transmission lines, consisting primarily of market rate apartments. The proposed development consists of four three-story apartment buildings, three two-story apartment buildings, a clubhouse with apartments above, a fitness center, outdoor amenities, and on-site surface parking. The portion of the site north of High Country Trail is proposed to remain as is described under present land use.

NEIGHBORHOOD DEVELOPMENT:
See the attached area context map.

North: Interstate 17; Auza Homestead zoned Rural Residential (RR)
East: Vacant parcel zoned Highway Commercial (HC); The Lodge Apartments zoned High Density Residential (HR)
South: Single Family Homes zoned Single Family Residential (R1)
West: Timber Trails Apartments zoned Medium Density Residential (MR); Single Family Homes zoned Single Family Residential (R1)

I. Project Introduction

A. Background

The development site to be rezoned is approximately 11 acres comprised of two contiguous parcels located just west of the intersection of High Country Trail and Lake Mary Road. The property is a portion of the Auza Family Ranch, historically used for livestock herding between Arizona, Colorado, and California, since before Flagstaff was incorporated. The Auza property has been impacted by the construction of Interstate 17 at the north end of the property, the bisection of the property by High Country Trail, and an electrical utility easement for the high voltage electrical transmission lines along the south side of High Country Trail.

The Auzas would like to maintain the existing single-family house constructed in the 1980's and located on the north side of High Country Trail. This Direct to Ordinance Zoning Map amendment proposes to rezone 11 acres, primarily located south of High Country Trail, from Estate Residential (ER) to Medium Density Residential (MR). The electrical utility easement running along the south side of High Country Trail prohibits any structures from being constructed near the street. This pushes the proposed development to the far southern portion of the property, adjacent to the existing single-family residential neighborhood.

This project was originally submitted as PZ-17-00218-02 for a 173-unit multifamily residential development with a 16.11 acre project area that included parcels both north and south of High Country Trail. Concerns were raised by staff regarding the proposed concentration of density, proximity to adjacent single-family homes, and the amount of grading on the site. After much consideration, Staff arrived at a recommendation of denial. The Planning and Zoning Commission heard the case on May 22, 2019 and made a recommendation to City Council of denial. A recording of this meeting may be reviewed on the City's website: https://flagstaffaz.new.swagit.com/videos/55447
Following the Planning and Zoning Commission hearing, the applicant decided to withdraw the rezoning request. Council did not hear the case.

Since then the applicant has made significant changes to the project including a change in the parcels requested to be rezoned. The current application is a request to rezone only two parcels. One parcel includes some property north of High Country Trail, but the majority of the area (9 out of 11 acres) is located south of the road. The current proposal has decreased density from 173 to 160 units. The applicant has increased the setbacks from the adjacent homes. This has resulted in a significant number of existing trees being saved and dramatically reducing the amount of grading along the south property line. The current proposal will retain all stormwater on site in underground vaults, eliminating the need for a deep retention basin in the area set aside as civic space. This improves the quality of the required public civic space.

B. Proposed Rezoning and Development Plan

The developer, Trinsic Acquisition Company LLC, is requesting rezoning approval to permit the development of an apartment complex consisting of 160 units. The four three-story buildings, three two-story buildings, and the two-story clubhouse will include 160 units. The unit mix includes the following:

UNIT DESCRIPTION	NO. OF UNITS	PERCENTAGE
1 Bed/1 Bath	112	70%
2 Bed/2 Bath	48	30%

The minimum density requirement in the MR zone is 6 units per acre and the maximum density allowed is 9 units per acre (within the RPO). Based on the entire project area (11 acres) 99 units are allowed. With the inclusion of 20% affordable units, Zoning Code Division 10-30.20 allows for a 45% density bonus (refer to Table 10-30.20.050.A). Because the site plan includes 20 units (20%) that qualify as Category 1 of the city's affordable housing program, an additional 45 units are allowed for a total of 144 units. Zoning Code Division 10-30.70 also allows for a 25% density bonus through the utilization of sustainable building practices, allowing for another 25 additional units, for a total of 169 allowed units (refer to Table 10-30.70.030.A). The proposal isfor 160 units.

The project will also include a 5,545 square foot leasing office/clubhouse with 4 apartments on the second floor, a 1,615 square foot fitness center, and a 400 square foot ramada. Site access will be provided from two driveways on West High Country Trail. There are 242 surface parking spaces, including 8 ADA accessible parking spaces. The project will also be required to provide a minimum of 14 exterior bicycle parking spaces. The site plan indicates 3 bike racks (with 5 spaces each) located on the site, for a total of 15 bicycle parking spaces.

The MR zone permits a maximum building height of 35 feet, or 40 feet for buildings with roofs with a pitch of 6:12 and greater. The highest roofline of the proposed buildings will be 40 feet from finished grade with an increased roof pitch.

II. Staff Site Plan Review

On August 10, 2020, the Inter-Department Staff (IDS) approved a new application for Site Plan Review of the proposed development subject to successfully obtaining a Direct to Ordinance Zoning Map Amendment (rezoning). A copy of the application is attached to this report. Should the rezoning be denied, the Site Plan as submitted will no longer be approved.

A. Zoning – City of Flagstaff Zoning Code

If this Direct to Ordinance Zoning Map Amendment request is approved, approximately 11 acres will be rezoned to the Medium Density Residential (MR) zone. Development of the site will be conditioned to the approved site plan and a final development agreement. Any substantial change to the approved site plan would require a new rezoning request and further review and approvals by the Planning and Zoning Commission and City Council. The Site Plan provided includes the overall site layout, open space and civic space areas, resource protection plan, preliminary landscaping, building floor plans and elevations, and site sections.

i. Site Planning Standards

In accordance with Section 10-30.60.030 of the Zoning Code a site analysis was completed in conjunction with the concept plan for this project that examines the topography of the site, solar orientation, existing/native vegetation types, view corridors, climate, subsurface conditions, drainage swales and stream corridor, and the built environment and land use context. Unfortunately, the existing electric utility easement along the south side of High Country Trail does not allow for "building forward" design on the southern portion of the site, a zoning code requirement. Typically, the buildings would be located 10-15 feet from the property line, and parking would be located to the side or behind a building. As the utility easement does not allow buildings to be constructed within it, the easement is utilized as surface parking and the required civic and common open space. The parking, at its closest location to the street, is set back at least 50 feet. The developer proposes to locate the taller buildings towards the center of the site while the lower, two-story buildings are placed closer to the existing single-family homes. The developer has also provided an increased setback along the southern and southwestern edges of the site to help buffer the existing homes from the development and protect the existing trees. The portion of the site north of High Country Trail contains the majority of the required tree resources, approximately 70 of the 130 protected trees and 60% of the tree points.

ii. Resource Protection

There is a Resource Protection Overlay zone on the subject site. The Zoning Code requires 50% of the tree resources to be saved, but the Affordable Housing incentive allows that protection rate to be reduced to 25%. The developer proposes to save 28.28% of the existing tree resources. The developer is locating the majority of the required tree resources on the northern portion of the site (approximately 70 trees, including 9 trees with a DBH over 25 inches for 60% of the total tree points). This area will not allow any public or resident access, and staff is requiring a tree resource easement to be placed over this portion of the property. The southern portion of the development is designed to save 60 existing trees including 2 trees with a DBH over 25 inches.

iii. Open Space & Civic Space

The MR zone requires 15% of the gross lot area to be Common Open Space (Table 10-40-30.030.G). A minimum of 71,943 square feet of open space is required for the proposed residential project. The developer's provided Open Space Plan Preliminary (Sheet A1.12) identifies 79,983 square feet (1.84 acres) of common open space, which is 17% of the site area. Most of the open space (66,160 square feet) is located within the electrical utility easement. The remainder of common open space (13,823 square feet) is located around the leasing office/clubhouse and the play area in the southwest corner of the site. None of the Common Open Space is located to the north of High Country Trail.

Section 10-30.60.060.B.1.b of the Zoning Code requires developments with 50 or more dwelling units to

provide a minimum of 5% of the site as Civic Space. This space must be accessible to the general public. A total of 23,981 square feet of civic space is required for this project. The site plan identifies a total of 29,000 square feet (0.67 acres) of civic space within the residential development. The civic space is located in the electrical utility easement adjacent to the proposed FUTS path and behind the future bus stop. The area is indicated as a meadow landscape/ wildflower garden with a native grass and wildflower seed mix on the landscape plan. There is a stabilized granite trail and two benches. Staff believes that this Civic Space is an amenity and provides a benefit to the community within the constraints of the electrical utility easement.

iv. Pedestrian and Bicycle Circulation Systems

The developer will be removing the existing 5-foot-wide sidewalk along the south side of High Country Trail and replacing it with a 10-foot wide FUTS. While the sidewalk was located directly behind the street curb, the FUTS will be located further from the edge of the street. This 5-foot plus buffer between pedestrians and bicycle riders and the street, will greatly increase pedestrian safety and comfort. The length of FUTS along the developer's frontage does not currently tie into the existing FUTS trails, but rather ties back into the sidewalk. The developer has committed to construct the additional lengths of FUTS (west to South Wild West Trail and east to South Lake Mary Road) if the City is able to obtain the required property rights from the Ponderosa Trails HOA who owns the land. The developer has declined staff's requests to provide sidewalk improvements along their frontage on the north side of High Country Trail.

On the southern portion of the site, the developer has proposed sidewalks connecting the buildings, parking areas, and common amenities.

v. Compatibility and Architectural Design Standards

Compatibility does not mean "the same as" but rather it refers to how well a new development is sensitive to the character of existing development. The Zoning Code breaks down compatibility into three categories: Patterns of Development, Scale, and Continuity.

Patterns of Development include streetscapes, site relationships, signage, and landscape features. Due to the location of the high voltage electrical transmission lines and their easement the buildings are not constructed along the street. Likewise, the street frontage lacks the typically required landscaping since trees are not permitted in the easement.

Scale refers to similar or harmonious proportions, overall height and width, the visual intensity of the development, and the building massing. The development reads as more intense due to the concentration of density. There are three parcels to the northeast which are also zoned MR. The eastern development is two-stories, the center development is one and two-stories, and the development farthest to the west is three-stories. The existing apartment complex to the east (adjacent to the proposed development) is three-stories but is zoned High Density Residential. The proposed development contains buildings visible from the street that are three-stories high and over 100-feet long.

Continuity encompasses patterns of development and scale, but also site development, building forms, texture, materials, details, and colors.

vi. Landscaping

Landscaping plans are not required in conjunction with a Direct to Ordinance Zoning Map Amendment. The developer has provided a conceptual landscaping plan, showing all landscape areas and plant locations. The conceptual plan generally meets the requirements of parking lot landscaping, street buffer landscaping, building foundation, and peripheral buffer landscaping found within Section 10-50.60 of the Zoning Code. Unfortunately, the electrical utility easement does not allow any trees to be planted within it. The required number of trees will be located elsewhere on the site. A final landscape plan will be reviewed at the time of civil plan submittal.

vii. Outdoor Lighting

The subject property is located within Lighting Zone II and is allowed a total of 50,000 lumens per acre. Outdoor lighting plans are not required in conjunction with a Direct to Ordinance Zoning Map Amendment. The developer provided a conceptual outdoor lighting plan. A final lighting plan will be reviewed for compliance at the time of building permit submittal.

viii. Parking

Based on the requirements for market rate units, affordable units, and guest parking, 266 spaces are required. Since the development is located within a quarter mile of a bus stop, the developer has taken a 10% reduction in the number of required spaces resulting in 240 required parking spaces. The proposed development includes 242 surface parking spaces, including 8 ADA accessible parking spaces.

ix. Historic/Cultural Resources

A Cultural Resource Letter Report was completed for the subject property. The report identifies all existing construction on the north side of High Country Trail as modern construction and not historic resources. At least two archeological sites previously identified on the subject properties have been removed. Although the "homestead" may be significant to the Auza family, the property holds limited value to the community since the historically significant sites have been destroyed.

B. Public Systems Impact Analysis

i. Traffic/Right-of-Way Impact

The scope of a Traffic Impact Analysis (TIA) is generally determined by the estimated peak hour trips generated by a development, per the Engineering Standards. The estimated peak hour trips for this development is 42 vehicles/hour in the a.m. and 71 vehicles/hour in the p.m. According to the Standards, a level one analysis was appropriate, requiring the consulting engineer to analyze the intersection of Lake Mary Road and High-Country Trail, as well as the two site access driveways.

CivTech, the engineering consultant for the developer, completed a TIA in June of 2018. Due to the lapse of time, the Analysis was considered no longer valid so a new report was required. CivTech conducted turning movement counts at Lake Mary Rd. and High Country Trail., from 7:00 a.m. to 9:00 a.m. and from 4:00 p.m. to 6:00 p.m. on January 20, 2020. The data was entered into an engineering software program, Synchro 10, to analyze the Level of Service (LOS) under existing conditions (LOS is a measure of the average delay a driver will experience at an intersection, graded on a scale from A – F). Then, the estimated turning movements generated by the development were added to the program to analyze the post development conditions at full build out. The software output revealed that the intersection is currently operating at an overall LOS of B in the a.m. peak hour and a LOS of B in the p.m. peak hour, while no individual movement operated below LOS C. With the trips from the development added, the a.m. peak hour will continue to operate at a LOS of B and the p.m. peak hour will operate at a LOS of B, again with no movement operating below LOS C. The Engineering Standards allow for an intersection to function at or above a LOS of D. When the LOS drops below D, improvements are required to mitigate the conditions back to an acceptable LOS.

Both access driveways were also analyzed with respect to site distance and turn-lane requirements. The easternmost driveway was originally proposed adjacent to the eastern property line, however, staff required that it be moved to the current location, where it meets standards for site distance. The southernmost driveway also meets standards for site distance.

The cross-section of High Country Trail includes a continuous left-turn lane at each of the two driveways. The volume of peak hour right- turns into each of the driveways was below the threshold for requiring

right- turn deceleration lanes.

Transportation Improvements
No off-site traffic improvements will be required.

The existing frontage conditions along High Country Trail include five-foot wide sidewalks at back of curb along both the north and south sides of the street. Current Engineering standards call for a five-foot parkway and a five-foot sidewalk. The developer has refused staff's request for new parkway and sidewalk along the north side of High Country Trail. The existing northern sidewalk will remain in its current condition. The proposed site plan calls for existing sidewalk along the south side of the street to be removed. In its place the developer will construct a new ten-foot wide concrete FUTS trail. The proposed FUTS trail will not connect to the existing FUTS sections west of Wild West Trail or along Lake Mary Road, but will tie back into the existing sidewalks to the west and east of the property.

ii. Water and Wastewater Impact

A Water and Sewer Impact Analysis (WSIA) was completed by the City on June 1, 2018. The proposed development is located within the City of Flagstaff urban growth boundary and can be served by City water and sewer utilities. Currently there is no infrastructure in the ground on-site to support this development, so all on-site sewer and water systems will have to be designed and built. No off-site water or sewer improvements will be required. It is the developer's responsibility to design and construct all on-site and connecting water infrastructure per the City of Flagstaff Engineering Standards.

Water
All public water infrastructure exists in the High Country Trail right-of-way adjacent to this property. There is a 12-inch water main along the property frontage. All appropriate looping and second source requirements can be met. The property lies within the Zone "B" water pressure system limits and meets the minimum pressure requirements stated in the City of Flagstaff Engineering Standards. The developer will be required to provide a looped water system by extending an 8-inch diameter waterline from the existing 12-inch diameter main located in High Country Trail.

Wastewater
To provide sewer services to the project, the developer proposes to connect to an existing 8-inch stub out connected to a manhole which flows through the adjacent properties to the east before heading northeast to the Rio-de-Flag Wastewater Treatment Plant. The developer will provide new on-site sewer service consisting of an 8-inch line that flows east through the property to the manhole on the adjacent property. This will require the developer to get the necessary utility access. The capacity of the existing collection system downstream of this project is adequate to convey the existing and proposed flow rates and maintain the City's requirements.

iii. Stormwater Analysis

The project's overarching drainage concept is to provide peak flow stormwater discharge mitigation (detention), partial stormwater runoff volume mitigation (LID ROCV), improvement to the water quality of site discharges (LID), and retention of the runoff volume increase for the 100-year 24-hour storm. There are no proposed offsite stormwater improvements required with the inclusion of onsite retention for increase runoff volumes.

As part of the rezoning request a Drainage Impact Analysis (DIA) was performed. The drainage impact analysis extended from the project site downstream to the Sinclair Wash. The impact analysis studied the existing High Country Trail Street section, catch basins and storm drains for capacity. Results of the impact analysis show the street has the capacity to handle the 10-year design storm and 100-year flow being

contained within the Right of Way. As such, no offsite improvements within High Country Trail have been proposed.

Development of the site will meet the peak flow mitigation, LID volume mitigation and water quality requirements using sub-surface water storage systems classified as extended detention basins (EDB), which consist of a detention and a retention storage capacity as well as filtration components. Lower portions of the site will provide the water quality requirements through the use of oil and grit separators.

The project will provide the attenuation required to reduce the post development peak runoff to the pre-development rates for the 10-year and 100-year storms. The Water Quality Improvements consisting of sediment capture components will be incorporated with the use of Low Impact Development (LID) Integrated Management Practices (IMPs) including sediment trapping isolator rows within the sub-surface storage systems, and filtration systems located outside of the EDB's.

The increase in volume of stormwater runoff discharged from the site will be mitigated by additional retention volume provided within aforementioned EDB's.

III. Direct to Ordinance Zoning Map Amendment

An application for a Direct to Ordinance Zoning Map Amendment shall be submitted to the Planning Director and shall be reviewed and a recommendation prepared. The Planning Director's recommendation shall be transmitted to the Planning and Zoning Commission in the form of a staff report prior to a scheduled public hearing. The recommendation shall include: an evaluation of the consistency and conformance of the proposed amendment with the goals and policies of the General Plan and any applicable specific plans; the grounds for the recommendation based on the standards and purposes of the zones set forth in Section 10-40.20 (Establishment of Zones) of the Zoning Code; and, whether the amendment should be granted, granted with conditions to mitigate anticipated impacts caused by the proposed development, or denied.

Direct to Ordinance Zoning Map Amendments shall be evaluated based on the following findings:

A. Finding #1:

The proposed amendment must be found to be consistent with and in conformance with the goals and policies of the General Plan and any applicable specific plans. If the application is not consistent with the General Plan, and any other applicable specific plan, the applicable plan must be amended in compliance with the procedures established in Chapter 11-10 of the City Code (Title 11: General Plans and Subdivisions) prior to considering the proposed amendment.

i. General Plan/Flagstaff Regional Plan (FRP 2030) Process and Analysis Summary

When staff performs a Regional Plan (the "Plan") analysis, staff reviews all maps, text, and goals and policies to determine which are the most relevant in relation to the proposed application. The Plan's Future Growth Illustration on Maps 21 and 22 (same map; one is regional scale and one city scale) and the text of the Plan provide supplemental information for the interpretation of goals and policies. In the case of any conflict between the Future Growth Illustration and the Plan's goals and policies, the goals and policies will prevail. The Future Growth Illustration has two types of land use designations: "Area Types" describe the place-making context of Urban, Suburban, Rural, or Employment, and "Place Types" such as activity centers, corridors, and neighborhoods which provide the framework for the density, intensities, and mix of uses within the area types.

Staff has identified that the subject property is designated as Existing Suburban and is not located within an activity center on the Plan's Future Growth Illustration. Suburban areas are intended to have medium to low densities of people, residences, jobs, and activities; the streets and sidewalks vary in pattern; the area is drivable to access homes and jobs, yet walkable by special pedestrian facilities such as FUTS trails; some services and goods are available to the residents; the area may have access to public transportation. The City's desired

Suburban Neighborhood Characteristics include a density of 2-13 units per acre, low-rise apartments (generally accepted as three-story maximum), and open spaces used for passive recreation.

The Regional Plan proposes a maximum density of 13 units per acre in Suburban areas. The overall density of the project is 14.5 units per acre (160 units /11 acres). However, the additional "bonus" units are not counted towards the calculated density, resulting in a calculated density of only 9 units per acre. As discussed, the site has several constraints, including the bisection of the property by both the road and the electrical transmission lines. The effect of these constraints is a concentration of density on the southern portion of the development, resulting in a perceived experience of 17.8 units per acre (160 units /9 acres), exacerbated by the bisection of the project by West High Country Trail.

Staff has identified the following Goals and Policies as most relevant to the current application proposal. This portion of the analysis is subjective in nature because some policies are given a higher weight in the analysis than others.

ii. <u>Applicable General Plan Goals and Policies</u>

As part of its review, staff identified relevant Regional Plan Goals and Policies that could be applied to support or not support the proposed Zoning Map Amendment. These goals and policies are located within the developer's narrative. The following is a discussion of how the project generally meets or conflicts with goals and policies in each chapter.

a. Environmental Planning & Conservation (Air Quality, Climate Change and Adaptation, Dark Skies, Ecosystem Health, Environmentally Sensitive Lands, Natural Quiet, Soils, and Wildlife)

The Regional Plan encourages development to work with the existing land forms. Developments should step down sloped sites and preserve as much natural topography as possible. Policy E&C.9.2 states that construction projects employ strategies to minimize disturbed area, soil compaction, soil erosion and destruction of vegetation. Policy CC.1.1 identifies the goal of preserving the natural character of the region through planning and design to maintain views of significant landmarks, sloping landforms, rock outcroppings, water courses, floodplains, and meadows, and conserve stands of ponderosa pine. The site has considerable topography and the proposed site plan utilizes significant grading, with retaining walls located along the east property line and south of buildings 6 and 7. The proposed retaining wall to the south is shown to be 8-10 feet high with a guard rail at the top. The retaining wall to the east is shown to be 3-almost 7 feet high with a guard rail at the top.

The revised site plan, with its greater setbacks and less severe grading, saves 60 trees on the southern portion of the site. This is a substantial increase in the number of trees which will serve to buffer the existing homes from the proposed development.

b. Water Resources (Water Sources, Water Demand, Stormwater and Watershed Management, and Water Quality)

As shown on Map 21 and referenced in Policy WR.4.3. "Development requiring public utility services will be located within the Urban Growth Boundary," the Property is located within the Urban Growth Boundary. There is existing water infrastructure in High Country Trail and existing sewer adjacent to the site that can support the proposed project. There are no off-site improvements required for sewer or water service. The proposed development complies with the findings of the Drainage Impact Analysis discussed in the Public Systems Impact Analysis section of this report.

c. Efficient Use of Energy Goals and Policies

The Regional Plan Policy E.1.4 promotes cost-effective, energy-efficient technologies and design in all new buildings for residential construction. The project proposes to include several design features that help

increase energy efficiency as listed in the developer's narrative. The majority of these features are required by code and are standard construction practice. Policy E.2.4 encourages small-scale renewable energy production and use on the local level on appropriate residential parcels. The developer states that they will reconsider the inclusion of solar panels after construction if the cost benefit analysis is improved.

The developer has elected to participate in the City's Sustainable Building Program and will meet the requirements for Water Resource Protection, Transportation/Air Quality, Waste Reduction During Construction, and Energy Efficiency. In return, the developer shall receive a 25% density bonus (25 additional dwelling units).

d. Community Character (Scenic Resources and Natural Setting, Heritage Preservation, Community Design, and Arts, Sciences and Education)

Policy CC.1.1 aims to preserve the natural character of the region and includes the preservation of stands of ponderosa pines. The Natural Resource Protection Plan indicates that 28% of the tree resources will be retained. The code requires 50% of the tree resources to be saved, but the Affordable Housing incentive allows that requirement to be reduced to 25%. The majority of the tree resources are located on the portion of the property north of High Country Trail.

Goal CC.3 aims to preserve, restore, enhance, and reflect the design traditions of Flagstaff. Specifically policies CC.3.1 and CC.3.2 discuss the desired design of buildings and their relationship to their context. The developer states that the architectural design was developed to be site specific and complement traditional design characteristics associated with Flagstaff. They feel the design is appropriate for the region and climate, and consistent with surrounding developments. They propose to use materials typical to Flagstaff construction such as cementitious lap siding and stone veneer and a color palette inspired by the surrounding earth and forest.

Policy CC.4.1 states streetscapes are to be context sensitive and transportation systems are to reflect the desired land use while balancing the needs of all modes for traffic safety and construction and maintenance costs. The existing sidewalk along the south side of High Country Trail will be replaced with a FUTS trail. Unlike the existing sidewalks, the FUTS trail is set back from the edge of the street, creating greater safety for pedestrians. The developer has committed to continue the FUTS on either side of their property to tie into the existing FUTS. This offer is dependent on the City acquiring the necessary property rights from the Ponderosa Trails HOA. The developer turned down staff's request to replace the existing sidewalk along the north side of the street for the inclusion of parkways.

The site design is constrained by an existing 80-foot-wide electric utility easement along the south side of High Country Trail. The easement restricts buildings from being located close to the street as required by the Zoning Code. The developer has worked to provide clear pedestrian paths between the buildings and the FUTS trail.

e. Growth Areas & Land Use (Reinvestment, Greenfield, Urban Area, Suburban Area, Rural Area, Employment Area, Special Planning Area, and Activity Centers)

The proposed development is on a vacant infill parcel. The development of the infill parcel includes the required civic space, open space and pedestrian amenities, including the portion of FUTS along the street frontage.

The developer has repeatedly met with residents and property owners. The Citizen Participation Report, required as part of the rezoning application and prepared by the developer, outlines the specific details of these efforts. Policy LU.1.11 calls for collaboration between a developer, residents, and property owners in existing neighborhoods where redevelopment and reinvestment are proposed so that they are included,

engaged, and informed. The developer has modified their proposal in response to concerns of the neighborhood. The developer now proposes to provide a higher quality civic space for the community, and continues to work with city staff and the HOA for Ponderosa Trails to provide a complete connection to the FUTS trail.

Policy LU.1.3 promotes reinvestment at the neighborhood scale to include infill of vacant parcels, redevelopment of underutilized properties, aesthetic improvements to public spaces, remodeling of existing buildings and streetscapes, maintaining selected appropriate open spaces, and programs for the benefit and improvement of the local residents. Staff is supportive of this suburban infill project that proposes multi-family development adjacent to public transit routes and possibly a complete FUTS trail system. The revised design includes additional pedestrian connections on site and natural buffers adjacent to the existing single-family homes. Policy LU.13.9 promotes the use of open space and FUTS trails to provide walking and biking links.

The proposed development will provide the community with 140 additional medium density market rate units (described by the developer as luxury) and 20 affordable housing units limited to individuals who make no more than 80% of the Area Median Income (AMI) of Flagstaff.

f. Transportation (Mobility and Access, Safe and Efficient Multimodal Transportation, Environmental Considerations, Quality Design, Pedestrian Infrastructure, Bicycle Infrastructure, Transit, Automobile, Passenger Rail and Rail Freight, Air Travel, and Public Support for Transportation)

The proposed development will place residents within walking distance of two existing bus routes, will provide for future bus stops on High Country trail, and a FUTS trail. Staff hopes to obtain the necessary property rights necessary for the developer to complete the FUTS. Although the sidewalk on the north side of High Country Trail is not improved to current engineering standards, these pedestrian connections do help promote the use of public transportation and bicycling as stated in Policy T.1.6 "Provide and promote strategies that increase alternate modes of travel and demand for vehicle travel to reduce peak period traffic."

g. Neighborhoods, Housing, and Urban Conservation

Goal NH.3 of the Regional Plan speaks to the desire to make available a variety of housing types at different price points, to provide housing opportunity for all economic sectors. The units proposed for affordable housing will permanently serve residents earning 80% of the area median income or less. For a single individual, that annual income limit is currently $42,150. Flagstaff Housing staff identified one-bedroom units for the proposed development to help fill a need in the community. The development will have 14 one-bedroom units and 6 two-bedroom units designated as affordable units.

The Regional Plan also aims to have compatible infill projects, specifically in Goal NH.6. The developer states that they choose the Medium Density Residential (MR) zoning district in an effort to blend new and existing buildings. Staff agrees that the allowable building height of 35 feet is appropriate given the existing multi-family structures and allowable heights to the south and to the east.

B. <u>Finding #2</u>

To meet the finding the proposed amendment must be determined not to be detrimental to the public interest, health, safety, convenience, or welfare of the City of Flagstaff (the "City"); and will add to the public good as described in the General Plan. Staff does not believe that the proposed project will be detrimental to the public interest, health, safety, convenience, or welfare. Staff also believes that the proposed amendment will add to the public good.

The developer has identified the following Community Benefits and Public Good:

i. The developer will provide the FUTS trail across the frontage of the southern portion of the property and has committed to continuing the FUTS to the east and west of the parcel if the necessary property rights are acquired.
ii. The developer will provide the required civic and open space along the south side of High Country Trail.
iii. The developer will provide 20 units (20% of the allowed number of units) to individuals making 80% of the AMI and 140 market rate units.
iv. The proposed project will participate in the Crime Free Multi-Housing Program.
v. The developer will place a Resource Protection Easement on the acreage north of High Country Trail.

C. Finding #3

To meet the finding the affected site must be determined to be physically suitable in terms of design, location, shape, size, operating characteristics; and the provision of public and emergency vehicle access, public services, and utilities to ensure that the requested zone designation and the proposed or anticipated uses and/or development will not endanger, jeopardize, or otherwise constitute a hazard to the property or improvements in the vicinity in which the property is located.

Staff believes that the proposed application meets this finding. The Inter-Division Staff reviewed the application and concluded that the site was suitable for the proposed development. The IDS team based its conclusion on the review of all applicable codes and requirements as well as impact analysis for the site. Any potential impacts were mitigated by the developer and no off-site improvements are required to serve this development.

IV. DEVELOPMENT AGREEMENT

A draft development agreement has been prepared. The primary purpose of this agreement is to set out roles and responsibilities in regard to the following (not limited to):

- Require the property to be maintained as a single parcel
- Construction and maintenance of the FUTS
- Administration of the Affordable Housing units
- Resource Protection easement for the portion of the parcel north of High Country Trail
- Sustainability density bonus requirements

Staff is requiring an easement over the portion of the property located north of High Country Trail to ensure that the required tree resources located on the property are not removed and to prohibit further development, as any additional development rights/density have been utilized on the southern portion of the parcel.

V. CITIZEN PARTICIPATION

Public hearings before the Planning and Zoning Commission and City Council are conducted in conjunction with requests for Direct to Ordinance Zoning Map Amendments. In accordance with State Statute, notice of the public hearing was provided by placing an ad in the Daily Sun, posting notices on the property, and mailing a notice to all property owners within 1,000 feet (exceeding the minimum of 300 feet) of the site excluding rights-of-way.

The developer held two neighborhood meetings in regards to this case on March 23, 2020 and July 1, 2020. Both meetings were held virtually due to the pandemic. Per the meeting sign-in, approximately thirty-five (35) individuals attended both meetings. Citizen Participation summaries, attached, were prepared in response to the questions, comments and concerns presented. The meetings included a presentation from the developer and a question and answer session where questions could be typed into the chat. Comments on the project included the following topics: the area north of the road, open space requirements, traffic impacts, stormwater, views, and tree resources.

Two emails from the public has been received as of the writing of this report. The emails are from neighbors opposed to the development. Staff also received a letter from the president of the Ponderosa Trails HOA informing staff that a poll of the property owners was conducted and resulted in 88% of respondents opposing the rezoning, 11% in favor, and 1.5% did not have an opinion either way. Copies of the correspondence are attached.

RECOMMENDATION:

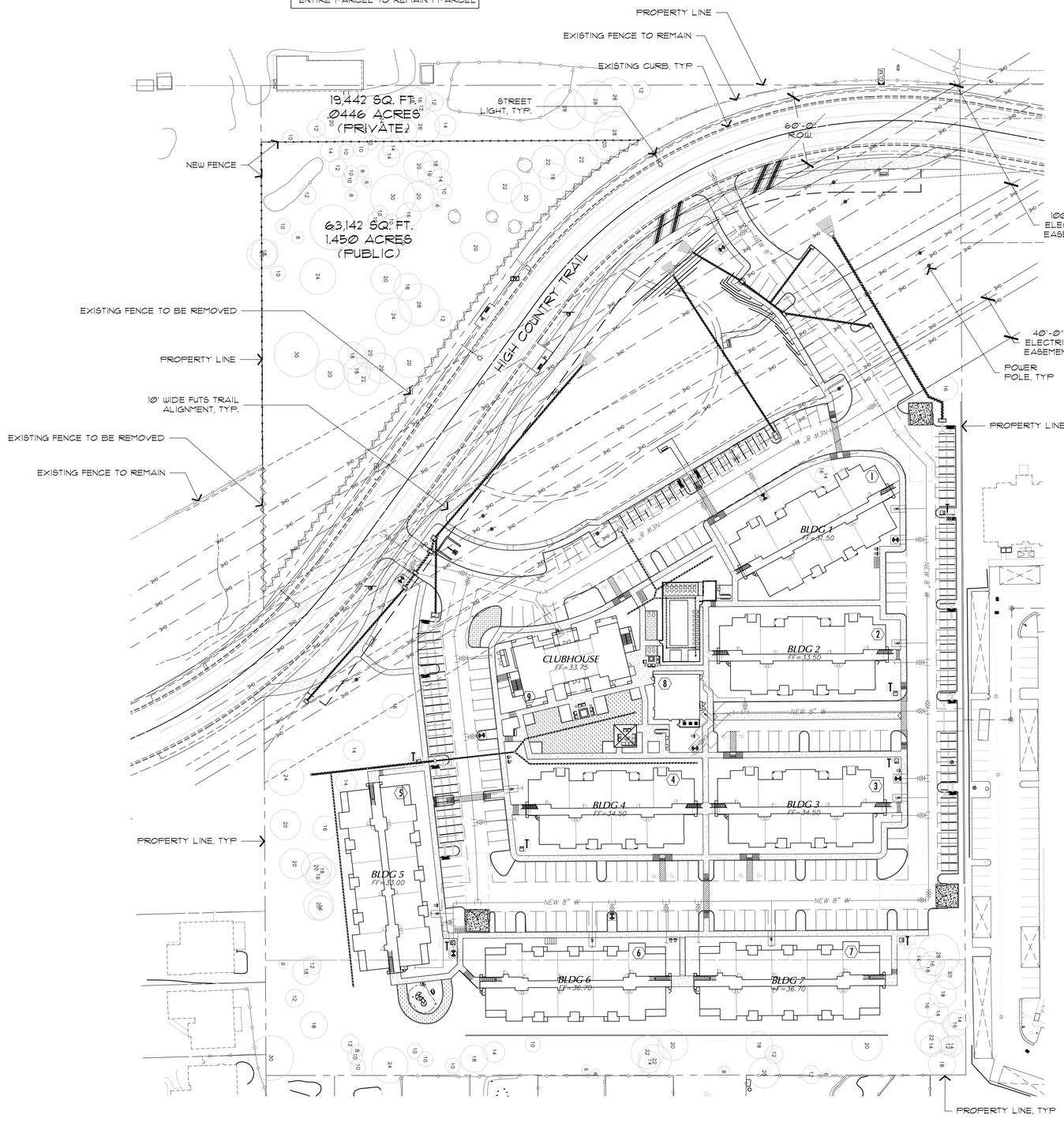
Staff recommends the Planning & Zoning Commission forward the request to the City Council with a recommendation approving PZ-20-00008-01, subject to the following six conditions which will be included into the zoning map amendment ordinance:

1. The subject property must be developed in accordance with the approved site plan and the conditions of approval dated August 10, 2020. Modifications (other than minor modifications) to the approved site plan will require an amendment to this Direct to Ordinance Zoning Map Amendment request.
2. The two parcels must be combined and the approximately 2-acre portion of parcel 112-05-011 located north of High Country Trail shall remain a part of the parcel to the south.
3. The State archeological database must be updated to reflect the removal of archeological resources on the subject property.
4. All other requirements of the Zoning Code and other City codes, ordinances and regulations, shall be met by the proposed development.
5. All terms, conditions, and restrictions detailed within the "Aura Development Agreement" must be fully satisfied.
6. In the event the property is rezoned and the Developer fails to obtain final Civil Plan approval within two (2) years of the effective date of the rezoning ordinance, then the City may schedule a public hearing before the City Council for the purpose of causing the zoning on the Property to revert to the former classifications of Rural Residential (RR) and Estate Residential (ER) in accordance with A.R.S. § 9-462.01.

Attachments:

- Applications
- Area Context Map
- Legal Notice
- Project Narrative and Regional Plan Analysis
- Citizen Participation Plan and Reports
- Emails/letters from the Public
- Approved Site Plan Drawings

ADDITIONAL NOTE
ENTIRE PARCEL TO REMAIN 1 PARCEL



FENCE LAYOUT PLAN
SCALE: 1"=50'-0"

0 25' 50' 100'

NORTH

Call at least two full working days before you begin excavation
ARIZONA 811
Arizona Blue Stake, Inc.
Dial 8-1-1 or 1-800-STAKE-IT (782-5348)
In Maricopa County: (602)263-1100

COLLABORATIVE DESIGN STUDIO

Collaborative V
Design Studio Inc.
7116 East 1st Ave.,
Suite 103
Scottsdale, Arizona
85251
Office: 480-347-0590
Fax: 480-656-6012

Registered Landscape Architect
CERTIFICATE NO.
46497
MATTHEW PAUL
DRAGER
ARIZONA, U.S.A.
4.19.2021

EXPIRES 06 / 30 / 2022

LANDSCAPE IMPROVEMENTS
AURA FLAGSTAFF
151 W. High Country Trail Flagstaff, Arizona 86001

PRELIMINARY
NOT FOR
CONSTRUCTION

DESIGNED BY: PV/SH
DRAWN BY: SH
CHECKED BY: PV / MD
DATE: AUGUST 21, 2018
REVISIONS: CITY COMMENTS JANUARY 24, 2019
CITY COMMENTS FEBRUARY 19, 2019
CITY COMMENTS JANUARY 7, 2020
CITY COMMENTS APRIL 20, 2020
FENCE LAYOUT PLAN APRIL 19, 2021

AURA FLAGSTAFF
SITE PLAN SUBMITTAL

FENCE LAYOUT PLAN

FENCE-1

1 of 1

Aura Flagstaff

Direct to Ordinance

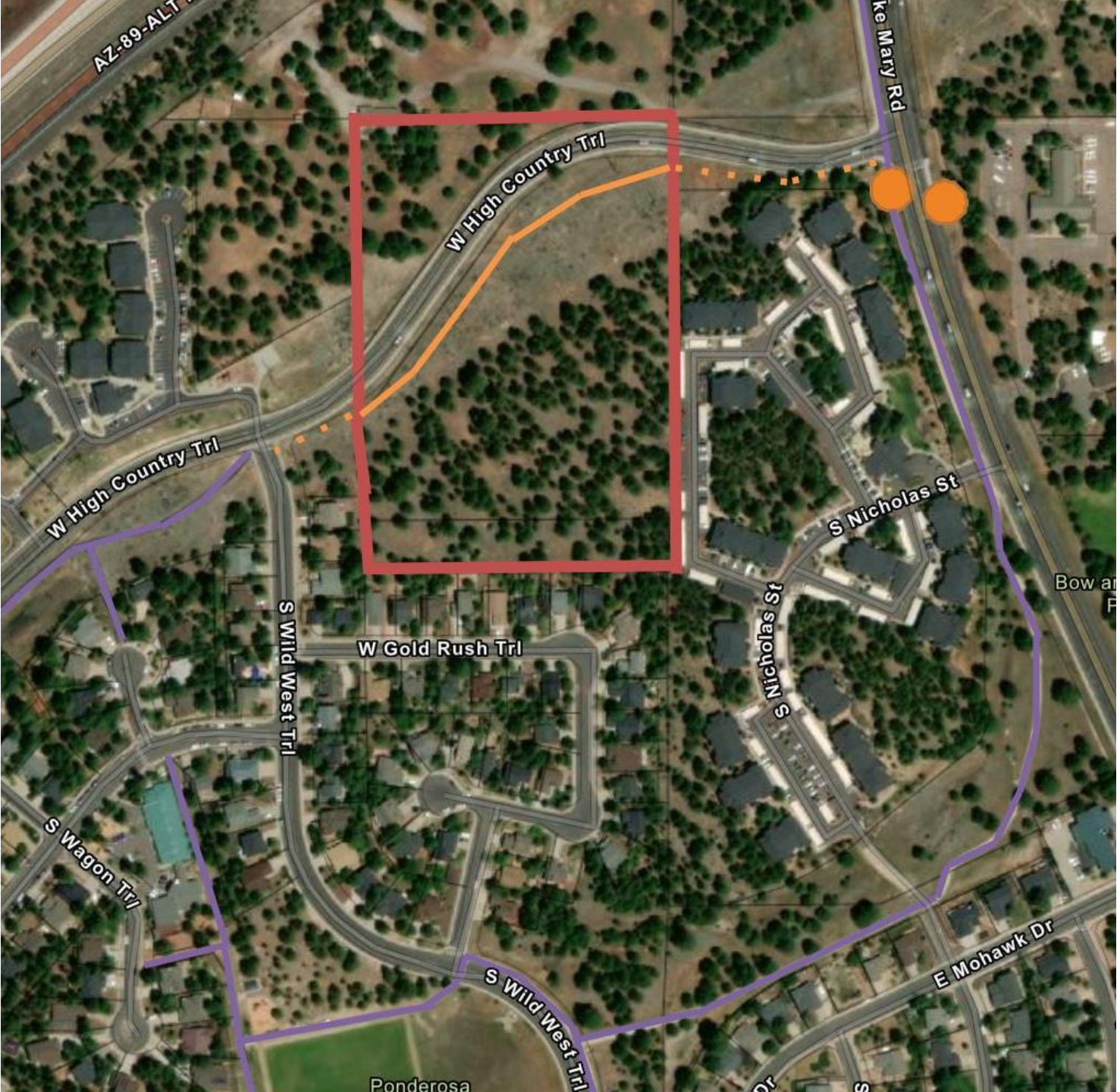
Zoning Map Amendment

Alaxandra Pucciarelli

Planning Development Manager

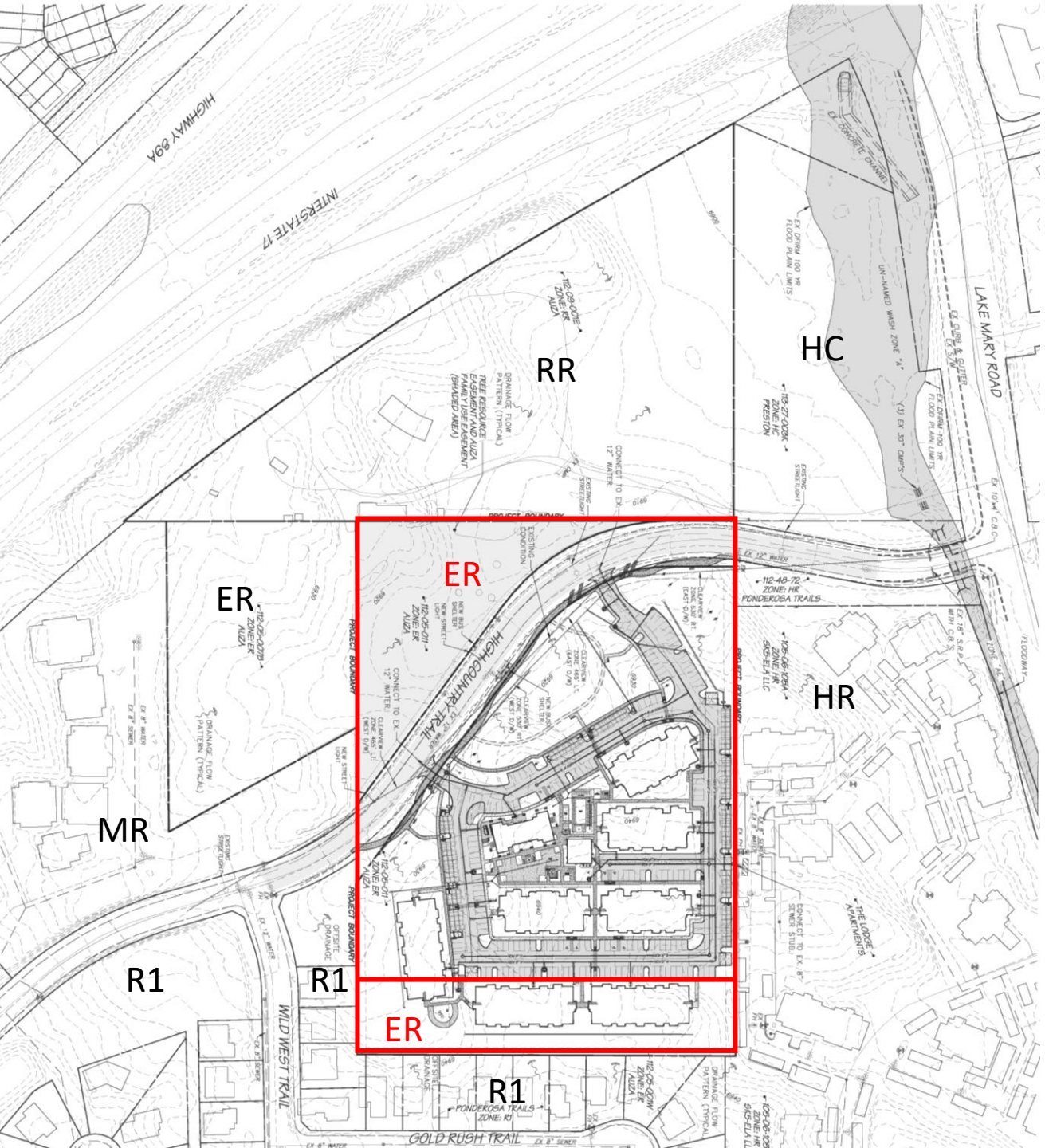
TEAM FLAGSTAFF

WE MAKE THE CITY BETTER



TEAM FLAGSTAFF
WE MAKE THE CITY BETTER

Area Context Map



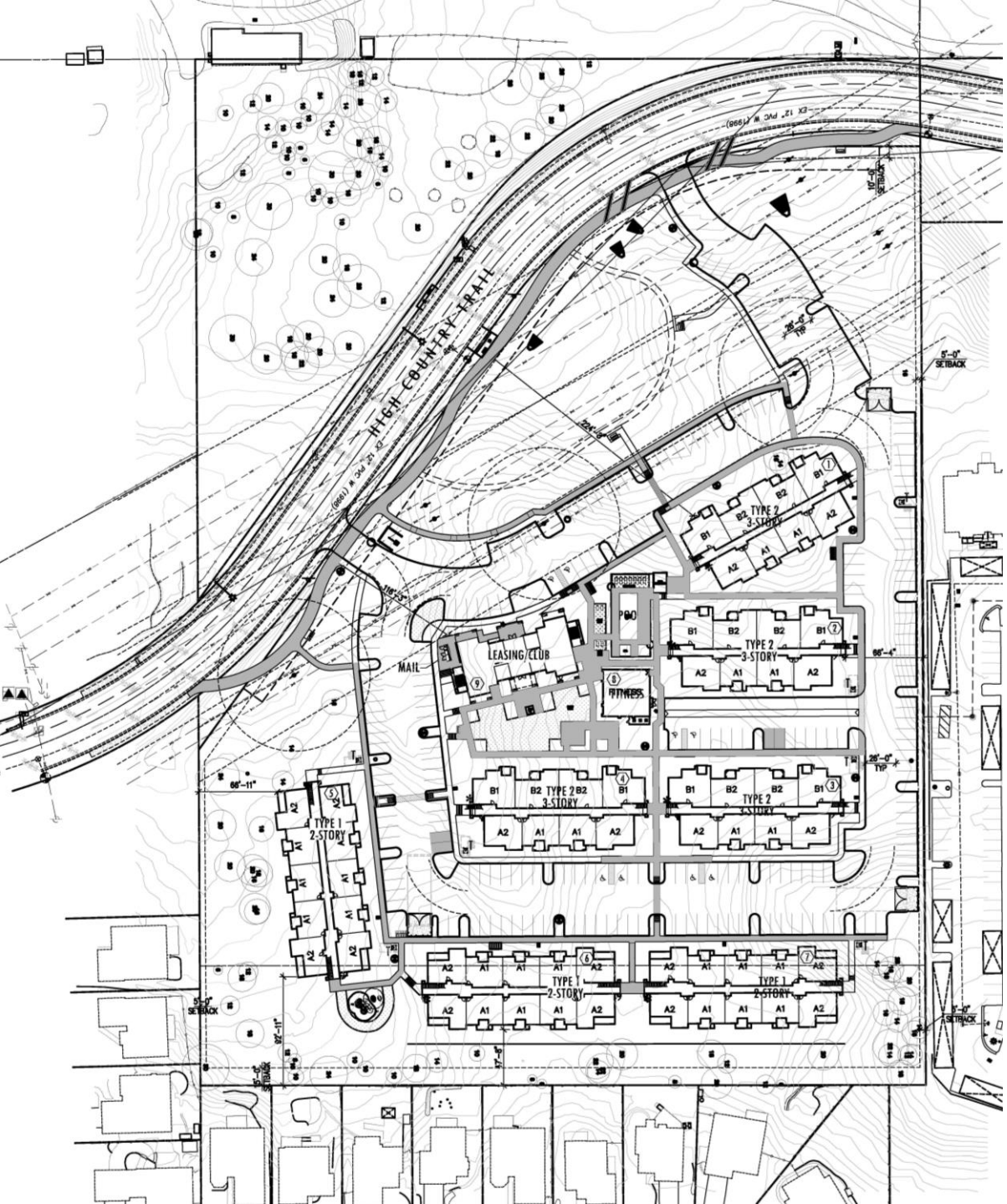
Project Area

Existing Conditions

- 2 Parcels
- 11 Acres
- ER zone with RPO

Proposed

- 1 Parcel
- MR zone with RPO



Proposed Density

- MR zone allows 6-9 units per acre in RPO
- 11 acres x 9 = 99 units
- 99 x 20% = 20 affordable units
- 99 x 45% density bonus = 45 additional units
- 99 x 25% sustainability bonus = 25 additional units
- 169 allowed units
- 160 proposed units

Incentives

Affordable Housing Incentives

- Provides 20% affordable units (20 units)

- Receives 45% density bonus (45 units)
- Receives reduction in forest resource protection
- Receives reduction in required number of parking spaces

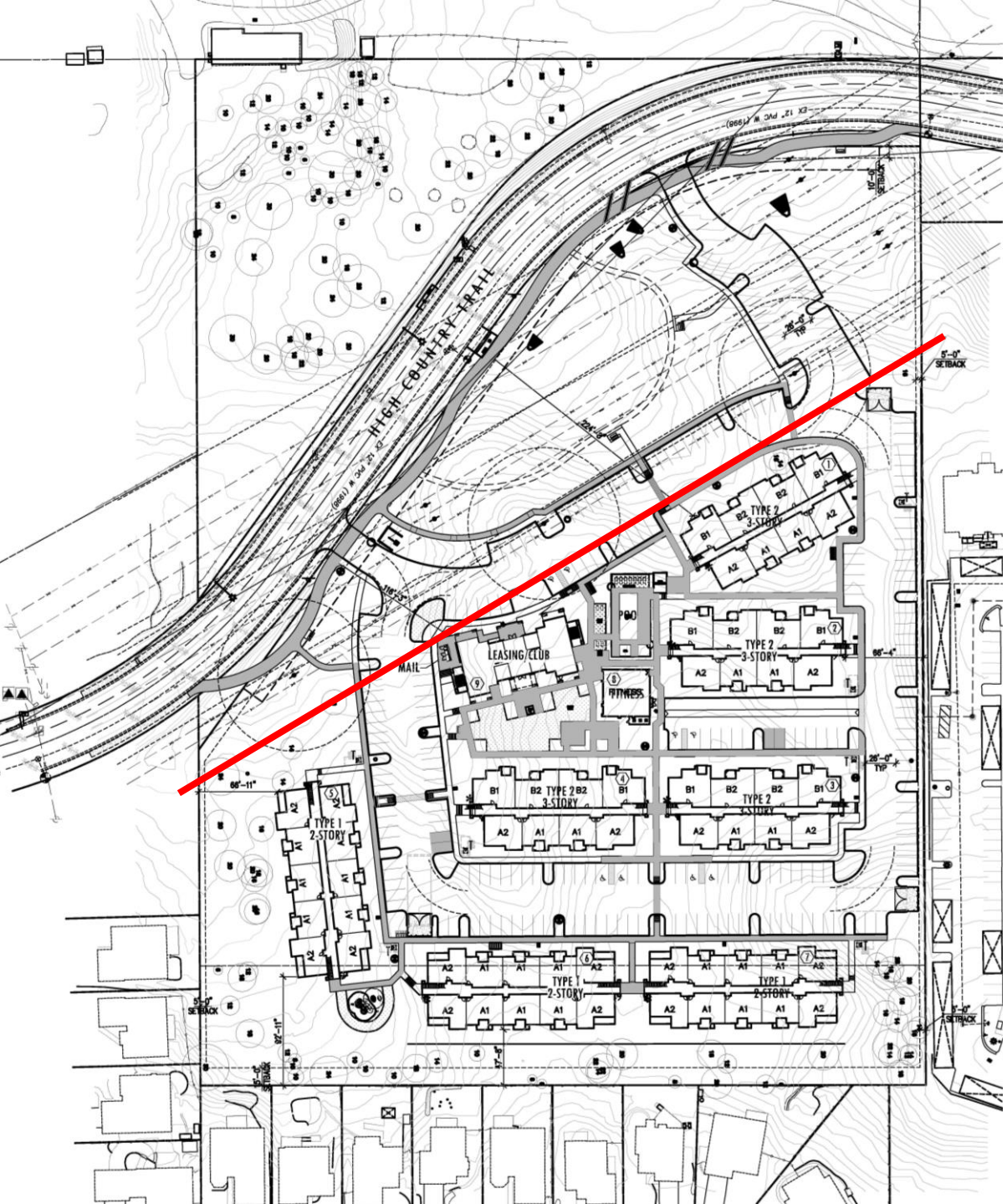
Incentives

Residential Sustainable Building Incentives

Minimum Standards:

- Water Resource Protection: Landscape design shall not include an oasis zone
- Transportation/Air Quality: Located within ¼ mile of a bus stop or a FUTS trail
- Waste Reduction During Construction: Plan for recycling of paper, cardboard, plastics, and metals; and lumber scraps
- Energy Efficiency: 100% of units meeting HERS 50 standard

Receives 25% density bonus (25 units)



Site Layout

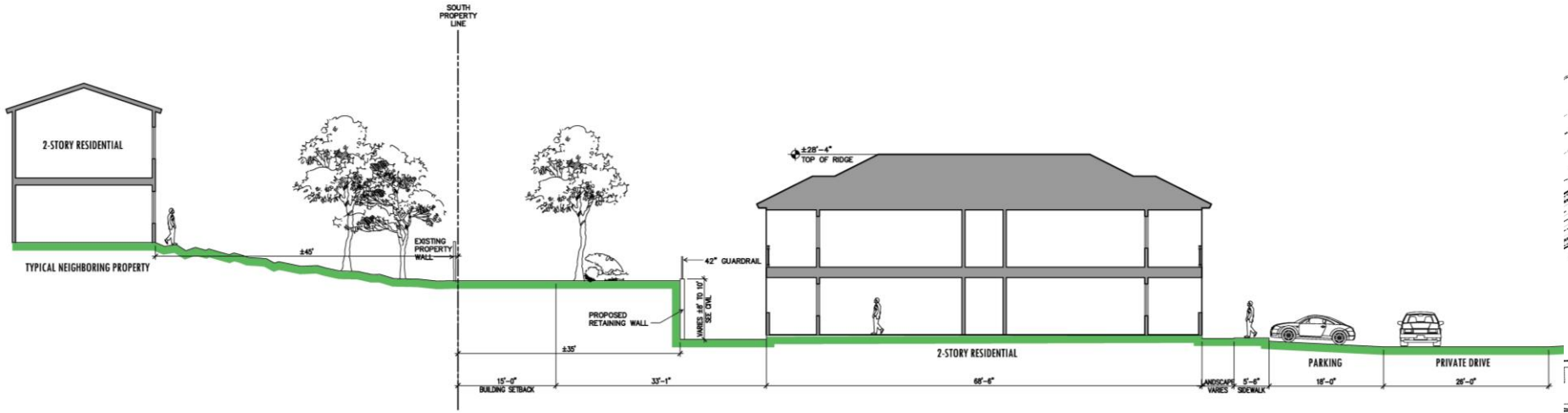
- Electrical Utility Easement
  - Prohibits buildings and trees
- 2 and 3-story apartment bldgs

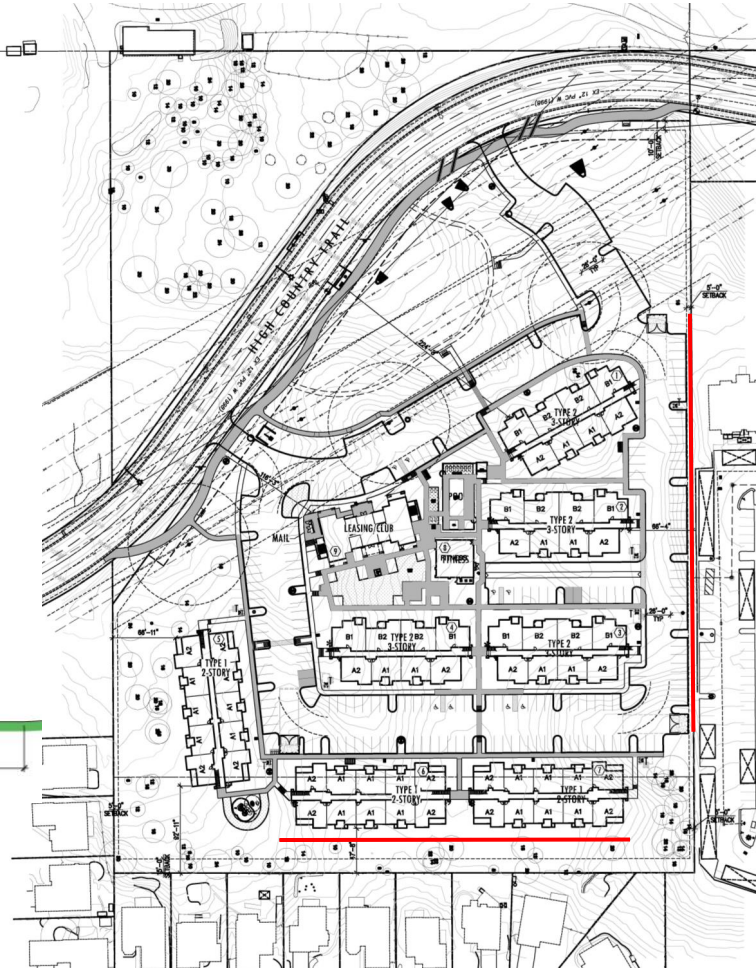
Unit Type	Number	Percentage
1 Bed/1 Bath	112	70%
2 Bed/2 Bath	48	30%

Site Design

Site Retaining Walls

- 10 feet high max. at south wall
- 7 feet high max. at east wall

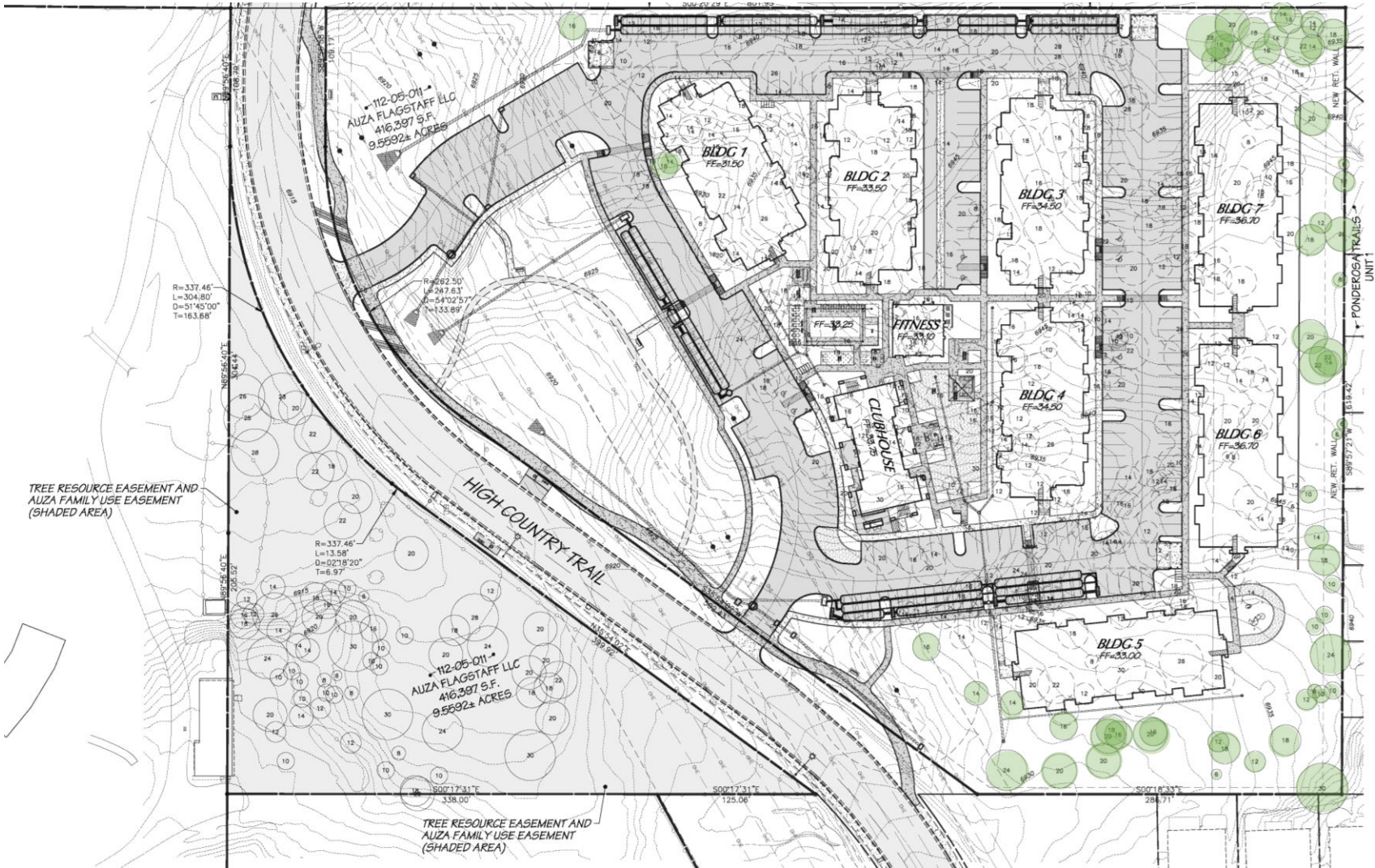




Resource Protection

Resource Protection Overlay

- Proposed design saves 28% of tree canopy
  - 70 trees saved on north portion (60% of saved tree resources)
  - 60 trees saved on south portion



Common Open Space & Civic Space

Civic Space (accessible to public)

- Provides 5% (29,000 sq ft)
  - Located in electrical utility easement
  - Meadow landscape/wildflower garden
  - Stabilized granite trail and 2 benches

Common Open Space (tenants)

- Provides 17% (79,983 sq ft)
  - 83% (66,160 sq ft) located in easement
  - 17% (13,823 sq ft) located around leasing office/clubhouse and play area
  - None located north of High Country Trail



Development Agreement

Purpose of the agreement:

- Require the property to be maintained as a single parcel
- Construction and maintenance of the FUTS
- Administration of the Affordable Housing units
- Resource Protection easement for the portion of the parcel north of High Country Trail
- Sustainability density bonus requirements

Findings

Finding #1: Conformance with the General Plan

- Existing Suburban Area
- Bonus units not counted toward Density
- Greater setback at south
  - Less grading of site
  - More existing trees saved

Findings

Finding #2: Community Benefits and Public Good

- FUTS along frontage, and connections to east and west
- Required Civic and Open Space
- 20 Affordable Units, 140 Market Rate units
- Crime Free Multi-Housing Program
- Resource Protection Easement on northern portion of parcel

Findings

Finding #3: Site is Physically Suitable

- Meets applicable codes and requirements
  - Site Plan Submittal was approved on August 10, 2020, subject to Direct to Ordinance Zoning Map Amendment

- Mitigates any impacts determined by impact analyses
  - Traffic Impact Analysis (TIA) completed
  - Water and Sewer Impact Analysis (WISA) completed
  - Drainage Impact Analysis (DIA) completed
  - No off-site improvements required

Recommendation

Staff recommends the Commission forward the request to City Council with a recommendation of approval in accordance with the findings and subject to the following conditions:

1) The subject property must be developed in accordance with the approved site plan and the conditions of approval dated August 10, 2020. Modifications (other than minor modifications) to the approved site plan will require an amendment to this Direct to Ordinance Zoning Map Amendment request.

2) The two parcels must be combined and the approximately 2-acre portion of parcel 112-05-011 located north of High Country Trail shall remain a part of the parcel to the south.

3) The State archeological database must be updated to reflect the removal of archeological resources on the subject property.

4) All other requirements of the Zoning Code and other City codes, ordinances and regulations, shall be met by the proposed development.

Recommendation

Conditions continued:

5) All terms, conditions, and restrictions detailed within the “Aura Development Agreement” must be fully satisfied.

6) In the event the property is rezoned and the Developer fails to obtain final Civil Plan approval within two (2) years of the effective date of the rezoning ordinance, then the City may schedule a public hearing before the City Council for the purpose of causing the zoning on the Property to revert to the former classification Estate Residential (ER) in accordance with A.R.S. § 9-462.01.

City of Flagstaff Community Development Division

211 W. Aspen Ave P: (928) 213-2618
Flagstaff, AZ 86001 F: (928) 213-2609
www.flagstaff.az.gov

Date Received (City Use)	**Application for Concept/Site Plan Review**		File Number (City Use)
Site Address 151 W. High Country Trail	**Project Name** Aura Flagstaff		**Parcel Number** 112-05-011 & 112-05-001W
Property Owner(s) Auza Flagstaff LLC	**Title**	**Phone**	**Email**
Mailing Address 3378 S. 16th Avenue			**City, State, Zip** Yuma, AZ 85365
Applicant(s) Trinsic Acquisition Company LLC Todd Gosselink	**Title** Managing Director	**Phone** 480-448-0985	**Email** TGosselink@trinsicres.com
Mailing Address 4040 E. Camelback Road Suite 160			**City, State, Zip** Phoenix, AZ 85018
Project Representative Withey Morris, PLC / Jason Morris	**Title**	**Phone** 602-230-0600	**Email** Jason@witheymorris.com
Mailing Address 2525 E. Arizona Biltmore Circle Ste. A-212			**City, State, Zip** Phoenix, AZ 85016

Requested Review:	☐ **Concept**	☑ **Site Plan**

Proposed Use(s) Medium Density Multi-Family Residential	**Existing Use** Vacant	**Subdivision, Tract & Lot Number**

Zoning District Estate Residential (ER)	**Regional Plan Land Use Category** Suburban Existing	**Flood Zone**	**Size of Site (Acres)** 11.0

Property Information:	☐ Yes ☑ No Located in an existing Local/National Historic District? (Name:_____) ☐ Yes ☐ No Existing structures are over 50 years old at the time of application? ☑ Yes ☐ No Subject property is undeveloped land?

Surrounding Land Uses: (i.e. Res, Commercial, Ind.)	**North:** Single-Family Residential	**South:** Single-Family Residential	**East:** Highway Density Residential & Commercial	**West:** Single-Family & Medium Density Residential

Proposed Use:	**Number of Units**	**# of Affordable Units**	**# of acres per use**	**Building Square Feet**
Duplex:				
Multi-Family:	160	32	11	73,368
Commercial: Office				
Commercial: Retail				
Commercial: Restaurant				
Commercial: Service				
Commercial: Other				
Industrial:				
Institutional:				
Other:				

Please complete and submit: the *"Concept Plan and Site Plan Application"*; the *"Application and Information Checklist"*; required number of plans and information; and fees. **Concept Plan fees are $420. Site Plan fees are $2,550 for projects less than an acre; $1,062 plus $1,553 per acre for sites greater than one acre.** New application deadlines are every other Tuesday by **11:00 a.m.** (See schedule for dates). **Incomplete submittals will not be scheduled.**

Property Owner Signature	**Date:**	**Applicant Signature** T Gosselink	**Date:** 1/8/20

For City Use

Staff Assignments	**Planner:**	**Engineer:**	**Public Works/Utilities:**	**Fire:**	**Stormwater**

Action:

City of Flagstaff

Community Development Division

211 W. Aspen Ave
Flagstaff, AZ 86001
www.flagstaff.az.gov
P: (928) 213-2618
F: (928) 213-2609

PREZ/PGM

Date Received	**Application for Zoning Map Amendment and/or Minor Regional Plan Amendment**	File Number

Property Owner(s) Auza Flagstaff LLC	**Title**	**Phone**	**Email**
Mailing Address 3378 S. 16th Avenue			**City, State, Zip** Yuma, AZ 85365
Applicant(s) Trinsic Acquisition Company LLC Todd Gosselink	**Title** Managing Director	**Phone** 480-448-0985	**Email** TGosselink@trinsicres.com
Mailing Address 4040 E. Camelback Road Suite 160			**City, State, Zip** Phoenix, AZ 85018
Project Representative) Withey Morris, PLC / Jason Morris	**Title**	**Phone** 602-230-0600	**Email** Jason@witheymorris.com
Mailing Address 2525 E. Arizona Biltmore Circle Ste. A-212			**City, State, Zip** Phoenix, AZ 85016

Requested Review ☑ Zoning Map Amendment ☐ Minor Regional Plan Amendment ☐ Continued

Site Address 151 W. High Country Trail	**Parcel Number(s)** 112-05-011 & 112-05-001W	**Subdivision, Tract & Lot Number**
Existing Zoning District Estate Residential (ER)	**Proposed Zoning District:** Medium-Density Residential (MR)	**Existing Regional Plan Land Use Category** Suburban Existing
Existing Use Vacant	**Proposed Use** Multi-Family Residential	

Property Information:
☐ Yes ☑ No Located in an existing Local/National Historic District? (Name:_____)
☐ Yes ☐ No Existing structures are over 50 years old at the time of application?
☑ Yes ☐ No Subject property is undeveloped land?

Requested Urban Growth Boundary Change (If Applicable)	**Proposed Regional Plan Land Use Category**

Property Owner Signature(required)	**Date:**	**Applicant Signature** T Bonelli	**Date:** 1/8/20

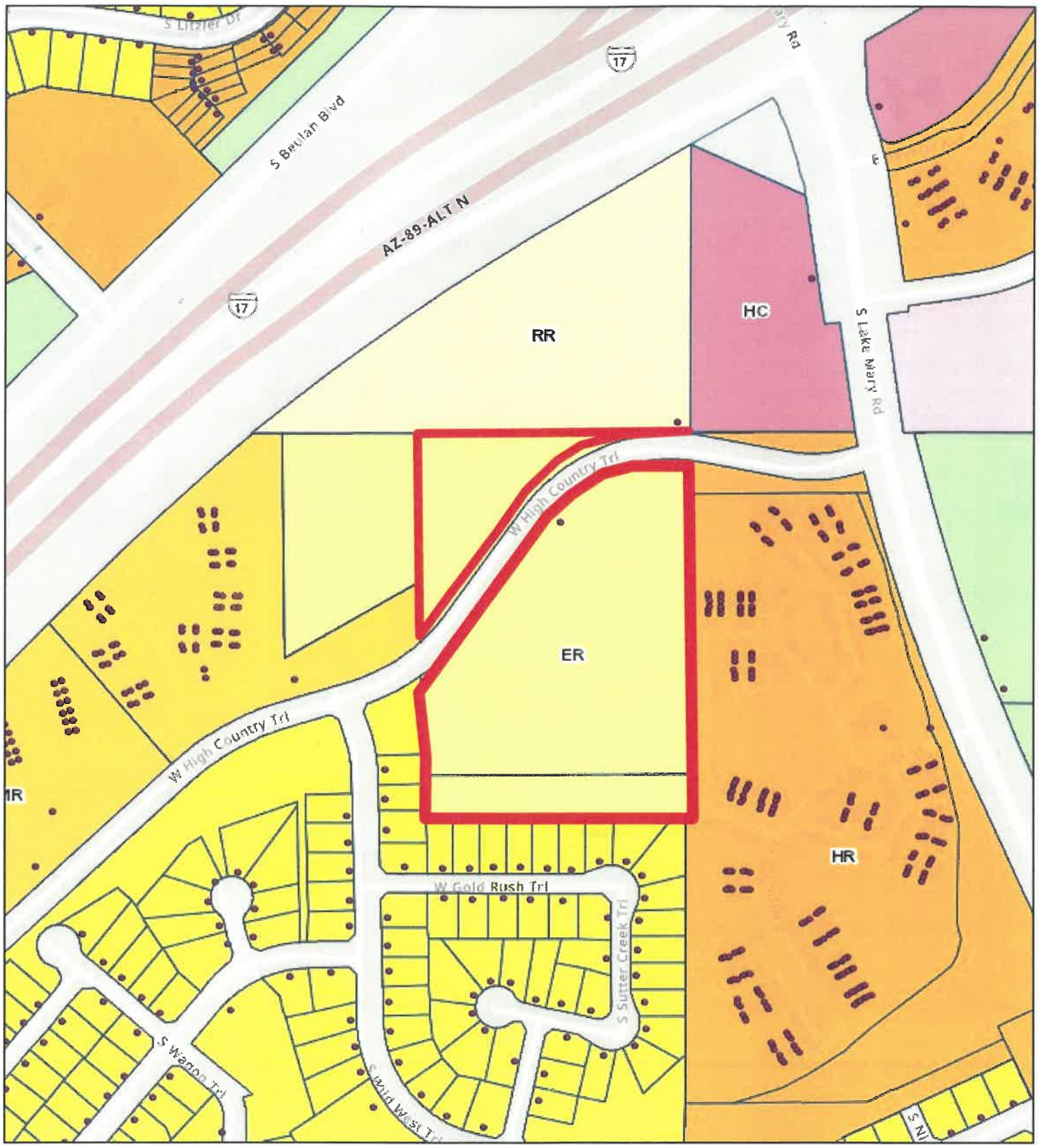
For City Use

Date Filed:	**File Number(s):**		**Type of Zoning Map Amendment:** ☐ Small scale ☐ Medium scale ☐ Large scale ☐ Multi-phase scale
P & Z Hearing Date:	**Publication and Posting Date:**		
Council Hearing Date:	**Publication and Posting Date:**		
Fee Receipt Number:	**Amount:**	**Date:**	

Action by Planning and Zoning Commission:	**Action by City Council:**
☐ Approved	☐ Approved
☐ Denied	☐ Denied
☐ Continued	☐ Continued

Staff Assignments	Planning	Engineering	Fire	Public Works/Utilities	Stormwater

Zoning Map



151 W. High Country Trail – Flagstaff, AZ

ORDINANCE NO. 2021-06

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AMENDING THE FLAGSTAFF ZONING MAP TO REZONE APPROXIMATELY 11 ACRES OF REAL PROPERTY LOCATED AT 151 WEST HIGH COUNTRY TRAIL, APN 112-05-001W and 112-05-011, FROM THE ESTATE RESIDENTIAL (ER) ZONE TO THE MEDIUM DENSITY RESIDENTIAL (MR) ZONE WITH CONDITIONS; PROVIDING FOR SEVERABILITY; AUTHORITY FOR CLERICAL CORRECTIONS; AND ESTABLISHING AN EFFECTIVE DATE

RECITALS:

WHEREAS, Trinsic Acquisition Company LLC (the "Applicant"), has applied for a Direct to Ordinance Zoning Map Amendment to rezone approximately 11 acres of real property located within the City of Flagstaff, a legal description of which is provided in "**Exhibit A**" attached hereto and incorporated by this reference ("the Property") from the Estate Residential (ER) zone to the Medium Density Residential (MR) zone for purposes of developing a multi-family residential development with a maximum of 160 dwelling units; and

WHEREAS, the Applicant proposes to develop the Property pursuant to the terms and conditions of this Ordinance and a Development Agreement between Applicant and the City ("Agreement"), which will be presented to the City Council through a proposed resolution at the second reading of this Ordinance; and

WHEREAS, the Applicant conducted neighborhood meetings on March 23, 2020 and July 1, 2020, to discuss the proposed Zoning Map Amendment with the surrounding community, as required by Section 10-20.50.040 of the Flagstaff Zoning Code; and

WHEREAS, the Planning and Zoning Commission has formally considered the proposed Direct to Ordinance Zoning Map Amendment application, following proper notice and a hearing on December 9, 2020, and has recommended denial of the requested Zoning Map Amendment application; and

WHEREAS, the Council finds that the Applicant has complied with all application requirements set forth in Chapter 10-20 of the Flagstaff Zoning Code; and

WHEREAS, City staff has recommended approval of the Direct to Ordinance Zoning Map Amendment application, subject to certain conditions, and the Council has considered each of the conditions and has found each condition to be appropriate for the Property and necessary for the proposed development; and

WHEREAS, the Council has read and considered the staff reports prepared by the Current Planning Division staff and all attachments to those reports, the Applicant's application, the narrative provided by the Applicant, and all statements made by the Applicant and its representatives or agents during the presentation to Council, and the Council finds that the proposed Direct to Ordinance Zoning Map Amendment, subject to the conditions set forth below, meets the findings required by Section 10-20.50.040(F)(1)(a) of the Flagstaff Zoning Code.

ENACTMENTS:

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. The foregoing recitals are incorporated as if fully set forth herein.

SECTION 2. The amendment requested in the application is consistent with and conforms to the goals of the General Plan.

SECTION 3. The amendment requested in the application will not be detrimental to the public interest, health, safety, convenience, or welfare of the City, and will add to the public good as described in the General Plan.

SECTION 4. The affected site is physically suitable in terms of design, location, shape, size, operating characteristics, and the provision of public and emergency vehicle access and public services and utilities to ensure that the amendment requested in the application will not endanger, jeopardize, or otherwise constitute a hazard to the property or improvements in the vicinity in which the property is located.

SECTION 5. The Zoning Map designation for the Property is hereby amended from Estate Residential (ER) zone to Medium Density Residential (MR) zone as set forth in Exhibit A, attached hereto and incorporated by reference.

SECTION 6. The Zoning Map Amendment is conditioned on compliance with the Development Agreement between the City of Flagstaff and the Applicant, approved by the City Council through Resolution No. 2021-12 on April 20, 2021 and that should that Development Agreement not be approved and executed this Ordinance becomes null and void.

SECTION 7. The Zoning Map Amendment is further conditioned upon the Applicant's satisfaction of the following conditions proposed by the City staff:

CONDITIONS:

1. The subject property must be developed in accordance with the approved site plan and the conditions of approval dated August 10, 2020. Modifications (other than minor modifications) to the approved site plan will require an amendment to this Direct to Ordinance Zoning Map Amendment request.

2. The two parcels must be combined and the approximately 2-acre portion of parcel 112-05-011 located north of High Country Trail shall remain a part of the parcel to the south.

3. The State archeological database must be updated to reflect the removal of archeological resources on the subject property.

4. All other requirements of the Zoning Code and other City codes, ordinances, and regulations, shall be met by the proposed development.

5. All terms, conditions, and restrictions detailed within the "Aura Development Agreement" must be fully satisfied.

6. In the event the property is rezoned and the Developer fails to obtain final Civil Plan approval within two (2) years of the effective date of the rezoning ordinance, then the City may schedule a public hearing before the City Council for the purpose of causing the zoning on the Property to revert to the former classification of Estate Residential (ER) in accordance with A.R.S. § 9-462.01.

SECTION 8. That City staff is hereby authorized to take such other and further measures and actions as are necessary and appropriate to carry out the terms, provisions, and intents of this Ordinance.

SECTION 9. If any section, subsection, sentence, clause, phrase, or portion of this ordinance or any part of the code adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

SECTION 10. Effective Date

This ordinance shall become effective thirty (30) days following adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 4th day of May, 2021.

_____
MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

_____
CITY ATTORNEY

Exhibits:
Legal Description

ASSESSOR PARCEL NUMBER
112-05-011
LEGAL DESCRIPTION
INSTRUMENT 3654325
9.5592 ACRES

Official Records of Coconino County 3654325
Patty Hansen - Recorder 02/19/2013 04:07 PM Pgs: 5
GADARIAN & CACY SW $13.00

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:
GADARIAN & CACY, P.L.L.C.
2200 East River Road, Suite 123
Tucson, Arizona 85718

Recording Data:

MAIL TAX STATEMENTS TO:

Auza Flagstaff, L.L.C.
3378 S. 16th Avenue
Yuma, Arizona 85365

CORRECTION TO DEED

THIS DEED IS BEING RE-RECORDED FOR PURPOSES OF CORRECTING THE LEGAL DESCRIPTION AND TO REFLECT CORRECT DATES. DEEDS WERE EXECUTED BEFORE THE CREATION OF AUZA FLAGSTAFF, L.L.C.

This Correction to Deed is intended to apply to real estate located known as Tax Code Parcel No. 112-05-011.

EXEMPT UNDER A.R.S. SECTION 11-1134 B 2.

Dated: February 15, 2013

Gregory V Gadarian
Attorney for Martin R. Auza, Sr., as Manager of Auza Flagstaff, L.L.C.

STATE OF ARIZONA)
) ss.
County of Pima)

The foregoing instrument was acknowledged before me this 15th day of February, 2013, by Gregory V. Gadarian, attorney for Martin R. Auza, Sr., as Manager of Auza Flagstaff, L.L.C.

CAROL COTA
Notary Public - Arizona
Pima County
My Commission Expires
March 14, 2014

Notary Public

Official Records of Coconino County 3649146
Candace Owens - Recorder 12/20/2012 03:38 PM Pgs: 3
GADARIAN & CACY SW $13.00

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:
Gadarian & Cacy, P.L.L.C.
2200 East River Road, Suite 123
Tucson, Arizona 85718

Recording Data:

MAIL TAX STATEMENTS TO:

Auza Flagstaff, L.L.C.
3378 S. 16th Avenue
Yuma, Arizona 85365

SPECIAL WARRANTY DEED

For the consideration of Ten Dollars, and other valuable consideration, we

Martin Auza and Shirley Auza, Trustees of the Auza Living Trust, created on September 21, 1992

hereby convey to

AUZA FLAGSTAFF, L.L.C., an Arizona limited liability company,

all right, title, or interest we have in the real property located in Coconino County, Arizona, described as follows:

See Exhibit "A" attached hereto and incorporated herein by this reference.

This Deed is intended to convey the real estate known as Tax Code Parcel No. 112-05-011.

The legal description herein is taken from that certain instrument recorded September 25, 1992 on Docket 1508 at Page 458 and is intended to be identical to the legal description contained in that instrument.

Subject to: current taxes and other assessments, reservations in patents and all easements, rights of way, encumbrances, liens, covenants, conditions, restrictions, obligations and liabilities as may appear of record or otherwise.

Grantors warrant title as against all of Grantors' acts and no other acts and subject to all taxes, conditions, covenants, restrictions, reservations, easements, encumbrances and matters of record.

The Affidavit and fee required under A.R.S. § 11-1132 and 1133 do not apply to this transfer because the transfer is exempt under A.R.S. § 11-1134 B 8

The beneficiaries of the Auza Living Trust created on September 21, 1992 are:

Martin and Shirley Auza
3378 South 16th Ave.
Yuma, Arizona 85365

DATED: November 30, 2012.

Auza Living Trust

Martin Auza, Trustee

Shirley Auza, Trustee

STATE OF ARIZONA)
)ss.
County of Pima)

The foregoing instrument was acknowledged before me this 30th day of November, 2012, by Martin Auza and Shirley Auza.

OFFICIAL SEAL
DEBORAH M HACKSTADT
Notary Public - State of Arizona
PIMA COUNTY
My Comm. Expires July 20, 2014

Notary Public

J:\M-Clients\Auza, Martin & Shirley\Auza, Martin & Shirley - AZ LLC\1451_Deed- 112-05-011 to LLC.WPD

Grantors warrant title as against all of Grantors' acts and no other acts and subject to all taxes, conditions, covenants, restrictions, reservations, easements, encumbrances and matters of record.

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The beneficiaries of the Auza Living Trust created on September 21, 1992 are:

Martin and Shirley Auza
3378 South 16th Ave.
Yuma, Arizona 85365

DATED: December 14, 2012.

Auza Living Trust

Martin Auza, Trustee

Shirley Auza, Trustee

STATE OF ARIZONA)
) ss.
County of Pima)

The foregoing instrument was acknowledged before me this 14th day of December, 2012, by Martin Auza and Shirley Auza.

OFFICIAL SEAL
DEBORAH M HACKSTADT
Notary Public - State of Arizona
PIMA COUNTY
My Comm. Expires July 20, 2014

Deborah M. Hackstadt
Notary Public

J:\TM-Clients\Auza, Martin & Shirley\Auza, Martin & Shirley - AZ LLC\1451_2_Deed- 112-05-011 to LLC WPD

EXHIBIT "A"

The following described real property situated in Coconino County, Arizona:

The North 774.45 feet of the East 618.74 feet of Section 32, Township 21 North, Range 7 East of the Gila and Salt River Base and Meridian, Coconino County, Arizona.

Less: 1.45 AC 1623/406.

ASSESSOR PARCEL NUMBER
112-05-001W
LEGAL DESCRIPTION
PARCEL 1 OF
INSTRUMENT 3654328
1.4511 ACRES

Official Records of Coconino County 3654328
Patty Hansen - Recorder 02/19/2013 04:07 PM Pgs: 5
GADARIAN & CACY SW $13.00

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Yuma, Arizona 85365

CORRECTION TO DEED

THIS DEED IS BEING RE-RECORDED FOR PURPOSES OF CORRECTING DATES. DEEDS WERE EXECUTED BEFORE THE CREATION OF AUZA FLAGSTAFF, L.L.C.

This Correction to Deed is intended to apply to real estate located known as Tax Code Parcel No. 112-05-007B and 112-05-001W.

EXEMPT UNDER A.R.S. SECTION 11-1134 B 2.

Dated: February 15, 2013

Gregory V. Gadarian
Attorney for Martin R. Auza, Sr., as Manager of Auza Flagstaff, L.L.C.

STATE OF ARIZONA)
) ss.
County of Pima)

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CAROL COTA
Notary Public - Arizona
Pima County
My Commission Expires
March 14, 2014

Notary Public

Official Records of Coconino County 3649144
Candace Owens - Recorder 12/20/2012 03:38 PM Pgs: 3
GADARIAN & CACY SW $13.00

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Auza Flagstaff, L.L.C.
3378 S. 16th Avenue
Yuma, Arizona 85365

SPECIAL WARRANTY DEED

For the consideration of Ten Dollars, and other valuable consideration, we

Martin Auza and Shirley Auza, Trustees of the Auza Living Trust, created on September 21, 1992

hereby convey to

AUZA FLAGSTAFF, L.L.C., an Arizona limited liability company,

all right, title, or interest we have in the real property located in Coconino County, Arizona, described as follows:

See Exhibit "A" attached hereto and incorporated herein by this reference.

This Deed is intended to convey the real estate known as Tax Code Parcel No. 112-05-007B and 112-05-001W.

The legal description herein is taken from that certain instrument recorded September 25, 1992 on Docket 1508 at Page 461 and is intended to be identical to the legal description contained in that instrument.

Subject to: current taxes and other assessments, reservations in patents and all easements, rights of way, encumbrances, liens, covenants, conditions, restrictions, obligations and liabilities as may appear of record or otherwise.

Grantors warrant title as against all of Grantors' acts and no other acts and subject to all taxes, conditions, covenants, restrictions, reservations, easements, encumbrances and matters of record.

The Affidavit and fee required under A.R.S. § 11-1132 and 1133 do not apply to this transfer because the transfer is exempt under A.R.S. § 11-1134 B 8

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Yuma, Arizona 85365

DATED: November 30, 2012.

Auza Living Trust

Martin Auza
Martin Auza, Trustee

Shirley Auza
Shirley Auza, Trustee

STATE OF ARIZONA)
) ss.
County of Pima)

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DEBORAH M HACKSTADT
Notary Public - State of Arizona
PIMA COUNTY
My Comm. Expires July 20, 2014

Deborah M. Hackstadt
Notary Public

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The beneficiaries of the Auza Living Trust created on September 21, 1992 are:

Martin and Shirley Auza
3378 South 16th Ave.
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DATED: December 14, 2012.

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STATE OF ARIZONA)
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The foregoing instrument was acknowledged before me this 14th day of December, 2012, by Martin Auza and Shirley Auza.

OFFICIAL SEAL
DEBORAH M HACKSTADT
Notary Public - State of Arizona
PIMA COUNTY
My Comm. Expires July 20, 2014

Deborah M. Hackstadt
Notary Public

EXHIBIT "A"

Parcel 1:

A parcel of ground lying in the Northeast quarter of Section 32, Township 21 North, Range 7 East, Gila & Salt River Base and Meridian, Coconino County, Arizona, described as follows:

Commencing at a 1965 B.L.M. Brass Cap Monument at the Northeast corner of Section 32;

thence South 00° 20' 29" East (Basis of Bearings), a distance of 774.90 feet (Record 774.45 feet) to a found and accepted ½ inch rebar at the TRUE POINT OF BEGINNING from which a found 1965 B.L.M. Brass Cap at the East quarter corner of Section 32 lies South 00° 18' 01" East, a distance of 1872.63 feet;

thence South 00° 18' 01" East, a distance of 102.10 feet to a set 5/8 inch rebar with plastic cap stamped "SEC RLS 13015";

thence South 89° 57' 11" West, a distance of 619.43 feet to a set 5/8 inch rebar with a plastic cap stamped "SEC RLS 13015';

thence North 00° 17' 28" West, a distance of 102.10 feet to a found and accepted ½ inch rebar;

thence North 89° 57' 12" East, a distance of 619.42 feet (Record 618.74 feet) to the TRUE POINT OF BEGINNING.

Parcel 2:

A parcel of ground lying in Section 32, Township 21 North, Range 7 East, Gila & Salt River Base and Meridian, Coconino County, Arizona, described as follows:

COMMENCING at a found 1965 B.L.M. Brass Cap Monument at the Northeast corner of Section 32, and the Northwest corner of Section 33, from which a found 1965 B.L.M. Brass Cap Monument at the North quarter corner of Section 33 bears North 89° 44' 00" East (Record per B.L.M., plat and Basis of Bearings for this description);

thence along the North line of Section 32, South 89° 56' 58" West, a distance of 618.74 feet to the TRUE POINT OF BEGINNING from which a found 1965 B.L.M. Brass Cap Monument at the North quarter corner section of Section 32, bears South 89° 56' 58" West, a distance of 2024.11 feet and also from which a found ½ inch rebar bears South 01° 29' 55" East, a distance 5.88 feet;

thence leaving said North line South 00° 17' 28" East, a distance of 338.00 feet from which, a found ½ inch rebar bears South 00° 17' 28" East, a distance of 436.86 feet;

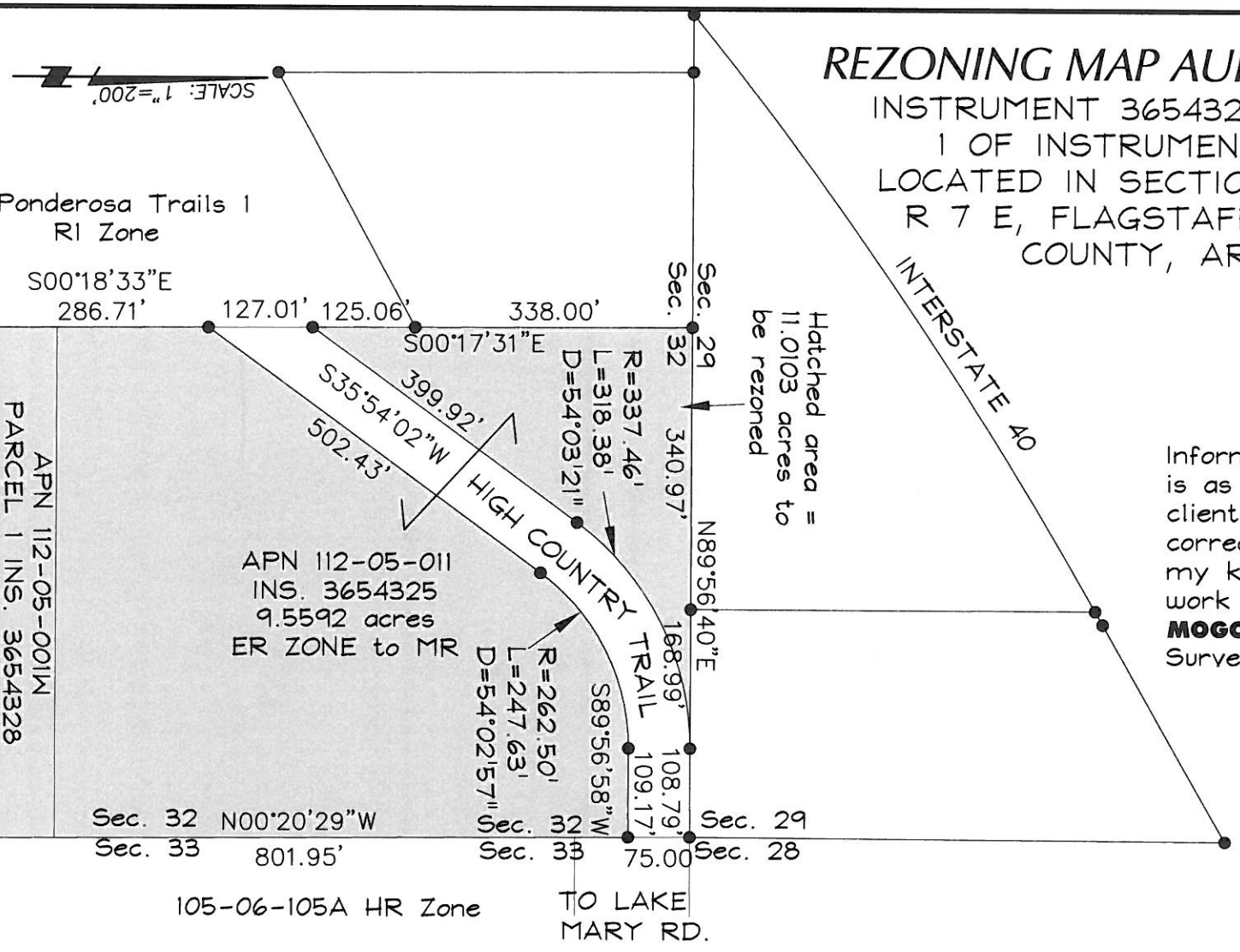
thence South 61°18' 42" West, a distance of 351.78 feet;

thence north 00° 17' 28" West, a distance of 506.60 feet to the North line of Section 32;

thence along said North line, North 89° 56' 58" East, a distance of 309.45 feet to the TRUE POINT OF BEGINNING.

REZONING MAP AURA FLAGSTAFF

INSTRUMENT 3654325 and PARCEL 1 OF INSTRUMENT 3654328, LOCATED IN SECTION 32, T 21 N, R 7 E, FLAGSTAFF, COCONINO COUNTY, ARIZONA



Information shown hereon is as provided by the client and is true and correct to the best of my knowledge. No field work was performed by **MOGOLLON** Engineering & Surveying, Inc.

REGISTERED LAND SURVEYOR
CERTIFICATE NO.
23950
KENT V.
HOTSENPILLER
Date Signed 1/30/20
ARIZONA U.S.A.

Expires on 3/31/__

HORIZONTAL SCALE: 1"=200'
VERTICAL SCALE:
DESIGNED/DRAWN BY:
PROJECT NO. 17259
DATE: 1/30/20

Mogollon Inc
ENGINEERING & SURVEYING
411 W. Santa Fe Avenue
Flagstaff, Az. 86001
Phone: 928-214-0214 • Mogollan99@aol.com

EXHIBIT B
REZONING MAP
AURA FLAGSTAFF

WHEN RECORDED RETURN TO:

City Clerk
City of Flagstaff
211 West Aspen Avenue
Flagstaff, Arizona 86001

DEVELOPMENT AGREEMENT

THIS DEVELOPMENT AGREEMENT (the "**Agreement**") is made as of the ___ day of _____, 2020, by and between the CITY OF FLAGSTAFF, ARIZONA, an Arizona municipal corporation (the "**City**") and AUZA FLAGSTAFF, LLC (the "Owner") AND TRINSIC ACQUISITION COMPANY, LLC, a Delaware limited liability company (the "**Developer"**). The City and the Developer are sometimes referred to in this Agreement collectively as the "**Parties**," or individually as a "**Party**."

RECITALS

A. AUZA FLAGSTAFF, LLC (the "Owner") owns that certain real property located west of the intersection of Lake Mary Road and High Country Trail in Flagstaff, Arizona, which consists of approximately 11 acres and is more particularly described on **Exhibit A** (the "**Property**").

B. It is the desire and current intention of the Developer to develop a 160-unit multi-family residential community on the south side of the Property (the "**Project**").

C. It is the desire and current intention of the Owner that upon approval by City Council of the rezoning of the Property as described in **Section 2** below, the Developer will acquire the Property, on which the 160-unit multi-family residential community will be constructed. The Developer is under contract with the Owner to purchase the Property upon which the Project will be constructed, and is authorized to make the commitments described herein.

D. Arizona Revised Statutes Section 9-500.05 allows a municipality and a landowner or any other person having an interest in real property located in the municipality to enter into a development agreement pertaining to any matter relating to the development of such real property, including applicable land use rules, regulation and official policies, permitted land uses, density and intensity of land use, phasing of the development and duration of the development agreement, and development fees.

E. The Parties desire to enter into this Agreement in order, among other things, to facilitate development of the Property by providing for and establishing the community character of the Property, the type of land uses and the location, density, and intensity of such land uses, designating twenty (20) units for affordable rental housing, and other matters relating to the development of the Property as depicted in the preliminary site plan for the Project (the "**Site Plan**"), a copy of which is attached as **Exhibit B** and incorporated by reference in this Agreement.

F. The City believes that the development of the Property pursuant to this Agreement would provide certain benefits to the City, and the Developer believes that the development of the Property pursuant to this Agreement would be beneficial and advantageous to the Developer.

AGREEMENT

Now, therefore, in consideration of the foregoing recitals and representations and the mutual promises contained in this Agreement, the Parties agree as follows:

1. **Recitals**. The recitals above, A through F are incorporated into this Agreement.

2. **Implementation of the Concept Plan through the Rezoning.** The Developer has submitted an application for a direct to ordinance zoning map amendment to rezone the Property from Estate Residential (ER) to Medium Density Residential (MR) in accordance with the Site Plan. The Developer acknowledges that the City Council has absolute discretion to approve or disapprove the proposed zoning. The Parties acknowledge that certain conditions (the "Rezoning Conditions") will be approved separately in connection with the rezoning. In the event a conflict exists between the language set forth in one or more of the Rezoning Conditions and the terms of this Agreement, the Rezoning Conditions shall govern.

3. **Division and Combination of Parcels.** Following the zoning map amendment approval, the Developer will acquire the Property and file a lot combination with the City to combine the parcels that are subject to the zoning map amendment into one parcel. The final configuration of the parcels within the Property is shown in **Exhibit C**. The Property must be maintained as a single parcel as depicted in Exhibit D; this parcel cannot be split for the life of the Project. This paragraph survives the termination of this Agreement.

4. **Development Standards.** Unless otherwise modified by this Agreement, the development of the Property shall be governed by the City's ordinances, rules, guidelines, and policies controlling permitted uses of the Property, the density and intensity of uses, the maximum height and size of the buildings within the Property, as well as the standards for off-site and on-site public improvements in existence as of the effective date of this Agreement as well as any Rezoning Conditions and requirements set forth in this Agreement; provided, however, that Developer shall obtain certificate of occupancy for the multi-family housing development described in **Section 5** below within five (5) years following the effective date of this Agreement. The Developer's failure to obtain certificate of occupancy for the entirety of the multi-family housing development within five (5) years of the effective date of the rezoning ordinance shall entitle the City, in its sole discretion, to conduct a public hearing for the purpose of reverting the Medium Density Residential (MR) zoning on the Property to its former zoning classification of Estate Residential (ER), in accordance with Arizona Revised Statutes § 9-462.01. Regardless of the time of development, current City Engineering Standards, Building Code, Fire Code, and other Code provisions, regulations, rules, and guidelines will apply to the Project.

4.1 Unit Count: The Project shall be limited to a maximum of 160 dwelling units.

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5. **Project Description.** The Project contemplated by this Agreement shall consist of a multi-family housing development consisting of one-hundred sixty (160) rental units on the 9-acre southern portion of the Property as set forth in the Site Plan attached hereto as Exhibit C, which include one hundred and twelve (112) one-bedroom units and forty-eight (48) two-bedroom units. Twenty (20) rental units will be permanently affordable and subject to the Affordability Plan, which is described in **Section 11** below. The Developer may request subsequent amendments to the Site Plan in accordance with the Flagstaff Zoning Code. Notwithstanding the forgoing, the unit mix may be modified no more than ten percent (10%) without City Council approval.

5.1 Pickleball Court: The Developer agrees to construct a 20' x 44' concrete pad for public recreational use within the Project's public open space area adjacent to High Country Trail.

5.2 Electric Vehicle Charging: The Developer shall install one (1) dual port electric vehicle charging station and pre-wire the necessary conduit and junction boxes for two (2) additional dual port electric vehicle charging stations prior to obtaining a Certificate of Occupancy for the Project from the City of Flagstaff

5.3 Recycling: The Developer agrees to provide recycling collection services at all solid waste enclosures within the Project.

5.4 Bicycle Storage and Amenities: The Developer agrees to provide a minimum of three (3) indoor bicycle storage spaces within the Project clubhouse building and a bike repair station with tools and vending for typical bike repair components. Additionally, Developer agrees to provide covered bicycle parking for five (5) of the outdoor bicycle parking spaces within the Project.

6. **Standards.** All public works facilities and infrastructure which Developer is required to construct pursuant to the provisions of this Agreement, and which, upon completion will be dedicated to the City, shall be designed and constructed to State and City standards.

7. **Construction of Public and Private Improvements.**

7.1 Developer shall, at its own expense, construct or cause to be constructed all public and private improvements as required by the City's code or ordinances and in accordance with approved specifications. Following construction of the described public improvements, and dedication of the same to the City, the City shall assume, at its expense, and in accordance with City policies, the maintenance and repair of all public improvements to be constructed, with the exception of the FUTS trail extension on the Property as described below in **Section 8.3**.

7.2 The Developer shall meet all City of Flagstaff storm water, pre vs post retention, peak flow mitigation, Low Impact Development, and rainwater

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harvesting requirements per the approved drainage report and site plan, and as shown on the approved civil construction plan.

7.3 Per the Aura Flagstaff Public Water & Sewer Impact Analysis prepared by the City of Flagstaff dated June 1, 2018, no off-site infrastructure improvements are required other than to serve the Project.

7.4 Developer shall extend the FUTS trail in accordance with all applicable City standards for trail width, paving, drainage, lighting, landscaping, and all other necessary requirements, through a portion of the Property, as generally depicted on the Site Plan. FUTS access pathways shall not be gated or otherwise obstructed and shall be open to the general public at all times. Developer shall be responsible for all maintenance and snow removal operations of the portion of the FUTS trail extension on the Property.

7.5 Per the Traffic Impact Statement ("TIS") for the Project prepared by CivTech, Inc. dated February 3, 2020 and submitted to the City of Flagstaff, traffic from the completed Project will have a minimal effect on existing conditions in the surrounding area and no mitigation measures are warranted or recommended. The Developer will work with the City to design and implement the recommendations in the TIS and in a manner that meets City Codes and guidelines.

8. **Dedication of Public Easements.** Public utility and drainage easements must be identified on the construction plans and dedicated prior to the issuance of building permits. Dimensions for these easements must be in accordance with City requirements.

8.1 As part of the development of the Property and to facilitate the expansion of FUTS, the Developer agrees to dedicate a twenty (20) foot wide FUTS easement (the "Easement") to the City and to construct the trail system in the configurations and dimensions depicted in the Site Plan as part of the public improvements. The Developer shall dedicate the FUTS easement to the City concurrently with the approval of the civil plan set for the Project. The Developer agrees that the construction of the trail system will coincide with the development of the Property.

8.2 In order to preserve the required forest resources, including those described below in **Section 10**, the Developer agrees to dedicate a resource protection easement for the approximate 1.93 acres of the Property on the north side of High Country Trail as identified in the Post Development Resources plan attached as **Exhibit D**.

9. **Resource Protection.** The Parties acknowledge and agree that resource protection provisions set forth in the City's Zoning Code are applicable to the entire Property. The Developer understands that it shall maintain twenty-five percent (25%) of the existing forest resources in their

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natural state. See **Section 14.3** below regarding the reduction in required forest resource preservation on the Property from fifty percent (50%) to twenty-five percent (25%).

10. **Open Space North of High Country Trail.** The Developer shall provide 1.45 acres of contiguous public open space adjacent to the north side High Country Trail as shown in **Exhibit E**. The public open space area shall be maintained as a pedestrian-only passive recreation area and shall be open to the public. The remaining 0.55 acres shall remain private open space not open to the public also as shown in **Exhibit E**. The public open space and private open space areas shall be separated by fence or equivalent permanent barrier. With the exception of the fence and the existing residential structure, no other structures may be built or placed within the entirety of the 2.0-acre area north of High Country Trail shown in **Exhibit E.**

11. **Affordable Housing.** Developer agrees to provide an affordable housing contribution of twenty (20) percent of the number of units allowed before the density bonus is applied, or twenty (20) of ninety-nine (99) allowable dwelling units. Developer shall provide for the long-term management of these units for households earning up to eighty percent (80%) of the Area Median Income (AMI) as defined by the US Department of Housing and Urban Development (HUD), or its successors, for thirty (30) years after the units are placed into service. Developer will comply with the affordable housing requirements set forth in the Affordability Plan attached as **Exhibit G**, attached hereto and incorporated by reference. The Affordability Plan may be modified only with the express written consent of the City of Flagstaff Housing Director.

Developer's property manager shall not discriminate against an applicant's source of income, and will accept HUD Housing Choice Vouchers and Veterans Affairs Supportive Housing ("VASH") Vouchers. No limits will be set on the number of vouchers accepted at the Project. Standards for applicant income shall be waived for voucher holders, as the rent affordability is reviewed and determined by the Flagstaff Housing Authority. Applicants that already possess a voucher will be placed in a market rate unit. Property management shall allow a tenant to break the lease on an affordable unit without penalty if awarded a Housing Choice Voucher or VASH Voucher, at which time the tenant may sign a new 12-month lease for market rate rent.

The provisions of **Section 11** shall survive the termination of this Agreement.

12. **Sustainable Building Program Density Bonus.** In order to meet the applicable density bonus criteria in Zoning Code Section 10-30.70.030 the Developer commits to meeting the Home Energy Rating System (HERS) 50 standard for all units, which entitles the developer to 25 bonus units. However, in the event that City of Flagstaff adopts an equivalent density bonus for all-electric residential units by October 31, 2021, Developer shall provide all-electric residential units instead of meeting the HERS 50 standard for all units in the development. Accordingly, the development will meet the minimum sustainable building standards outlined in Section 10.30.70.040 of the Zoning Code:

12.1 Water Resource Protection: The landscape design for the development shall not include an oasis zone (hydrozone 1) as otherwise permitted in Section 10-50.60.050(C), Oasis Allowance, and Section 10-50.60.060, Hydrozones.

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12.2 Transportation/Air Quality: The development site is located within at least one-quarter mile of a bus stop; and, the development is located within at least one-quarter mile of a FUTS trail or connected to it; and, residential electrical systems are designed for electric vehicle charging.

12.3 Waste Reduction During Construction: A plan for the recycling or reuse of all paper, cardboard, plastics, and metals; and, a plan for the recycling or reuse of all lumber scraps so that they are diverted from the landfill

12.4 Energy Efficiency: If the Developer applies the HERS rating system to receive the density bonuses allowed under Section 10-30.70.030, Density Bonus, shall obtain independent third-party verification that the minimum HERS rating has been achieved to the satisfaction of the Director and the Building Official before the density bonus is applied.

13. **Crime Free Multi-Housing Program.** Following completion of construction of the Project, the Developer shall work with City of Flagstaff to join and participate in the City of Flagstaff Crime Free Multi-Housing Program.

14. **Incentives.** In recognition of the Developer's agreement to set aside twenty (20) units for affordable rental housing purposes and utilize the City's sustainable building bonus, the City has approved the following incentives for the Project:

14.1 A density bonus of forty-five (45) units has been applied in accordance with Zoning Code Section 10-30.20.040(B)(2).

14.2 A density bonus of twenty-five (25) units has been applied in accordance with Zoning Code Section 10-30.70.030.

14.3 A fifty percent (50%) reduction in the forest resource protection requirement per Zoning Code Table 10-30.20.040.B.

14.4 A reduction of 16 required parking spaces per Zoning Code Table 10-50.80.040.A.

15. **Notices.** Unless otherwise specifically provided in this Agreement, all notices, demands, or other communications given hereunder shall be in writing and shall be deemed to have been duly delivered upon personal delivery or as of the third business day after mailing by United States mail, postage prepaid, by registered or certified mail, return receipt requested, addressed as follows:

To City:

City Manager
City of Flagstaff
211 W. Aspen Avenue
Flagstaff, Arizona 86001

To Developer:

Todd Gosselink
Trinsic Acquisition Company
4040 E. Camelback Road Suite 222
Phoenix, AZ 85018

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Copy To:

City Attorney
City of Flagstaff
211 W. Aspen Avenue
Flagstaff, AZ 86001

16. **Default and Remedies.**

16.1 Events Constituting Default. A party hereunder shall be deemed to be in default under this Agreement if such party breaches any obligation required to be performed by the respective party hereunder within any time period required for such performance and such breach or default continues for a period of thirty (30) days after written notice thereof from the party not in default hereunder.

16.2. Dispute Resolution. In the event that there is a dispute hereunder which the parties cannot resolve between themselves, the parties agree that there shall be a forty-five (45) day moratorium on litigation during which time the parties agree to attempt to settle the dispute by nonbinding mediation before the commencement of litigation. The mediation shall be held under the commercial mediation rules of the American Arbitration Association. The mediator selected shall have at least five (5) years' experience in mediating or arbitrating disputes relating to commercial property development. Each party agrees to bear its own costs in mediation. The Parties will not be obligated to mediate if an indispensable party is unwilling to join the mediation. This section does not constitute a waiver of a Party's right to initiate legal action if a dispute is not resolved through good faith negotiation or mediation, or if provisional relief is required under the Arizona Rules of Civil Procedure. The results of the mediation shall be nonbinding on the parties and any party shall be free to initiate litigation upon the conclusion of mediation.

16.3. Developer's Remedies. In the event that the City is in default under this Agreement and fails to cure any such default within the time period required therefore as set forth in Section 8.1 above, then, in that event, in addition to all other legal and equitable remedies which the Developer may have, the Developer may terminate this Agreement by written notice delivered to the City.

16.4 City's Remedies. In the event that the Developer is in default under this Agreement, and the Developer thereafter fails to cure any such default within the time period described in Section 16.1 above, then, in that event, in addition to all other legal and equitable remedies which the City may have, the City may terminate this Agreement by written notice delivered to the Developer.

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16.5 Development Rights in the Event of Termination. Upon the termination of this Agreement as provided herein, the Developer shall have no further rights to develop the Property pursuant to this Agreement.

16.6 Liability and Indemnification. Developer shall indemnify, protect, defend and hold harmless the City, its Council members, officers, employees, and agents for, from and against any and all claims, demands, losses, damages, liabilities, fines, charges, penalties, administrative and judicial proceedings and orders, judgments, remedial actions of any kind, including, without limitation, reasonable attorney's fees and costs of defense arising, directly or indirectly, in whole or in part, out of the performance of this Agreement by City or Developer, or nonperformance of this Agreement by the Developer.

16. General Provisions

17.1 Amendment. This Agreement may be amended at any time by written amendment executed by all Parties, which amendment shall be recorded in the official records of Coconino County, Arizona within ten (10) days following its execution.

17.2 Applicable Law. This Agreement shall be construed under and in accordance with the laws of the State of Arizona.

17.3 Assignment. All of the provisions of this Agreement shall inure to the benefit of and be binding upon the successors and assigns of the Parties, pursuant to A.R.S. § 9-500.05(D). In addition, Developer's rights and obligations may only be transferred or assigned to a person or entity that has acquired the Property and only by a written instrument recorded in the official records of Coconino County, Arizona expressly assigning such rights and obligations. Any such transfer or assignment shall not be valid as to the City until written notice has been sent to the City in accordance with **Section 15** of this Agreement. All rights and obligations of the Developer under this Agreement shall constitute covenants running with the land and shall be binding on all of the Developer's successors and assigns.

17.4 Attorney's Fees and Costs. If legal action by any Party is brought because of a breach of this Agreement or to enforce a provision of this Agreement, the prevailing Party shall be entitled to reasonable attorneys' fees and court costs.

17.5 Authority. The person executing this Agreement on behalf of Developer warrants and represents that they have the authority to execute this Agreement on behalf of Developer, and that the execution of this Agreement has been approved by all required actions on the part of such Parties, and that this Agreement is fully binding on such Parties.

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17.6 Cancellation for Conflict of Interest. This Agreement is subject to the cancellation provisions of A.R.S. § 38-511.

17.7 Consistent with General Plan. This Agreement ensures that all development on the Property shall be consistent with the City's General Plan recommendation for the Property as required by A.R.S. § 9-500.05(B).

17.8 Construction of Agreement. This Agreement has been arrived at by negotiation and shall not be construed against any Party to it or against the Party who prepared the last draft.

17.9 Counterparts. This Agreement may be executed by the Parties in two (2) counterparts, which counterparts shall be construed as a single document and have the same effect as if all of the Parties had executed the same instrument.

17.10 Covenants Run with the Land. The covenants and agreements contained in this Agreement are mutual covenants and also constitute conditions to the subsequent or concurrent performance of the Party benefitted thereby. All covenants shall be covenants running with the land, and shall bind and inure to the benefit of the Parties and their respective successors and permitted assigns.

17.11 Effective Date and Term. This Agreement shall be effective (the "**Effective Date**") upon execution by the parties hereto and recordation in accordance with A.R.S. § 9-500.05 (as amended). The term of this Agreement shall extend from the Effective Date of this Agreement and shall automatically terminate thirty years from such date. Notwithstanding the termination date of this Agreement, Developer has the obligation to provide the affordable units for a term of thirty (30) years from the date the affordable units are placed into service.

17.12 Entire Agreement. This Agreement constitutes the entire agreement among the Parties and shall not be changed or added to except in the manner provided in **Section 17.1**. All prior and contemporaneous agreements, representations, and understandings of the Parties, oral or written, other than those specifically incorporated in this Agreement, are superseded by this Agreement. The parties acknowledge and agree that this Agreement is to be read and interpreted with the ordinance approving the zoning map amendment.

17.13 Exhibits. All exhibits attached are incorporated by reference as though fully set forth in this Agreement.

17.14 Further Acts. Each of the Parties shall execute and deliver all such documents and perform all such acts as reasonably necessary, from time to time, to carry out the matters contemplated by this Agreement.

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17.15 Jurisdiction and Venue. Any action at law or in equity arising under this Agreement or brought by a Party for the purpose of enforcing, construing, or determining the validity of any provision of this Agreement shall be filed and tried in the Superior Court of the County of Coconino, State of Arizona, and the Parties waive all provisions of law providing for the filing, removal, or change of venue to any other court. This **Section 17.15** shall survive termination of this Agreement.

17.16 Modification. No modification of this Agreement shall be deemed effective unless in writing and signed by the Parties, and any waiver granted shall not be deemed effective except for the instance and circumstances particularly specified in a written waiver executed by the Party against whom enforcement of the waiver is sought.

17.17 No Partnership; No Agency. It is specifically understood and agreed by and among the Parties that the development of the Project on the Property is a private development, that no Party acting as the agent of any other Party in any respect, and that each Party is an independent contracting entity with respect to the terms, covenants, and conditions contained in this Agreement. The Parties acknowledge and agree that this Agreement does not create a partnership, joint venture, or similar entity, and that no such partnership, joint venture, or similar entity has been created by the City and the Developer.

17.18 No Obligation to Develop Property. Except as specifically set forth in this Agreement, there shall be no obligation for the Developer to construct the Project.

17.19 No Third Party Beneficiaries. No person or entity other than a Party to this Agreement or legal representative, successor in interest, or assign of such party shall be entitled to rely on this Agreement or the performance of any Party; this Agreement is not made for the benefit of any person or entity not a Party; and no such person or entity shall be entitled to assert any claim arising out of, or in connection with, this Agreement.

17.20 Proposition 207 Waiver. Developer hereby waives and fully releases any and all financial loss, injury, claims, and causes of action that the Developer may have, now or in the future, for any "diminution in value" and for any "just compensation" under the Private Property Rights Protection Act, codified in A.R.S §§ 12-1131 through 12-1138 (the "Act"), in connection with the application of the City's existing land use laws and including Ordinance Number 2020-21 regarding the Property. This waiver constitutes a complete release of any and all claims and causes of action that may arise or may be asserted under the Act with regard to the subject Property. Developer agrees to indemnify, hold harmless, and defend City, its officers, employees, and agents, from any and all claims, causes of actions, demands, losses, and expenses, including attorney's fees and litigation costs, that may

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be asserted by or may result from any of the present or future owners of any interest in the Property seeking potential compensation, damages, attorney's fees, or costs under the Act that they may have, as a result of the application of the City's existing land use laws, including Ordinance Number 2020-21, upon the Property.

17.22 Recordation of Agreement. In accordance with A.R.S. § 9-500.05(D), this Agreement shall be recorded in its entirety in the official records of the Coconino County Recorder, State of Arizona no later than ten (10) days from the date of its execution.

17.23 Section Headings. All section headings and subheadings are inserted for convenience only and shall not affect construction or interpretation of this Agreement.

17.24 Compliance with All Laws. Developer will comply with all applicable Federal, State, and County laws, as well as with all applicable City ordinances, regulations, and policies.

17.25 Time is of the Essence. For the purposes of enforcing the provisions of this Agreement, time is of the essence.

17.26 Waiver. No waiver by any Party to this Agreement of a breach of any of the terms, covenants, conditions of this Agreement shall be construed or be held to be a waiver of any succeeding or proceeding breach of the same or any other term, covenant, or condition of this Agreement.

[Signatures on Following Pages]

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DEVELOPER

_____, a(n)
_____

By: _____
Name: _____
Title: _____

STATE OF _____)
) ss.
County of _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2021, by _____, as _____ of _____, a(n) _____ _____, on behalf of the Company.

_____
Notary Public

My Commission Expires:

_____

OWNER

_____, a(n)
_____

By: _____
Name: _____
Title: _____

STATE OF _____)
) ss.
County of _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2021, by _____, as _____ of _____, a(n) _____ _____, on behalf of the Company.

_____
Notary Public

My Commission Expires:

_____

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CITY

CITY OF FLAGSTAFF, an Arizona municipal corporation

By: _____
_____, Mayor

ATTEST:

By: _____
City Clerk

APPROVED AS TO FORM:

By: _____
City Attorney

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STATE OF ARIZONA)
) ss.
County of_____)

The foregoing instrument was acknowledged before me this _____ day of_____ _____, 2021, by_____, the Mayor of the City of Flagstaff, an Arizona municipal corporation.

_____
Notary Public

My Commission Expires:

_____

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Flagstaff City Council will hold a Public Hearing on Tuesday, April 6, 2021, at 3:00 p.m. to consider the following:

A. Explanation of Matters to be considered:

1. A proposed amendment to the official City of Flagstaff zoning map to rezone 11 acres from Estate Residential (ER) to Medium Density Residential (MR) for the purpose of multi-family residential development.

The site currently consists of land owned by Auza Family LLC at 151 West High Country Trail.

B. General Description of the Affected Area:
Approximately 11 acres, Coconino County Assessor's Parcel Number 112-05-001W and 112-05-011 located in a portion the SE ¼ of Section 29, and a portion the NE ¼ of Section 32, Township 21 North, Range 7 East, G&S.R.M. Located at 151 West High Country Trail, City of Flagstaff, Coconino County, Arizona.

City Council meetings are currently being held virtually. For instructions on the virtual meetings visit the following link:

https://www.flagstaff.az.gov/328/Meeting-Protocols-Information

Contact the Planning Development Manager listed for maps and information regarding the proposed amendment.

The meeting will also be live streamed on the city's website:

https://www.flagstaff.az.gov/1461/Streaming-City-Council-Meetings

PROPOSED ZONING MAP AMENDMENT
From Estate Residential (ER) to Medium Density Residential (MR) for the purpose of multi-family residential development



ADDRESS: 151 West High Country Trail
APN: 112-05-001W and 112-05-011
ACRES: Approximately 11 Acres
City of Flagstaff
Coconino County

FOR FURTHER INFORMATION CONTACT
Alaxandra Pucciarelli
Current Planning Manager
Planning & Development Services
211 West Aspen Avenue
Flagstaff, Arizona 86001
(928) 213-2640
apucciarelli@flagstaffaz.gov

Benjamin L. Tate
Withey Morris PLC
2525 E Arizona Biltmore Circle, Suite A-212
Phoenix, Arizona 85016
(602)230-0600
ben@witheymorris.com

Publish: March 13, 2021

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Flagstaff Planning and Zoning Commission will hold a Public Hearing on Wednesday, December 9, 2020, at 4:00 p.m. to consider the following:

A. Explanation of Matters to be considered:

1. A proposed amendment to the official City of Flagstaff zoning map to rezone 11 acres from Estate Residential (ER) to Medium Density Residential (MR) for the purpose of multi-family residential development.

The site currently consists of land owned by Auza Family LLC at 151 West High Country Trail.

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Approximately 11 acres, Coconino County Assessor's Parcel Number 112-05-001W and 112-05-011 located in a portion the SE ¼ of Section 29, and a portion the NE ¼ of Section 32, Township 21 North, Range 7 East, G&S.R.M. Located at 151 West High Country Trail, City of Flagstaff, Coconino County, Arizona.

Planning and Zoning Commission meetings are currently being held virtually. For instructions on the virtual meetings visit the following link:

https://www.flagstaff.az.gov/2845/Planning-Zoning-Commission

Contact the Planning Development Manager listed for maps and information regarding the proposed amendment. The Council hearing for this item has not been scheduled at this time.

The meeting will also be live streamed on the city's website:

https://www.flagstaff.az.gov/1461/Streaming-City-Council-Meetings

PROPOSED ZONING MAP AMENDMENT
From Estate Residential (ER) to Medium Density Residential (MR) for the purpose of multi-family residential development



ADDRESS: 151 West High Country Trail
APN: 112-05-001W and 112-05-011
ACRES: Approximately 11 Acres
City of Flagstaff
Coconino County

FOR FURTHER INFORMATION CONTACT
Alaxandra Pucciarelli
Current Planning Manager
Planning & Development Services
211 West Aspen Avenue
Flagstaff, Arizona 86001
(928) 213-2640
apucciarelli@flagstaffaz.gov

Benjamin L. Tate
Withey Morris PLC
2525 E Arizona Biltmore Circle, Suite A-212
Phoenix, Arizona 85016
(602)230-0600
ben@witheymorris.com

Publish: November 21, 2020

Zoning Map Amendment Application Narrative
Case No. PZ-20-00008-01
PZ-17-00218-02

West of the Southwest Corner of High Country Trail and Lake Mary Road

Approximately 11 acres
Assessor Parcel Nos. 112-05-001W and 112-05-011

1st Submittal: December 26, 2018
2nd Submittal: February 21, 2019
3rd Submittal: March 21, 2019
4th Submittal: May 1, 2019
5th Submittal: May 13, 2019
6th Submittal: January 9, 2020
7th Submittal: May 18, 2020
8th Submittal: July 14, 2020

Prepared By:
Withey Morris PLC
2525 E Arizona Biltmore Circle
Suite A-212
Phoenix, Arizona 85016
602.230.0600

Architect:
ORB Architecture
2944 North 44th Street
Suite 101
Phoenix, Arizona 85018
602.957.4530

Developer:
Trinsic Acquisition Company LLC
4040 East Camelback Road
Suite 222
Phoenix, Arizona 85018
480.448.0985

Engineer:
Mogollon Inc.
411 West Santa Fe Avenue
Flagstaff, Arizona 86001
928.214.0214

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Zoning Map Amendment Narrative Report

A request for MR Zoning to allow Multi-family Uses
Approximately 11 Acres
Located West of the Southwest Corner of High Country Trail and Lake Mary Road

A. Executive Summary

This project narrative and the proposed multifamily residential development it describes are the result of significant input feedback from the surrounding neighborhoods, city staff, and Flagstaff's public hearing bodies. This project was originally submitted as PZ-17-00218-02 for a 173-unit multifamily residential development with a 16.11-acre project area that included parcels both north and south of High Country Trail west of Lake Mary Road. During the process, concerns were raised regarding density, proximity to adjacent single-family homes, the amount of earthmoving needed to execute the project, and drainage.

In response to these concerns, the applicant has made significant changes to the project, including but not limited to:

- Decrease in density from 173 to 160 units.
- 25% decrease in number of bedrooms from 265 to 208 due to change in unit mix.
- Tripled setbacks adjacent to single-family to south and west.
- Reduced site area to 11 acres – no longer rezoning Auza homestead.
- Removed carriage buildings on south side of project and decreased height adjacent to single-family homes to the south.
    - Eliminates need for tiered retaining wall system and dramatically reduces cut and fill on south side of the site.
- Retaining all stormwater on site – won't feed into culvert system.
    - Eliminates the deep retention basin along High Country Trail – now usable, flat civic open space.
    - Eliminates the need to disturb High Country Trail for drainage purposes alleviating traffic disruption during construction.

The project proposal described herein is the product of more than two years of engagement and discourse with neighbors, staff, Planning & Zoning Commission, and City Council. The resulting proposal is a better development for both the surrounding community and the City of Flagstaff as a whole.

B. Property Location & Background

The subject property (the "**Property**") is approximately 11 acres comprised of two parcels located west of the corner of High Country Trail and Lake Mary Road, Flagstaff, Arizona, as shown in the Aerial Maps at **Tab 1**. The Property includes the parcels identified as APNs 112-05-011 and 112-05-001W**.** The Property is a portion of the Auza Family Ranch, historically used for livestock herding between Arizona, Colorado, and California, starting in the years before Flagstaff was incorporated. The Auza family has one of the longest standing

independent sheep ranching operations in the western United States. The Auzas purchased the property prior to Arizona's statehood, and although their homestead sits on the property, they no longer use the parcels in this application for ranching activities. Historical aerials at **Tab 2** depict the homestead and how the area has been developed around the Property in 1980 and 1997. It was not until after 1997 that the adjacent neighborhoods began to develop.

The Property is currently zoned ER (Estate Residential) as shown on the Zoning Map at **Tab 3**. The Regional Plan designation for the Property is Suburban – Existing, as shown on the Regional Plan Map at **Tab 4**.

The Auzas maintain the homestead north of High Country Trail as a home for family gatherings to commemorate their legacy as sheepherders in Arizona. The Auza family began sheepherding in Arizona shortly after the turn of the 20th Century. Frank Auza Sr., a second-generation Arizona sheepherder born in Spain, grew up on the Auza family homestead in Flagstaff. He was the founder of Auza Sheep Company, now known as the Martin Auza Sheep Co., and a lifetime member of the Sheriff's Posse in Flagstaff.

The Auzas continue sheepherding operations in Yuma and Williams, Arizona. For the summer months, they move ewes from Yuma to Williams to graze in the mountains on flowers, brush and mountain grasses. In the fall, the ewes are moved back to Yuma to start the cycle over again.

Part of the sheepherding journey between northern and southern Arizona includes the crossing of the Verde River. In 1943, Frank Auza helped construct a suspension bridge, known as the Verde River Sheep Bridge, which was crossed by 12,000 sheep, four times per year over the span of 44 years. The bridge was placed on the National Register of Historic Places in 1978 before it was closed in 1987. In 1989, the U.S. Forest Service constructed a replica bridge for use by hikers; the west suspension tower remains today.

The U.S. Forest Service has continued to document the sheepherding history in Arizona by recording aborglyphs carved in Aspen trees throughout northern Arizona, by members of the Auza family, among others, dating as far back as the 1880s (source: Washington Post. Tree Carvings in Northern Arizona Have Many Stories to Tell. April 22, 2000). Frank Auza's children, grandchildren and great grandchildren continue to operate the family sheepherding business and keep their family legacy alive on their homestead in Flagstaff – the land directly north of the proposed development site.

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Figure 2 – Copyright: Arizona Historical Society/Flagstaff, Frank Auza Collection, 1927-1948. Firebranding sheep at Frank Auza's sheep ranch, 1936.



Figure 1 - Source: wherefoodcomesfrom.com. Sheep grazing on the Auza family homestead



Figure 4 - Source: Library of Congress. Frank Auza at Verde River Suspension Bridge



Figure 3 - Source: bridgemeister.com. Replica suspension bridge at Verde River.



Figure 5 - Source: USDA website. Aspen carving by sheepherder.

C. Purpose of Request

The owner of the Property, Auza Flagstaff, LLC, the Auza family (the "**Owner**"), and the developer of the Property, Trinsic Acquisition Company LLC (the "Applicant") request to rezone the Property from Estate Residential (ER) to Medium Density Residential (MR) to permit the development of a high-quality market rate multi-family residential community. The historic taking of the Auza Family Ranch land has limited development options on the Property; those takings include the construction of Interstate 17 at the north end of the Property and, particularly, the bisection of the Property by High Country Trail and an electrical utility easement for the high voltage transmission lines along the south side of High Country Trail. Despite these development limitations, the Applicant and the Owner have worked diligently to create a development plan that meets the Zoning Code requirements for the MR zoning district and Resource Protection overlay and, most importantly, is sensitive to and compatible with adjacent uses. This proposal also includes affordable housing units to help the City of Flagstaff narrow the housing deficit for households that cannot afford market-priced rental or for-sale housing.

Changes imposed on the site through land takings have impacted the Property for many years. These include the following:

1. The construction of Highway 89A, now Interstate 17, in the middle of the 20th Century, across the northern portion of the Auza Homestead.

2. The 80-foot wide electrical easement traversing the entire site from east to west no later than 1962.

3. The construction of High Country Trail, bisecting the Property, between 1997 and 2002 to support the development of Ponderosa Trails community, followed by the Summit community and Timber Trails.

These changes to the Auza Homestead have placed restrictions on the property that have significantly limited development options available to the Auzas on their overall site. The proposed development provides an option that allows the Auzas to maintain their primary homestead, despite the land takings over the years.

D. Description of Proposal

This zoning map amendment application is a proposal to develop multi-family residences on the south side of the High Country Trial, as depicted in the Site Plan included with this application.

Trinsic develops high-quality, amenity-rich multi-family residential properties. Their custom design approach to each residential community is site specific and driven by natural features and local architectural character. Trinsic uses "best in class" planning and construction practices, emphasizing high-end finishes, distinctive design elements and a full complement of amenities. Trinsic's team, which has well over 50 years of combined experience in the industry, has developed numerous communities in the southwest and northwest areas of the country.

The proposed multi-family community, branded as Aura Flagstaff, will be highly amenitized and offer larger units than most other multi-family communities. The proposed site plan takes into consideration the 7% average slope of the Property south of High Country Trail. There are approximately 5 acres of the Property that are within a utility easement adjacent to High Country Trail that will remain undeveloped but will contain

civic and common open space amenities and landscaping. Due to a reconfiguration of the on-site retention, this area will no longer be a retention basin for the site. Instead, it will be a flat, park-like area to be enjoyed by the greater community.

This application includes a Natural Resources Survey and Protection Plan and the Applicant intends to develop within the limitations of the Plan to meet the City's Zoning Code provisions. A Materials Management Plan is included with this application to clearly outline solid waste and recycling to be provided on site. The Applicant is an industry leader in promoting waste diversion programs at each of its communities, where in most jurisdictions, providing recycling for multi-family uses is not a requirement.

The development proposal includes two and three-story buildings, and a mix of 70% one-bedroom and 30% two-bedroom units. The proposed 160 multi-family units and amenity/office building total 73,368 square feet; 15.30% lot coverage. The open space area for the Property totals approximately 108,983 square feet and 23% of the site. The common open space, available to multi-family residential tenants, is provided exclusively south of High Country Trail and totals 79,983 square feet and 17% of the Property. Additionally, the civic open space provided is 29,000 square feet and 6% of the Property, located adjacent to High Country Trail.

The site plan includes units equal to 20% of the allowable base density that qualify as Category 1 of the City of Flagstaff Affordability Program. The density for the project was calculated using a 45% density bonus based on the inclusion of these units. The site plan also utilizes a 25% density bonus through the utilization of sustainable building practices and materials, allowing for an additional 25 units and an overall total of 169 residential units. Aura Flagstaff is proposing the development of 160 units – 9 units below the maximum allowable density.

The site plan proposes a setback of 116' 3" from the north property line, 47' 8" from the south property line, 66' 4" from the east property line, and approximately 66' 11" from the west property line – all of which exceed the Zoning Code requirements. The site plan utilizes the enhanced setback along south property line in conjunction with the natural slope and grade of the terrain to maximize privacy for the single-family residences to the south and the west.

The site is buffered by mature pine trees and a setback from High Country Trail of 116' 3" to 224' 8". This proposal should not have any detrimental impact on neighboring properties as Zoning Code provisions for setbacks will be met, with buildings lower than permitted adjacent to property lines, and a substantial number of pine trees will be preserved throughout the Property. The tree resources on the approximate 1.9 acres north of High Country Trail will be protected with a Resource Protection Easement. The applicant will utilize the affordable housing incentive to reduce the tree resource protection from 50% to 25%. The applicant will also dedicate an easement for the benefit of the Auza Family to allow the existing minor encroachment of the Auza Family residence across the north property line of the portion of the Property north of High Country Trail.

As noted in the Executive Summary, the proposed site plan was the subject of a substantial redesign and reconfiguration, resulting from input and feedback received from the community, staff, and during the public hearing process. The proposed site plan reduces the project area and residential density (with a greater reduction in the overall number of bedrooms), increases the number of affordable housing units, incorporates sustainable building techniques, triples the setbacks and removes the carriage buildings adjacent to single-family homes, reduces the overall acreage of the application, reduces earthwork

disturbance and lowers retaining requirements, and retains all storm water on site eliminating the need for a steep retention basin in the Common Open Space and Civic space, and eliminates the need to disturb High Country Trail.

DEVELOPMENT STANDARDS – REQUIRED/PROVIDED

Standard	MR Zoning District Standard	Proposed with Development Plan
Setback		
Front (min.)	10' – 2nd Floor and Below 15' – Above 2nd Floor	116' 3"
Side Yard (min.)	5'	66' 4" (East) 66' 11" (West)
Rear Yard (min.)	15'	47' 8"
Height (max.)	35 feet 40 feet with a 6:12 pitched roof	40 feet with a 6:12 pitched roof
Coverage (max.)	40%	15.3%
Density: Gross (units/acre)	6 du/ac (Min.) 9 du/ac (Max.)	14.54 du/ac (with affordable housing and sustainability bonus incentives)
Parking Spaces	240 spaces (266 minus 10% reduction for bus service area)	242 spaces
Open Space (% of Gross Lot Area)	Civic (5%): .55 Acres / 23,981 square feet Common (15%): 1.65 Acres / 71,943 square feet	Civic (6%): .67 Acres / 29,000 square feet Common (17%): 1.84 Acres / 79,983 square feet

E. Relationship of Property to Surrounding Area

The Property is west of Lake Mary Road, bisected by High Country Trail and just south of Interstate 17. The Property is adjacent to a multi-family use and undeveloped commercial land to the east; single family

residential uses to the south; and multi-family and single-family residential uses to the west. The zoning in the area is shown on the Zoning Context exhibit included with this application.

The adjacent property zoning is as follows:

North: Interstate 17 and Rural Residential (RR)
East: High Density Residential (HR), Highway Commercial (HC), Rural Residential (RR)
South: Single Family Residential (R1)
West: Single Family Residential (R1) and Medium Density Residential (MR)

The Regional Plan map designation for the Property is Suburban – Existing. The proposed development is consistent with the Regional Plan Suburban Neighborhood Characteristics for open space, density range, natural resources and type of residential. As designed, Aura Flagstaff is compatible with the surrounding neighborhoods, which consist of other high-density, medium-density and single-family residential developments, and commercially zoned property.

F. Community Outreach

During the original rezoning case, PZ-17-00218-02 the Applicant conducted extensive outreach to the community over a two-year period, which resulted in the significant changes to the development plan outlined in the Executive Summary above. The following provides an overview of the community engagement and submittal process in the original case.

Type	Date
Original Zoning Case PZ-17-00218-02	
Voluntary letter sent to neighborhood informing them of proposed development	1/16/2018
Individual meetings with homeowners on Goldrush Trail	2/5/2018
Concept Submittal 1 to the City	2/6/2018
Additional meetings with homeowners on Goldrush Trail	2/22/2018
Concept Submittal 2	5/3/2018
Completion of Cultural Resource Report	5/24/2018
Concept Submittal 3 – included reduction from 197 to 173 units to increase open space	6/28/2018
Preparation of Traffic Impact Statement for proposed development for formal site plan submittal	6/29/2018
Formal Site Plan Submittal	8/20/2018

Hold first formal neighborhood meeting for larger surrounding community	10/18/2018
Attend & discuss proposed development at Ponderosa Trails Annual HOA Meeting	10/24/2018
Site Plan Submission 2	12/13/2018
Formal Rezoning Application Submittal	12/26/2018
Attend and present to Ponderosa Trails HOA Board solutions to items previously raised by community including improved line of site from adjacent properties by lowering buildings through site grading, reduction in density, increase in open space, and driveway realignments to improve safety of driveways.	1/17/2019
Site Plan Submission 3	1/24/2019
Site Plan Submission 4	2/21/2019
Hold second neighborhood meeting for larger community with staff's approval	3/4/2019
Site Plan Submission 5	3/14/2019
Planning & Zoning Commission Public Hearing	5/22/2019
Site Plan Submission 6	11/4/2019

New Zoning Case PZ-20-00008-01

Site Plan Submission 7	1/9/2020
Formal Rezoning Application Submittal	1/9/2020
Letters mailed for first formal neighborhood meeting	3/13/2020
Hold first formal virtual neighborhood meeting	3/23/2020
Site Plan Submission 8	5/18/2020
Letters mailed for second formal virtual neighborhood meeting	6/19/2020
Hold second formal virtual neighborhood meeting	7/1/2020

G. Regional Plan Analysis

The Regional Plan map designation for the Property is Suburban – Existing. The proposed development is consistent with the Regional Plan Suburban Neighborhood Characteristics for open space, density range (up to 13 units per acre), natural resources and type of residential. As designed, Aura Flagstaff is compatible with the surrounding neighborhoods, which consist of high-density, medium-density and single-family residential developments and commercially zoned property.

The Regional Plan's existing Land Supply Analysis states that "[o]nly 12 percent of the land in the planning area is privately held. Given this small amount of land, determining how to encourage development patterns that fulfill the community vision (Regional Plan) is a significant task." This proposal for multi-family development is on 11 acres of privately held land and has been designed to support the goals and objectives of the community vision for Flagstaff.

The Land Supply Analysis of the Regional Plan also evaluates vacant land within city limits that is available for development based on current zoning. The Regional Plan then projects demand by land use under the current zoning for 2010-2020 and 2030-2050. Within city limits, the projected demand for multi-family development is a total of 225 acres by 2050, and under this land use, the Plan identifies a deficit of 46 acres of available land to be developed. The proposed project fulfills 11 acres of this deficit.

Growth is limited in Flagstaff not only by geography and land ownership, but by design, through careful City planning over the last 25 years. As such, the City has adopted a policy of promoting "compact development" that is focused on the areas within the City's boundaries to prevent sprawl and encourage smart planning. The proposed development is respectful of Flagstaff's scale, character, and design traditions and achieves many of the tenets of compact development including: connected access for pedestrians, bicyclists, and transit; medium densities in appropriate contexts; provision of a range housing options including multi-family housing options with shared amenities; and support of open space goals. While the city center is often a focus of compact development, the Regional Plan contemplates suburban development as appropriate in areas outside the city center as follows:

> *Support for the concept of more compact growth does not, and has not, precluded new suburban development from occurring away from the center of the City, such as the Ponderosa Trails subdivision.*

Rezoning the Property to permit the development of the proposed multi-family residential development, with affordable units, contributes to the Environmental Planning and Conservation, Water Resources, Energy, Community Character, Land Use, Transportation Neighborhoods, Housing, & Urban Conservation goals and policies of the Regional Plan as discussed below.

Goal E&C.6. Protect, restore and improve ecosystem health and maintain native plant and animal community diversity across all land ownerships in the Flagstaff region.

- ***Policy E&C.6.8. Disturbed areas for improvements and landscaping for new developments shall emphasize the use of native, drought-tolerant or edible species appropriate to the area.***

  All plants selected for the proposed palette are native or naturalized based on Section 3.030: City of Flagstaff Landscape Plant List. Additionally, most of the plants have low water needs based on the same section, with none of the plants requiring high water needs.

- ***Policy E&C.9.2. Construction projects employ strategies to minimize disturbed area, soil compaction, soil erosion, and destruction of vegetation.***

  This site plan was developed to minimize the disturbance of trees and natural grades on a site with

significant natural topography. The building layout and orientation are designed to protect the buildings during heavy rain and snowstorms and to provide a balance between the gradation of the site in specific areas and to minimize site cuts.

Most significantly, the current iteration of this site plan removes the carriage buildings previously proposed in close proximity to the south property line. This change allows for significantly enhanced setbacks adjacent to the single-family homes to the south, substantially reduces the need for cuts into the natural terrain and preserves more of the natural topography on site. Preserving more of the natural terrain south of the site also reduces the number of retaining walls – rather than a system of tiered retaining walls requiring substantial disturbance to the natural topography, only a single split-face CMU retaining wall is necessary

Approximately 6.5 acres will remain undisturbed and just over 28% of the tree points existing today will be preserved. This includes a .58-acre area at the southwest corner of the site and 1.93 acres north of High Country Trail.

Goal WR.4. Logically enhance and extend the City's public water, wastewater, and reclaimed water services including their treatment, distribution, and collection systems in both urbanized and newly developed areas of the City to provide an efficient delivery of services.

- ***Policy WR.4.3. Development requiring public utility services will be located within the Urban Growth Boundary.***

  A Water and Sewer Impact Analysis has been completed by the City of Flagstaff for this site in response to an application made and paid for by the Applicant. The city concluded that services will be provided to the site. Given that it is within the Urban Growth Area, the water and sewer utilities needed to serve the site meet this policy.

Goal E.1. Increase energy efficiency

- ***Policy E.1.4. Promote cost-effective, energy-efficient technologies and design in all new and retrofit buildings for residential, commercial, and industrial projects.***

  The Applicant incorporates sustainability features in all of their projects they develop. This project will include many design features that help increase energy efficiency.

  - Low E insulated glass
  - High efficiency HVAC – 15 SEER units
  - LED lighting throughout
  - Low voltage LED landscape lighting
  - Recycle program for residents and office/common areas
  - Low flow water fixtures
  - Energy Star appliances
  - Individual unit water meters to track usage

- Energy efficient pool pump and filtration equipment
- Unit separation assemblies with STC 55 or greater for enhanced sound separation and energy retention
- An irrigation design that employs low flow drip irrigation to maximize efficiency, and a smart controller with weather sensing technology
- Applicant will participate in the City of Flagstaff's Sustainable Building Program which will require apartment units to achieve a HERS rating of 50 or better.

Goal CC.1. Reflect and respect the region's natural setting and dramatic views in the built environment.

- ***Policy CC.1.1. Preserve the natural character of the region through planning and design to maintain views of significant landmarks, sloping landforms, rock outcroppings, water courses, floodplains, and meadows, and conserve stands of ponderosa pine.***

  The natural resources plan (the "Plan") for the project outlines 28.28% of trees to be retained, exceeding the minimum requirement. A portion of those trees are along the north side of High Country Trail, preserving views from the street., with additional new trees being planted along the south side of High Country Trail and throughout the multi-family project. A significant open space area at the southwest corner of the site will also preserve tree resources, adjacent to single-family residential to the south, in addition to those preserved throughout the site, as depicted on the Plan.

Goal CC.3. Preserve, restore, enhance, and reflect the design traditions of Flagstaff in all public and private development efforts.

- ***Policy CC.3.2. Maintain and enhance existing buildings and blend well-designed new buildings into existing neighborhoods.***

  The architectural design for Aura Flagstaff was developed to be site specific and complement traditional design characteristics associated with Flagstaff. The design is appropriate for the region and climate, and consistent with surrounding developments. Design inspiration for the development was drawn from surrounding existing buildings such as The Lodge Luxury Apartments, Timber Trails Apartments, Sandstone Highlands Apartments, and adjacent single family homes in the Ponderosa Trails subdivision. The use of cementitious lap siding (hardy plank), stone, recessed windows, covered stairways, and limited use of stucco on surrounding buildings helped steer the development's exterior material selections. The earth and forest inspired color palette will blend seamlessly into the preserved Ponderosa Pine trees on the site.

Goal CC.4. Design and develop all projects to be contextually sensitive, to enhance a positive image and identity for the region.

- ***Policy CC.4.1. Design streetscapes to be context sensitive and transportation systems to reflect the desired land use while balancing the needs of all modes for traffic safety and construction and maintenance costs.***

  The existing sidewalk at back of curb, along the south side of High Country Trail will be replaced with

a FUTS trail that meanders adjacent to the project. The FUTS trail will be setback from 5- to 7-feet from the property line, providing a larger buffer between the street and pedestrians. This setback provides greater safety for pedestrians. Additionally, the applicant will extend the FUTS trail beyond its property lines to connect to the trail's existing termination points east and west of the site with the permission of the Ponderosa Trails HOA. The applicant has requested approval from the Ponderosa Trails HOA to improve the portions of the proposed FUTS trail on the HOA's property at the applicant's sole cost. The request is still under consideration by the HOA.

The north side of High Country Trail will retain on site tree resources and preserve the streetscape as it exists. The setback along the south side of High County Trail, adjacent to the multi-family development is appropriate for the land use given the existence of an 80-foot electric utility easement and is sensitive to the surrounding uses and topography. Additionally, the design of both driveways city and AASHTO guidelines, accounting for the curvature of High Country Trail to maintaining traffic safety.

- ***Policy CC.4.4. Design streets and parking lots to balance automobile facilities, recognize human-scale and pedestrian needs, and accentuate the surrounding environment.***

  The site design is constrained by an existing 80-foot electric utility easement along the south side of High Country Trail. This condition limits where the buildings can be located and their connectivity with the street. The site design is further complicated by a U.S. Department of Housing and Urban Development Department ("HUD") requirement which restricts buildings from being located within the fall radius of the utility poles erected on site. Absent the utility easement and infrastructure, the Aura Flagstaff setbacks from the street are consistent with the Medium-Density Residential development to the immediate west. The site design provides clear pedestrian paths between each of the buildings and to the FUTS trail along High Country Trail. To help balance the impacts of the large utility easement, the area directly south of the FUTS trail will be civic open space landscaped with native grasses and wildflowers.

Goal LU.1. Invest in existing neighborhoods and activity centers for the purpose of developing complete, and connected places.

- ***Policy LU.1.3. Promote reinvestment at the neighborhood scale to include infill of vacant parcels, redevelopment of underutilized properties, aesthetic improvements to public spaces, remodeling of existing buildings and streetscapes, maintaining selected appropriate open space, and programs for the benefit and improvement of the local residents.***

  The proposed development is on a vacant infill parcel that currently provides no public benefit to the established neighborhoods adjacent to the site. The development of this infill parcel with civic open space and pedestrian amenities, including the extension of the FUTS path along the south side of High Country Trail. In addition to completing the FUTS path within the bounds of the Property on the south side of High Country Trail, the applicant will extend and connect the trail to its existing termination points east and west of the Property with the approval and permission of the Ponderosa Trails HOA. Further, the extension of the FUTS path, as a part of the Flagstaff pedestrian and bicycle network, will provide safer connectivity to employment and services accessible from the Mountain Line bus stop at the intersection of High Country Trail and Lake Mary Road and the two new Mountain

Line bus stops on the north and south sides of High Country Trail for which the applicant will provide concrete bus pads.

- ***Policy LU.1.11. Ensure that there is collaboration between a developer, residents, and property owners in existing neighborhoods where redevelopment and reinvestment is proposed so that they are included, engaged, and informed.***

  During the zoning map amendment process, the Applicant has and will continue to engage residents and property owners through public notices for hearings and neighborhood meetings. Information will be provided and input received from neighbors and neighborhood groups and incorporated into the project design. A citizen participation plan, prepared as part of the application, outlines the specific details of these efforts.

Goal LU.5. Encourage compact development principles to achieve efficiencies and open space preservation.

- ***Policy LU.5.2. Promote infill development over peripheral expansion to conserve environmental resources, spur economic investments, and reduce the cost of providing infrastructure and services.***

  The proposed project is within the Urban Growth Boundary and serviceable with existing city utilities and road infrastructure.

Goal LU.6. Provide for a mix of land uses.

- ***Policy LU.6.4. Provide appropriate recreational and cultural amenities to meet the needs of residents.***

  The proposed development will construct the planned extension of the FUTS along the south side of High Country Trail toward Lake Mary Road. In addition to constructing the portion of the FUTS along the portion of High Country Trail within the bounds of the Property, the applicant will construct and extend the FUTS to connect to its existing termination points west and east of the Property with the permission and approval of the Ponderosa Trails HOA. This extension will construct a portion of the planned pedestrian and bicycle network in Flagstaff.

Goal LU.13. Increase the variety of housing options and expand opportunities for employment and neighborhood shopping within all suburban neighborhoods.

- ***Policy LU.13.4. Plan suburban development to include a variety of housing options.***

  The area surrounding the Property has been developed with a variety of housing options including high-density, medium-density and single-family residential. Aura Flagstaff will provide additional medium-density market rate and affordable housing options. The limitations of the Urban Growth Area and the need for compact development support this proposal for additional medium density residential development in this area.

- ***Policy LU.13.9. Use open space and FUTS trails to provide walking and biking links from residential uses to employment, shopping, schools, parks, and neighborhoods.***

The FUTS trail that exists to the west of the proposed development is planned to be extended east to connect the established neighborhoods west of Lake Mary Road to the intersection at High Country Trail, where pedestrians and bicycles are able to access employment and services with public transit. The proposed development includes the construction of the FUTS trail extension for beyond merely the width of the Property, extending to connect to its existing termination points east and west of the site subject to the permission and approval of the Ponderosa Trails HOA.

Goal T.1. Improve mobility and access throughout the region.

- ***Policy T.1.6. Provide and promote strategies that increase alternate modes of travel and demand for vehicular travel to reduce peak period traffic.***

  The proposed development will place residents within walking distance of two bus routes and a FUTS path. The applicant is coordinating with the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) to improve the Mountain Line bus route along High Country Trail. Per NAIPTA's request, the applicant will pour concrete pads for new bus stops on both the north and south sides of High Country Trail to provide more convenient and efficient access to public transit.

Goal T.2. Improve transportation safety and efficiency for all modes.

- ***Policy T.2.1. Design infrastructure to provide safe and efficient movement of vehicles, pedestrians, bicycles, and pedestrians.***

  The site design provides clear pedestrian paths between each of the buildings and to the FUTS trail along High Country Trail. Pedestrian pathways will be striped where there are no sidewalks across parking drive aisles to provide clearly marked and safe crossing areas for pedestrians and to alert vehicles to the potential presence of pedestrians crossing. Many sidewalks are provided between buildings and leading to the clubhouse and leasing area which are isolated from drive aisles and parking areas.

Goal T.5. Increase the availability and use of pedestrian infrastructure, including FUTS, as a critical element of a safe and livable community.

- ***Policy T.5.4. Design streets with continuous pedestrian infrastructure of sufficient width to provide safe, accessible use and opportunities for shelter.***

  The existing sidewalks on the south side of High Country Trail, along with the new FUTS path that will constructed to extend beyond the width of the Property and connect to its existing termination points east and west of the site, are accessible from the proposed development and adjacent neighborhoods. This pedestrian infrastructure provides safe, accessible paths from Lake Mary Road into the neighborhood.

Goal T.6. Provide for bicycling as a safe and efficient means of transportation and recreation.

- ***Policy T.6.2. Establish and maintain a comprehensive, consistent, and highly connected system of bikeways and FUTS trails.***

As discussed above, the proposed development will extend the FUTS trail as identified by the Flagstaff Urban Trails System map. This extension will bring the "High Country Trail" to full connectivity between the "Bow and Arrow Trail" to the east and the "Ponderosa Trail" to the west. The "Ponderosa Trail" leads to recreational trails at Fort Tuthill. The "Bow and Arrow Trail" connects to other trails that lead to Northern Arizona University.

Goal NH.3. Make available a variety of housing types at different price points, to provide housing opportunity for all economic sectors.

- ***Policy NH.3.1. Provide a variety of housing types throughout the City and region, including purchase and rental options, to expand the choices available to meet the financial and lifestyle needs of our diverse population.***

  The units proposed for affordable housing will permanently serve residents earning 80% of the area median income or less. For a single individual, that annual income limit is $42,800 as of HUD guidance in 2019

  Flagstaff Housing staff identified one-bedroom units for the proposed development to help fill a need in the community. There is a great demand for affordable rental housing in Flagstaff. When included in a development with market rate units, affordable housing units become a possibility with the current costs of development and demand for developable land in Flagstaff.

- ***Policy NH.6.1. Promote quality redevelopment and infill projects that are contextual with surrounding neighborhoods. When planning for redevelopment, the needs of existing residents should be addressed as early as possible in the development process.***

  The MR zoning district was chosen instead of HR in the effort to blend new and existing buildings. The allowable building height of 35' (40' with a pitched roof) is appropriate given the existing multi-family structures and allowable heights to the south. The Applicant will conduct neighborhood meeting(s) to introduce the approved site plan and architectural renderings of their proposed multi-family project. When both parties arrive at a final design, the developer will present the plan to Council at a public hearing.

The project conflicts with the following Goal and Policy.

Goal E.2. Expand production and use of renewable energy.

- ***Policy E.2.4. Encourage small-scale renewable energy production and use on the local level on appropriate residential, commercial, and industrial parcels.***

  The client has incorporated small-scale renewable energy production into prior projects and continues to assess projects on a case by case basis. This project was assessed by the client as an opportunity to include small-scale energy production. There are certain restrictions on this development that make the introduction of solar difficult if not impossible. The required preservation of trees limits the opportunity for ground mounted solar arrays in undisturbed areas. Additionally, the APS easement occupying approximately 2.5 acres on the south end of High Country Trail prohibits vertical improvement in an area that could otherwise be considered for renewable energy production.

The applicant sees great value in meeting the policies and goals outlined by the Regional Plan and has made an effort to incorporate this policy but is unable to provide renewable energy for this project at this time. The Applicant will revisit and consider retrofitting the site to meet this policy after construction if the cost benefit analysis is improved at a later date. The applicant has elected to participate in the City of Flagstaff's Sustainable Building Program and will meet requirements associated with Water Resource Protection, Transportation/Air Quality, Waste Reduction During Construction, and Energy Efficiency.

H. Location, Accessibility & Site Circulation

As noted above, the Property is located west of the southwest corner of Lake Mary Road, a minor arterial, and High Country Trail, a major collector. A northbound Interstate 17 off ramp is located to the northeast of the Property. Access to the Property is solely from High Country Trail, along the north boundary of the proposed multi-family development.

The anticipated traffic pattern would be to the east to access Lake Mary Road and the rest of the Flagstaff roadway network. There would be a limited number of westbound vehicles given the termination of High Country Trail/Pulliam Drive at the airport. Access to the property will be from two 30-foot driveway entrances on High Country Trail, the main entrance approximately 124 feet from the western property line and the secondary entrance approximately 199 feet from the eastern property line. The driveways are approximately 440 feet apart, exceeding the code requirements for driveway spacing. There is no vehicular access to the Property from its west, north or east sides. The main community entrance is aligned with the rental office and community amenity area. The main drive aisle serving the community will circulate around a majority of the residential units with additional individual drive aisles serving each building. Surface parking is provided for residents and guests throughout the site.

The Applicant has worked with CivTech, a registered traffic engineer, to prepare a traffic statement ("TIS") for the proposed project which has been submitted to the city. The TIS concludes the following:

- The trip generations revealed that the proposed development could generate a total of 644 trips per day with 42 trips (19 in/23 out) generated during the AM peak hour and 71 trips (37 in/34 out) generated during the PM peak hour.
- The results of the intersection capacity analysis that all study intersections are expected to operate with acceptable levels of service (LOS C or better). The intersection of Lake Mary Road and High Country Trail should continue to operate at overall LOS B or better; therefore, no mitigation measures are warranted or recommended.
- Since not more than three (3) right turns per hour are expected at either site driveway during either peak hour, per the City of Flagstaff's Engineering Design Standards Section 13-10-010 (Streets), eastbound right-turn lanes are not warranted on High Country Trail approaching either of the two proposed site accesses.

- Two of the existing three turn lanes at the intersection of Lake Mary Road and High Country Trail provide sufficient storage using the AASHTO method. The eastbound left turn movement from High Country Trail onto Lake Mary Road could require additional storage capacity. Drivers could use the existing CTWLTL on the approach as additional storage. If the CTWLTL on High Country Trail is re-

striped to extend the existing left turn lane, CivTech recommends that it not be striped to provide more than 300 feet of storage, a typical maximum turn lane length.

- Sufficient sight distances to and from Access B appear to be available. In the first submittal of this statement, CivTech recommended the relocation of Access A. On the current site plan, not only has the driveway been relocated slightly, CivTech understands that the development will eliminate much of the sloping terrain that was of primary concern, allowing adequate sight visibility to be provided. Thus, CivTech concludes that the final, engineered location of the driveway established by the civil engineer provides the required sight distances.
- CivTech recommends that sight visibility triangles at the site driveway be provided per AASHTO guidelines. In addition, within designated sight visibility triangles, landscaping should be maintained at a maximum of two (2) feet in height. Tree branches lower than seven (7) feet should be trimmed and maintained to meet current acceptable landscape requirements.

The Applicant and its traffic engineer will work with the city to design and implement the recommendations in the TIS and in a manner that meets City Codes and guidelines. To address the traffic engineer's conclusion regarding required sight visibility triangles to meet AASHTO guidelines, the eastern driveway was modified during the site plan review process and reviewed by city staff to ensure it meets standards.

The Property is ideally located for the proposed residential development given the proximity to Northern Arizona University and other Flagstaff employers. Additionally, the eastern driveway is approximately 600 feet from the Mountain Line Route 4 and 14 bus stops at Lake Mary Road and High Country Trail, providing convenient access to public transportation for community residents.

I. Analysis of Public Good

As proposed, Aura Flagstaff helps achieve many of the Regional Plan's goals and policies. The proposed development provides additional market rate and affordable rental housing on a long vacant infill parcel that will add civic open space and extend the FUTS network. Aura Flagstaff will also participate in the City of Flagstaff Crime Free Multi-Housing Program which will be implemented at the time of construction, by working with the Police Department to train community management and ensure best practices for crime free housing are standard protocol for the management and operation of the Property. Additionally, the resource protection easement to be placed on the acreage north if High Country Trail, ensures the historical significance of the Auza family homestead and its natural resources are preserved on land that could otherwise be redeveloped and the tree resources and open space diminished along this portion of High Country Trail. The development will participate in both the City of Flagstaff's Affordable Housing Program and Sustainable Building Program. Aura Flagstaff enhances the public good, and does not threaten public health, safety, or convenience in a major way.

J. Public Utilities Analysis

There is no existing infrastructure for water and sewer on-site. The on-site sewer and water will be designed and built for this Project. The Water and Sewer Impact Analysis, completed by the City on June 1, 2018, indicates adequate Fire Hydrant pressure and sewer system capacity for the proposed infrastructure. No off-site infrastructure improvements other than to serve the intent of this Site Plan are required of this development. All proposed infrastructure will be constructed to City of Flagstaff and A.D.E.Q. Standards. Dry utilities will utilize the City Trench Engineering Detail 09-01-032.

K. Community Benefit

This proposal includes the extension and completion of the "Ponderosa Trail" FUTS trail along High Country Trail, the addition of civic open space along the south side of High Country Trail and 20 permanent affordable residential units to benefit the Flagstaff area. While a majority of the residential units under this proposal will be market rate, (20% of the maximum base density) will be affordable to those at or below 80% of the area median income (AMI), which the local housing market is not offering currently. The Applicant has worked with City staff to identify the greatest need in the community for the type of affordable units. City staff has identified the following types of units for Aura Flagstaff to help fill a void in the community and serve the public.

Unit Mix

Unit Size	Designated for Program	Total in Project
One bedroom	14	112
Two bedroom	6	48

The addition of the Aura Flagstaff affordable units will help fulfill the much-needed permanent affordable housing needs of families and individuals in Flagstaff.

Further, this project is a part of the U.S. Department of Housing and Urban Development ("HUD") 221d4 program which is a loan program for multi-family developments that targets projects with rental units to serve mid-income tenants. A project under this program must be located in an area that is shown to have excess demand for housing to be approved. HUD has completed research on the Flagstaff market and the rental housing demand, which as of 2016, when the latest report was published, had not been met. The developer of this project has been required to produce their own market analysis to clearly demonstrate the need for the proposed development to be qualified for this HUD funding program. This project clearly demonstrates the benefit to the community through new housing options identified by the Federal Government as necessary.

L. Bonus Incentives

As noted above, the applicant will be utilizing both affordable housing and sustainable building bonuses as follows:

- Affordable Housing Density Bonus: The applicant is providing 20 affordable housing units in the project (20% of the maximum base density) to utilize the 45% density bonus permitted by Section 10-30.20.040 of the Zoning Code.
- Affordable Housing Parking Reduction: Section 10-50.80.040 of the Zoning Code allows for a reduction in typical parking requirements for affordable housing units. As indicated on the site plan parking table, the applicant is providing 1.0 spaces per one-bedroom unit and 1.5 spaces per two-bedroom unit in conformance with Table 10-50.80.040.A. In total, the applicant is allocating a total of 23 parking spaces for the affordable housing units – 14 spaces for 14 one-bedroom units and 9 spaces for 6 two-bedroom units.
- Affordable Housing Tree Resource Protection Reduction: By providing 20 units with permanent affordability and utilizing sustainable building incentives, the applicant is reducing its required forest resource protection from 50% to 25% per Table 10-30.20.040.B in the Zoning Code.

- Sustainable Building Density Bonus: Pursuant to Section 10-30.70.030 of the Zoning Code, seventy five percent (75%) of the applicant's units will meet a HERS 50 standard to utilize the corresponding 20% density bonus of 20 units. Accordingly, the development will meet the minimum sustainable building standards outlined in Section 10.30.70.040 of the Zoning Code:
    - Water Resource Protection:
        - The landscape design for the development shall not include an oasis zone (hydrozone 1) as otherwise permitted in Section 10-50.60.050(C), Oasis Allowance, and Section 10-50.60.060, Hydrozones.
    - Transportation/Air Quality: All 3 will be implemented
        - The development site is located within at least one-quarter mile of a bus stop; or
        - The development is located within at least one-quarter mile of a FUTS trail or connected to it; or
        - Residential electrical systems are designed for electric vehicle charging.
    - Waste Reduction During Construction
        - A plan for the recycling or reuse of all paper, cardboard, plastics, and metals;
        - A plan for the recycling or reuse of all lumber scraps so that they are diverted from the landfill
    - Energy Efficiency:
        - An applicant applying the HERS rating system to receive the density bonuses allowed under Section 10-30.70.030, Density Bonus, shall obtain independent third-party verification that the minimum HERS rating has been achieved before the density bonus is applied, to the satisfaction of the Director and the Building Official.

M. Conclusion

This proposal brings a quality project to Flagstaff that provides amenities to the public, and most importantly, helps meet the ongoing critical housing needs of the greater community. The application is consistent with the goals and policies of the Regional Plan and addresses the need for additional market rate and affordable rental housing units identified by the city and HUD. The Applicant requests approval of this zoning amendment application. This rezoning will allow a reasonable opportunity to develop the Property for its highest and best use.

TAB 1

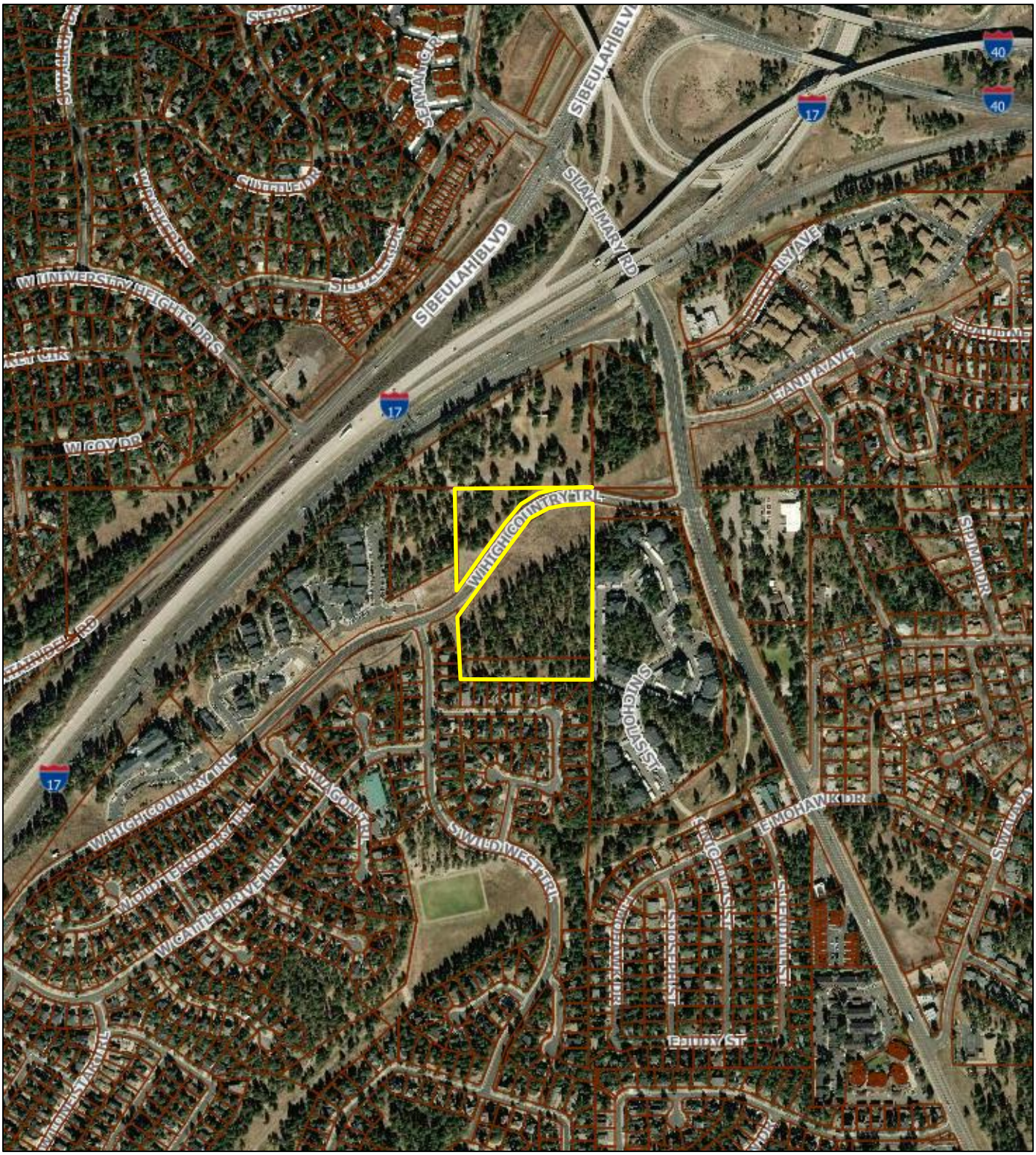
Aerial Map



151 W. High Country Trail – Flagstaff, AZ

N

Aerial Map



151 W. High Country Trail – Flagstaff, AZ

N

TAB 2

Historical Aerial
1980



151 W. High Country Trail – Flagstaff, AZ

N

Historical Aerial
1997

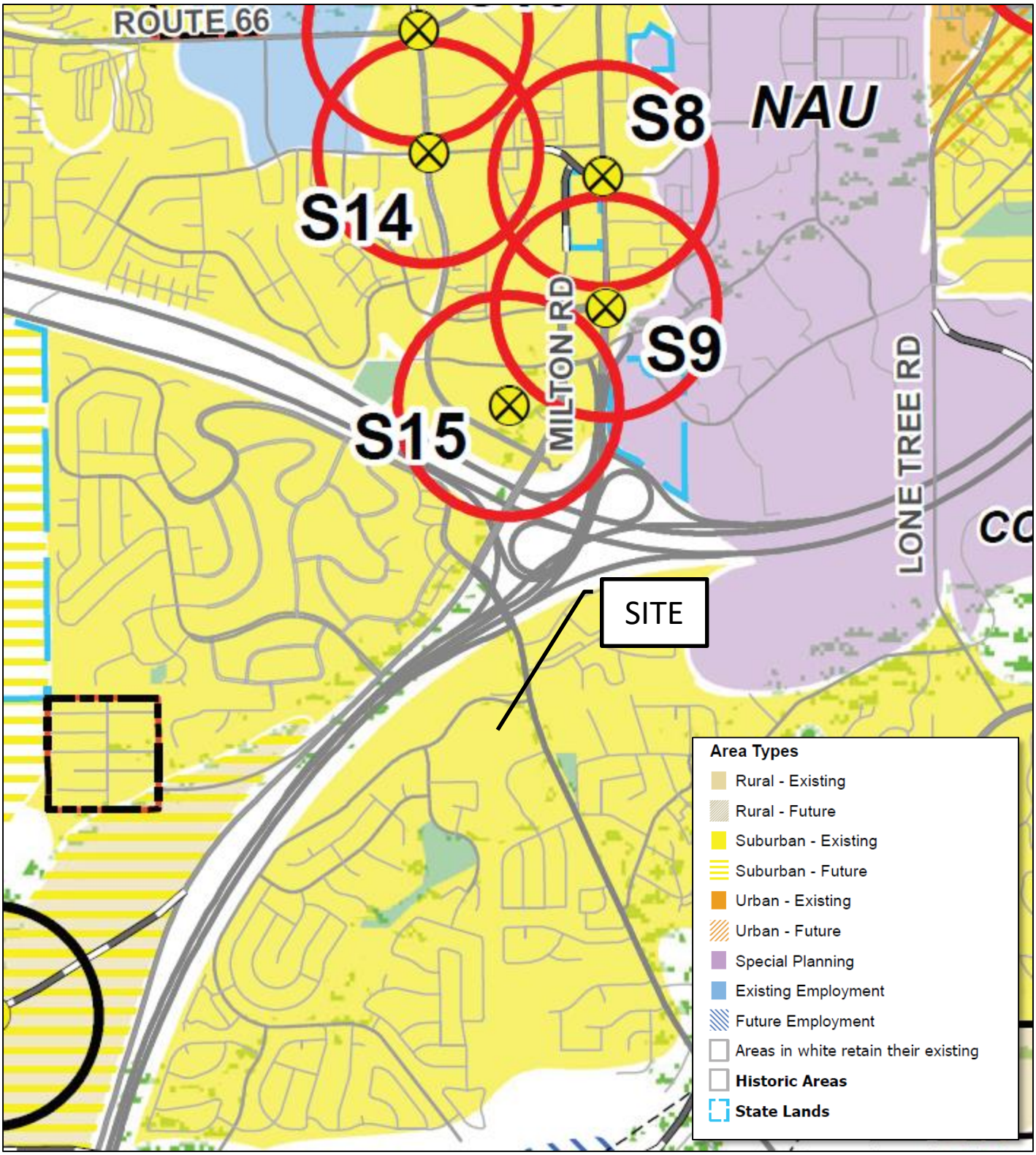


151 W. High Country Trail – Flagstaff, AZ

N

TAB 3

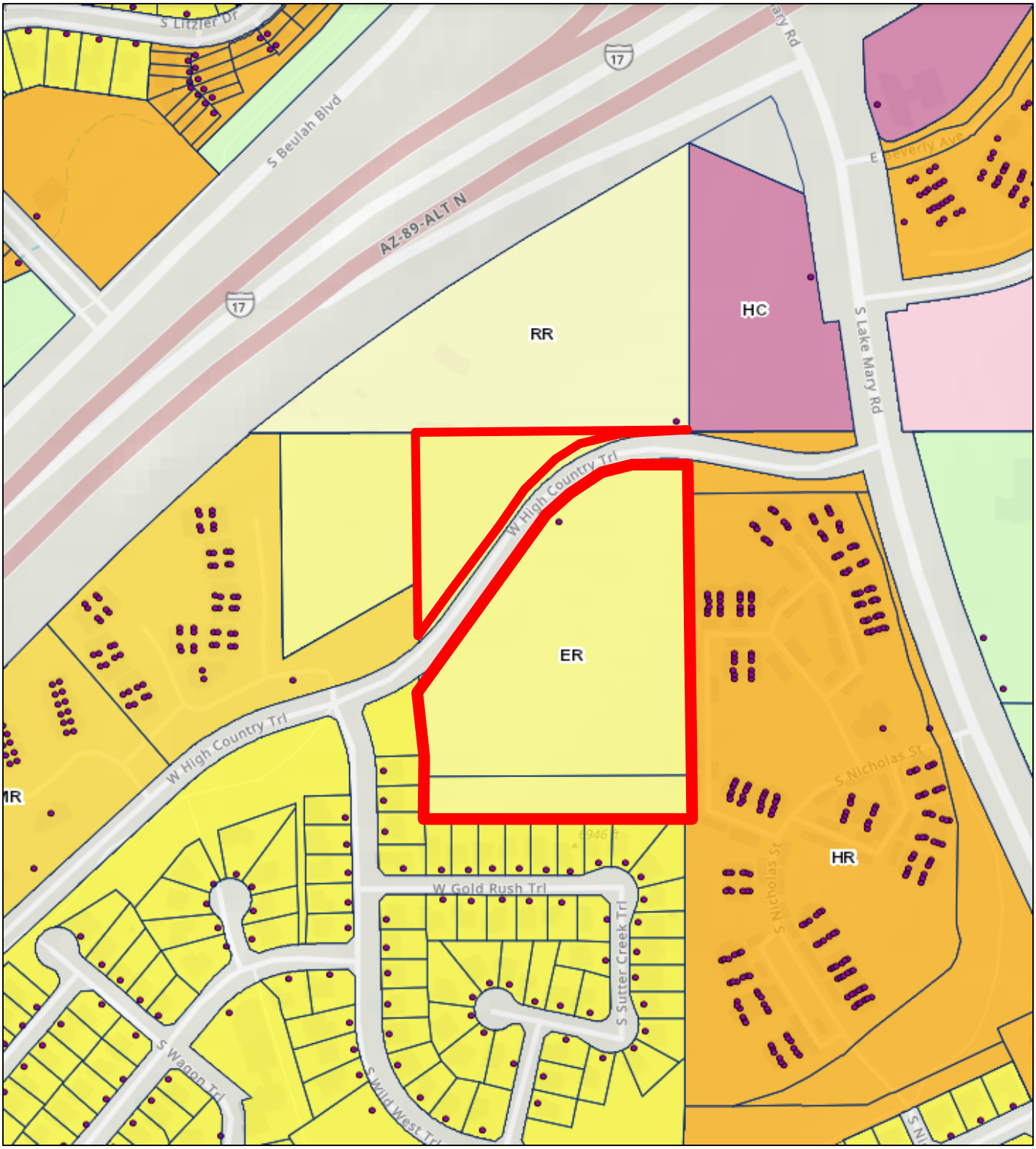
Regional Plan Map



151 W. High Country Trail – Flagstaff, AZ

TAB 4

Zoning Map



151 W. High Country Trail – Flagstaff, AZ

AURA

Citizen Participation Plan
Zoning Map Amendment Application
Case No. PZ-17-00218-02

West of the Southwest Corner of High Country Trail and Lake Mary Road
Approximately 11 acres

APNs: 112-05-001W and 112-05-011

Resubmittal Date: January 9, 2020

Prepared By:
Withey Morris PLC
2525 E Arizona Biltmore Circle
Suite A-212
Phoenix, Arizona 85016
602.230.0600

Developer:
Trinsic Acquisition Company LLC
4040 East Camelback Road
Suite 160
Phoenix, Arizona 85018
480.448.0985

I. Introduction

This site is approximately 11 acres located at west of the southwest corner of Lake Mary Road and High Country Trail (the "Property"). The Property is zoned ER. The applicant originally filed applications with the City of Flagstaff for Site Plan Review and a Zoning Map Amendment to change the zoning to MR in December 2018. Following the Planning and Zoning Commission public hearing in May 2019 for these applications, the project was subject to a substantial overhaul and redesign that is now basis of this resubmittal.

These applications will allow ownership to develop a new multi-family residential development on the Property. The project is consistent with the City's General Plan designation and compatible with the surrounding uses. The purpose of this Citizen Participation Plan is to continue the substantial public engagement that occurred in the first phase of these applications and demonstrate how citizens, property owners and neighbor associations in the vicinity of the site will be informed of the application and provide feedback regarding the proposal.

This participation plan will ensure ongoing communication between the Applicant, potentially affected citizens and adjacent property owners, City staff and elected officials throughout the application review process. The information received by the Applicant from these communications will be used to make informed decisions throughout the application process with regard to the development proposal.

II. Contact List

A contact list has been prepared for the zoning map amendment application using the following criteria. Additional contacts may be added over the course of the application process as requested by neighbors, the City of Flagstaff or the Applicant.

- Each real property owner (if different from the applicant) as shown on the last assessment of the property, of any land within the areas subject to the application for which the public hearing is required.
- Each real property owner (if different from the applicant) as shown on the last assessment of the property of any land which is located within 1,000 feet of the property subject to the application for which the public hearing is required.
- The situs or actual address of all tenants and residents living on the subject property.
- All local government agencies which have reviewed and commented on the proposed development or Zoning Map amendment or which abut the subject property.
- All homeowners associations (HOAs) that govern land within 1,000 feet of the subject property as well as all persons or groups whose names are on the registry of persons and groups described above who are interested in receiving such notice.
- Neighbor attendees at all previous neighborhood meetings that signed in and provided contact information.

III. Notification Technique / Notice of Neighborhood Meeting

Citizens, registered neighborhoods, homeowners associations, and other interested parties affected by the applications as detailed above, will be notified of the requests through an informational mailing, a sign posted on site to be updated with information regarding neighborhood meetings and public hearings, and hold two organized neighborhood meetings.

The Applicant will conduct the following notice procedures:

a. Create notices that set forth the purpose and substance of the proposed application, and the time, date and place of a neighborhood meeting and public hearings. The notices shall be sent by first class mail to the Contact List established in Section II of this Public Participation Plan.

b. A notarized copy of the mailing list and affidavit of notification to affected property owners shall be submitted to the City of Flagstaff prior to the fifteenth day prior to the public hearing date and 10 calendar days prior to a neighborhood meeting.

c. Install a minimum of one sign that is at least four feet by four feet in area on the property in a location or locations clearly visible from a public right-of-way to adjacent residents setting forth the purpose, time, date, and place of the neighborhood meeting and public hearings once they are scheduled, with an attached information tube containing copies of the meeting notice. This sign shall be installed a minimum of 10 days prior to the neighborhood meeting and updated 15 days prior to the public hearing.

d. The applicant shall submit a notarized affidavit of posting and photographs of the signs posted on the subject property to the Director no less than 15 days prior to the public hearing date and 8 days prior to the public meeting.

The City of Flagstaff shall be responsible for placing the public hearing notices required by the Zoning Code in a newspaper of general circulation within the City.

IV. Neighborhood Meeting Format

The neighborhood meetings will be held for a one hour period, beginning at 5:30 p.m. on the dates established by the applicant. The meeting will be an open house format where residents can come in at any point during the one hour window and receive information from the development team about the proposal. Full size plans will be mounted to presentation boards and available for neighbors to view up close. Development team members will present information about the proposal and request, and answer questions one-on-one that meeting attendees may have. Notes will be taken by development team members during the meeting. Comment cards will be available for attendees to share their thoughts about the proposal. Sign-in sheets will be available at the meeting room entrance for meeting attendees to provide name, address, email and telephone number so they may be added to the mailing list if not already on it, and for the applicant to follow-up on any additional information that may be requested by an attendee. A copy of the sign-in sheet will be provided to the city along with a summary as outlined in this plan to City staff following the meeting. The agenda for these meetings is as follows:

AGENDA:

- Introduce the project team which will wear name tags or other forms of identification so the public knows who to speak with.
- Provide an explanation of the purpose of the neighborhood meeting.
- Adequately describe the proposed project, its location, provide a context map.

- Describe what is allowed under the current zoning and what will be allowed if the rezoning request is granted.
- Explain what happens to the feedback received at the meeting.
- Explain the anticipated timeline for the public hearing process.
- Explain next steps in the project including review and approval of site plan, civil plans and construction drawings.

V. Response Procedures

The Applicant shall respond to citizens that express interest. Individual meetings will be conducted upon specific request. The City of Flagstaff will be available to answer questions regarding the review and public hearing process. Parties affected by the applications may also share their feelings about the project by writing to the City of Flagstaff by contacting the planner assigned to the application at the following address.

Alaxandra Pucciarelli
Planning Development Manager
Current Planning Program
211 W. Aspen Avenue
Flagstaff, AZ 86001

VI. Status Procedures

The Applicant shall keep the City of Flagstaff informed of the status of its citizen participation efforts. To do so, the Applicant will provide the following to the City of Flagstaff:

a. Details of techniques the applicant used to involve the public, including:

b. Dates and locations of neighborhood meetings;

   i. Copies of letters, notices, newsletters and other correspondence, including dates and numbers of mailings or deliveries;

   ii. A copy of the mailing list, and a summary of where residents, property owners, and potentially affected citizens receiving notices, newsletters, or other written materials were located;

   iii. The number and names of people that participated in the process based on the sign-in sheet for the meeting; and

   iv. A dated photograph of the sign installed in compliance with Flagstaff Zoning Code Section 10-20.30.060 (D)(6) as outlined above in Section III of the Citizen Participation Plan.

c. A summary of concerns, issues and problems expressed during the neighborhood meeting, including:

   i. The substance of the concerns, issues, and problems; and

   ii. The applicant's response to the comments received at the public meeting. The applicant's responses shall be included on the site plan, illustrative plan, other planning document(s), and/or in an associated report. If public comments are not included in any of these documents, an explanation why they were not included must be provided;

d. The applicant shall also send a copy of the written summary to all the people who recorded their names on the sign-in sheet for the meeting.

VII. Inquiries

Inquiries will be documented and made available to City staff in the form of a report/neighborhood meeting summary as outlined above and prior to public hearings.

VIII. Schedule for Implementation

1.	Mail Notice Letters / Invitation to 1st Neighborhood Open House	February 2020
2.	Hold 1st Neighborhood Open House	February 2020
3.	Submit a summary of the Neighborhood Meeting to Staff and neighbors that attended the meeting	Within 10 days following the meeting or at the time of zoning map amendment application, whichever comes first
4.	Mail Invitation to 2nd Neighborhood Open House*	Ten days prior to meeting
5.	Hold 2nd Neighborhood Meeting	Within 30 days of formal application and no fewer than 31 days before the first hearing
6.	Submit a summary of the Neighborhood Meeting to Staff and neighbors that attended the meeting*	Within 10 days of meeting
7.	Mail Notification Letter for Public Hearing*	15 days prior to 1st Hearing
8.	Site Posting for Public Hearing	15 days prior to 1st Hearing
9.	Submit affidavit of sign posting and public hearing notice mailing	15 days prior to the 1st Hearing

*The second neighborhood open house meeting and public hearing notice may be mailed together, depending on the hearing schedule. If this occurs, the neighborhood meeting will occur no less than 31 days prior to the first public hearing date and a summary of the meeting will be submitted to the City the day after the meeting. Notice requirements as outlined above will be met.

AURA

Aura Flagstaff Virtual Neighborhood Meeting Summary

Meeting Date: 3/23/2020

Time: 5:30 pm to 6:30 pm

Development Team:

- Todd Gosselink, Trinsic Residential Group
- Jason Morris, Withey Morris, PLC
- Benjamin Tate, Withey Morris, PLC
- Richard Alvarez, ORB Architecture

Development Summary:

- 11-acre site west of southwest corner of Lake Mary Road and High Country Trail
- Request to rezone from ER (Estate Residential) to MR (Medium Density Residential)
- 160-unit high-quality multifamily residential development
    - One-bedroom units: 112
    - Two-bedroom units: 48
- Includes 20% affordable housing units
- Open space: 95,943 square feet
    - Civic open space: 24,000 square feet
    - Common open space: 71,943 square feet
- Lot coverage: 15.30%
- Parking:
    - Required: 229 spaces
    - Provided: 242 spaces

Summary of Significant Changes from Previous Site Plan:

- Decrease in density from 174 to 160 units.
    - 25% decrease in number of bedrooms from 265 to 208 due to change in unit mix.
- Tripled setbacks adjacent to single-family to south and west.
- Reduced site area to 11 acres – no longer rezoning Auza homestead.
- Removed carriage buildings on south side of project and decreased height adjacent to single-family homes to the south.
    - Eliminates need for tiered retaining wall system and dramatically reduces cut and fill on south side of the site.
- Retaining all stormwater on site – won't feed into culvert system.
    - Eliminates the deep retention basin along High Country Trail – now usable, flat civic open space.

Frequently Asked Questions:

- Will there be development on the north side of High Country Trail?
    - **No, the portion of the site on the north side of High Country Trail will be a tree resource protection area. All development for this project will be on the south side of High Country Trail**

- Does the project meet the open space requirements prescribed by the City?
    - **Yes, we are providing 24,000 square feet of civic open space (5% of the overall site) and 71,943 square feet of common open space (15% of the overall site) in compliance with the ordinance requirements. Additionally, the unimproved tree resource protection areas are not included in that calculation.**

- What is the parking ratio for the development? How many spaces are you providing per resident?
    - **We are providing a total of 242 spaces, which is a ratio of 1.5 spaces per unit. This is 13 spaces more than the 229 spaces required by ordinance.**

- Will High Country Trail be widened or will any turn lanes be added to the intersection of Lake Mary Road and High Country Trail to accommodate traffic?
    - **With respect to the widening of High Country Trail, our traffic impact analysis does not indicate a need to widen High Country Trail given the relatively low traffic impact of the reduced density development. Ultimately, however, the decision to make any changes to High Country Trail rests with the City of Flagstaff's Public Works Department**
    - **With respect to the intersection of Lake Mary Road and High Country Trail, that intersection is outside of our project boundaries. Any changes to that intersection would be made by the City of Flagstaff.**

- Would it be possible to have one driveway designated as an "entrance only" and the other designated as "exit only"?
    - **We will explore this possibility with the City of Flagstaff. Whether or not it is feasible will depend upon what creates the safest traffic conditions and allows for the most efficient flow of vehicular traffic.**

- Are there any entrances/exits from the site to Wild West Trail?
    - **No, like the previous plan there are only two points of ingress/egress from the site and they are both on High Country Trail.**

- What is the change in total square feet of housing between the old and new proposal?
    - **Old Plan: 220,330 gross square feet (lower + upper floors) with 82,223 SF footprint**
    - **New Plan: 187,269 gross square feet (lower + upper floors) with 73,368 SF footprint**

AURA

Aura Flagstaff Virtual Neighborhood Meeting Summary

Meeting Date: 7/1/2020

Time: 5:30 pm to 6:30 pm

Development Team:

- Todd Gosselink, Trinsic Residential Group
- Jason Morris, Withey Morris, PLC
- Benjamin Tate, Withey Morris, PLC
- Richard Alvarez, ORB Architecture

Development Summary:

- 11-acre site west of southwest corner of Lake Mary Road and High Country Trail
- Request to rezone from ER (Estate Residential) to MR (Medium Density Residential)
- 160-unit high-quality multifamily residential development
    - One-bedroom units: 112
    - Two-bedroom units: 48
- Includes 20% affordable housing units
- Open space: 108,983 square feet
    - Civic open space: 29,000 square feet
    - Common open space: 79,983 square feet
- Lot coverage: 15.30%
- Parking:
    - Required: 240 spaces
    - Provided: 242 spaces

Summary of Significant Changes from 2019 Site Plan:

- Decrease in density from 174 to 160 units.
    - 25% decrease in number of bedrooms from 265 to 208 due to change in unit mix.
- Tripled setbacks adjacent to single-family to south and west.
- Reduced site area to 11 acres – no longer rezoning Auza homestead.
- Removed carriage buildings on south side of project and decreased height adjacent to single-family homes to the south.
    - Eliminates need for tiered retaining wall system and dramatically reduces cut and fill on south side of the site.
- Retaining all stormwater on site – won't feed into culvert system.
    - Eliminates the deep retention basin along High Country Trail – now usable, flat civic open space.

Summary of Additional Changes Since 3/23/2020 Virtual Meeting:

- Increases in open space:
  - Civic Open Space: 24,000 SF → **29,000 SF**
  - Common Open Space: 71,943 SF → **79,983 SF**
  - Total Open Space: 95,943 SF → **108,983 SF**
- Coordination with Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) to provide new Mountain Line bus stops on north and south sides of High Country Trail.
- Added 4 Electric Vehicle parking spaces/charging stations.
- Civic space area adjacent to High Country Trail converted from turf to natural grasses and wildflowers.
- Commitment to construct FUTS trail connections east and west of site:
  - Will bring "High Country Trail" to full connectivity between "Bow and Arrow Trail" to the east and "Ponderosa Trail" to the west.

Frequently Asked Questions:

- **If the stormwater isn't feeding into the culvert system, how will the site drain and where is the water going?**
  - All stormwater will be retained on-site using a series of chambers and dry wells underneath the drive aisles in the parking area. Water will percolate naturally into the ground from the dry well tanks.

- **How will the views from the homes adjacent to the south side of the project be affected by the new site plan vs. the old site plan?**
  - The view corridor for the homes immediately south of the project in the new site plan is a significant improvement over the original plan. In the original plan, the nearest building was a 24-foot-tall carriage building 15 feet from the property line and a 40-foot-tall, three-story building approximately 93 feet from the property line. In the new plan, the nearest building is a 28' 4"-tall, two-story building approximately 48' 1". As the sightlines show (See Site Section Exhibit on Page 9), the new plan is a significant improvement even with the changes in grade elevation. Importantly, the original plan required significant clearcutting of mature 60-foot Ponderosa pine trees between the property line and the nearest building. As the exhibit illustrates, far more of those trees between the homes to the south and the project will be left undisturbed. As a result, Ponderosa pines will remain a dominant feature of the view corridor far more than the previous plan.

- **What type of energy efficient features/sustainable building practices will be used?**
  - Low E insulated glass
  - High efficiency HVAC – 15 SEER units
  - LED lighting throughout
  - Low voltage LED landscape lighting
  - Recycle program for residents and office/common areas
  - Low flow water fixtures
  - Energy Star appliances
  - Individual unit water meters to track usage
  - Energy efficient pool pump and filtration equipment
  - Unit separation assemblies with STC 55 or greater for enhanced sound separation and energy retention
  - An irrigation design that employs low flow drip irrigation to maximize efficiency, and a smart controller with weather sensing technology
  - Applicant will participate in the City of Flagstaff's Sustainable Building Program which will require apartment units to achieve a HERS rating of 50 or better.

- **At the previous meeting there was a question about designating an exit-only driveway and an entrance-only driveway, any update?**
    - The City of Flagstaff does not recommend exit/entrance-only driveways for this site.

- **How will the new bus stops on the north and south sides of High Country Trail affect traffic?**
    - The request from the Northern Arizona Intergovernmental Public Transit Authority (NAIPTA) to install bus pads was a relatively recent request and we are working with NAIPTA and the City of Flagstaff to mitigate any impact on traffic.

- **Is there demand for new multi-family residential housing in the City of Flagstaff?**
    - Flagstaff has the highest multifamily occupancy rate (over 98%) of any major municipality in the State of Arizona. There is very high demand for new, Class A multi-family residential housing in the City of Flagstaff – both for market rate and affordable housing products.

- **How many trees are you "claiming" on each side of High Country Trail?**
    - The area on the north side of High Country Trail will be left completely undisturbed and all trees will be preserved in a tree resource protection easement dedicated to the City of Flagstaff. Our tree resource survey, which is part of the City of Flagstaff submittal requirements and prepared by a certified third-party arborist, is available from the City of Flagstaff through a public records request.

- **When will we know the traffic analysis and the exact plan?**
    - We recently submitted a revised Traffic Impact Statement to the City of Flagstaff for review. It is available through a public records request to the City of Flagstaff.

- **How many ADA-compliant apartments are available?**
    - Multifamily dwelling units are governed by ANSI not ADA. All ground floor units are designed to ANSI Type B standards (62 units). 2% of all units are designed to ANSI Type A standards (the highest level of accessibility). There will be a total of 4 ANSI Type A units.

- **What is your plan for fencing adjacent homes?**
    - A 42-inch-tall fence/guardrail will be placed on top of an 8' to 10' retaining wall set back approximately 35' from the property line. See the attached North/South Site Section.

- **What will the market/affordable units rent for?**
    - These estimates are ranges that are preliminary in nature and are subject to change due to market conditions and other factors:
        - 1-Bedroom: $1,500 to $1,600 (Market Rate)/$1,000 to $1,100 (Affordable)
        - 2-Bedroom: $1,700 to $2,000 (Market Rate)/$1,200 to $1,250 (Affordable)

AURA

AURA FLAGSTAFF

West of SWC High Country Trail
and Lake Mary Road

OVERVIEW

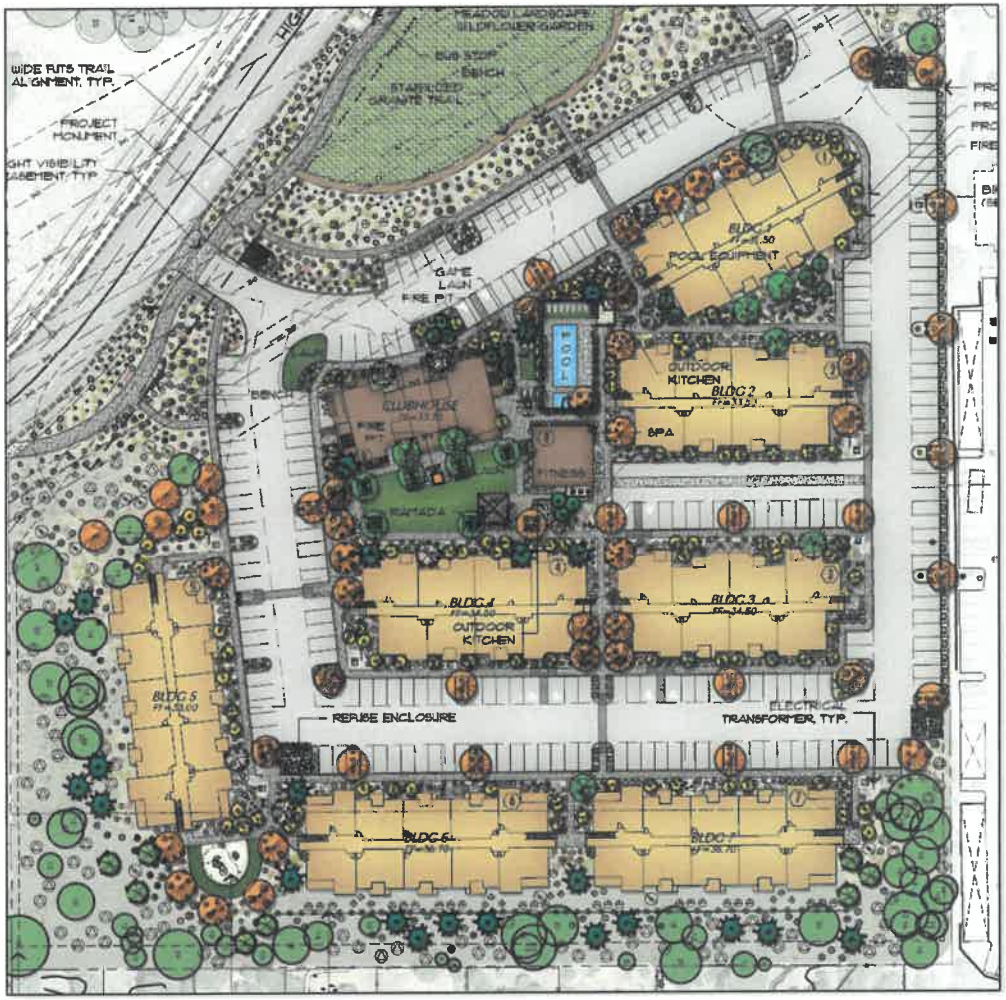
- Rezoning application originally filed December 2018 for 173-unit, 15-building multifamily residential development plus Auza homestead on north side of High Country Trail.
    - 16.11-acre project area included Auza property north of High Country Trail.
- Multiple neighborhood meetings and public hearings held from January 2019 to November 2019.
- Re-filed new zoning application in February 2020
    - Reduction in project area
    - Reduction in density
    - Reduction in overall number of buildings
    - Increase in setbacks
- First virtual neighborhood meeting for new project held on March 23, 2020



SUMMARY OF CHANGES

March 2020

- Decrease in density from 174 to 160 units.
  - 25% decrease in number of bedrooms from 265 to 208 due to change in unit mix.
  - Reduction in total number of buildings from 15 to 8
- Tripled setbacks adjacent to single-family to south and west.
- Reduced site area to 11 acres – no longer rezoning Auza homestead.
- Removed carriage buildings on south side of project and decreased height adjacent to single-family homes to the south.
  - Eliminates need for tiered retaining wall system and dramatically reduces cut and fill on south side of the site.
- Retaining all stormwater on site – won't feed into culvert system.
  - Eliminates the deep retention basin along High Country Trail – now usable, flat civic open space.



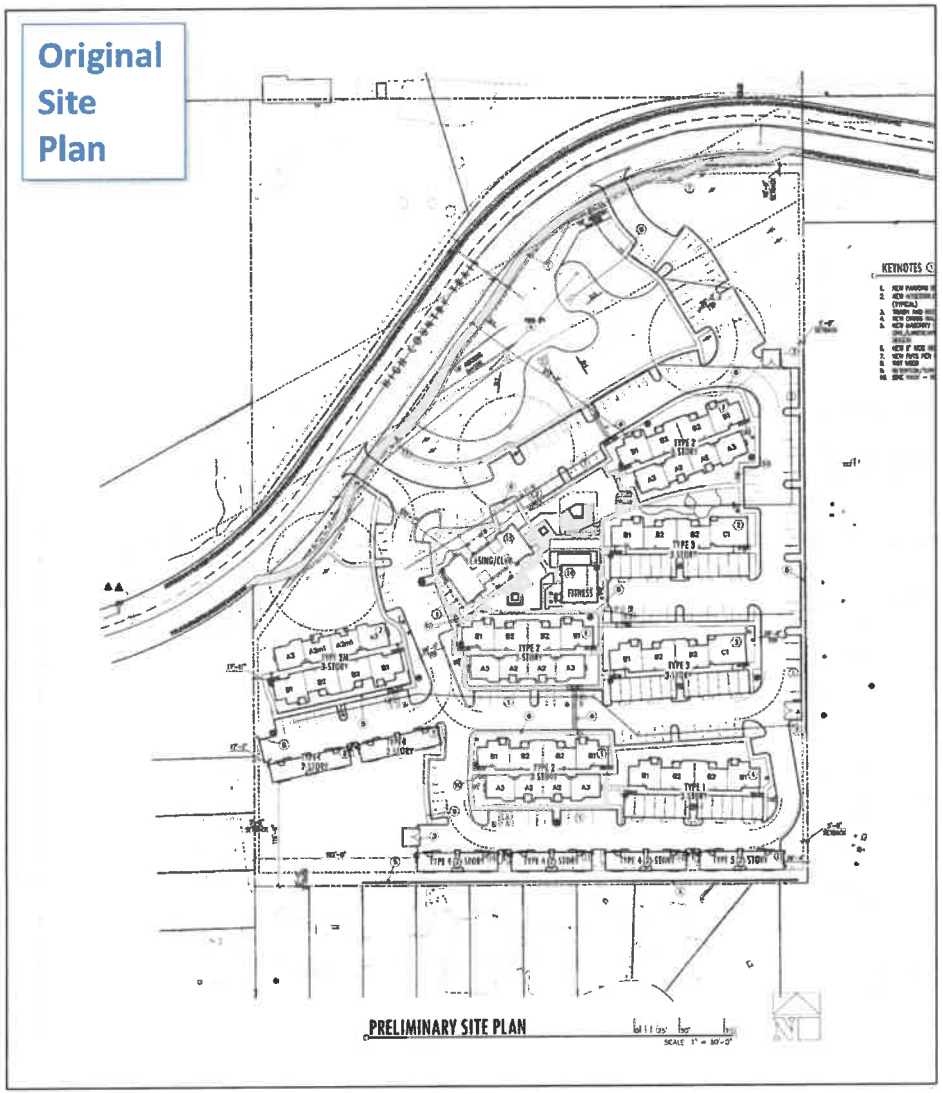
SUMMARY OF CHANGES

Additional Refinements – July 2020

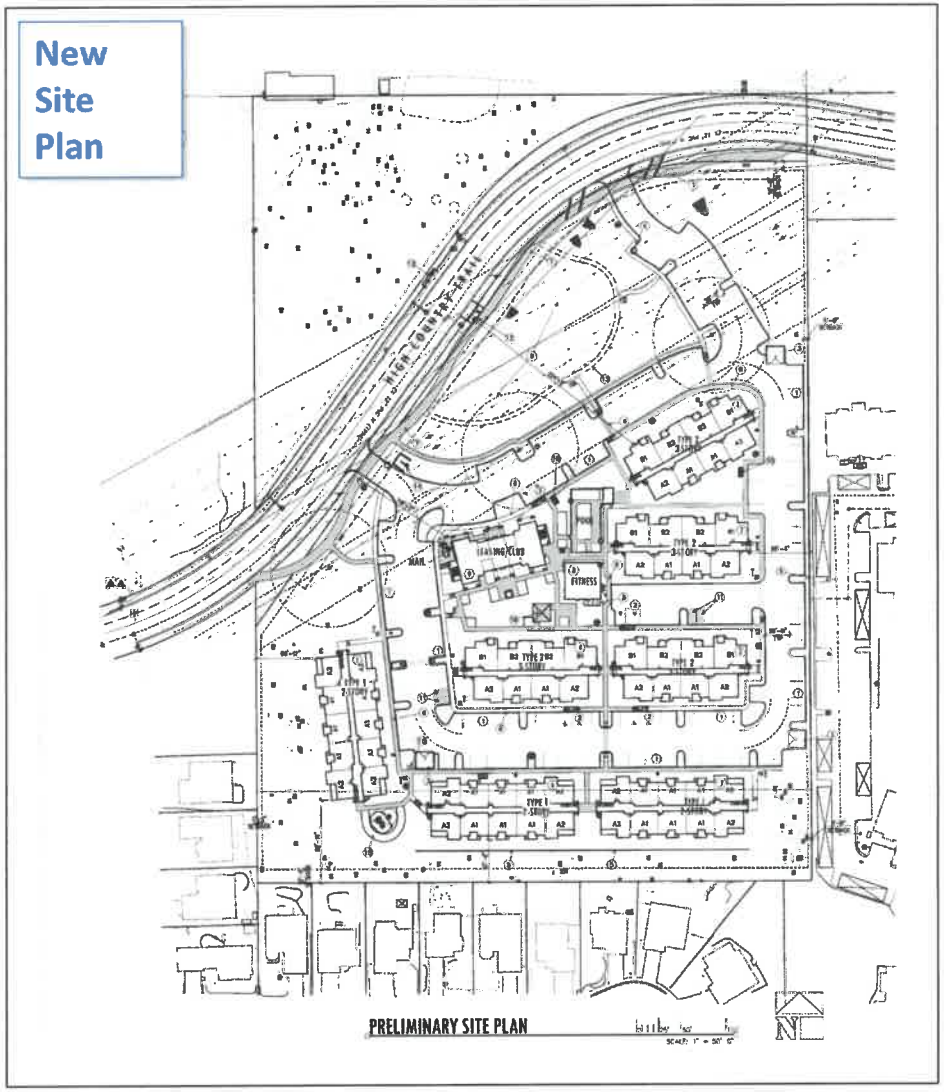
- Increases in open space:
  - Civic Open Space: 24,000 SF → 29,000 SF
  - Common Open Space: 71,943 SF → 79,983 SF
  - **Total Open Space: 95,943 SF → 108,983 SF**
- Coordination with Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) to provide new Mountain Line bus stops on north and south sides of High Country Trail.
- Added 4 Electric Vehicle parking spaces/charging stations.
- Civic space area adjacent to High Country Trail converted from turf to natural grasses and wildflowers.
- Commitment to construct FUTS trail connections east and west of site:
  - Will bring "High Country Trail" to full connectivity between "Bow and Arrow Trail" to the east and "Ponderosa Trail" to the west.



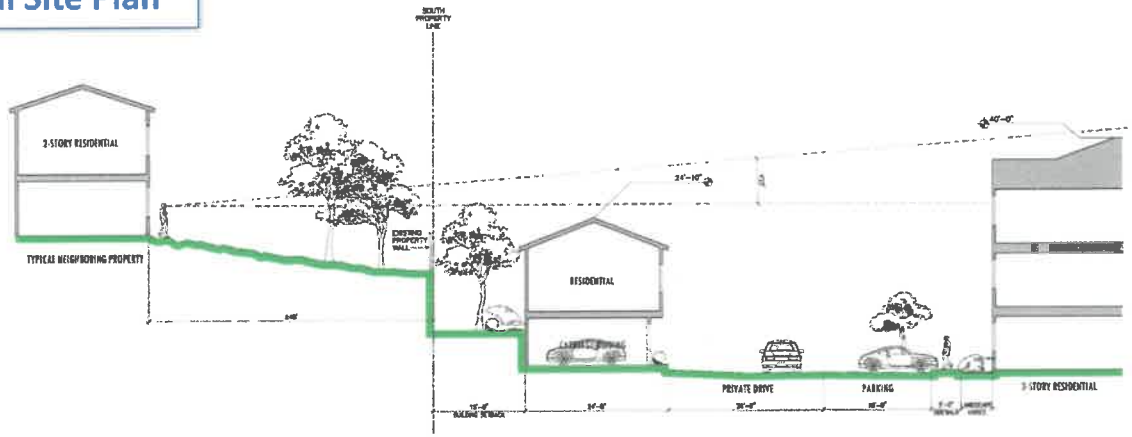
Original Site Plan



New Site Plan



Original Site Plan



PREVIOUS NORTH/SOUTH SITE SECTION



AURA FLAGSTAFF APARTMENTS

151 W HIGH COUNTRY TRAIL
FLAGSTAFF, ARIZONA 86001

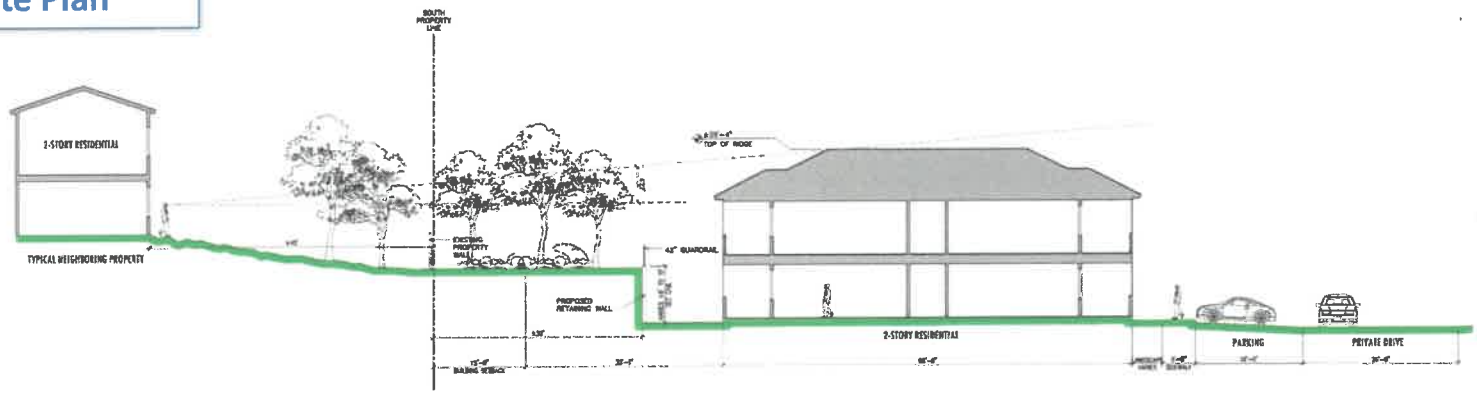
Office of Rich Barker Architecture, LLC
ORB

WorldHQ@ORBArch.com

DEVELOPER

Architect

New Site Plan



CURRENT NORTH/SOUTH SITE SECTION

REVISIONS

Date: June 25, 2020 ORB # 17 227

A1.11

SITE SECTION
PRELIMINARY

CURRENT PROJECT DATA

- 11-acre site west of southwest corner of Lake Mary Road and High Country Trail
- 160-unit high-quality multifamily residential development
  - One-bedroom units: 112
  - Two-bedroom units: 48
- Includes 20% affordable housing units
- Open space: 108,983 square feet
  - Civic open space: 29,000 square feet
  - Common open space: 79,983 square feet
- Lot coverage: 15.30%
- Parking:
  - Required: 240 spaces
  - Provided: 242 spaces



PONDEROSA TRAILS HOA

Sent via first class mail

September 11, 2020

City of Flagstaff – Zoning Committee
211 W Aspen Avenue
Flagstaff, AZ 86001

RE: Aura Flagstaff

Dear Zoning Committee:

This letter is being written on behalf of the members of the Ponderosa Trails Homeowners Association regarding common concerns of its members, with the updated proposed development "Aura Flagstaff". In August 2020, an informal poll of the members of the Association was taken. A brief summary of the types of City Zoning pertaining to the property was given and the following question was asked: "Are you in favor of the proposed zoning change to rezone the property to Medium Density Residential (MR)?

There is a total of 639 lots within the Association, most with multiple owners; the poll was sent out to over 850 owners/representatives representing over 621 lots. 338 responses were tallied, resulting in 88% opposed to the zoning change, 11% were in favor, and 1.5% did not have an opinion either way.

Sincerely,

Katy Kuhns

Katy Kuhns, Community Manager
For:Bryan Burton, President
Board of Directors
Ponderosa Trails HOA
www.ponderosatrailshoa.com

Alaxandra Pucciarelli

From: Nathan Jones <ndj1187@gmail.com>
Sent: Wednesday, July 1, 2020 7:39 PM
To: Alaxandra Pucciarelli
Subject: Aura Flagstaff

Hi Alex,

I hope this email finds you well during these challenging times.

I am writing to you today to express my frustration and resounding disapproval of the Aura Flagstaff development. I have attended every neighborhood meeting dating back to the initial meeting in either 2018 or 2019 when this project first started and came to the planning and zoning meeting. I have left every meeting feeling like I am being lied to and made to feel unintelligent.

Before I get into my points, I do want to assure you I support growth and development within Flagstaff, as long as it makes sense. I would fully support single family homes being built in lieu of these apartments, as I have recognized the need for more single family homes.

I have many concerns about this development, but I first want to start with my frustration with the developer. I understand that they are just doing their jobs to the best of their ability, but their inability to actually answer any of the questions is appalling. It is very apparent talking to them that they are lawyers and they think they know what's best for a town they have never, nor will they ever, live in. I feel like they haven't done any research about Flagstaff, but rather they insist on making the residents feel like we don't know what we are talking about. I have asked multiple questions during every meeting and never feel like my question is answered. They have no problem following up one-on-one with someone to answer their question, but I see this as a tactic to dance around the subject rather than face it head on.

Now to my concerns. My biggest issue with this development is the purchase of the entire 11 acres, but with no plan to build on 2 of them so they can "claim" they are saving trees. Are they saving trees? I guess, but not really if the intent is to never build there in the first place. My question to you, is how is this ok? Am I the only one that sees an issue with this? My next issue - Traffic. Traffic on High Country has always been a point of contention with the residents of Ponderosa Trails, and by adding 200-300 people to this neighborhood without adding an additional exit will only make it worse. Now the developer is saying that bus stops will be added along High Country which will only cause bottlenecks and more frustration. Thirdly - Parking. The current apartment complexes along High Country already park along Wild West trail when they run out of spots. What is stopping this from happening with this complex? I get that they are alloting 1.5 spaces per unit, but we both know most, if not all units, will have more than one car.

Some questions I have for you. I hope you are able to answer them, but I understand if you are not.
1. What data are they using to show the (to use the developers words) "overwhelming" need for additional apartments? Flagstaff has multiple complexes already under construction with more getting ready to come.
2. How old is their traffic study data? They never show us the data they have, which never makes sense. If you have the data and it backs up your point, why wouldn't you show it?
3. What are your thoughts on this development?

I know I just threw a lot at you, but I appreciate you taking the time to read through this.

Thank you,
Nathan Jones

Alaxandra Pucciarelli

From: CRAIG ROSE <rose5az@hotmail.com>
Sent: Thursday, September 10, 2020 1:33 PM
To: Alaxandra Pucciarelli
Subject: AURA Flagstaff

Importance: High

My name is Craig Rose, and I live in Ponderosa Trails. We have been here, in this Development since 2002. I am a native of Flagstaff. We are currently troubled in this proposed development on High Country Trail, Lot # 110-50-211. I'm sure your office is aware of the request to rezone this plot for apartments. My position is negative. It will not be a family friendly apartment complex, due to the amount on only 1 bedroom apartments, (which would be destined for students). Only a few 2 bedroom and no 3 bedroom. The plans still show a high density apartment complex, and not a medium density complex. The wording is wrong by the developer who is wanting to build here. There are approximately 750 trees, that they will have to destroy to complete this complex, and I believe there are comprehensive plans/community plans that prohibit the destruction of open areas.

My question is what happened to the comprehensive/community plans that prohibit this type of building in an open area. What percentage of mature trees have to remain to keep this area. When we built our home here, we were told by the city, that we have to keep a certain percentage of trees on our property to keep it in perspective to the city plans. We have been to city hall when this first started and your commission recommended disapproval of this complex. Ponderosa Trails Development does not need extra traffic, on high country trail, this would cause more back up, accidents during snow season, safety to our citizens, who live here already, we have one exit on High Country Trail, and it's backed up every day. During work start times. Plus the area, is on two dangerous curves and during snow season is very icy, and I have personally seen since living here, about 150 accidents or slide offs.

So please take this to heart and not let this go through.

Sincerely
Craig Rose
3739 S Wild West Trl
Flagstaff, AZ 86005

Sent from Mail for Windows 10

Alaxandra Pucciarelli

From: CRAIG ROSE <rose5az@hotmail.com>
Sent: Tuesday, December 1, 2020 10:54 AM
To: Alaxandra Pucciarelli
Subject: PZ-20-00008-01 Aura of Flagstaff

Commissioner Zimmerman and zoning commission members.

Good morning, My name is Craig Rose and live in the area adjacent to where this complex is proposed.

I'm sure you have seen and received a lot of emails concerning the planned mess. We have lived on Ponderosa Trails for 18 years, and knew that the Apartment complexes across the street at 250 and 300 High Country Trail were coming. Because that was part of the plan discussed when our area went in.

But, adding another apartment complex in this area, will deteriorate the beauty we have come to know in the Aura submission.
Additional reasons we don't need this project. The crime in the area has risen dramatically since the apartment complex's have been built. I canvassed the FPD and the excel sheet is to extensive to send to you. But we have seen the FPD and FFD's there constantly (usually on a daily basis). We witnessed a murder, and 2 suicides', in the past year.

As of now Flagstaff has to many apartment complex's in the works, and do not need to add to that process. I canvassed the apartments at Fremont station (only 47% occupied), The standard (45% occupied). The Lumber Jack (HUB) 47% occupied. NAU admissions in down 12% as of November and continuing to decline. The Developer who purchased the MVD property has pulled out of building for the reasoning of lack of students and would not be lucrative to his company. We really don't need this to develop .

Thank you for your time and consideration to deny this proposal.

Sent from Mail for Windows 10

Alaxandra Pucciarelli

From: Uri Farkas <Uri.Farkas@nau.edu>
Sent: Tuesday, December 1, 2020 9:21 AM
To: Alaxandra Pucciarelli
Cc: David Zimmerman; Becky Cardiff
Subject: RE: PZ-20-00008-01
Attachments: P and Z Letter.docx

Hi Alaxandra,

Thanks to you, Chairman Zimmerman and Committee for the opportunity to share information. I've attached a brief statement for their review.

Will look forward to speaking with you all on Dec. 9th –

Best,
Uri Farkas
198 West Gold Rush Trail
Flagstaff, Arizona
86005

From: Alaxandra Pucciarelli <APucciarelli@flagstaffaz.gov>
Sent: Monday, November 30, 2020 12:01 PM
To: Uri Farkas <Uri.Farkas@nau.edu>
Cc: David Zimmerman <zimmerdg@gmail.com>; Becky Cardiff <bcardiff@flagstaffaz.gov>
Subject: RE: PZ-20-00008-01

Hi Uri-

I have copied the Chairman on this email to make him aware of your request to speak. Did you wish to put anything in writing? I include copies of any written comments in the packets that go out to the commissioners.

Thank you,

Alaxandra Pucciarelli
Current Planning Manager
Community Development
211 W. Aspen Avenue
Flagstaff, AZ 86001
Phone: (928) 213-2640
Email: apucciarelli@flagstaffaz.gov

From: Uri Farkas <Uri.Farkas@nau.edu>
Sent: Monday, November 30, 2020 8:43 AM
To: Alaxandra Pucciarelli <APucciarelli@flagstaffaz.gov>; Tammy Bishop <tbishop@flagstaffaz.gov>
Subject: PZ-20-00008-01

Hi Alaxandra –

I would like to request to speak at the December 9th Planning and Zoning Meeting regarding the Aura and PZ – 20 – 00008 – 01.

Thanks for your consideration and please let me know if you need additional information prior to the meeting –

Thank you –
Uri Farkas
198 West Gold Rush Trail
Flagstaff, Az
86005

From: Alaxandra Pucciarelli <APucciarelli@flagstaffaz.gov>
Sent: Friday, November 6, 2020 7:55 AM
To: Uri Farkas <Uri.Farkas@nau.edu>
Subject: RE: Upcoming Planning and Zoning Meeting

Hi Uri-

We are planning to take Aura before the Planning & Zoning Commission on December 9th. The developer should be updating their sign soon. We have not agreed to a city council meeting yet. It will probably not happen until January.

Thanks,

Alaxandra Pucciarelli
Current Planning Manager
Community Development
211 W. Aspen Avenue
Flagstaff, AZ 86001
Phone: (928) 213-2640
Email: apucciarelli@flagstaffaz.gov

From: Uri Farkas <Uri.Farkas@nau.edu>
Sent: Thursday, November 5, 2020 3:12 PM
To: Alaxandra Pucciarelli <APucciarelli@flagstaffaz.gov>
Subject: Upcoming Planning and Zoning Meeting

Hi Alaxandra,

I'm a resident of Ponderosa Trails and wanted to inquire about future Planning and Zoning meetings specifically related to the Aura project by Texas developers, Trinsic.

The sign on High Country Trail still notes a meeting time back in July and I was wondering if their project was slated to go before you and the committee anytime soon.

Thanks for your help and have a great week –
Uri Farkas
198 Gold Rush Trail
Flagstaff, Az
86005

November 30, 2020

Re: Aura Apartments, PZ-20-00008-01

Chairman Zimmerman and Committee,

Thank you all for taking the time to hear input from members of the Flagstaff community regarding the proposed building of the Aura Apartments in the Ponderosa Trails neighborhood. Our family is adamantly opposed to the construction of the apartments and would like to provide some brief context.

1) We are not anti-development in any way. Based on the City of Flagstaff Zoning map, the area to be developed is zoned ER (Estate Residential). We welcome any development following the designated zoning which we feel appropriate for our neighborhood.
2) Trinsic Development, no matter how many times they commit falsehoods, have never communicated with me or a member of my family regarding the development. They have repeatedly said in documents and in the past Planning and Zoning meeting they have "reached our directly to and offered to meet with all home owners on Gold Rush Trail". We have owned our home since June 2018 and have never been contacted in any way.
3) The repeated sales pitch noting a 16 acre development is not accurate. The only land being asked to be developed is 9 acres.
4) The continued sales pitch of "medium density" is not accurate. As a zoning committee, please see the number of units and it's clearly "high density". They are using credits to become "medium density".
5) The number one goal of the Flagstaff Regional Plan is "Identify, preserve, and build on the positive qualities of different places"
    a. We are asking you all please help preserve our neighborhood.
6) The Trinsic sales pitch of "family apartments" is a falsehood based on their number of one and two bedroom units.
7) If approved, the Ponderosa Trails neighborhood near the proposed development will lose home owners and families. It will become rental housing and the demise of a family friendly environment.

Simply put, this is the wrong development at the wrong time in the wrong location. High density housing is critical for thriving communities. The Ponderosa Trails neighborhood is not the right location of this project. Affordable housing is a critical need in Flagstaff. Let's not consider the 20 units of affordable housing in the proposed Aura complex a win for a community when a literal forest will be taken down to accommodate this. Let's all work on a community plan to create affordable housing on a larger scale and not try to jam 20 units into a student housing project. A Texas developer, building a 150 unit eyesore in place of a wooded forest at the entry of a family neighborhood is a mistake. I hope you all take into consideration the information provided and again, thank you for your service to the Flagstaff community.

The Case for Denial

Aura Flagstaff – PZ-20-00008-1

Phil Goldblatt, Resident, Ponderosa Trails HOA

December, 2020



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Summary of this Paper to the Flagstaff P & Z Commissioners

Dear Chairman Zimmerman and P & Z Commissioners:

I realize this paper is quite long and complex. Therefore I sincerely invite any and/or all of you to engage me in discussion if you have questions about anything I have written. And to of course feel free to pass it by the City's or preferably an independent attorney if you wish examination and/or clarification. Additionally, if even after the Public Hearing on "Aura" you wish to evaluate further, please feel free to not tender a vote but to recess if you wish to have more time to investigate and study this and any other issues I have raised re: this rezone.

Probably the first four Sections of this paper are most important to understanding the intent of it. Though I believe all are very relevant to this "Aura Flagstaff" proposal. Here is a short summary of each section for your convenience.

I. **Purpose/Authority of Code** - Our zoning code is "protective" of community character and therefore of the people who live in those communities. One of the MAIN purposes of our Code is to limit scale and density, not inflate it.
Another main purpose is to encourage aesthetically attractive developments that protect adjacent landowners from property devaluation and other adverse impacts.

II. **Community Character** - The impact of "Aura" on the neighborhood is "de facto" high density since it is proposed for 160 units on 9 acres or 17.8 units/acre. Those are the "facts on the ground" and no administrative rule or law can alter that. Because these facts would alter the community character, a Major Regional Plan amendment is required that has not been accomplished.

III. **Improper Designation of Development Site Area** - The two acres claimed by Applicants to be a part of the "development site area" are actually PROHIBITED from development by the conservation easement they would place on them. And they are not a contiguous site upon which any development at all is proposed. Furthermore they are apart from the 9 south side acres (separated by a street and private fence) upon which development **is** proposed. Therefore they must not be used to calculate the allowable baseline density,

the density bonus's, nor the "on-site" resource protection incentive allowable. Other incentives could have been awarded if the developer wanted to place such an easement on additional property. The developer also abrogates his responsibility regarding how he should use this conservation easement to mitigate impact. And significantly our Code itself provides rules of interpretation that show that the more restrictive provision utilized in this paper must be the one that governs and applies.

IV. **Arbitrariness of Plan Interpretation** - The Regional Plan "interpretation" used here to allegedly allow Applicants to apply for Medium Density without any cap on the degree of density bonus incentive is legally arbitrary in that it ignores negative consequences and depends on individual discretion rather than a fair application of the law. The "Suburban Characteristic Density Range" found in the Plan should apply instead. Further it elevates one of the sections of the Code above the main purposes for the Code itself and that is unlawful as well. It sweeps over broadly and therefore must apply to the "protection of forest resources" also but then that would disallow that incentive since it impedes (not furthering) the goals and policies of our Plan.

V. **Aesthetics in Zoning** - This section provides evidence and argument that aesthetics are essential for preserving pleasant residential areas. It also goes on to show that "Aura" lacks several elements contained in our Zoning Code to do just that; preserve and protect the community character from poor aesthetics. It lacks building forward design, location of entrances at the front of the buildings, no screen wall nor trees to screen from High Country Trail, parked cars easily seen from that street, and forward parking lots in front rather than the side and rear of the buildings as recommended by our Code. Lastly, all of the above and the general appearance of high density of this development add to the conclusion that "in a **down** market" it will have a significant negative economic impact on the adjacent single family homes.

VI. **High Density Nuisance** - This section explains why the factors of non-ownership, nuisance party noise and crime will all be present and constitute a private but permanent nuisance to the adjacent single-family homeowners. Best read

this section for more details. Raising small children is naturally an important consideration here.

VII. **Stormwater Analysis** - Reasoning is provided that shows why the "underground chamber" method for collecting storm water and two small culverts can not possibly maintain the flooding along High Country Trail in winter not worse than it is today; which is the standard communicated to me by the Water Services Division of Flagstaff. It also, by the way is inconsistent with one of the Goals and Policies of the Regional Plan, #WR 5.5. This policy discourages many dispersed basins rather than regional detention. I know this development is not regional but the principle is valid and the same.

VIII. **Significance of PTHOA Poll** - The results of the most recent Ponderosa Trails HOA poll on this development are presented and show 89.8% opposed with a margin of error of plus or minus 5.4% at the 99% confidence level. This time these results were corrected for a few homes that sent in more than one vote. But more significant is that no one can say that this development only inconveniences the residents of one or two streets since this whole community is opposed to it and therefore it does not benefit Flagstaff in general.

IX. **The Findings** - This Section presents my analysis of all three Findings. It also concludes that Aura fails them as well. Many reasons are given with substantiation for each reason. Many goals and policies of the Plan are shown inconsistent. The public interest and "..morals, general welfare" are not well served, and the site itself is too small for the number of units they want to build resulting in noncompliance with certain aspects of our Code as well as deficiencies in the type of storm drainage system proposed. The application should be denied.

To: Chairman Zimmerman & Planning & Zoning Commissioners

From: Phil Goldblatt, Resident, Ponderosa Trails HOA

Date: December, 2020

Subject: **LEGAL and LEGAL STYLE ARGUMENTS FOR DENIAL OF REZONE FOR AURA FLAGSTAFF – PZ-20-00008-1**

My neighbors and I will present arguments utilizing both the facts and the law pertaining to this rezone. Herein however I will primarily present the legal and legal type case supporting denial.
But first please see Note #1 on p. 27 below:

I. Subversion of the Main and Explicitly Stated Authority and Purpose of our Zoning Code by Allowing "de Facto" High Density Apartments in a Maximum Medium Density Zone

As you can see for yourself, the below excerpts from our Zoning Code (Code) make it clear that protection of the citizen residents of Flagstaff from development that adversely impacts the general welfare by PRESERVING the desired character of our neighborhoods including Ponderosa Trails is a **major** objective and PURPOSE for our Code.
It is also evident that encouraging "attractive" development is a major goal of our Code. I will have more to say about that later. See Section V. Also please see Sect. II below for why this development is "de facto" high density.

10-10.20.010 Legislative Intent

In adopting this Zoning Code, it is the intent of the City to protect and promote the public health, safety, convenience, and general welfare of the citizens of the City by exercising all powers related to the regulation and use of land and structures within the City that are authorized by the City Charter and Arizona Revised Statutes (A.R.S.).

10-10.20.020 Purpose of Zoning Code

B.1. Land Use Patterns.
f. Limiting the size, scale, and density of new structures and additions to existing structures to preserve the desired character of neighborhoods and the community.
g. Encouraging quality, attractive, and marketable development.

B. 5. Justifiable Expectations and Taxable Value.
b. Protecting landowners from adverse impacts of adjoining developments.
d. Protecting and enhancing real property values.

II. Alteration of the Community Character of our Neighborhood without First Requesting a Major Regional Plan Amendment that would allow Applicants to do so

Please refer to Page III-14 of our Flagstaff Regional Plan and specifically #5. It states in pertinent part as one of the conditions for requiring a Major Regional Plan Amendment:

"In neighborhoods and along commercial corridors more than ¼ mile from an activity center, changes from rural to suburban, or suburban to urban area types."

As you well know in this application and the last one, the Zoning change staff refers to therein would be from ER to HR so the area type would change (in my estimation) from Rural to Urban thus triggering a Major Plan Amendment.

It states in the **Staff Report** dated April 9, 2019 on page 11, under Finding #1, A IIg. that: "Had the developer chosen to rezone the property to the HR zone, this rezoning case would have required a major Regional Plan amendment to proceed." Yes, it IS a separate application but the same principle and technique Applicant used previously is still being applied for this present application. It is self evident in this case that the **IMPACT** of this development is 160 units/9 acres or 17.8 units/acre density that is well into the HR zone. It is "de facto" a high density development. More to say later on this as well.

It is legally impermissible on it's face to create an "administrative alternate reality" by "pretending" that facts on the ground do not matter with regard to density and other breaches of our Code. Even if a formal Major Plan amendment were not required, surely the additional safeguards and requirements must be. Among those that the Applicant/s have not completed are: (*please refer to Sect. 11-10.20.020 of our City Code*)

1) An infrastructure and community services impact analysis that includes: (yes, traffic analysis was already completed)
a) Water/wastewater analysis
b) Police and fire protection analysis
c) School impact analysis
d) Economic development analysis

Surely an economic development analysis would be prescient here in revealing the obvious that in a "down market" the property values of homes along W. Gold Rush Trl. and lower part of S. Wild West Trl. would be diminished more than property surrounding them. Right now we are in an "up" market so it would not make a significant

difference but in a down market it certainly would. This is obvious. Since the housing market is **cyclical**, no one can reasonably expect that those single-family homes will not be negatively affected.
So although understandable in that Applicants would never desire increased expenditure and proof that his development is illegal through creating a "Regulatory Taking", (in violation of ARS 12-1134-1138) (please see Appendix A for why this is likely) that does not make it acceptable. The de facto nature of this development proposal makes it necessary to meet **all** requirements for a Major Plan Amendment.
Additionally, we would agree that no homeowner is assured or can expect that an investment in a home and property will always increase in value, but what he/she should be assured of is that over time, the property values in a down market would not be negatively impacted more than similar homes nearby.
To do otherwise subverts the purpose and authority of our Zoning Code so it **no longer protects the communities of all of Flagstaff** as it is intended to do.

III. Wrongful Designation of the Development Site Area and Calculation of the Baseline Density for "Aura" Leading to Surreptitiously adding a Concealed Density "Bonus" to an Otherwise Unconstrained but Appropriate Pair of Density Bonuses

May I refer you to Section 10-80.20.040 (D) of our Code. The definition of Gross Density. This definition specifies that this term is calculated by using the "Development Site Area" as denominator. In that same section the Development Site Area is defined using the "total area of a development site" excluding all existing dedications for public Rights of Way._Then the "Development Site" definition states in pertinent part "...which constitute **contiguous** lots...on which development is proposed,....." (emphasis mine)

Because the calculation by Applicants of the baseline density INCLUDES 2 acres on the north side of High Country Trail and because those two acres are **NOT part of or a site on which development is proposed** (in fact just the opposite) they therefore can not be included in the "development site area" needed to calculate the allowable gross density.

But equally alarming is that this miscalculated baseline density is then used to further calculate how much density BONUS is awarded for both the Affordability provision and the Sustainability provision. This **artificially inflates the bonus density that is awarded**

because it is in effect adding a multiplier to the calculation that would not otherwise exist.

Furthermore, these same two acres are then also used to supply a significant part of the tree points needed to fulfill the forest resource protection standards even though it is not a part of the Development Site. The reduction of forest resources incentive explicitly specifies at 10-30.20.040 (B1b) and at 10-50.90.030 (B3) & (B4) that the forest resources to be protected are those "on-site". "On-site" can only reasonably refer to the "Development Site" upon which development is proposed according to the definition. Not upon which development is **not** proposed. In fact it is PROHIBITED by the conservation easement.

And lastly here these same two acres are utilized yet again to provide the developer with an incentive that does NOT further the goals and policies of the Regional Plan. (just the opposite; please see CC 1.1, 1.3 and CC 1.5). Please see next Sect. IV for why this is legally invalid and therefore cannot be used.

The mere fact that these two acres ARE used to provide a conservation easement does not mean they can be used "again and again" (or even once) to calculate allowable density or density bonus's that should be already calculated utilizing other standards. Many other jurisdictions award other incentives (such as reduction of development fees, expedited processing, etc.) if a developer provides land elsewhere for a conservation easement, but then our Code needs to authorize the City to award them exactly that incentive. But our Code does not authorize the City to provide that exact incentive. In any case it is legally impermissible for them to award a concealed and extra density bonus or to allow them to use this acreage to meet the forest resource protection standard. The City is not permitted to grant bonuses that are not authorized by our Code.

Furthermore it should be plain to see that the conservation easement Applicants desire to place on the north side two acres **prohibits** development; just the opposite of "site area" upon which development **is** proposed. So it is impermissible to still use those two acres for calculation of baseline density. Again, the mere fact that those two acres are part of the same parcel number does **not nullify** "facts on the ground" that show that this acreage is not contiguous with the acreage that IS proposed for development (i.e. the 9 south side acres) and that a street and fence separate these two acres from the **actual development site**. And that the landowner will continue to treat and use those as he has always done in the past and will continue to keep them private and not open to either the residents of Aura nor to the public. It cannot by any stretch of the imagination be considered as a part of the development site area. The parcel should

be split because it is contiguous with other land that the Auza's own on the north side of High Country Trail. It is really a separate parcel. A parcel number cannot nullify reality.
Incredibly as if this were not enough, the developer violates our Code Sect. 10-30.50.020 (B1) "Responsibilities" (and definition of "public improvements"; i.e.10-30.50.030 (A)) by placing the "**conservation** easement" (which is surely considered an improvement since such easements would normally add to the public good) onto the north side two acres but then refuses to USE IT as strongly implied by B1 above to "mitigate the impact of new land development" but instead uses it to increase density/intensity that exacerbates the impact of this development. And then because it is not available to the public but only the private use of the Auza family, it is not a "public" improvement at all but really a private one that the Auza's have not compensated the City for. Thus the developer shirks his responsibility regarding this so-called "public" improvement.
Additionally our Zoning Codes' own "Rules of Interpretation" at 10-10.30.040 (B1 & C) state that the Codes' standards are the "**minimum** requirements for.....restrictions, uses,..." and that in essence if there are overlapping or contradictory regulations, the provision that is "MORE RESTRICTIVE" **shall govern**, ..so that in **all** cases the **most** restrictive provision shall apply." Since the calculation of baseline density and the subsequent density bonuses and use of the "conservation easement" acreage thrice (once for calculation of baseline density, once for density bonuses and once for meeting the requirement for tree points for preservation of forest resources) are less restrictive than under this paper's viewpoint expressed here above, I conclude then that this interpretation must be the one that governs and applies according to our Code's own rules.

Furthermore, as you will read in the next Section IV, most localities provide a "CAP" on just how much density developers can add to the existing zone that they are applying for over and above the maximum density for that zone. But even in municipalities where there is no cap as here in Flagstaff MOST developers realize that they run into all sorts of issues and opposition regarding **Takings** problems and meeting other Zoning Code standards if they are unreasonable with regard to how much density bonus incentive they avail themselves of. **NOT TRINSIC though**! An actual records search result provided by Larysa Feyti, Records Coordinator for the City shows that over the last 20 years or so there have been NO developers here at all who utilized density bonuses that extended up over 40% into the next higher density range. In other words all of

them have been lower. These Applicants utilize 160 units/99 or 61.6% over and above the otherwise maximum limit for Medium density. And according to what I would consider the correct calculation as explained above it is really 160/81 (9 acres x 9 max units/acre for MR zone) or 97.5% over what should have been maximum medium density.

IV. The Rational' for Permitting no Maximum Cap or Limit to the Degree of Density Bonus Awarded is Legally Arbitrary and Therefore Must be Applied to the Award of Reduction of Forest Resources as well – Or an Alternative Standard Utilized

The interpretation of in particular here page IX-46 of our Regional Plan and the characteristic of "Density Range" stated there was that in essence it was fine to ignore this "Suburban Characteristic Range" in providing density bonuses because the incentives further the goals and policies of the Regional Plan (Plan) since they are given generally for providing affordable housing/sustainability both of which are two (in this case) of the goals/policies of the Plan. So what is the problem?? Here it is.

First off though the legal definition of "arbitrary" is that the decision is based on individual discretion rather than a fair application of the law. This Plan interpretation falls into that category as explained below.

A GENERALLY APPLICABLE PRINCIPLE is being used to **ONLY** apply to a SPECIFIC incentive; namely **Density Bonuses** but **ignores** all the other possible incentives that the City IS authorized to grant and to which such a principle must also be applied if it is applied to the density bonus incentive. Furthermore, it ignores unintended consequences that would violate other protections contained in our Code in the process of applying this one. Examples will follow a bit later. The City has **no authorization** to "wrangle" and finagle such an interpretation into what they think they want to accomplish. It is legally arbitrary on it's face and therefore the City/Applicants would be obstructing protections afforded by our Code to the communities/people in applying such a principle in the manner in which they are attempting to do so here.

One of those other incentives (used here for the Aura proposal), "reduction of forest resources" (used as an incentive since it is relaxing a standard of the Zoning Code) does just the opposite in that it **impedes** the goals and policies of the Regional Plan. In this Aura proposal the applicants are slated to receive an additional allowable reduction of forest resources of 25% or 50% of the remaining

resources after the first 50% is removed. So if this general principle is ok to apply to density bonuses it would not at all be even handed to not also apply it to the other incentives (such as reduction in forest resources) that the City is authorized to grant to incentivize affordable housing. It would not be fair or just and it almost sounds like this "interpretation" was made up "ad hoc" in order to allow something that if completely thought through would never be allowed because of the negative consequences that would surely follow without any codified regulation or means to prevent them. In other words, directly and automatically. The codified regulation must be approved by the people in order for the City to possess the legal authorization and warrant to act. A cap on how much total density bonus is allowable might be one such regulation. Or they could use the Suburban Characteristic Density Range from the Regional Plan. Otherwise they do so outside the rule of law.

But there is even more serious harm to the whole process of evaluating applications for rezone for a specific development. The essence of this Regional Plan "interpretation" as applied to Aura is that it allows and impermissibly "elevates" one or two goals of the Regional Plan above the MAIN intent and legislative purpose and AUTHORITY of the Zoning Code. How can that be??? Here's how. Any PART of a zoning code cannot and must not supersede a main legislative intent and purpose for the entire code itself. Nor can the Plan. That would mean that one part possesses a higher authority than the main purpose for the code or the authority of the Code itself. **Not permissible in any jurisdiction**!! If the people of the City of Flagstaff decide by referendum that the goal of providing more affordable housing units is worthy, then all of us should be willing to have our taxes raised and/or approve bond issues with precisely the goal of building or making land available on which **mostly** more affordable housing is constructed. I.e. 100% or 70% say affordable housing; not 10% or 20%.

And so it does damage to our legislative process because of the "reprioritizing" of objectives without explicit warrant for it by the law and/or the voters. To say it another way, it allows "political" policy to become a part of what should otherwise be sound and even handed application without bias of established ordinances or laws. To do otherwise would be to subvert the intent of our Code to protect the Community Character and to provide justice for the people to which they constantly rely on the City Government. Indeed that is one of the reasons for city governments to exist in the first place. The people expect justice, not privilege.

Additional Clarification – I stated above that I believed the Plan interpretation on density bonuses was "arbitrary" from a legal standpoint. Another reason is that it fails to achieve the purpose for which it was intended. It was intended as stated to "further the goals and policies of the Regional Plan" two of which are affordable housing. However many know that our Plan contains no less than 412 (if I counted correctly) goals and policies. However in this Aura development, in order to allow the additional "density" bonus to exceed the maximum suburban density range as presented in our Plan one also needs to impede at least two other goals and policies of the Plan in order to "make room" for this development by destroying more trees. But that then defeats the purpose for Zoning in the first place and the main goal/s for a **form based** code to preserve "Community Character". (Please see Sects. 10-10.20.020 (B1f,B1a,1e,1g,2b,3a,4f,5a,5b,5d))
It would no longer do so. So the City possesses no discretion to apply such an "interpretation". I only say this because the applicable law here is the Zoning Code. But nowhere to be found is a MAIN "purpose" for our Code listed as "encourage, promote, and create affordable or low income housing". Presumably it could be if the Code were revised to include that purpose. But presently it is allowed but **not** a main purpose for the Code. Yes, that section itself contains the purpose for it but such purpose is not reflected in the main purposes. And the mere fact that such "Affordability Incentives" Section implements the City's IPAH policy does not mean that that policy has priority over the Code or the Code's main purposes. Therefore it should not and must not be impermissibly elevated to a higher priority status.

But now I would also add that "Sustainability" and "Natural Resource" protection and preservation ARE MAIN purposes for our Zoning Code. Please see 10-10.20.020 (B3a & B2b) (protecting forests and ensuring new development conserves natural resources such as forests, ..). This just underscores the point above that "affordability" can not be elevated above the main purpose to preserve and protect forest resources. This shows that protecting forest resources is (at least for our Code) of legally higher priority than providing affordable housing.

Additionally what is also true is that the section of the Code on Affordable Housing itself is not well circumscribed and is convoluted. As mentioned in Sections **II.** and **III.** above it results in logical contradictions regarding lack of correspondence between the actual density facts on the ground and the legal ordinance it is trying to allow. Therefore it bears no relationship to either reality or adherence

to what the Code *would* permit. So it should not be used. And according to Constitutional law it is unreasonable. It is an unreasonable means of furthering the purpose for it. But as the Vanderbilt Law Review article (Vol. 34, April, '81) cited below states: "..the regulation *must be* a reasonable means of furthering that (Constitutional) purpose". (Emphasis & parentheses mine) So the "affordability section" of our Code fails the "reasonableness" standard for adherence to our US Constitution.

Please allow me now to show by example WHY the "affordability section" of our Code is convoluted and unreasonable. Please refer to Table 10-30.20.050A and Section 10-30.70.030 of the Code. Suppose I am a developer and wish to provide 16% of the baseline units of my projects' apartments as affordable under Category 3 but do NOT want to provide any sustainability and do not wish to lower the "household income range" into the Category 1 status. I would be disallowed by our Code to obtain ANY density bonus at all because the two categories are linked and convoluted compared with Category 1 where the two incentives (for affordability and sustainability) are completely separate. I could do it under cat 1 but not under cat 3. So because of the way the category for income range is codified, the two standards are not independent. AND what is also confusing is what the particular category even means in the following sense. Nowhere in the Code (or even the IPAH document) is it explained how the AMI standard is intended to operate in actual practice. For example, if a developer chooses to have his affordable units fall into the cat 1 standard, does that mean that he can charge a rent that is no higher than but equal to 30% of the 80% of the AMI regardless of what the applicants' actual income is (as long as it falls at or below 80% AMI)....OR....does it mean that all applicants who apply and who fall at or below the 80% AMI can pay a rent that is exactly 30% of *whatever* income they earn? It can make a huge difference in revenue for the developer/management company. And is it on a first come first served basis or are there other standards that can place an applicant at a priority for being accepted for such housing? So depending on how this operates in practice, there may be incredibly little difference ....**or** ...a significant difference between cat 1 and cat 3 for the purposes of what rent can be charged. Furthermore if cat 3 INCLUDES **all** of cat 1 in the sense that the rent charged only depends on the applicants income (but not on the 80% or 120% standard) then if most (if not all) of the applicants who apply to a cat 3 development have income that falls below the 80% AMI anyway, there is then little difference at all between the actual effect of choosing cat 1 or cat 3. Confusing, complex and unreasonable since it may constitute minimal reason for such distinctions in the first place.

That makes the ordinance impracticably complicated and lacks straightforwardness in violation of our Code's Purpose stated at 10-10.20.020 A. (..in a form that is ....straightforward, easily understood..) This portion of our Code is not straightforward nor is it easily understood.

And that is also why other jurisdictions (such as the California State Density Bonus Law (SDBL)) include an "upper bound" or limit to just how much their local governments are allowed to "bust into" the next higher density zone in approving a development. The SDBL uses 35% as reasonable. But even more revealing is that it allows any local municipality in California to, if they want, pass an ordinance allowing a different (could be higher or lower) maximum for total of all bonus densities. The crucial point here is that at least they will **have a standard** that is/was approved by the voters of that municipality. Flagstaff has no such standard at all. So our Code then lacks legislative authority to prevent unreasonable bonus densities that then automatically result in negative consequences elsewhere.
But yet there is more. My research has revealed certain things about cities that provide incentives for affordable housing (including Lancaster, PA; Portland, OR; Washington, DC; Cambridge, MA; Denver, CO; Austin, TX; Madison, WI; Dallas, TX; Atlanta, GA; Seattle, WA; Minneapolis, MN; and California as above). Firstly not all use a density incentive bonus; secondly, most of those that do use density bonuses also have an upper limit as to how much it is permissible to exceed the otherwise allowable zoned density maximum; and lastly most of them have other incentives that are even preferred by most developers such as expedited review and fee waivers or reductions. Our IPAH mentions those but they are not codified into our Zoning Code law. A report by the City of Denver for instance (published March, 2020) on "Affordable Housing Zoning Incentive" concluded that: "Density bonuses are not always the most meaningful incentives, the citywide system should explore additional incentives such as expedited review, parking reductions, and other financial incentives. Developers in Denver and many peer cities have expressed that predictability in reviews is a powerful incentive."
I conclude (but not only I) that density bonuses have drawbacks and downsides as well. Another article in "University of Florida Law", 2006 entitled *Incentive Strategies: Density Bonuses, Fee Waivers & Expedited Approvals* states that: "Optional bonuses have drawbacks as well, particularly administrative issues and possible takings problems." So we can surely appreciate that the single-family homes

along W. Gold Rush Trail are appropriately concerned about regulatory takings of their property.

To sum up this section our government is not authorized to allow its decisions to extend outside the rule of law. The upshot of this is that the "PEOPLE" would need to approve what priorities any particular provision of the Code or Plan would have beforehand so that the City could legislatively apply such priorities without them being legally arbitrary and therefore unlawful.

V. Aesthetics are a Valid Consideration in Deciding Whether to Approve or Deny an Application for Rezone

I wish to refer you to Section 10-10.20.020 (1g) of our Code and to the Marquette Law Review article Vol.39, 1955 – "Aesthetics Under the Zoning Power" by Joseph Swietlik and to Vanderbilt Law Review – Vol.34, April 1981 – "Aesthetic Regulation Under the Police Power".

The Marquette article argues strongly in favor of using aesthetics within the scope of the general welfare of the community and therefore within the police power and therefore within the zoning power. It states in pertinent part: "However, if we are to preserve pleasant residential areas today, aesthetic considerations in zoning laws are **essential**." (emphasis mine). It then goes on to address why such considerations are NOT discriminatory. It states that such a situation could only come about with unreasonable administration of the law. And also as stated above regarding the "general welfare". The Vanderbilt article lays out a litmus test to decide whether an aesthetic zoning regulation as an exercise of the police power is valid or not. The standard boils down to whether the regulation serves one of the traditional police power purposes, namely to further the public health, safety, morals, or general welfare. In order to do this the aesthetic regulation should have a significant economic impact. So it must achieve the desired purpose and secondly it must positively have a significant economic impact.

It surely appears to me and neighbors that aesthetics is included in our Code (see 10-10.20.020(1g)) as one of the essential ways to achieve desirable community character and to protect/enhance taxable values and real property values (please see 10-10.20.020(B5a, d). It does this through several provisions. I refer you to Sect. 10-30.60.060 (A, C & D) and 10-30.60.070 (A3 and A4) as well as Sect. 10-50.60.040 (D1a) as particularly applicable to the "Aura" development. The first Section refers to "Building Forward Design" and the primary entrance to the building as well as the need for a "Screen Wall" if the building cannot be located next to the

sidewalk. The second section here refers to the most "in front" parking lots needing to be located on the side and rear of the buildings and the need to "screen" parking areas from view of public ways. The third section refers to Screening requirements using landscaping to screen parking areas i.e. chiefly trees.

We can see if we apply the above Zoning elements to the Aura site plan, the first Sections are failed because the layout of the apartment buildings lack "Building Forward Design" and none of the **entrances for the buildings** (with exception of the "Club House") are located at the front of the buildings; they are all on the side and do not face a plaza or pedestrian way. Nor does "Aura" include a Screen Wall designed to serve to screen the development and especially parking lots from High Country Trail. What a contrast to "The Lodge" adjacent to Lake Mary Rd. that includes many tall Ponderosa Pines completely surrounding the development and effectively screening it from BOTH Lake Mary Rd. as well as High Country Trail.

The second Sections are failed in Aura because the most forward parking lots are not located at the side and rear of the buildings. Nor are they "screened" from view from High Country Trail that is indeed a "public way".

The third Sections are also failed in Aura because it appears to us that the amount of landscaping trees are insufficient to screen for the amount of parking spaces provided especially at the front of the development.

To be fair to our City, yes building of screen walls would probably not be allowed underneath the power lines. And tall trees are not allowed for screening underneath the power lines either. However, because of the parking requirement of our Code above and the screening requirement, we question why the developer has **not concluded** that the parcel on which they desire to construct such a large number of units is really not suitable to do so. It is way too small to accommodate such a high number of units while still maintaining adherence to our Zoning Code. But instead of then concluding that a smaller development and lower number of units would need to be proposed, or to develop on a larger different parcel that could easily be rezoned High Density (HR), he has concluded just the opposite to the detriment and strong opposition of the people. In my opinion this is exactly **not** what Flagstaff desires or needs.

Lastly do all of the above have a significant economic impact on the surrounding single family homes? Aesthetically it surely appears to us that they do because as currently designed this development looks more like dormitories on a student campus closely grouped together

than like luxury apartment houses they are advertised as being. In the long term and as I've stated previously in a down market, they will adversely affect property values in violation of Section 10-10.20.020 (B5b & d). Also please refer to an article by Yuqing Pan (March 2016) in "Realtor.com" entitled *The Neighborhood Features That Drag Down Your Home Value—Ranked* in which he compared various features like cemeteries, shooting ranges, and of interest here "high renter concentration". The analysis that Mr. Pan accomplishes in particular shows that this feature reduced home values 13.8% compared with homes in the surrounding area. Aura would be one of the last such apartment developments to be added to the immediate neighborhood and therefore the standards for acceptability because of incompatibility with our Community Character are very high as they should be. We do not wish our Community Character to be compromised.

VI. Why are High Density Apartment Houses Considered a Private but Permanent Nuisance to Adjacent Single Family Homeowners?

May I refer you to the following website: *www.law.cornell.edu/wex/nuisance*, the Legal Information Institute of Cornell Law School. Their definition of a private nuisance is "A private nuisance is when the plaintiff's use and enjoyment of her land is interfered with substantially and unreasonably through a thing or activity."

I believe three indicators can answer this admittedly highly contentious question: "Ownership, party noise and crime".

A very important consideration here is that Aura would not consist of units that are owned nor would they be units that are not high density. They are "de facto" high density. I know my neighbors and I would much rather see condos or town houses or single family homes on this parcel because they are **owned** and therefore the occupants are more likely to act responsibly on average.

Noise as from students or otherwise would constitute a nuisance in that it would be permanent (intermittent but still a concern as long as the development exists) and many neighbors are trying to raise children in their backyards adjacent to this development. Please also note that our City Code Sect. 6-08-001-0005 (C3) defines a "nuisance party" as including "disturbing the peace" and a party that "..causes a disturbance of the quiet enjoyment of private or public property...". With an admittedly large percentage of the residents of "Aura" being students, it is increasingly likely that student parties will occur that are also "nuisance parties". One would need to be naïve to

not believe such would occur frequently if this development is allowed to go forward.

One of my neighbors will submit and present evidence that "calls to the police" are **significantly higher** (more than 2X for the same one year timeframe) in the surrounding apartments than in Ponderosa Trails HOA. The numbers are normalized for the number of units or houses considered since PTHOA contains more "units" than the two apartment developments we considered. So we are not making this up. This indicator gives us an idea of what is going on since these data were obtained directly from Flagstaff Police reports. And families **raising small children** are concerned and would continue to be concerned since this would not go away in a few months. It may even get worse over time.

VII. The Underground "Chamber" Method of Collecting Storm Water Used here by Aura along with Small Culverts is Insufficient to Prevent Greater Accumulation of Water onto High Country Trail than occurs without this Development

Through direct conversation and email with Mr. Doug Slover, Stormwater Project Manager, Water Services Division for the City, I obtained understanding of what standard is used to determine whether or not a drainage system for stormwater is acceptable. The standard provided by Mr. Slover was that it can not be worse than it is right now without any development at all. I consider that (yes) a reasonable and fair standard.

So how is it right now?? From personal experience both I and all folks in Ponderosa Trails and beyond know that in the winter after snow melt and after rain, High Country Trail (HCT) IN THE VICINITY OF THE **CURVE** in the road freezes over at night and becomes very icy and hazardous especially in the morning hours. Vehicles heading towards Lake Mary Rd. can easily slide on this ice and into oncoming traffic in the opposite lane because of centrifugal force. And this is the situation that exists now with all of the land specified for Aura presently consisting of earth with about 2/3rds of it consisting of forest and earth.

The "chamber" method proposed here for Aura means that drains and other channels should attempt to remove as much water from the development after a storm as the earth and trees are presently accomplishing. However, it should be self evident that with all of the concrete and asphalt covering the ground after construction of Aura would be completed, there will still be at least some runoff from

driveways, sidewalks and ground that will not be contained by drainpipes and culverts that do NOT divert onto High Country Trail. Even a cursory inspection of the new Aura site plan shows that two small culverts (I am unaware of the technical name for these) are intended to divert water from the forward ground of this development ONTO High Country Trail adjacent to the "eastside" driveway into/out of Aura. So the question then is whether or not this additional water would be greater than or less than water that could flow onto HCT right now from the earth and trees that is not absorbed by that earth? And also whether that water along with any water that is not captured by drains (heading into the chambers) but flows from that eastside driveway right onto the curved part of HCT would, taken together, be greater or worse than it is right now?

So this analysis understands the fact that right now the only water that DOES make it onto HCT is excess water that the ground immediately adjacent and all the way up the hill that constitutes this parcel is not able to fully absorb. It flows over the sidewalk and onto HCT. However, with this development, it is quite apparent that most of the water that would otherwise be absorbed by the ground will not be and that *some of that* will flow onto HCT. The chambers will not be able to capture all of it. Furthermore, the existence of the two small *culverts* (for want of a better identifier) adjacent to the east driveway in question would then add additional water from the "meadow" and adjacent ground from "underneath" the level of the sidewalk. That means that the amount of water being added to HCT from the culverts along with water from the driveway itself must be greater than what occurs right now because most of the water is absorbed by the ground presently and therefore unavailable to be able to flow onto HCT. And all this in the worst possible place for it along the **curved** portion of HCT where the east most driveway is located on the Aura site plan.

So it is my opinion that there must be more water after heavy rain or snow that causes hazardous conditions on HCT after Aura than there is right now. Therefore Aura fails this reasonable test.

VIII. The Real Significance of the Most Recent Ponderosa Trails HOA email Poll on this Rezone Showing Great Majority Opposed

One of my neighbors as well as submittal from our HOA will show that the results of this poll of all of Ponderosa Trails were that 89.8% of those responding were opposed to the rezone for this development. About 8.6% were in favor of it and 1.6% had no opinion either way. These are the CORRECTED results but the effect is the same.

Out of 639 units in Ponderosa Trails, 303 valid votes responded for a Margin of Error of plus or minus 5.4% at the 99% confidence level. (4.1% at the 95% confidence level).
These results were corrected for several homes that had more than one email address AND submitted more than one vote. And if you read the question that was submitted it tended to favor this application for rezone in that no mention at all of any issues or problems were stated and even said that improvements were made. Still the results overwhelmingly favor denial.
But here's the thing. In evaluating applications of this type the City may often use the rational' that even if a few residents on one or two streets are disadvantaged, if the City as a whole benefits then the application can go forward. This poll shows that it is NOT ONLY the residents of one or two streets who believe this application should be denied but the great majority of a whole neighborhood believes it is not in their best interests to approve this development. So the City should not and really cannot say that Aura would be beneficial for us as a whole. This poll says otherwise.

IX. What about the Findings??

Here's what my analysis of the 3 Findings shows:

Finding #1 – Consistency with the Regional Plan (not optional under ARS 9-500.05B)

One of the main inconsistencies with our Regional Plan is that this proposal totally ignores the explicit Plan designation of the area as Suburban Residential and maximum MEDIUM DENSITY. The Community Character and such things as aesthetics from the street in front of this development do not depend on whether the Developer receives density bonuses or not. Reality is reality regardless of the rules of the Zoning Code and/or Regional Plan. Correspondence assures validity, not words on paper. That is why a Major Regional Plan amendment would have been required if the developer had applied for high density rezoning in the first place.

In addition to the above inconsistency also evidenced by CC 1.1 and CC 1.3 and 1.5 above, we also find this development to be inconsistent with the following goals and policies of the Regional Plan.

E&C 8.1 – Evaluate land use ....for their potential noise impacts. We believe this has not been accomplished. Lots more noise

would emanate from this development; i.e. nuisance parties, etc.

OS 1.4 – Use open space for non-motorized connectivity and enjoy views and quiet. The opposite of what Aura will do.

WR 5.5 – Please see Sect. VII above. Aura uses "numerous small dispersed basins" in essence rather than one larger detention basin as advocated by this policy.

E 2.1,2.2,2.4,2.5 – Although the developer purports to comply with the "sustainability" incentives, virtually **NONE** of the energy needed for Aura will be renewable. Check it out; I am not exaggerating.

CC 3.1, 3.2 – Aura is not respectful of our overall community image nor does it blend their buildings into our existing neighborhood. Please also see Sects. I, II, and V above.

CC 4.6 - Aura does not use landscaping to screen parking and improve aesthetics for this development, just the opposite in fact. Also this **reduces** the economic benefit inconsistent with this policy. Please see Sect. V above.

LU 3.4 - Aura does not utilize appropriate change between neighborhoods or developments in the area. It is "de facto" high density inconsistent with our Plan.

LU 4.2 - In a very **ironic** twist, Aura fails to respect the private property rights of the Auza family because they purchase a conservation easement on the north side two acres that PROHIBITS development but then use it to impermissibly increase density/intensity anyway even tho' the Auza's have not provided anything of value in exchange for those two acres. This promotes rather than discourages bad morals for the Auza's in opposition to sound Euclidean doctrine as the foundation for Zoning in the first place. (i.e. promote health, safety, morals, and general welfare)

NH 6.1 - Even though Aura is an infill project it is not a quality one in that the concentration and design of the buildings are more dormitory style than the luxury apartments they are advertised as being. So they are NOT contextual with the surrounding neighborhood nor do they enhance community character inconsistent with this policy.

Because of all of the above, Aura fails to meet Finding #1.

Finding #2 – Not detrimental to the public interest and Euclidean doctrine and adds to the Public Good

There are many reasons this project is detrimental to the public interest and not in the general welfare of the City of Flagstaff. Section IV above shows that this development uses methods that deprive the people of the equal protection of the Zoning Code and Regional Plan by providing no protection from applying the plain meaning of the Code but allowing the developer to do so in a distorted way. This violates the equal protection clause of the Fourteenth Amendment to our US Constitution. This is a violation on it's face and therefore invalidates any application. It is not in the public interest and damages the public trust the people are supposed to be able to place in our City government.

Furthermore, Sections I and II above show that the Community Character of our neighborhood is compromised by Aura in violation of our Zoning Code and inconsistent with the Regional Plan. This does harm to the general welfare of our community.

In the previous Staff Report dated April 9, 2019 the City called out this same developer for "reading more intense due to the concentration of density" and as having "buildings visible from the street that are 3 stories high and over 100 feet long." (p. 4, sect. v of the previous Staff Report). They also called out the developer for the need to "clear cut and mass grade" the site and to locate open and civic space under the high voltage transmission lines being detrimental to the public interest." (p. 13, under RECOMMENDATIONS of previous Staff Report).

But BOTH of these conditions remain true for this proposal. Therefore Staff must be even handed in also finding them detrimental to the public interest this time around.

Since many requirements of our Zoning Code are not met as shown in Sects. I, III, IV & V above as well, they do not add to the public good and in fact only add to the benefit of the Auza's who would retain total use of the north side two acres and presumably receive greater compensation for 11 acres than for the 9 acres they could have **properly sold** for a compatible and contextual development that could have been completely acceptable with regard to the Code, the Plan and the people.

Generally speaking if the City approves this development even though it violates certain legal doctrines and protections that the Code/Plan would otherwise afford, it does not serve the general welfare of Flagstaff since it undermines our laws that support general Euclidean doctrine for zoning.

Therefore, we conclude Aura fails to meet Finding #2.

Finding #3 – Site is physically suitable in terms of design,..size,....storm drainage, etc. etc.

Here the site upon which Aura would be constructed is not suitable in terms of size for the number of units developer has proposed. This results in the "de facto" density reaching into the HR range to an unacceptable degree thus resulting in inconsistency with our Regional Plan and also results in violations of our Zoning Code for things like the site plan design standards, size, and screening requirements for vehicles in parking spaces, building entrances and screen wall as shown above in Sect. V.

Furthermore Sect. VII above shows that the storm drainage for this site would be insufficient to maintain the "flooding" onto High Country Trail not worse than it is without this development.

So for these reasons we see that Aura fails to meet Finding #3.

The inescapable result is that this application for rezone should be denied!!

Appendix A – Why the Current Housing Boom is Forecast to Decline

On October 8, 2020 an article in the NY Times entitled "With No Stimulus in Sight, Dire Forecast for Economy" addressed the idea that no second stimulus payments were forthcoming and the consequences that may follow. Of particular concern here though are a few statements from this article. One quote says commenting on how much better it was for 2019 "If we don't try to protect those gains, it will take a longer time, a really long time to come back." Another

quote from this article by a George Washington University economist states: "lawmakers should radically expand a tax credit that offsets the costs of retaining employees, along with additional aid for fixed costs like rent." So the pandemic has had major impacts on the economy meaning many more folks can no longer even pay their rent. This does not bode well for developments like Aura that would be 87.5% market rate units. But even more relevant to my discussion where this Appendix is referenced is the idea that a down market is coming and will be significant resulting in losses to adjacent single family homes that will be **greater than** the vast majority of surrounding homes.

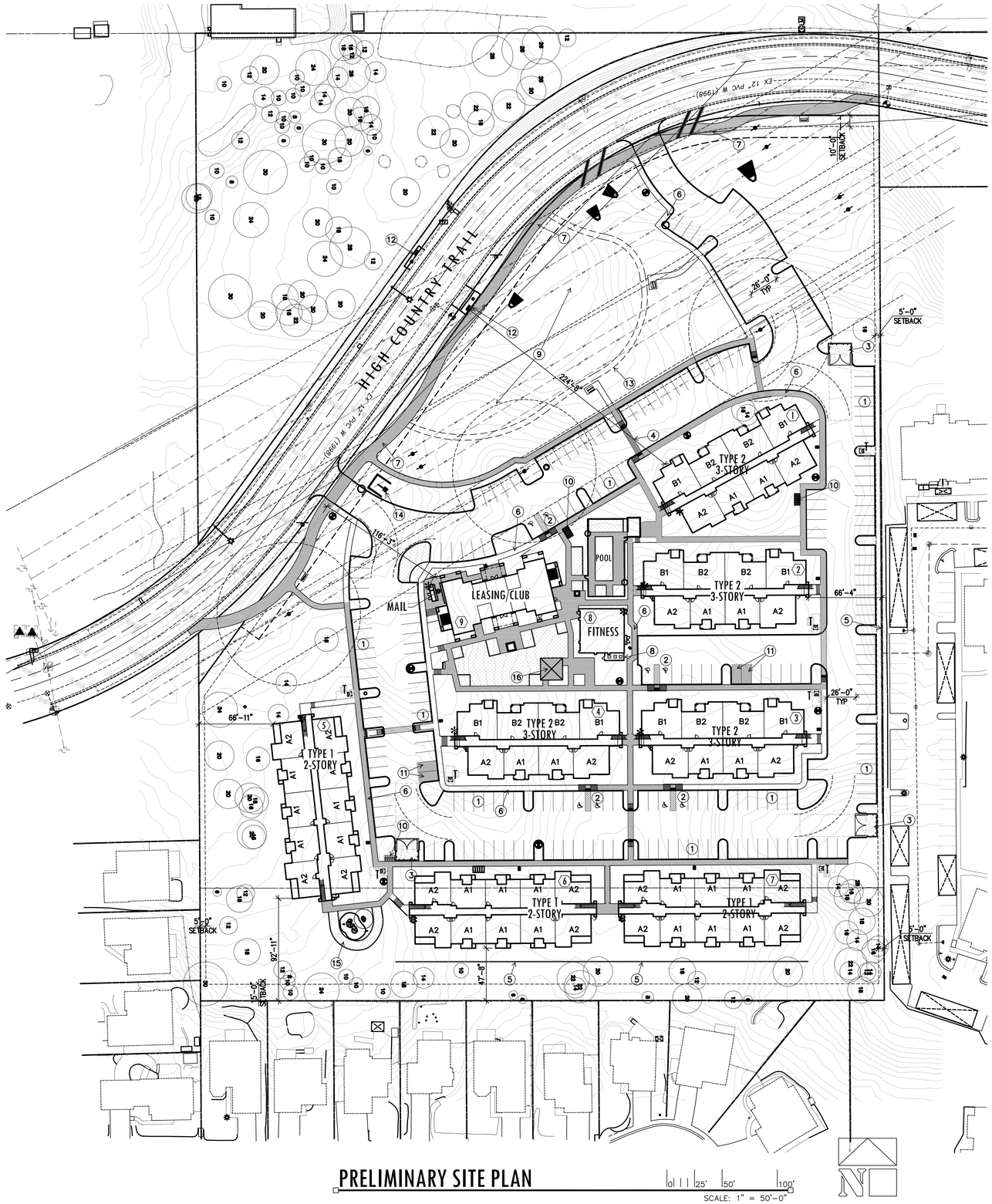
Another article in the NY Times dated September 17, 2020 and entitled "Slowing Growth in US Retail Sales Points to an Economic Recovery in Decline" addresses the effect that the pandemic is having on retail sales and the ripple effect that has on the overall economy. It states in this article that: "Economists say the full impact of these types of closings in the consumer economy may not be felt for months, when the after effects of the stimulus measures wear off." It also states that "...many consumers, who have kept making big purchases and renovating their homes, may not have fully realized the economy's fragility, but they inevitably will". So this does not forecast well for the housing market. With so many losing their jobs, they will not be able to afford increasingly high rents.

Another article from the Dallas Federal Reserve Bank entitled "The Impact of the COVID-19 Pandemic on the Demand for Density: Evidence from the U.S. Housing Market" (August 2020) states that: "We find that the pandemic lowers home sales more in neighborhoods with a greater share of telework-compatible jobs nearby, more consumption amenities, higher pre-pandemic home prices, and lower income levels. After holding these observables constant, we still find that housing demand declines more in locations with higher residual density, which suggests that home buyers may be concerned about density per se owing to the fear of viral transmission in crowded places."

So the demand for density is likely to decline in the coming months/years. This last article suggests that the home market affects the rental market as well. This makes sense because many of the very same factors that affect the demand for single family homes also affects the demand for apartments. More folks are working from home and do not need to live close to "center city" to do their jobs. Furthermore, although it is disappointing to contemplate, a significant number of people of working ages have passed away due to the pandemic and that means an automatic contraction in the economy that will be felt for many years to come and directly affects how many people need dwelling units.

Note #1 – Zoning and the Police Power

As most of you know, the Zoning Code falls under the "Police Power" of the state. But it is well documented and established that the Police Power is not absolute. It is circumscribed and limited by the Preamble to our Constitution (Promotion of the General Welfare) and by Article I Sect. 8 of same (provide for... general Welfare). This is where the Euclidean doctrine that circumscribes the Zoning Code originates so that any Zoning Code must provide for the "public health, safety, morals, and general welfare." In this present rezone case, it is the **general welfare** that is most relevant. But the Police Power bears a close relationship to the Public Trust doctrine as well. As quoted from the article below: "....zoning ordinances that control housing density and land uses help limit change, particularly if any change is inconsistent with, and therefore disruptive of, a neighborhood's character." (see p. 7 from below article) The public needs to be able to trust government to uphold protections contained in the Zoning Code. (from Boston College Environmental Affairs Law Review Vol. 28, #4 (2001) "Police Power and the Public Trust:..." by Donna Patalano.)



PRELIMINARY SITE PLAN

SCALE: 1" = 50'-0"

PROJECT DESCRIPTION

AN EXCEPTIONAL MULTI-FAMILY RESIDENTIAL (FOR RENT) PROPERTY LOCATED ON THE SOUTHEAST CORNER OF HIGH COUNTRY TRAIL AND S. WILD WEST TRAIL.

DEVELOPMENT DATA

LOT AREA :

TOTAL SITE: 11.0 ACRES 479,620 SF

APN NUMBER: 112-05-011, 112-05-001W

ZONING :

CURRENT ZONING E.R.

PROPOSED ZONING M.R.

UNIT DENSITY/COUNT :

PROPOSED: 9 DU PER ACRE

ALLOWABLE UNITS:

11.0 ACRES x 9 UNITS/ACRE	99 UNITS
45% AFFORDABLE HOUSING BONUS	45 UNITS
25% SUSTAINABLE BUILDING BONUS	25 UNITS
TOTAL ALLOWABLE UNITS	169 UNITS
PROPOSED UNITS	160 UNITS

* 20% OF UNITS TO BE AFFORDABLE HOUSING UNITS: 99 UNITS x .2 = 20 UNITS.
DENSITY BONUS FOR 20% AFFORDABLE HOUSING UNITS = 45% INCREASE IN ALLOWABLE UNITS (45 UNITS).

UNIT MIX :

		# OF UNITS
ONE BEDROOM	70%	112
TWO BEDROOM	30%	48
TOTAL	100%	160 UNITS

NOTE:
AT LEAST 2% OF THE UNITS, BUT NO LESS THAN ONE SHALL BE A TYPE 'A' UNIT, THESE UNITS MUST BE DISPERSED AMONG THE VARIOUS CLASSES OF UNITS.

LOT COVERAGE :

BLDG TYPE	FOOTPRINT SF	NO. OF BLDGS	TOTAL FOOTPRINT SF
TYPE 1	9,996	3	29,988
TYPE 2	8,955	4	35,820
LEASING/REC	5,545	1	5,545
FITNESS	1,615	1	1,615
RAMADA	400	1	400
TOTAL SF			73,368
TOTAL LOT AREA			479,620
LOT COVERAGE			**15.30%**

OPEN SPACE

SITE:	11.0 ACRES	479,620 SF
REQUIRED:		
CIVIC OPEN SPACE 5%	0.55 ACRES	23,981 SF
COMMON OPEN SPACE 15%	1.65 ACRES	71,943 SF
PROVIDED:		
CIVIC OPEN SPACE 5%	0.55 ACRES	24,000 SF
COMMON OPEN SPACE 15%	1.65 ACRES	71,943 SF

BUILDING SQUARE FOOTAGE

BUILDING TYPE 1		BUILDING TYPE 2		CLUBHOUSE		FITNESS		RAMADA	
1ST FLOOR	10,154	1ST FLOOR	9,105	1ST FLOOR	5,485	1ST FLOOR	1,665	1ST FLOOR	400
2ND FLOOR	10,137	2ND FLOOR	9,105	2ND FLOOR	4,568				
		3RD FLOOR	9,105						
TOTAL	20,291		27,315		10,053		1,665		400
NO OF BLDGS	3		4		1		1		1
TOTAL	60,873		109,260		10,053		1,665		400

TOTAL PROJECT SQUARE FOOTAGE: 182,251

UNIT DATA :

UNIT DATA

	UNIT TYPE							
	A1	A2	A3	B1	B2	UNITS PER BLDG.	NO. OF BLDGS	NO. OF UNITS
LIVABLE SF.	770	788	793	973	1013			
PATIO/BAL SF.	93	111	117	80	77			
TOTAL SF	**863**	**899**	**910**	**1053**	**1090**			
BLDG TYPE 1	12	8	0	0	0	20	3	60
BLDG TYPE 2	6	6	0	6	6	24	4	96
LEASING/REC	0	0	4	0	0	4	1	4
TOTAL UNITS ALL BUILDINGS	**60**	**48**	**4**	**24**	**24**	**TOTAL**	**8**	**160**

(20) UNITS SHALL BE RESERVED FOR CITY OF FLAGSTAFF AFFORDABLE HOUSING PROGRAM.
70% 1-BEDROOM UNITS (14 UNITS) AND 30% 2-BEDROOM UNITS (6 UNITS).

PARKING : PER TABLE 10-50.80.040.A

REQUIRED (MARKET RATE):		
1.5 PER 1 BEDROOM	1.5 x 98 =	147
2.0 PER 2 BEDROOM	2.0 x 42 =	84
TOTAL		231 P.S.
REQUIRED (GUEST):		
.25 PER 2 BEDROOM	.25 x 48 =	12
REQUIRED (AFFORDABLE):		
1.0 PER 1 BEDROOM	1.0 x 14 =	14
1.5 PER 2 BEDROOM	1.5 x 06 =	9
		23 P.S.
TOTAL REQUIRED PARKING:		
MARKET RATE		231
GUEST		12
AFFORDABLE		23
TOTAL		266 P.S.
10% REDUCTION OF REQUIRED PARKING FOR BUS SERVICE AREA		-26
TOTAL		240 P.S.
PROVIDED:		
OPEN PARKING (9'x18')		242 P.S.
RATIO:		
242 P.S./160 UNITS = 1.51 SPACES PER UNIT		

ACCESSIBILITY:

INCLUDED IN COUNT ABOVE:

ACCESSIBLE PARKING REQUIRED :	8
ACCESSIBLE PARKING PROVIDED:	8

BIKE PARKING:

REQUIRED:

5% OF REQUIRED OFF-STREET PARKING
266/.05 = 14 SPACES

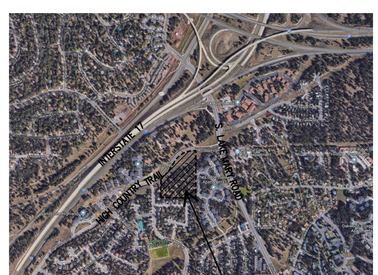
PROVIDED: 15 SPACES

KEYNOTES (1)

1. NEW PARKING SPACES - 18'x9' (TYPICAL)
2. NEW ACCESSIBLE PARKING SPACE - 18'X11' WITH 5' ISLE (TYPICAL)
3. NEW INTEGRAL COLOR SPLIT FACE MASONRY TRASH AND RECYCLE BIN ENCLOSURE (TYPICAL). SEE LANDSCAPE FOR COLOR
4. NEW CROSS WALK - SEE CIVIL
5. NEW INTEGRAL COLOR SPLIT FACE MASONRY RETAINING WALL - SEE LANDSCAPE FOR COLOR.
6. NEW 5' WIDE SIDEWALK (TYPICAL) - SEE CIVIL
7. NEW FUTS PER REGIONAL PLAN - SEE CIVIL/LANDSCAPE
8. NEW SPLIT FACE MASONRY MECHANICAL UNIT SCREEN WALL - SEE LANDSCAPE
9. MEADOW LANDSCAPE - SEE LANDSCAPE PLANS
10. BIKE RACK - SEE HARDSCAPE
11. LOCATION OF PARKING SPACES PLANNED TO SERVE EV READY OUTLET. ONE OUTLET TO SERVE (2) PARKING SPACES.
12. NEW BUS STOP PAD
13. STABILIZED GRANITE TRAIL - SEE LANDSCAPE
14. MONUMENT SIGN - SEE LANDSCAPE
15. TOT LOT/PLAY AREA - SEE LANDSCAPE
16. COVERED RAMADA

LEGEND

- (1) DENOTES BUILDING NUMBER
- DENOTES ACCESSIBLE ROUTE.
- 55' / 35' FIRE TRUCK TURNING LANE
- DENOTES PROPERTY LINE
- DENOTES ACCESSIBLE PARKING
- FIRE RISER LOCATION
- PROPOSED FIRE HYDRANT
- T TRANSFORMER LOCATION



VICINITY MAP

NOT TO SCALE

AURA FLAGSTAFF APARTMENTS

151 W HIGH COUNTRY TRAIL
FLAGSTAFF, ARIZONA 86001

The Office of Rich Barber Architecture, LLC

WorldHQ@ORBArch.com

REGISTERED ARCHITECT
CERTIFICATE NO.
15213
Rich Barber
06 25 20
ARIZONA, U.S.A.
Expires 3/31/2023

DEVELOPER
TRINSIC RESIDENTIAL GROUP
4040 E CAMELBACK SUITE 160
PHOENIX AZ 85018
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TGOSSELINK@TRINSICRES.COM

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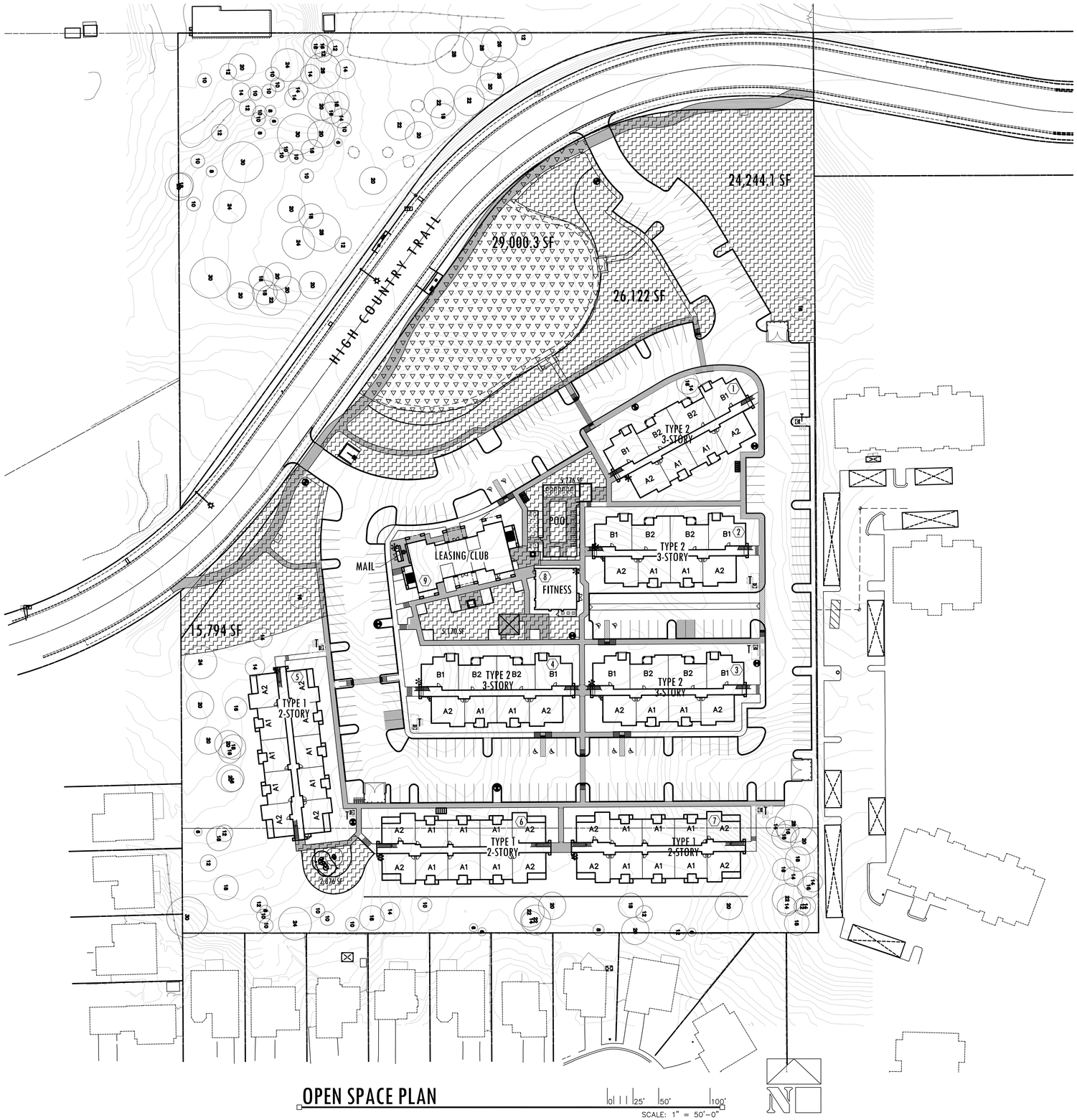
REVISIONS

DATE: JUNE 25, 2020 ORB # 17-227

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SITE PLAN PRELIMINARY

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OPEN SPACE PLAN

SCALE: 1" = 50'-0"

OPEN SPACE CALCULATONS:

OPEN SPACE

SITE:		11.0	ACRES	479,620 SF
REQUIRED:				
CIVIC OPEN SPACE	5%	0.55	ACRES	23,981 SF
COMMON OPEN SPACE	15%	1.65	ACRES	71,943 SF
PROVIDED:				
CIVIC OPEN SPACE	6%	0.67	ACRES	29,000 SF
COMMON OPEN SPACE	17%	1.84	ACRES	79,983 SF

INDICATES COMMON OPEN SPACE

INDICATES CIVIC OPEN SPACE

AURA FLAGSTAFF APARTMENTS

151 W HIGH COUNTRY TRAIL
FLAGSTAFF, ARIZONA 86001

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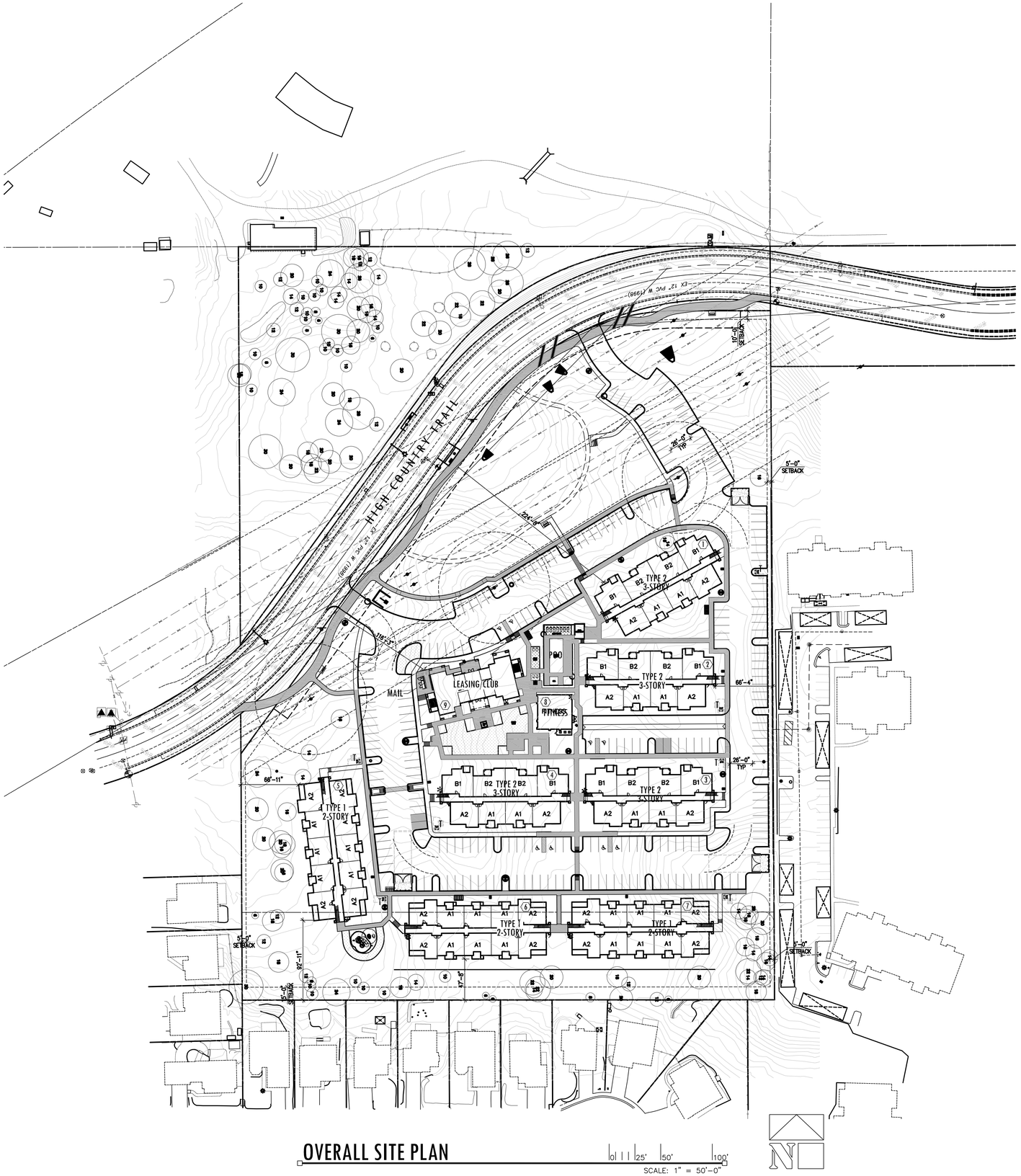
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DATE: JUNE 25, 2020 ORB # 17-227

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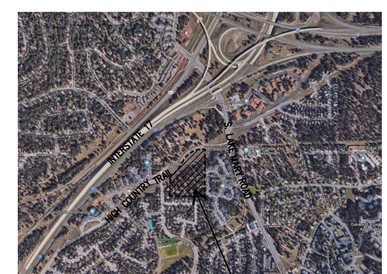
OPEN SPACE PLAN
PRELIMINARY

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OVERALL SITE PLAN

SCALE: 1" = 50'-0"



VICINITY MAP
NOT TO SCALE

AURA FLAGSTAFF APARTMENTS

151 W HIGH COUNTRY TRAIL
FLAGSTAFF, ARIZONA 86001

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REVISIONS

DATE: APRIL 20, 2020 ORB # 17-227

A1.13

PRELIMINARY
OVERALL SITE PLAN

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AURA FLAGSTAFF APARTMENTS

151 W HIGH COUNTRY TRAIL
FLAGSTAFF, ARIZONA 86001

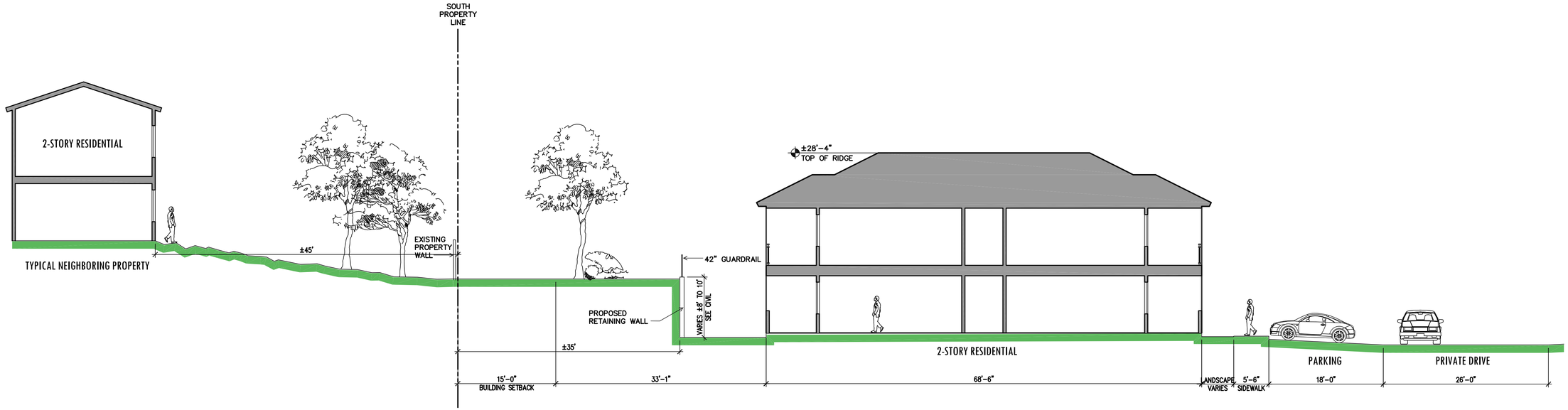
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NORTH/SOUTH SITE SECTION

AT SOUTH PROPERTY LINE

0 | | | 4' 8' 16'

SCALE: 3/32" = 1'-0"



VICINITY MAP
NOT TO SCALE

NORTH

REVISIONS

DATE: JUNE 25, 2020 ORB # 17-227

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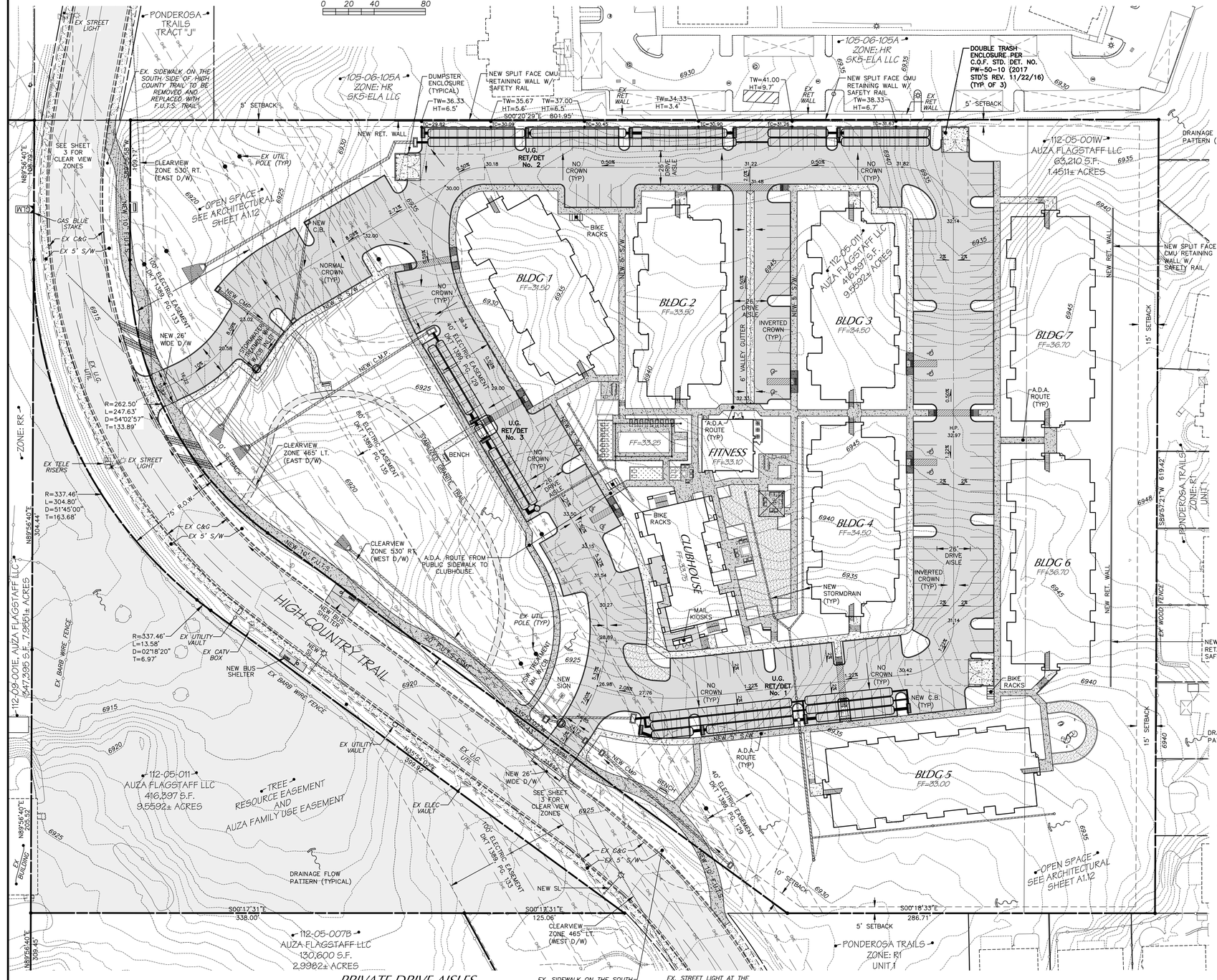
SITE SECTION
PRELIMINARY

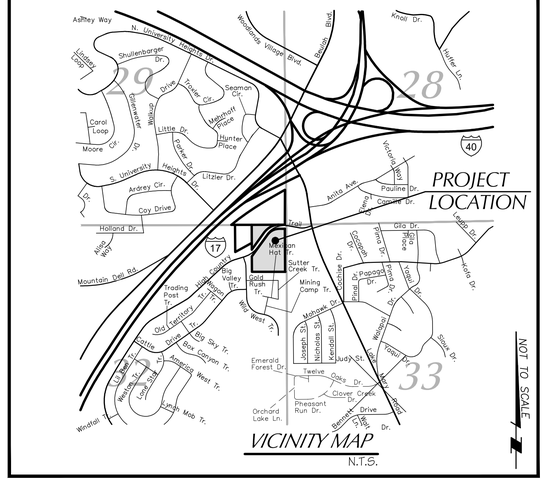
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SITE PLAN
FOR
AURA FLAGSTAFF

LOCATED IN A PORTION THE SE1/4 OF SECTION 29, AND A PORTION THE NE1/4 OF SECTION 32, TOWNSHIP 21 NORTH, RANGE 7 EAST, G&S.R.M. FLAGSTAFF, COCONINO COUNTY, ARIZONA

SCALE: 1"=40'
0 20 40 80





PROJECT INFORMATION

PROJECT NAME:	AURA FLAGSTAFF
PROJECT LOCATION:	151 W. HIGH COUNTRY TRAIL
APN NUMBER:	112-05-011 & 112-05-001W
TOTAL SQUARE FOOTAGE:	479,621 S.F.
TOTAL ACREAGE:	11.01058±
DEVELOPED AREA SOUTH OF HIGH COUNTRY TR.:	397,040 S.F.
REGIONAL PLAN DESIGNATION:	SUBURBAN EXISTING
CURRENT ZONING DISTRICT:	(ER) ESTATE RESIDENTIAL
PROPOSED ZONING DISTRICT:	MR
CURRENT USE:	VACANT
PROPOSED USE:	APARTMENTS
OWNER:	AUZA FLAGSTAFF, LLC. 3378 S. 16TH AVE YUMA, AZ. 85365 (928) 261-6675 SHIRLEY AUZA
DEVELOPER:	TRINSIC RESIDENTIAL GROUP 4040 E. CAMELBACK SUITE 160 PHOENIX, AZ. 85018 (602) 799-9960 TODD GOSSELINK

PRELIMINARY
NOT FOR CONSTRUCTION OR RECORDING

OUTDOOR LIGHTING

PROJECT IS LOCATED IN LIGHTING ZONE 2. MAXIMUM LUMEN OUTPUT SHALL BE IN ACCORDANCE WITH TABLE 10-50.70.050.A OF THE ZONING CODE.

FEMA FLOOD ZONE

THIS PROJECT IS LOCATED IN FEMA ZONE "X"

RAINWATER HARVESTING REQUIREMENTS

USE ALL NATIVE/DROUGHT TOLERANT PLANTS IN COMPLIANCE WITH COF LANDSCAPING STANDARDS AND UTILIZE PASSIVE RAINWATER HARVESTING.

LID REQUIREMENTS

RUNOFF CONTROL VOLUME=199,943 x 1/12 = 16,662 C.F.. TO BE PROVIDED IN UNDERGROUND RETENTION AND DETENTION ADS STORMTECH MC-3500 CHAMBERS

PRIVATE DRIVE AISLES

ALL DRIVE AISLES AND PARKING AREAS AT AURA FLAGSTAFF ARE PRIVATE AND WILL NOT RECEIVE ANY SNOW REMOVAL OPERATIONS BY THE CITY OF FLAGSTAFF.

APS DESIGN LOADING STANDARDS

ALL DRAINAGE PIPES LOCATED WITHIN THE APS EASEMENT MUST BE CONSTRUCTED TO BE CAPABLE OF WITHSTANDING A CONCENTRATED LOAD FROM A CRANE OUTRIGGER WITH 625 PSI ON A 22"x22" PAD. CALCULATIONS MUST BE SUBMITTED TO APS SHOWING THE ANTICIPATED LOADING AND STRENGTH ANALYSIS.

EX. SIDEWALK ON THE SOUTH SIDE OF HIGH COUNTY TRAIL TO BE REMOVED AND REPLACED WITH F.U.T.S. TRAIL IN ACCORDANCE WITH C.O.F. ENGINEERING STANDARDS

EX. STREET LIGHT AT THE INTERSECTION OF HIGH COUNTRY TRAIL & WILD WEST TRAIL (APPROX. 200' WEST OF PROJECT BOUNDARY)

A.D.A. ROUTES

A.D.A ACCESSIBLE ROUTES FROM THE BUILDINGS TO THE PUBLIC WAY AND PROJECT AMENITIES ARE SHOWN AS FOLLOWS.

NOTE: NOT ALL POSSIBLE ROUTES ARE SHOWN.

ON-SITE IMPERVIOUS SURFACES

NEW BUILDINGS:	72,501 S.F.
CONCRETE SIDEWALKS & FUTS:	32,356 S.F.
A.C. PAVEMENT:	93,806 S.F.
TRASH ENCLOSURES:	1,280 S.F.
TOTAL IMPERVIOUS SURFACES:	199,943 S.F.
ROCV REQUIRED (199,943x1"/12):	16,662 C.F.

SHEET NO. 1 OF 5

COF PROJECT # PZ-17-00218-01

Mogollon Inc ENGINEERING & SURVEYING
411 W. Santa Fe Avenue
Flagstaff, Arizona 86001
Phone: 928-214-0214

7/7/20
MES# 17259

AURA FLAGSTAFF
SITE PLAN
GRADING & DRAINAGE PLAN

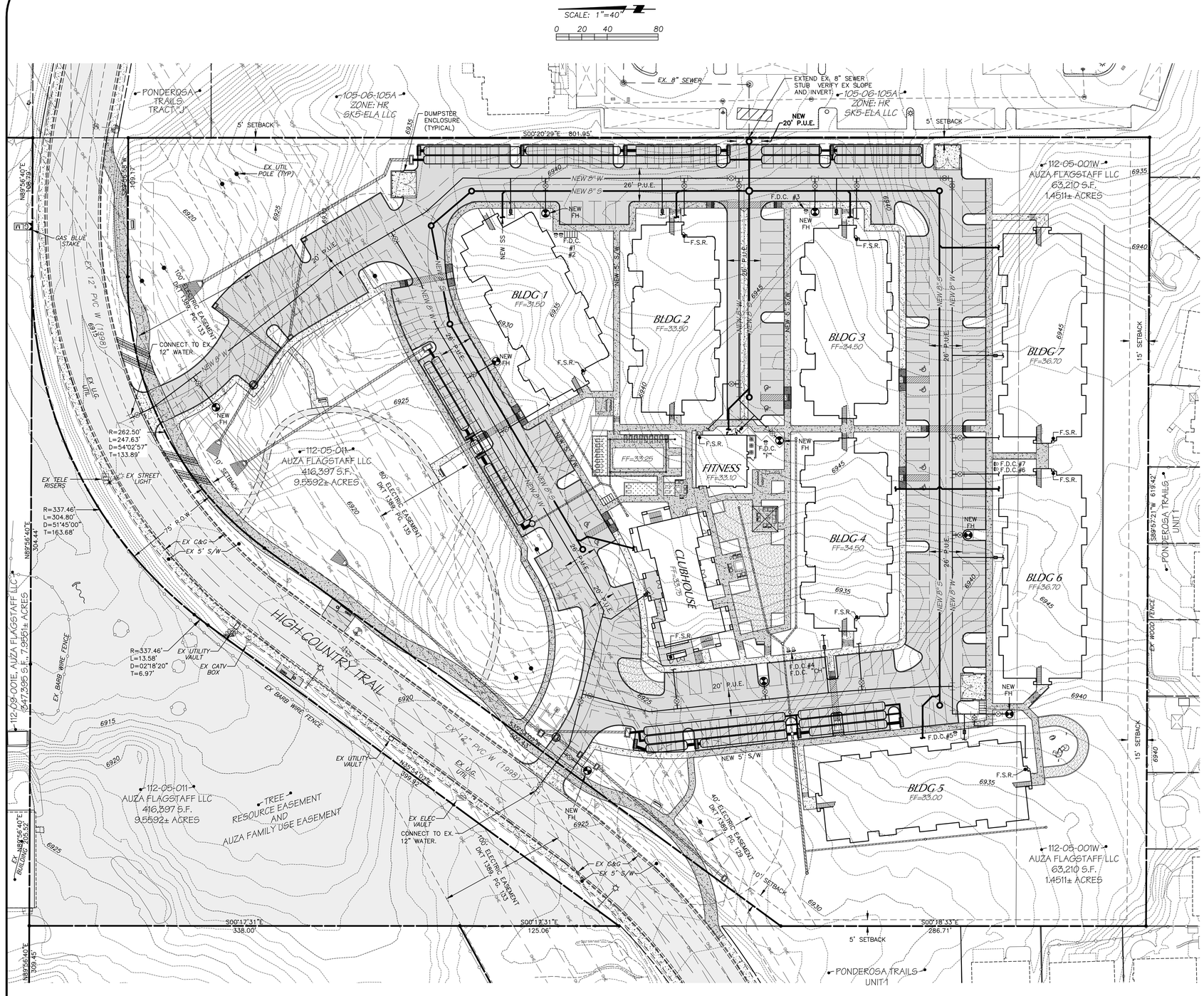
PRELIMINARY
NOT FOR CONSTRUCTION OR RECORDING

DATE: 7/7/20	REVISIONS: 1/4/20 REVISED LAYOUT PER OWNER
PROJECT NO. 17264	PER C.O.F. COMMENT DATED 3/19/20
DWG SHEET-01	PER C.O.F. COMMENT DATED 6/23/20
DESIGNED BY: MWE	VERT SCALE: N/A HOR SCALE: 1"=40'
DRAWN BY: MWE	
CHECKED BY: KVH	

SITE 7

SITE PLAN
FOR
AURA FLAGSTAFF

LOCATED IN A PORTION THE SE1/4 OF SECTION 29,
AND A PORTION THE NE1/4 OF SECTION 32,
TOWNSHIP 21 NORTH, RANGE 7 EAST, G&S.R.M.
FLAGSTAFF, COCONINO COUNTY, ARIZONA



P.U.E.'s FOR WATER & SEWER

EASEMENTS ARE NOT FULLY LABELED FOR CLARITY:
(2) UTILITY LINES = 26' WIDE P.U.E.
(1) UTILITY LINE = 20' WIDE P.U.E.
FIRE HYDRANT LINES = 8' WIDE P.U.E. EXTENDED 4' BEYOND F.H.
WATER METER = 6' WIDE P.U.E. EXTENDED 4' BEYOND W.M.

FIRE PREVENTION

A NFPA 13R FIRE SPRINKLER SYSTEM IS REQUIRED FOR THIS PROJECT. ADDITIONALLY, A FIRE ALARM SYSTEM DESIGNED IN ACCORDANCE WITH NFPA 72 NATIONAL FIRE ALARM AND SIGNALING CODE IS REQUIRED.

FIRE SPRINKLER ROOMS

FIRE RISER ROOMS ARE IDENTIFIED AS "F.S.R"

FIRE DEPARTMENT CONNECTION

FIRE DEPARTMENT CONNECTIONS ARE IDENTIFIED AS "F.D.C. #". # INDICATES BUILDING NUMBER, "CH" INDICATES CLUBHOUSE, "F" INDICATES FITNESS BUILDING.

BACKFLOW PREVENTION

BACKFLOW PREVENTION SHALL BE IN ACCORDANCE WITH CITY CODE SECTION 7-03-001-0015

PUBLIC WATER & SEWER MAINS

ALL NEW 8" WATER & SEWER MAINS SHALL BE PUBLIC.

WATER & SEWER SERVICES

ALL NEW SEWER SERVICES SHALL BE 4" MINIMUM AND ALL NEW WATER SERVICES SHALL BE A 2" TO THE LARGER BUILDINGS AND 1" WATER SERVICE TO THE CLUBHOUSE. FIRE SPRINKLER LINE SIZE SHALL BE 4" MINIMUM.

ABBREVIATIONS

SS	SEWER SERVICE
WS	WATER SERVICE
FS	FIRE SERVICE
FH	FIRE HYDRANT
W	WATER
S	SEWER
F.D.C.	FIRE DEPT. CONNECTION
F.S.R.	FIRE SPRINKLER ROOM

PRELIMINARY
NOT FOR CONSTRUCTION OR RECORDING

7/7/20
MES#17259

AURA FLAGSTAFF
SITE PLAN
UNDERGROUND UTILITY PLAN

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Flagstaff, Arizona 86001
Phone: 928-214-0214

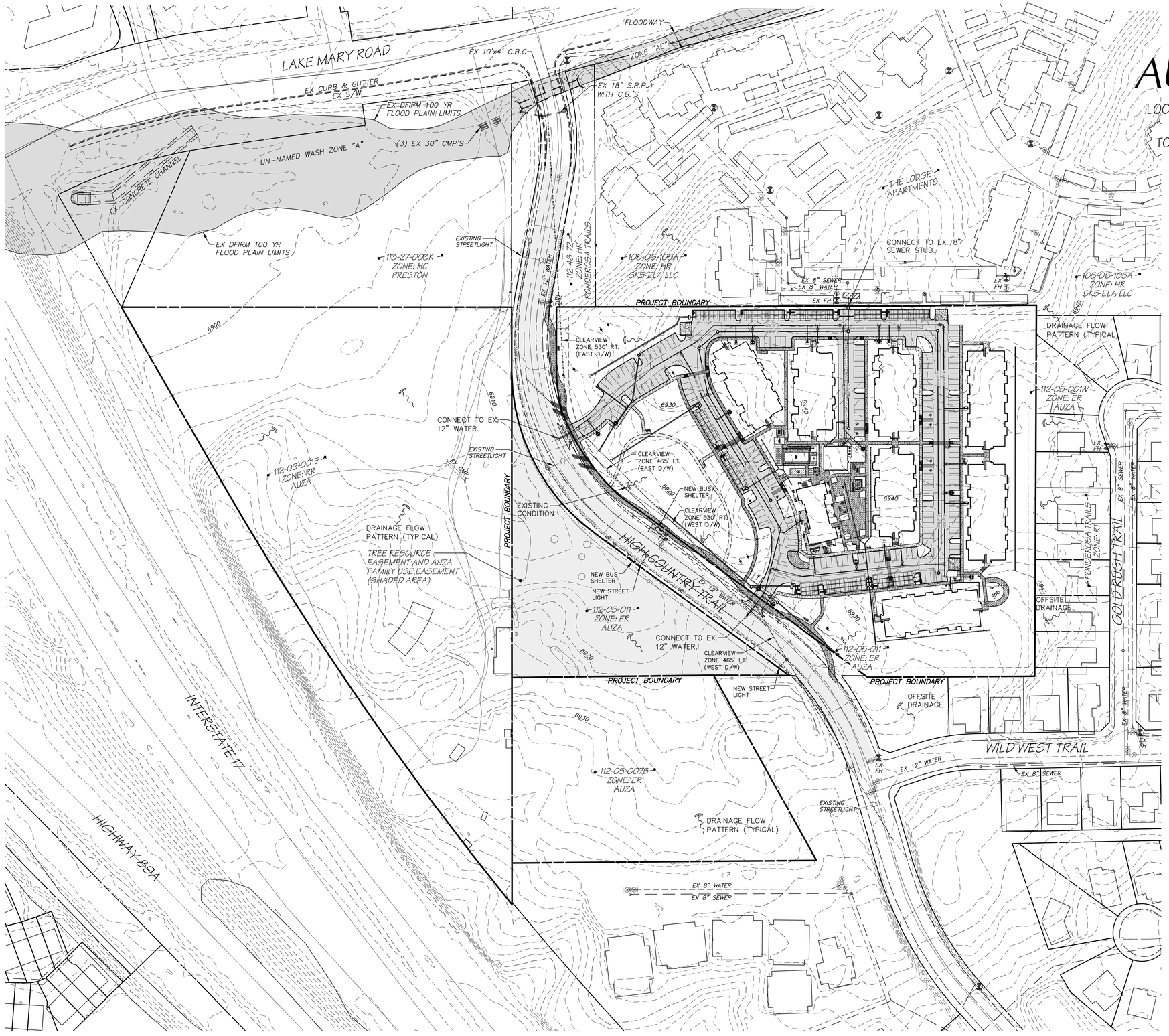
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NOT FOR CONSTRUCTION OR RECORDING

DATE:	REVISIONS: 1/4/20 REVISED LAYOUT PER OWNER
PROJECT NO. 17254	PER C.O.F. COMMENT DATED 3/18/20
DESIGNED BY: TME	PER C.O.F. COMMENT DATED 6/23/20
DRAWN BY: MKE	
CHECKED BY: KVH	VERT SCALE: N/A HOR SCALE: 1"=40'

COF PROJECT # PZ-17-00218-01

AREA MAP
FOR
AURA FLAGSTAFF

LOCATED IN A PORTION THE SE1/4 OF SECTION 29,
AND A PORTION THE NE1/4 OF SECTION 32,
TOWNSHIP 21 NORTH, RANGE 7 EAST, G&S.R.M.
FLAGSTAFF, COCONINO COUNTY, ARIZONA



CLEAR VIEW ZONES

POSTED SPEED LIMIT = 35
DESIGN SPEED = 45 MPH
14.5' FROM MAJOR ROAD TRAVEL WAY

CASE B1 LEFT TURN FROM MINOR
I.S.D. TO RIGHT=1.47(45)(7.5+0.5)=529.2' (530')

CASE B2 RIGHT TURN FROM MINOR
I.S.D. TO LEFT=1.47(45)(7.0)=463.05 (465')

SCALE: 1"=80'
0 40 80 160

PRELIMINARY
NOT FOR CONSTRUCTION OR RECORDING

SHEET NO. 3 OF 5

COF PROJECT # PZ-17-00218-01

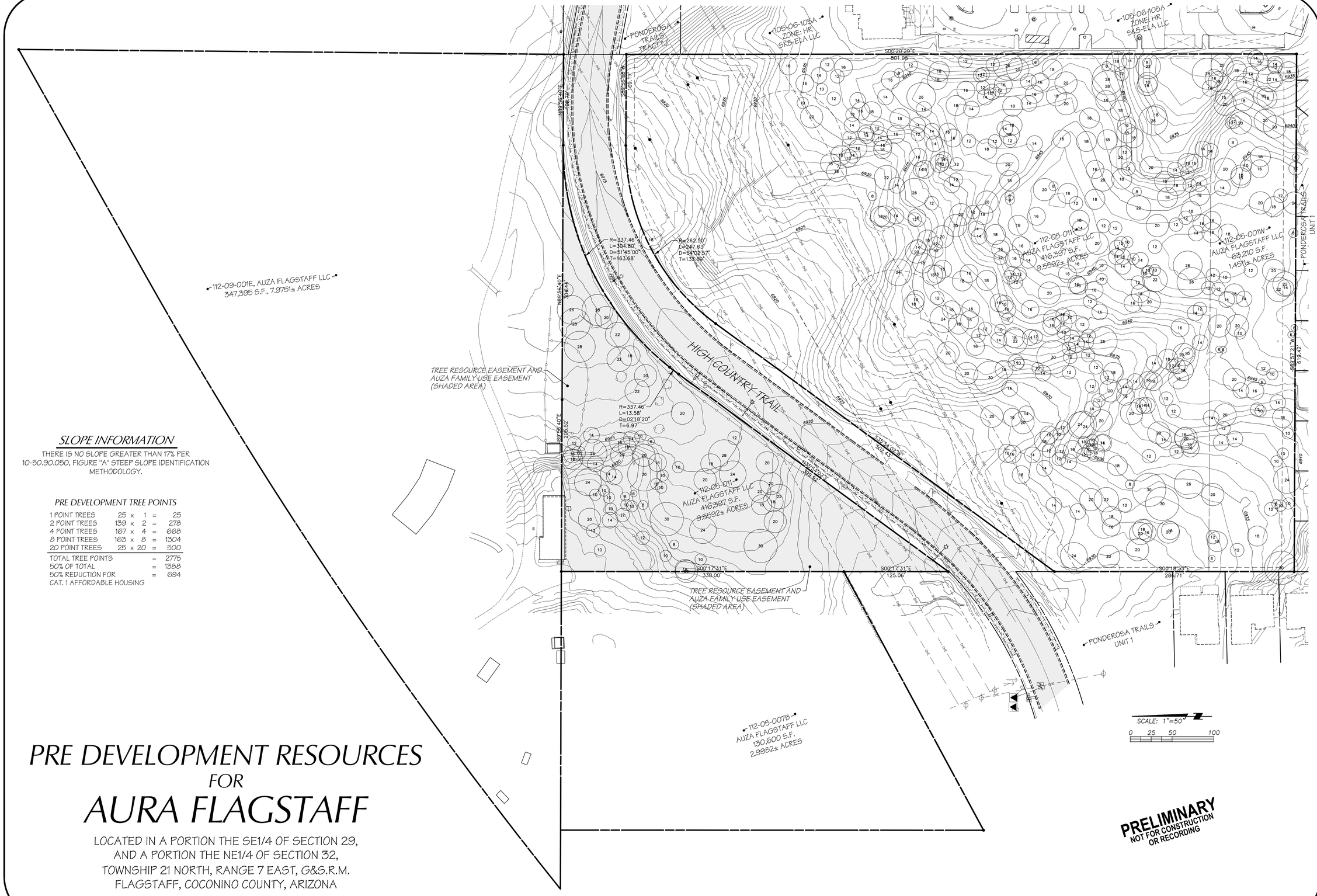
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ENGINEERING
&SURVEYING
411 W. Santa Fe Avenue
Flagstaff, Arizona 86001
Phone: 928-214-0214

7/7/20
MES# 17259

AURA FLAGSTAFF
SITE PLAN
AREA MAP

DATE: 7/7/20	PROJECT NO. 17259
DESIGNED BY: MME	FN: AREA-MAP-2018
DRAWN BY: MME	VERT SCALE: N/A
CHECKED BY: KVH	HOR SCALE: 1"=80'

REVISIONS: 1/9/20 REVISED LAYOUT PER OWNER
PER C.O.F. COMMENT DATED 3/18/20
PER C.O.F. COMMENT DATED 6/23/20



SLOPE INFORMATION

THERE IS NO SLOPE GREATER THAN 17% PER 10-50.90.050, FIGURE "A" STEEP SLOPE IDENTIFICATION METHODOLOGY.

PRE DEVELOPMENT TREE POINTS

1 POINT TREES	25	x 1	=	25
2 POINT TREES	139	x 2	=	278
4 POINT TREES	167	x 4	=	668
8 POINT TREES	163	x 8	=	1304
20 POINT TREES	25	x 20	=	500
TOTAL TREE POINTS			=	2775
50% OF TOTAL			=	1388
50% REDUCTION FOR CAT. 1 AFFORDABLE HOUSING			=	694

PRE DEVELOPMENT RESOURCES
FOR
AURA FLAGSTAFF

LOCATED IN A PORTION THE SE1/4 OF SECTION 29,
AND A PORTION THE NE1/4 OF SECTION 32,
TOWNSHIP 21 NORTH, RANGE 7 EAST, G&S.R.M.
FLAGSTAFF, COCONINO COUNTY, ARIZONA

PRELIMINARY
NOT FOR CONSTRUCTION OR RECORDING

SHEET NO. 4 OF 5

COF PROJECT # PZ-17-00218-01

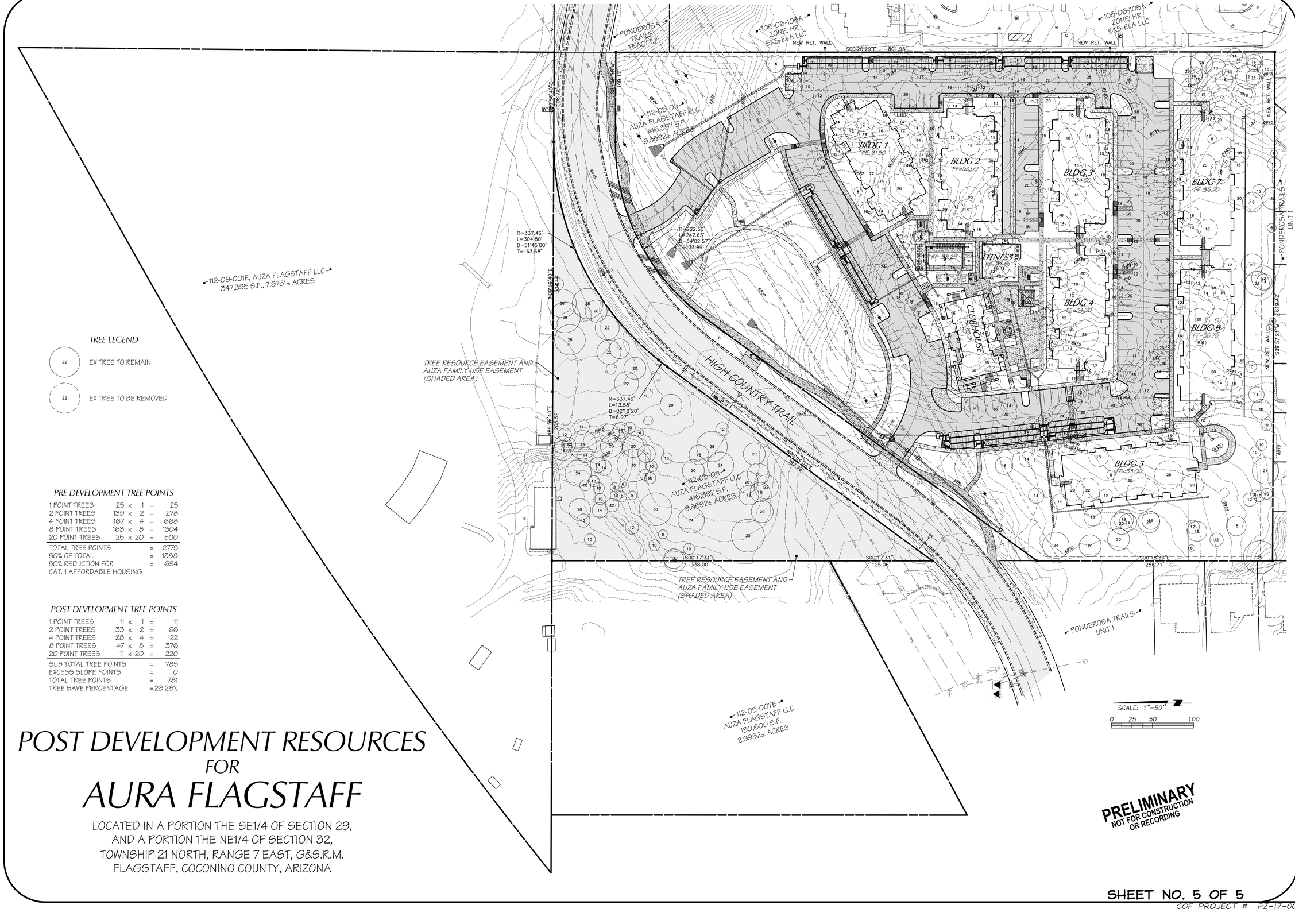
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411 W. Santa Fe Avenue
Flagstaff, Arizona 86001
Phone: 928-214-0214

AURA FLAGSTAFF
SITE PLAN
PRE DEVELOPMENT RESOURCE PLAN

7/7/20
MES#17259

PRELIMINARY
NOT FOR CONSTRUCTION OR RECORDING

DATE: 7/7/20	PROJECT NO. 17259	REVISIONS: 1/4/20 REVISED LAYOUT PER OWNER
DESIGNED BY: MME	FN: SHEET-04	PER C.O.F. COMMENTS DATED 3/18/20
DRAWN BY: MME	VERT SCALE: N/A	PER C.O.F. COMMENT DATED 6/23/20
CHECKED BY: KVH	HOR SCALE: 1"=50'	



TREE LEGEND

22 EX TREE TO REMAIN

22 EX TREE TO BE REMOVED

PRE DEVELOPMENT TREE POINTS

1 POINT TREES	25	x 1	=	25
2 POINT TREES	139	x 2	=	278
4 POINT TREES	167	x 4	=	668
8 POINT TREES	163	x 8	=	1304
20 POINT TREES	25	x 20	=	500
TOTAL TREE POINTS			=	2775
50% OF TOTAL			=	1388
50% REDUCTION FOR CAT. 1 AFFORDABLE HOUSING			=	694

POST DEVELOPMENT TREE POINTS

1 POINT TREES	11	x 1	=	11
2 POINT TREES	33	x 2	=	66
4 POINT TREES	28	x 4	=	122
8 POINT TREES	47	x 8	=	376
20 POINT TREES	11	x 20	=	220
SUB TOTAL TREE POINTS			=	785
EXCESS SLOPE POINTS			=	0
TOTAL TREE POINTS			=	781
TREE SAVE PERCENTAGE			=	28.28%

POST DEVELOPMENT RESOURCES FOR AURA FLAGSTAFF

LOCATED IN A PORTION THE SE1/4 OF SECTION 29,
AND A PORTION THE NE1/4 OF SECTION 32,
TOWNSHIP 21 NORTH, RANGE 7 EAST, G&S.R.M.
FLAGSTAFF, COCONINO COUNTY, ARIZONA

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PRELIMINARY
NOT FOR CONSTRUCTION OR RECORDING

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Flagstaff, Arizona 86001
Phone: 928-214-0214

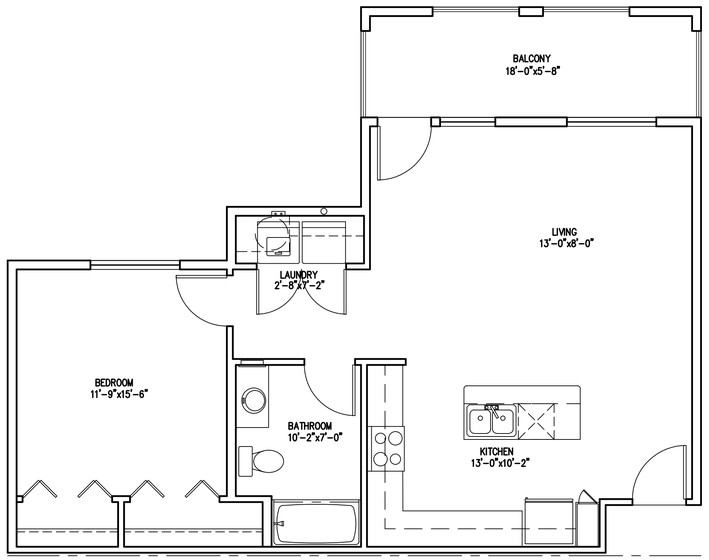
AURA FLAGSTAFF
SITE PLAN
POST DEVELOPEMENT RESOURCE PLAN
7/7/20
MES#17259

DATE: 7/7/20
DESIGNED BY: MWE
DRAWN BY: MWE
CHECKED BY: KVH
PROJECT NO. 17259
FN: SHEET-05
VERT SCALE: N/A
HOR SCALE: 1"=50'

REVISIONS: 1/4/20 REVISED LAYOUT PER OWNER
PER C.O.F. COMMENTS DATED 3/18/20
PER C.O.F. COMMENT DATED 6/23/20

SHEET NO. 5 OF 5

COF PROJECT # PZ-17-00218-01

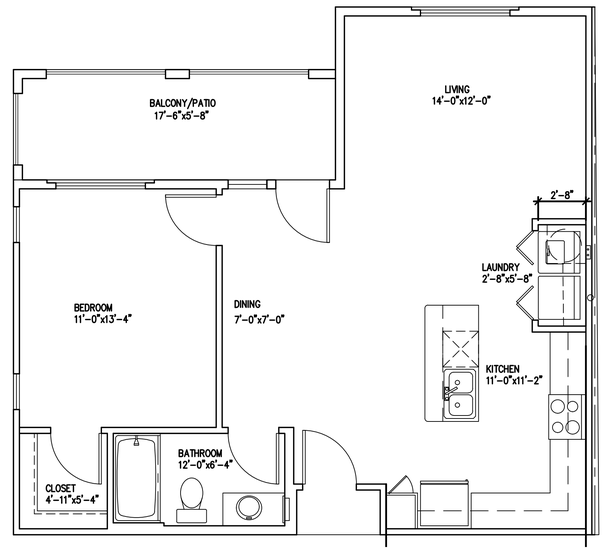


UNIT PLAN A3

0 1' 2' 4' 8'

SCALE: 1/4" = 1'-0"

793 S.F. LIVABLE
117 S.F. BALCONY
910 S.F. GRAND TOTAL

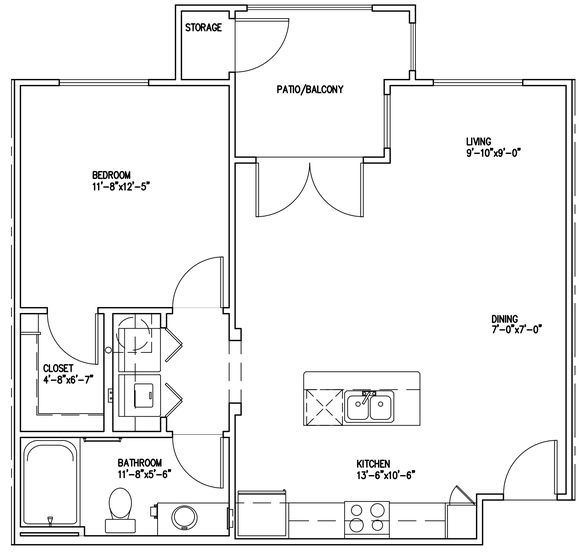


UNIT PLAN A2

0 1' 2' 4' 8'

SCALE: 1/4" = 1'-0"

788 S.F. LIVABLE
111 S.F. PATIO/BALCONY
899 S.F. GRAND TOTAL

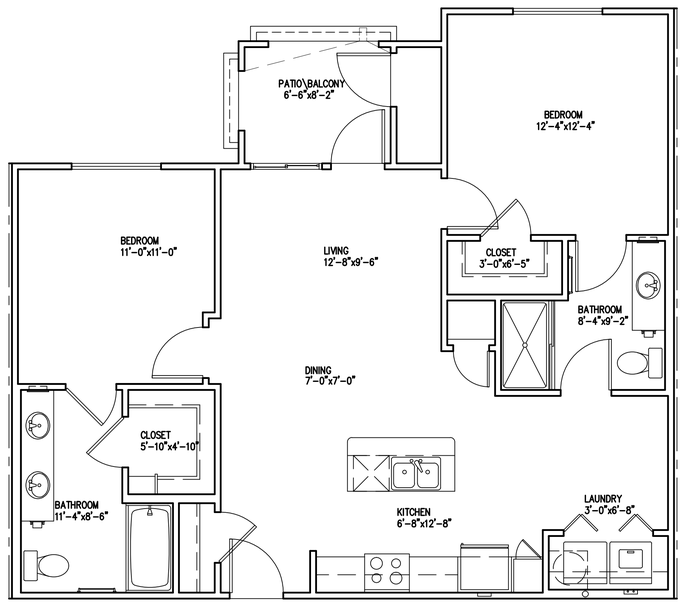


UNIT PLAN A1

0 1' 2' 4' 8'

SCALE: 1/4" = 1'-0"

770 S.F. LIVABLE
81 S.F. PATIO/BALCONY
12 S.F. STORAGE
863 S.F. GRAND TOTAL

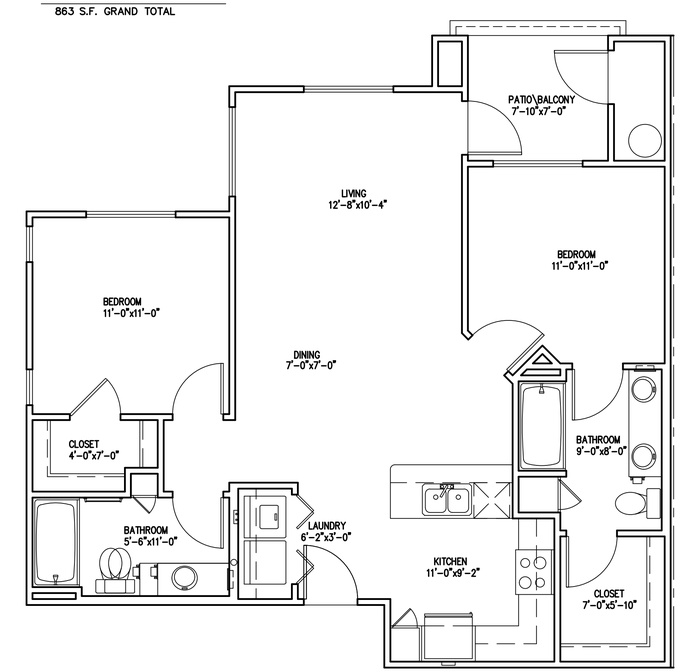


UNIT PLAN B2

0 1' 2' 4' 8'

SCALE: 1/4" = 1'-0"

1013 S.F. LIVABLE
58 S.F. PATIO/BALCONY
19 S.F. STORAGE
1090 S.F. GRAND TOTAL



UNIT PLAN B1

0 1' 2' 4' 8'

SCALE: 1/4" = 1'-0"

973 S.F. LIVABLE
55 S.F. PATIO/BALCONY
25 S.F. STORAGE
1053 S.F. GRAND TOTAL

AURA FLAGSTAFF APARTMENTS

151 W HIGH COUNTRY TRAIL
FLAGSTAFF, ARIZONA 86001

Office of Rich Barber Architecture, LLC
ORB
WorldHQ@ORBArch.com
REGISTERED ARCHITECT
CERTIFICATE NO.
15213
Rich Barber
04 20 20
ARIZONA, U.S.A.
Expires 3/31/2023

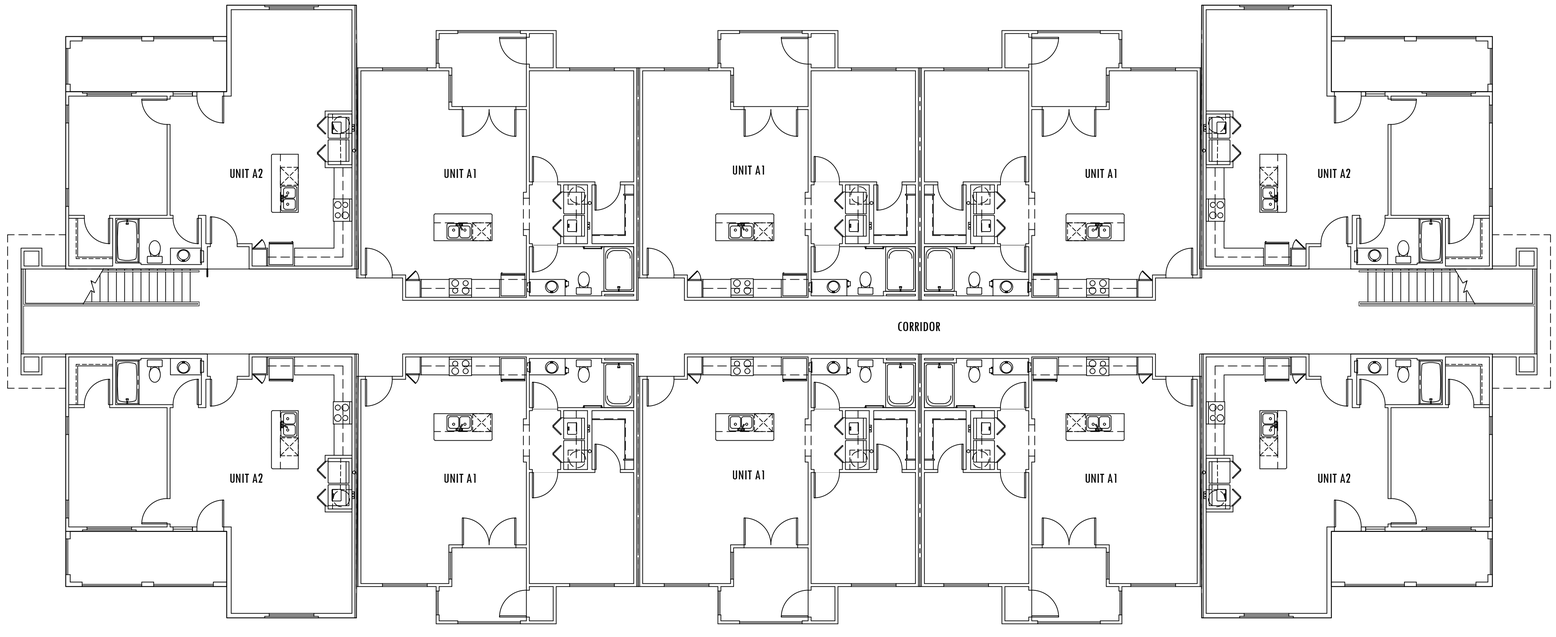
REVISIONS

DATE: APRIL 20, 2020 ORB # 17-227

A2.10

FLOOR PLANS UNITS
A1, A2, A3, B1 & B2

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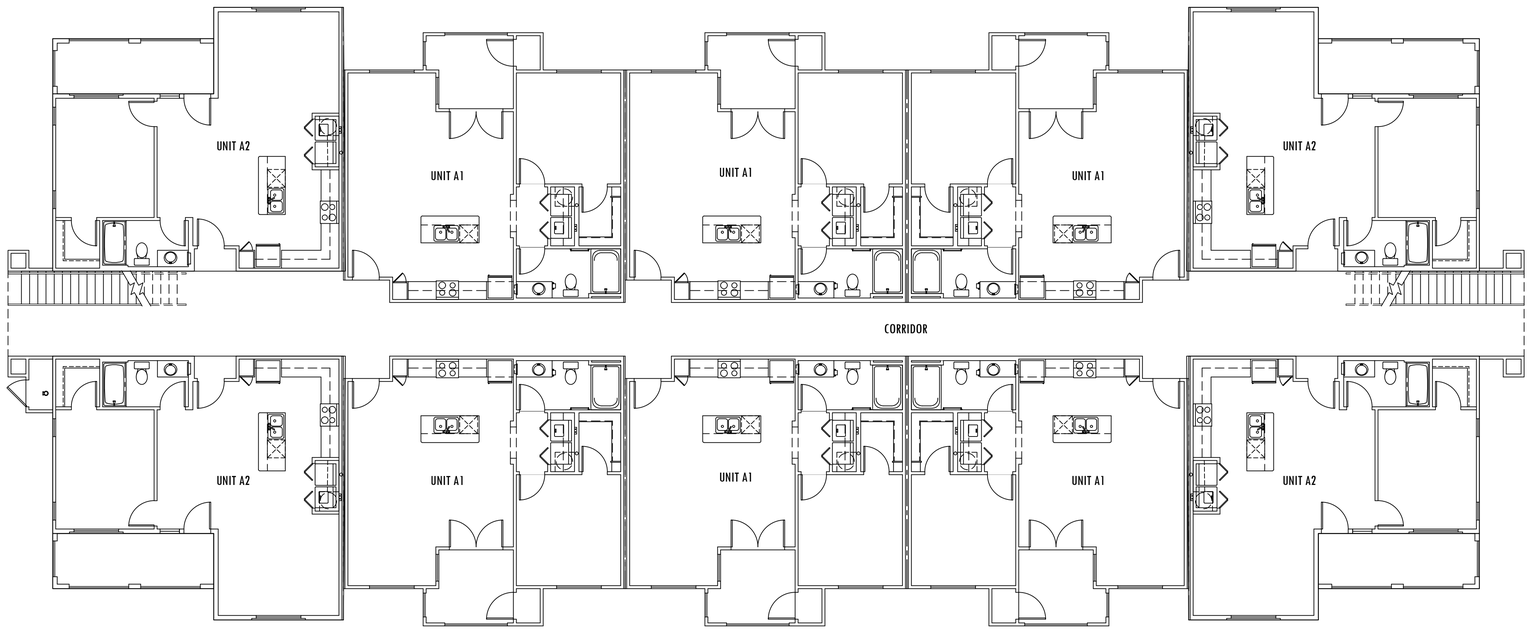


BUILDING TYPE 1 - LEVEL 2

TOTAL AREA: 10,137 S.F.

0 4' 8' 16'

SCALE: 1/8" = 1'-0"



BUILDING TYPE 1 - LEVEL 1

TOTAL AREA: 10,154 S.F.

0 4' 8' 16'

SCALE: 1/8" = 1'-0"

AURA FLAGSTAFF APARTMENTS

151 W HIGH COUNTRY TRAIL
FLAGSTAFF, ARIZONA 86001

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REGISTERED ARCHITECT
CERTIFICATE NO.
15213
Rich Barber
04/20/20
ARIZONA, U.S.A.
Expires 3/31/2023

REVISIONS

DATE: APRIL 20, 2020 ORB # 17-227

A3.11

BLDG. TYPE 1 FLOOR PLANS
LEVEL 1 & 2

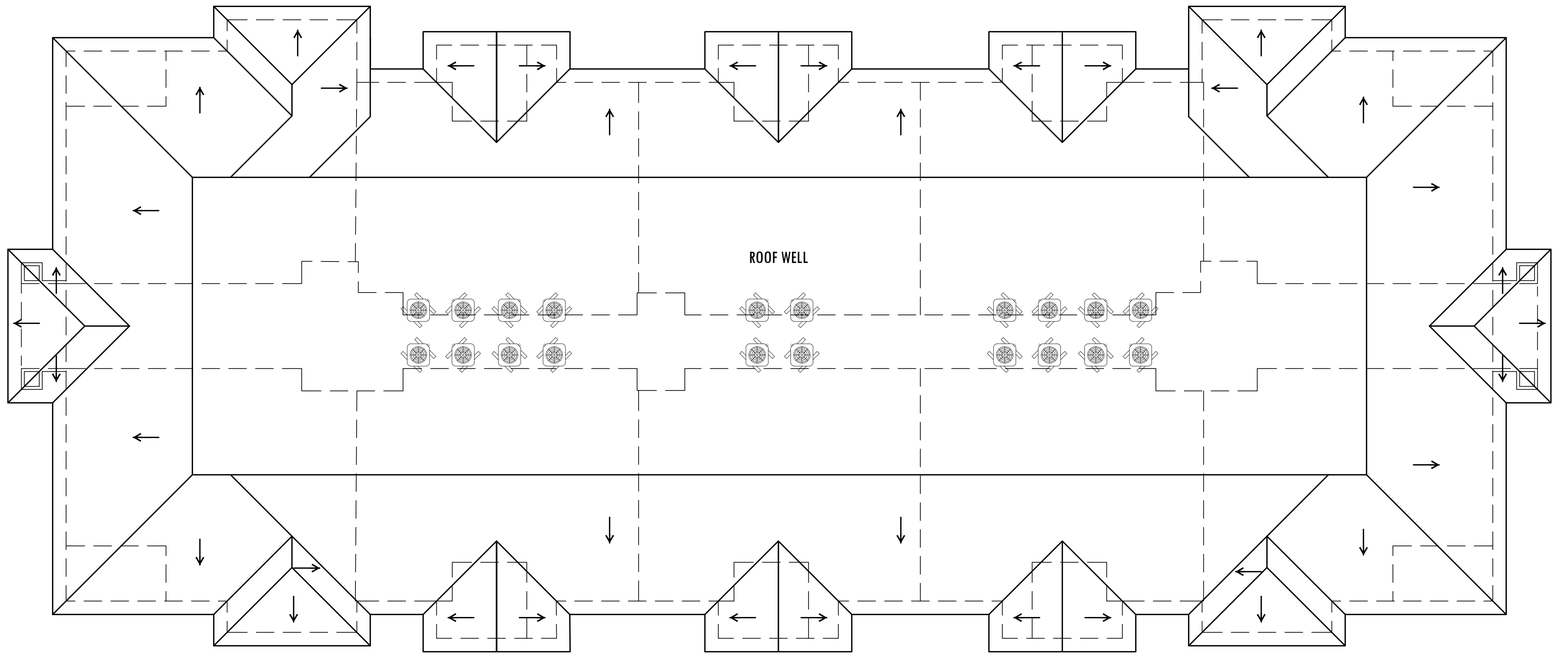
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151 W HIGH COUNTRY TRAIL
FLAGSTAFF, ARIZONA 86001

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ARIZONA, U.S.A.
Expires 3/31/2023



BUILDING TYPE 1 - ROOF PLAN

SCALE: 1/8" = 1'-0"

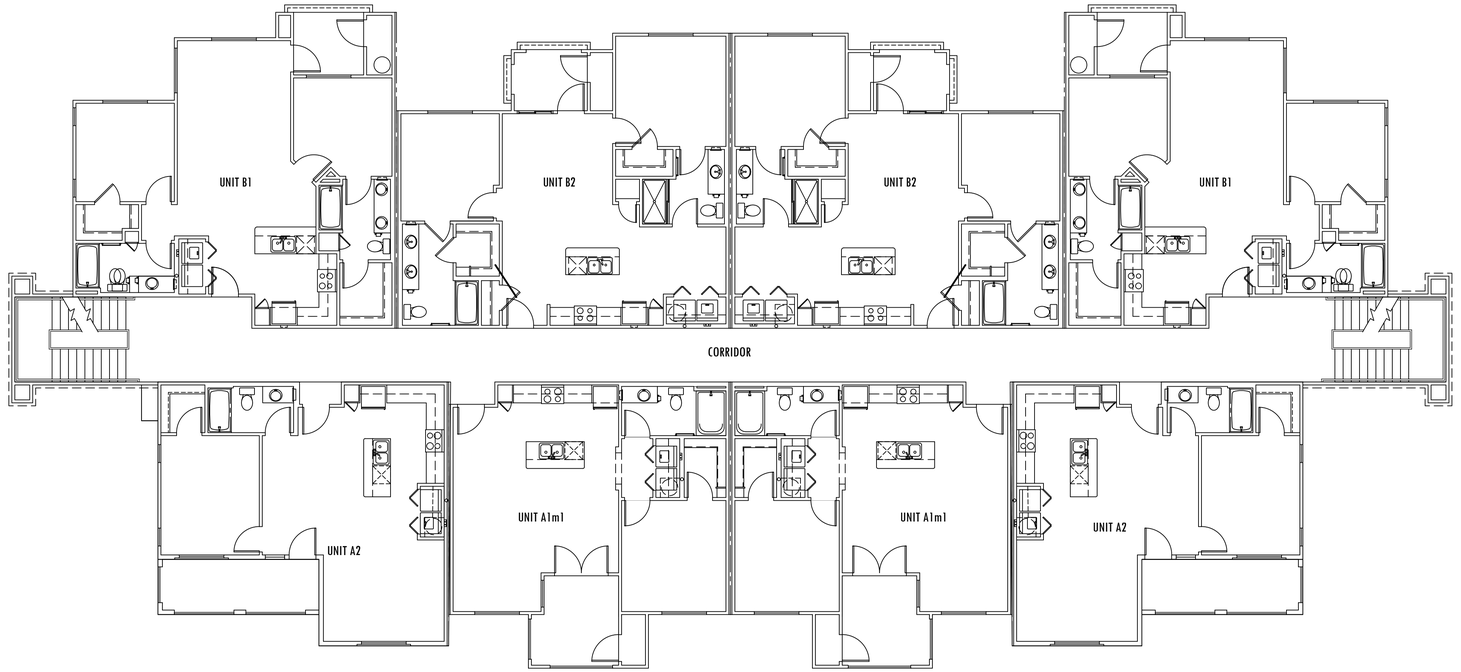
REVISIONS

DATE: APRIL 20, 2020 ORB # 17-227

A3.12

BLDG. TYPE 1
ROOF PLAN

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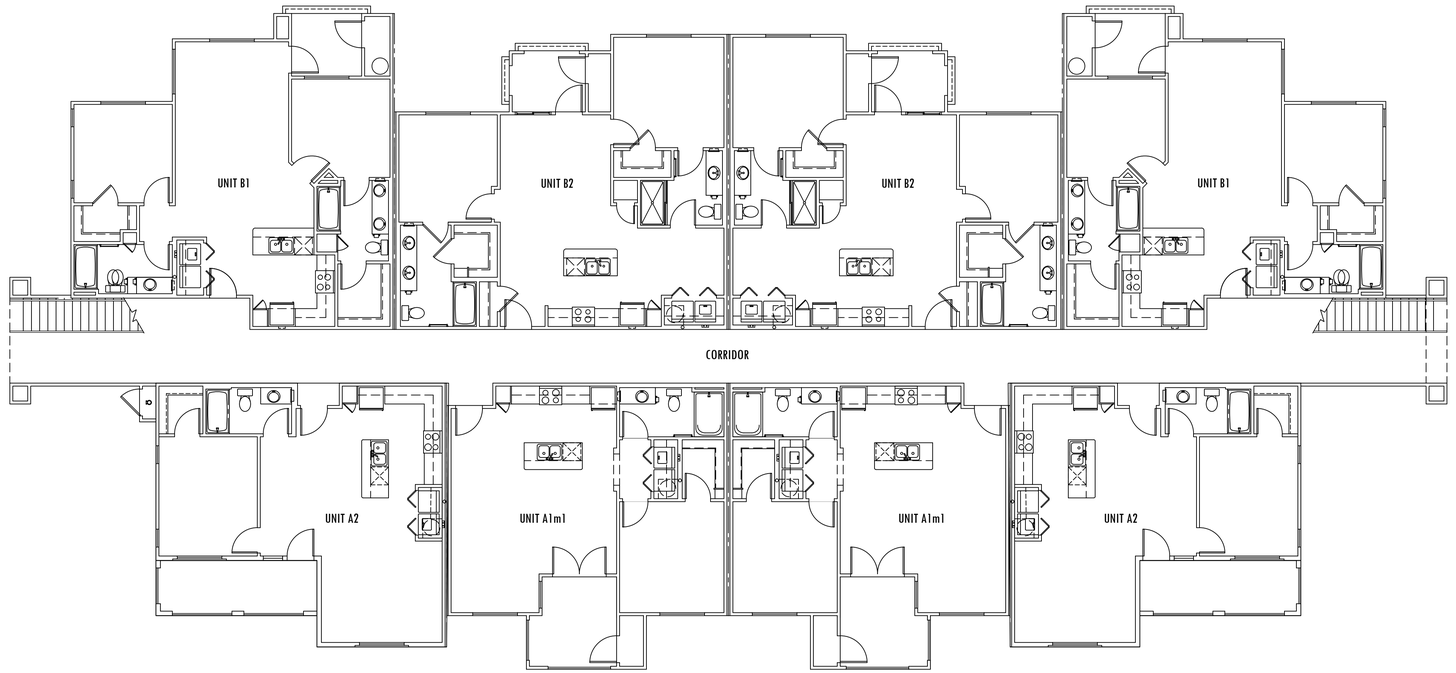


BUILDING TYPE 2 - LEVEL 2

TOTAL AREA: 9,105 S.F.

0' 4' 8' 16'

SCALE: 1/8" = 1'-0"



BUILDING TYPE 2 - LEVEL 1

TOTAL AREA: 9,105 S.F.

0' 4' 8' 16'

SCALE: 1/8" = 1'-0"

AURA FLAGSTAFF APARTMENTS

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Expires 3/31/2023

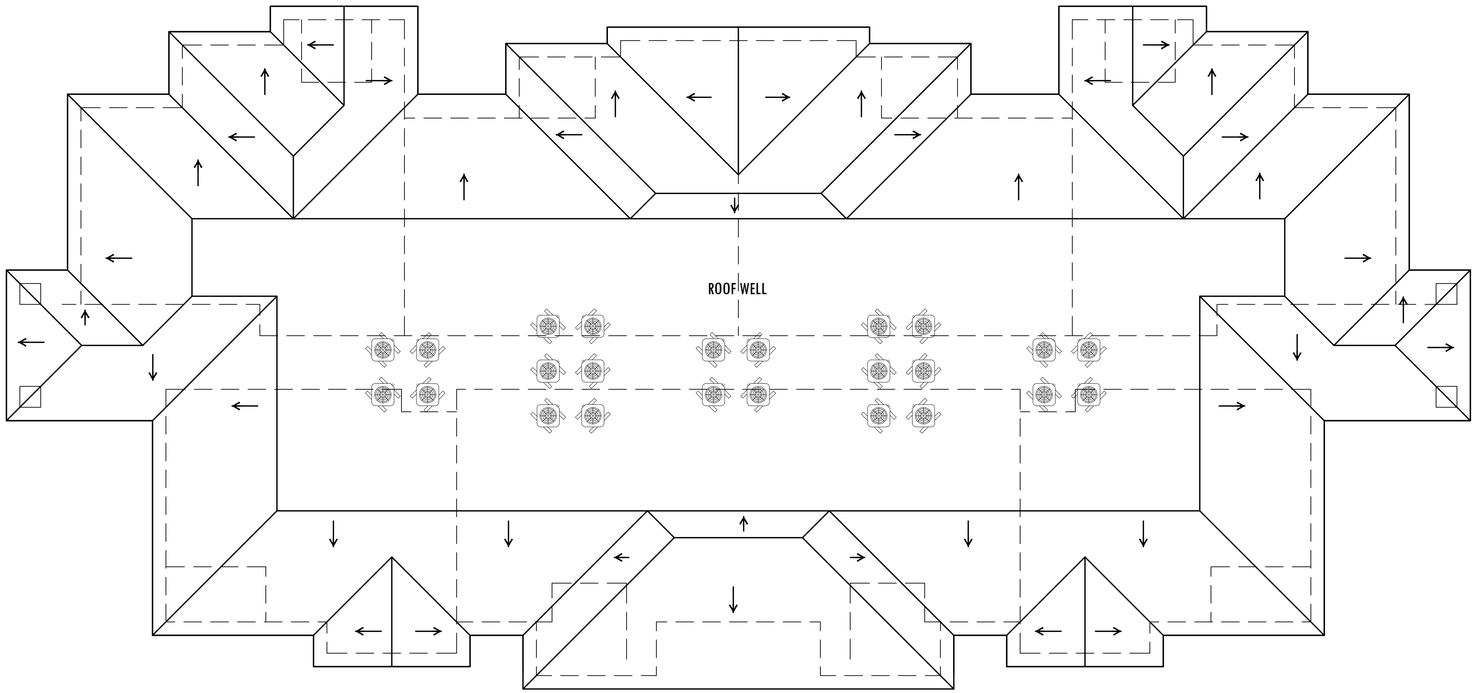
REVISIONS

DATE: APRIL 20, 2020 ORB # 17-227

A3.21

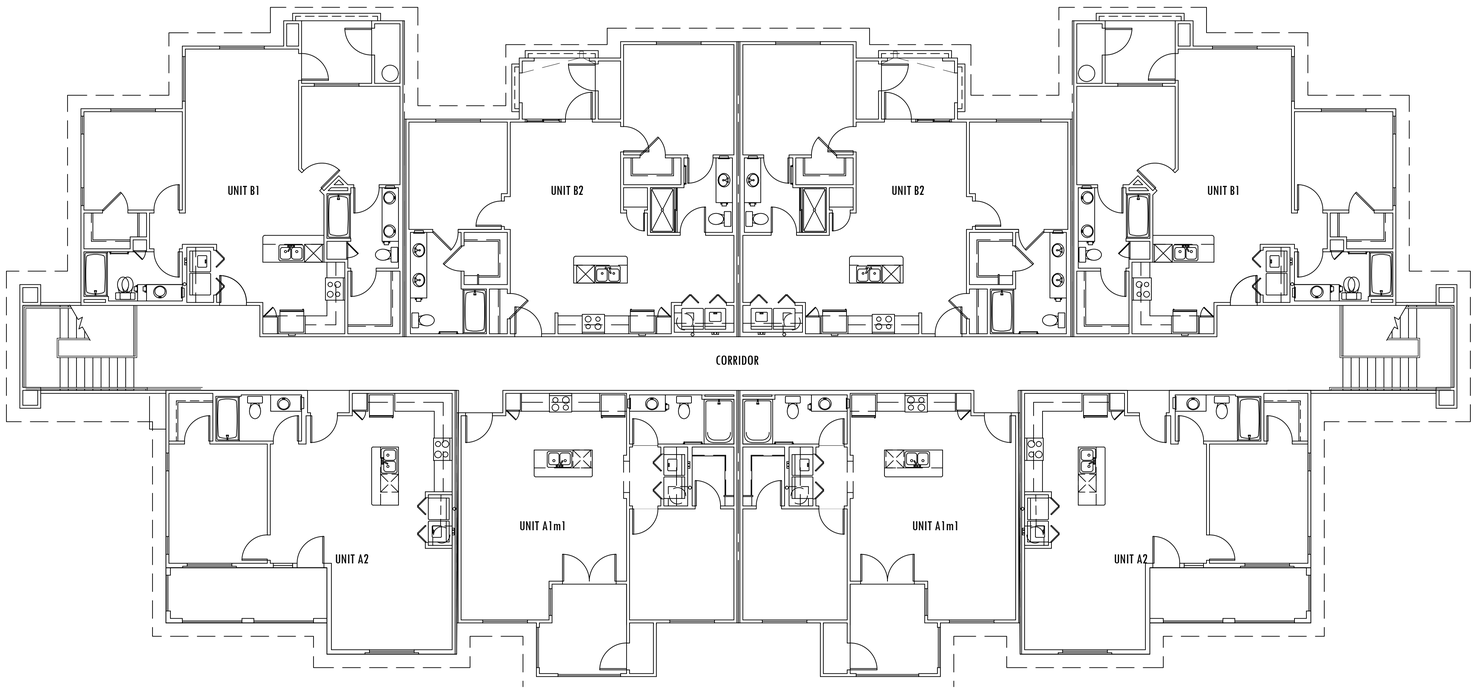
BLDG. TYPE 2 FLOOR PLANS
LEVEL 1 & 2

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BUILDING TYPE 2 - ROOF PLAN

SCALE: 1/8" = 1'-0"



BUILDING TYPE 2 - LEVEL 3

TOTAL AREA: 9,105 S.F.

SCALE: 1/8" = 1'-0"

AURA FLAGSTAFF APARTMENTS

151 W HIGH COUNTRY TRAIL
FLAGSTAFF, ARIZONA 86001

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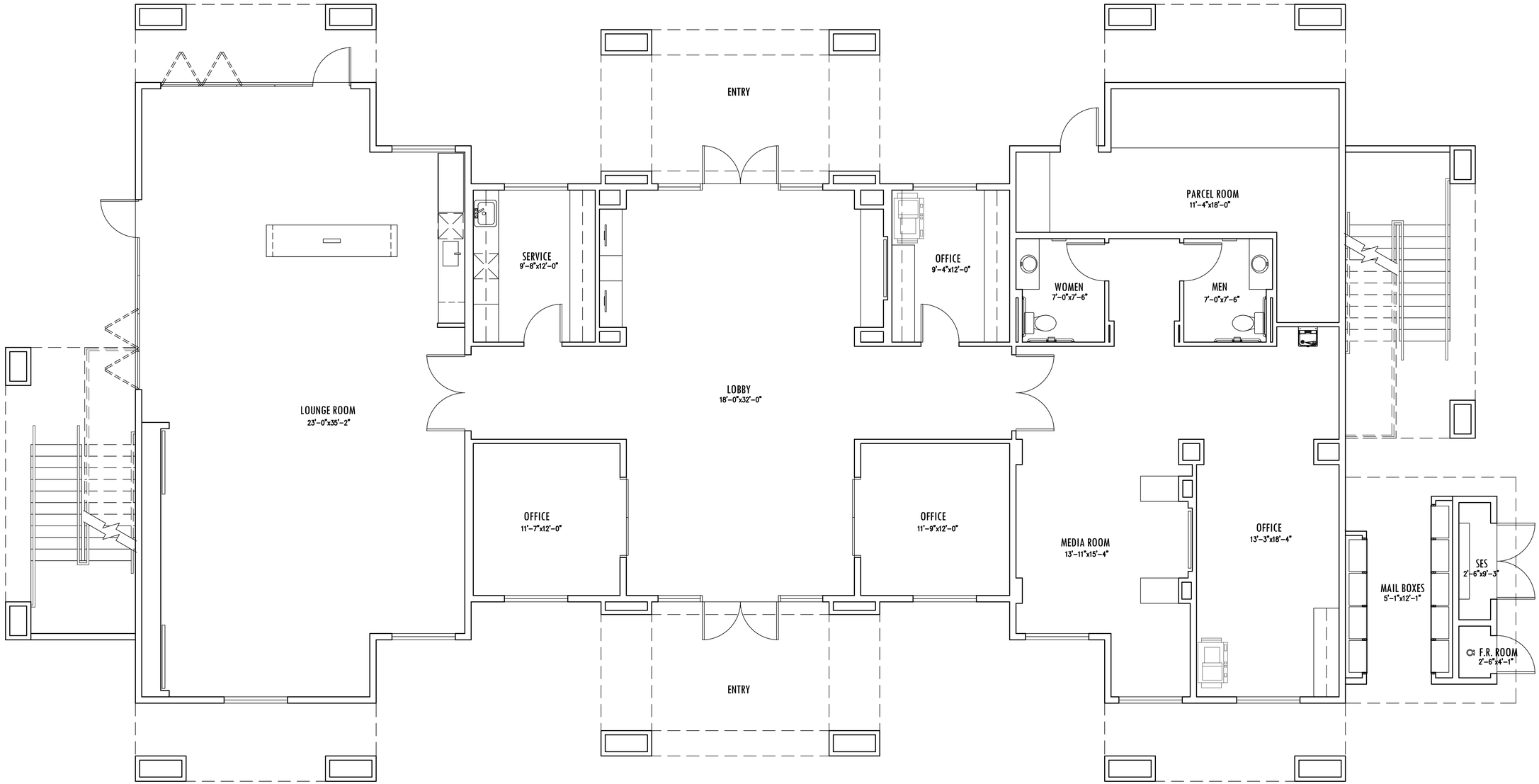
REVISIONS

DATE: APRIL 20, 2020 ORB # 17-227

A3.22

BLDG. TYPE 2 FLOOR PLANS
LEVEL 3 & ROOF

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CLUBHOUSE - LEVEL 1

5,485 S.F. GRAND TOTAL

SCALE: 1/4" = 1'-0"

AURA FLAGSTAFF APARTMENTS

151 W HIGH COUNTRY TRAIL
FLAGSTAFF, ARIZONA 86001

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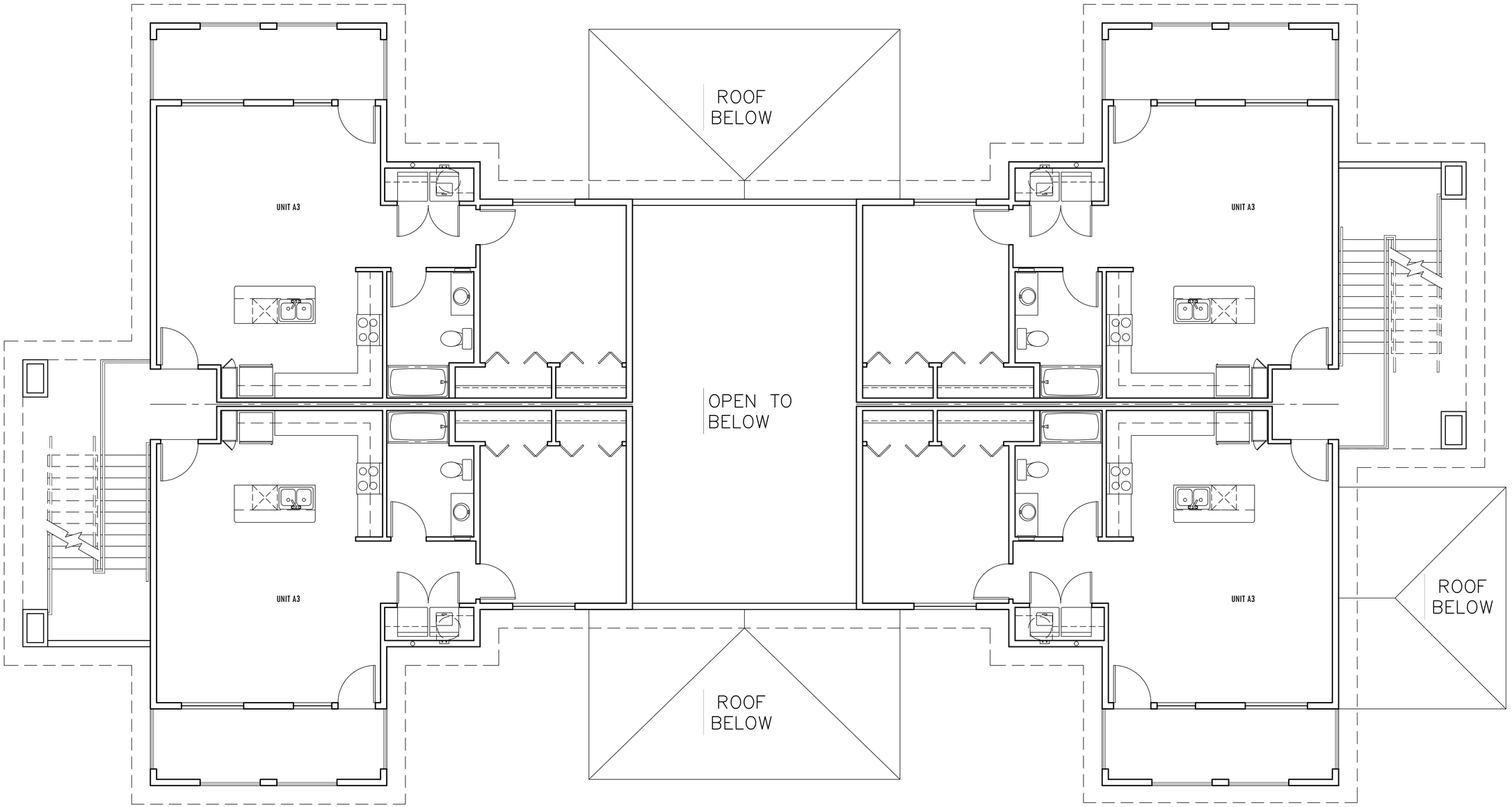
REVISIONS

DATE: APRIL 20, 2020 ORB # 17-227

A3.51

CLUBHOUSE
FLOOR PLAN

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CLUBHOUSE - LEVEL 2

SCALE: 1/4" = 1'-0"

AURA FLAGSTAFF APARTMENTS

151 W HIGH COUNTRY TRAIL
FLAGSTAFF, ARIZONA 86001

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CERTIFICATE NO.
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04/20/20
ARIZONA, U.S.A.
Expires 3/31/2023

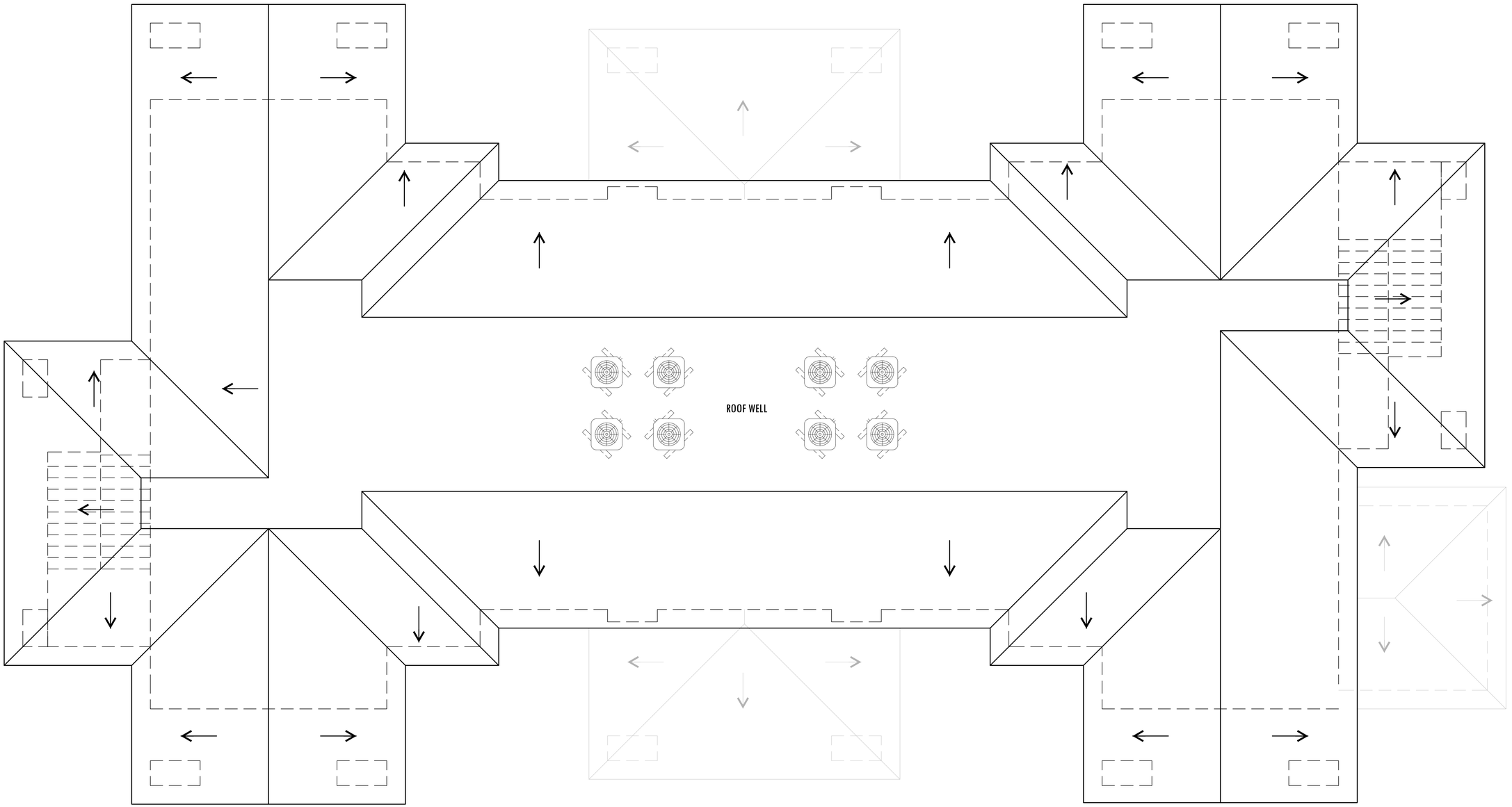
REVISIONS

DATE: APRIL 20, 2020 ORB # 17-227

A3.52

CLUBHOUSE 2ND LEVEL
FLOOR PLAN

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CLUBHOUSE - ROOF

SCALE: 1/4" = 1'-0"

AURA FLAGSTAFF APARTMENTS

151 W HIGH COUNTRY TRAIL
FLAGSTAFF, ARIZONA 86001

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CERTIFICATE NO.
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Rich Barber
04/20/20
ARIZONA, U.S.A.
Expires 3/31/2023

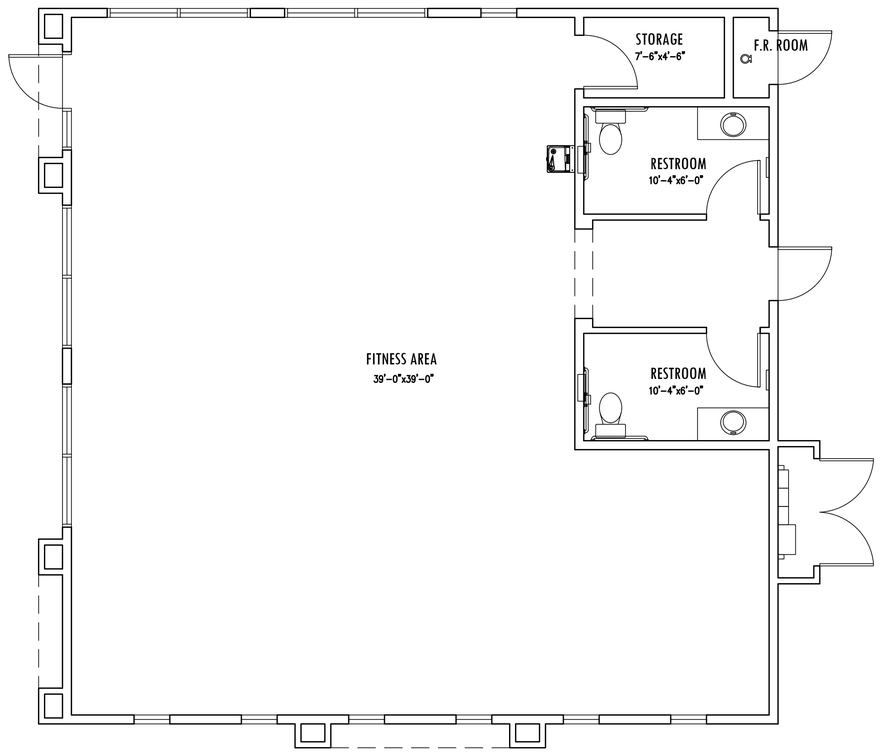
REVISIONS

DATE: APRIL 20, 2020 ORB # 17-227

A3.52

CLUBHOUSE
ROOF PLAN

FILE: \\Orbsvr2016-vm-2\e\data\Orb\ORB Job Files\17-227_TRG_Flagstaff Apartments\CAD Files\Preliminary\17227 A353 Clubhouse_Roof.dwg USER:rob DATE:Apr, 20 2020 TIME: 02:21 pm



FLOOR PLAN

1,665 S.F. GRAND TOTAL

0' 2' 4' 8'

SCALE: 1/4" = 1'-0"

AURA FLAGSTAFF APARTMENTS

151 W HIGH COUNTRY TRAIL
FLAGSTAFF, ARIZONA 86001

Office of Rich Barber Architecture, LLC
ORB
WorldHQ@ORBArch.com

REGISTERED ARCHITECT
CERTIFICATE NO.
15213
Rich Barber
04/20/20
ARIZONA, U.S.A.
Expires 3/31/2023

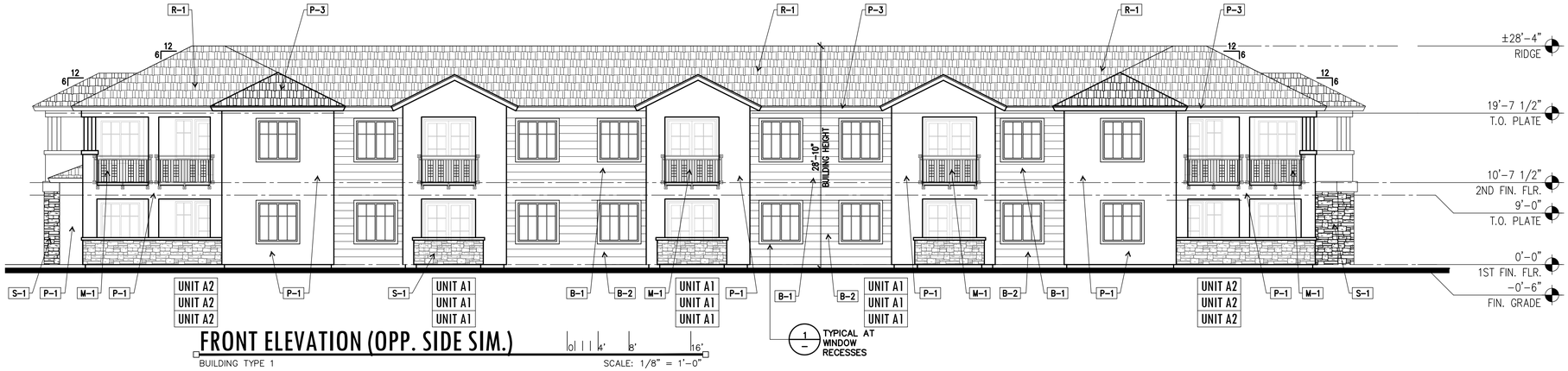
REVISIONS

DATE: APRIL 20, 2020 ORB # 17-227

A3.61

FITNESS
FLOOR PLAN

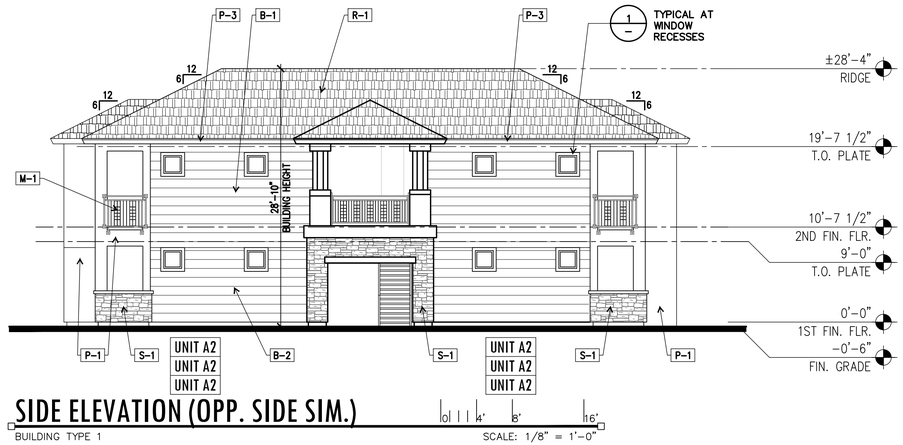
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FRONT ELEVATION (OPP. SIDE SIM.)

BUILDING TYPE 1

SCALE: 1/8" = 1'-0"



SIDE ELEVATION (OPP. SIDE SIM.)

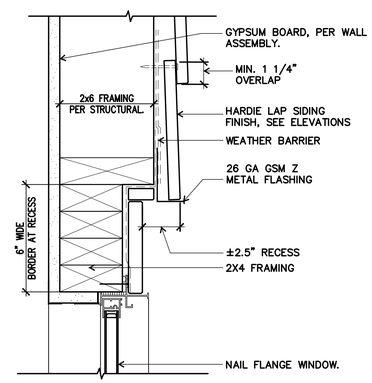
BUILDING TYPE 1

SCALE: 1/8" = 1'-0"

MATERIAL/COLOR KEY NOTES	
B-1	HARDIE PLANK PANEL FINISH DUNN EDWARDS DE6215 WOODEN PEG LRV 31
B-2	HARDIE PLANK PANEL FINISH DUNN EDWARDS DE6230 CENTER RIDGE LRV 18
M-1	METAL GUARD RAILING DUNN EDWARDS DE6378 JET LRV 9
M-3	METAL LOUVER DUNN EDWARDS DE6378 JET LRV 9
P-1	STUCCO FINISH DUNN EDWARDS DE6214 PIGEON GRAY LRV 43
P-2	STUCCO FINISH DUNN EDWARDS DE6230 CENTER RIDGE LRV 18
P-3	FASCIA TRIM DUNN EDWARDS DE6274 FROSTBITE LRV 77
R-1	GAF ROOFING SHINGLES TIMBERLAND HD WEATHERED WOOD
S-1	CORONADO STONE VENEER 20% APPALACHIAN FIELDSTONE – DAKOTA BROWN 80% EASTERN MOUNTAIN LEDGE – DAKOTA BROWN

NOTE:
HARDY PLANK PANEL TO BE INSTALLED AS LAP SIDING

BLDG. TYPE 1 STUCCO PERCENTAGE			
ELEVATION	TOTAL AREA (SF)	STUCCO (SF)	%
FRONT	4,721	1,010	21.4
REAR	4,721	1,010	21.4
SIDE	1,853	343	18.5
SIDE	1,853	343	18.5
TOTAL	13,148	2,706	21 % OF STUCCO



01 RECESSED WINDOW HEAD @ HARDY BOARD FINISH
SIMILAR AT STUCCO FINISH

SCALE: 3" = 1'-0"

AURA FLAGSTAFF APARTMENTS

151 W HIGH COUNTRY TRAIL
FLAGSTAFF, ARIZONA 86001

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CERTIFICATE NO.
15213
Rich Barber
04/20/20
Date Signed
ARIZONA, U.S.A.
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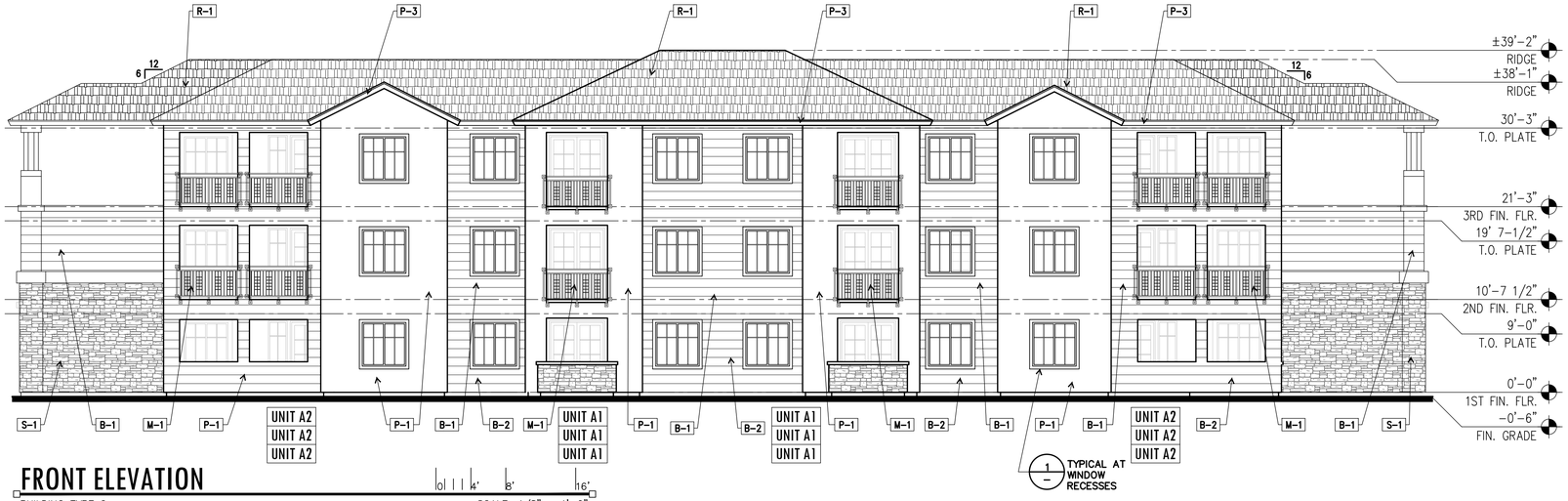
REVISIONS

DATE: APRIL 20, 2020 ORB # 17-227

A4.10

BUILDING TYPE 1
ELEVATIONS

FILE:\\Orbsvr2016-vm-2\e\data\Orb\ORB Job Files\17-227_TRC_Flagstaff Apartments\CAD Files\Preliminary\17227 A410 Bldg Type 1 Elevs.dwg USER:rob DATE:Apr, 20 2020 TIME: 02:21 pm



FRONT ELEVATION

BUILDING TYPE 2

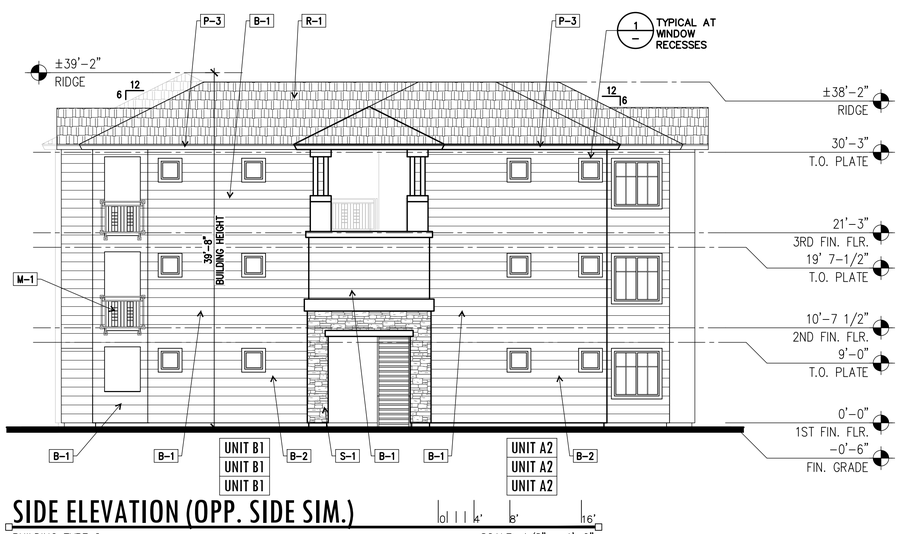
SCALE: 1/8" = 1'-0"



REAR ELEVATION

BUILDING TYPE 2

SCALE: 1/8" = 1'-0"



SIDE ELEVATION (OPP. SIDE SIM.)

BUILDING TYPE 2

SCALE: 1/8" = 1'-0"

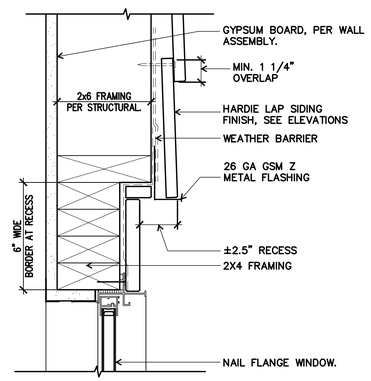
MATERIAL/COLOR KEY NOTES

B-1	HARDIE PLANK PANEL FINISH DUNN EDWARDS DE6215 WOODEN PEG LRV 31
B-2	HARDIE PLANK PANEL FINISH DUNN EDWARDS DE6230 CENTER RIDGE LRV 18
M-1	METAL GUARD RAILING DUNN EDWARDS DE6378 JET LRV 9
M-3	METAL LOUVER DUNN EDWARDS DE6378 JET LRV 9
P-1	STUCCO FINISH DUNN EDWARDS DE6214 PIGEON GRAY LRV 43
P-2	STUCCO FINISH DUNN EDWARDS DE6230 CENTER RIDGE LRV 18
P-3	FASCIA TRIM DUNN EDWARDS DE6274 FROSTBITE LRV 77
R-1	GAF ROOFING SHINGLES TIMBERLAND HD WEATHERED WOOD
S-1	CORONADO STONE VENEER 20% APPALACHIAN FIELDSTONE – DAKOTA BROWN 80% EASTERN MOUNTAIN LEDGE – DAKOTA BROWN

NOTE:
HARDY PLANK PANEL TO BE INSTALLED AS LAP SIDING

BLDG. TYPE 2 STUCCO PERCENTAGE

ELEVATION	TOTAL AREA (SF)	STUCCO (SF)	%
FRONT	5,808	1,374	23.7
REAR	5,806	1,236	21.3
SIDE	2,703	357	13.2
SIDE	2,703	357	13.2
TOTAL	17,020	3,324	20 % OF STUCCO



01 RECESSED WINDOW HEAD @ HARDY BOARD FINISH
SIMILAR AT STUCCO FINISH

SCALE: 3" = 1'-0"

AURA FLAGSTAFF APARTMENTS

151 W HIGH COUNTRY TRAIL
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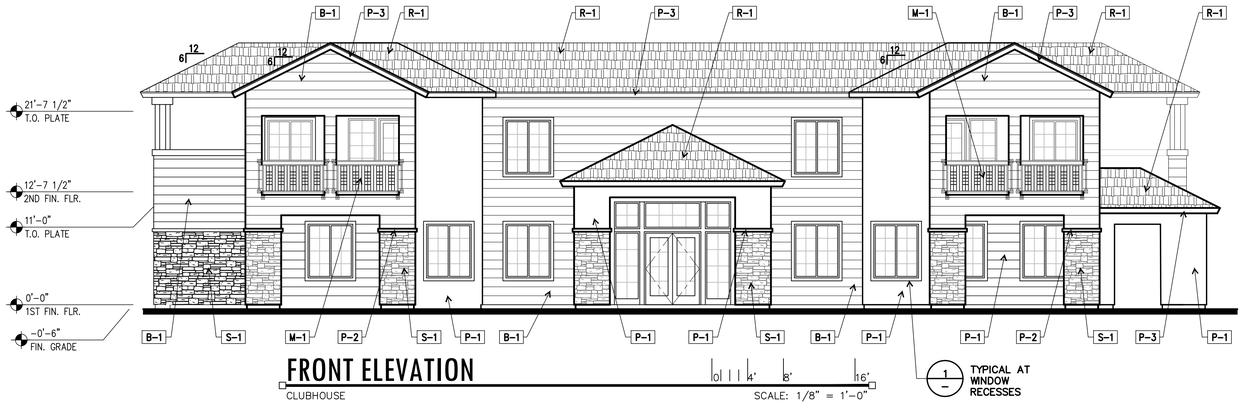
REVISIONS

DATE: APRIL 20, 2020 ORB # 17-227

A4.20

BUILDING TYPE 2 ELEVATIONS

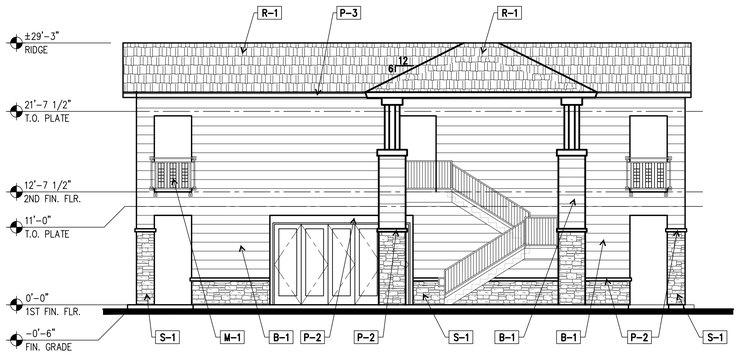
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FRONT ELEVATION

CLUBHOUSE

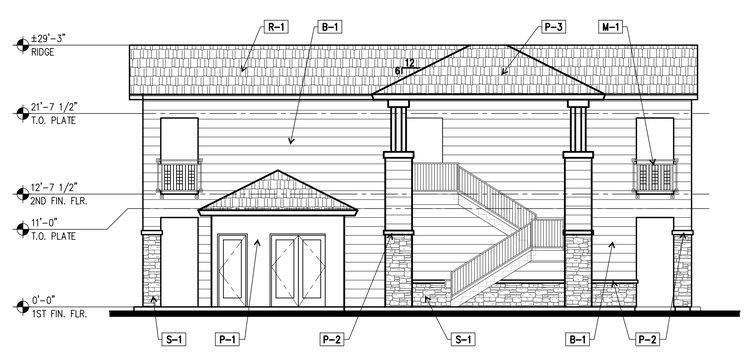
SCALE: 1/8" = 1'-0"



SIDE ELEVATION

CLUBHOUSE

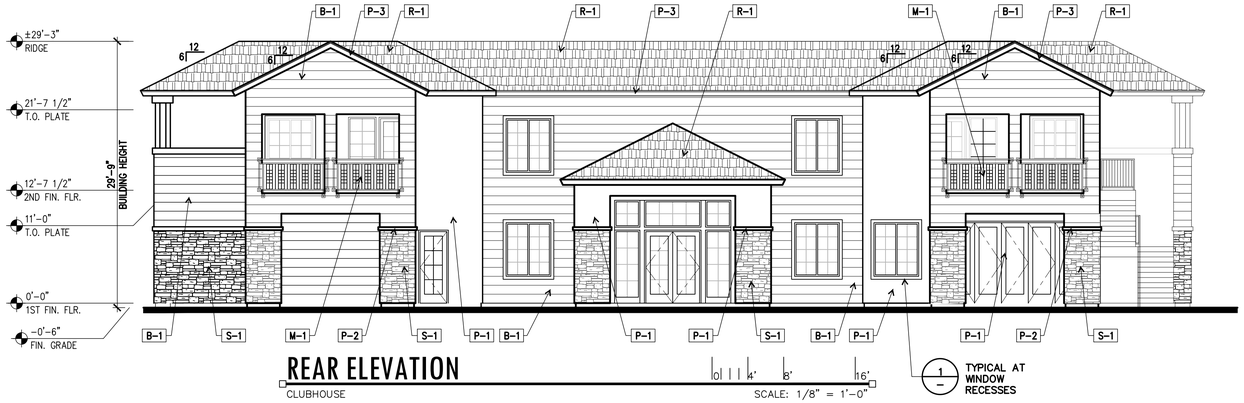
SCALE: 1/8" = 1'-0"



SIDE ELEVATION

CLUBHOUSE

SCALE: 1/8" = 1'-0"



REAR ELEVATION

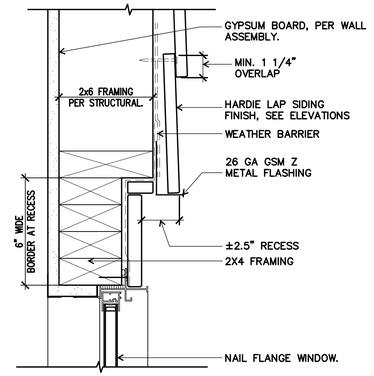
CLUBHOUSE

SCALE: 1/8" = 1'-0"

MATERIAL/COLOR KEY NOTES	
B-1	HARDIE PLANK PANEL FINISH DUNN EDWARDS DE6215 WOODEN PEG
B-2	HARDIE PLANK PANEL FINISH DUNN EDWARDS DE6230 CENTER RIDGE
M-1	METAL GUARD RAILING DUNN EDWARDS DE6378 JET
P-1	STUCCO FINISH DUNN EDWARDS DE6214 PIGEON GRAY
P-2	STUCCO FINISH DUNN EDWARDS DE6230 CENTER RIDGE
P-3	FASCIA TRIM DUNN EDWARDS DE6274 FROSTBITE
R-1	GAF ROOFING SHINGLES TIMBERLAND HD WEATHERED WOOD
S-1	CORONADO STONE VENEER 20% APPALACHIAN FIELDSTONE – DAKOTA BROWN 80% EASTERN MOUNTAIN LEDGE – DAKOTA BROWN

NOTE:
HARDY PLANK PANEL TO BE INSTALLED AS LAP SIDING

CLUB HOUSE STUCCO PERCENTAGE			
ELEVATION	TOTAL AREA (SF)	STUCCO (SF)	%
FRONT	3,328	476	14.3
REAR	3,410	380	11.1
SIDE	1,686	93	5.5
SIDE	1,686	41	2.4
TOTAL	8,424	897	11 % OF STUCCO



01 RECESSED WINDOW HEAD @ HARDY BOARD FINISH
SIMILAR AT STUCCO FINISH

SCALE: 3" = 1'-0"

AURA FLAGSTAFF APARTMENTS

151 W HIGH COUNTRY TRAIL
FLAGSTAFF, ARIZONA 86001

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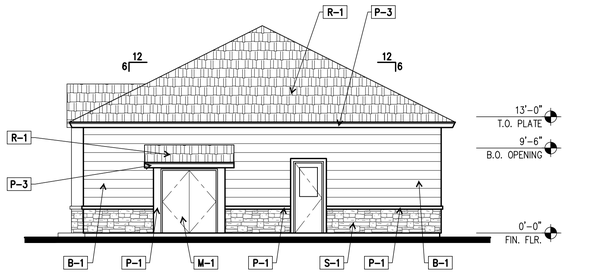
REVISIONS

DATE: APRIL 20, 2020 ORB # 17-227

A4.50

CLUBHOUSE ELEVATIONS

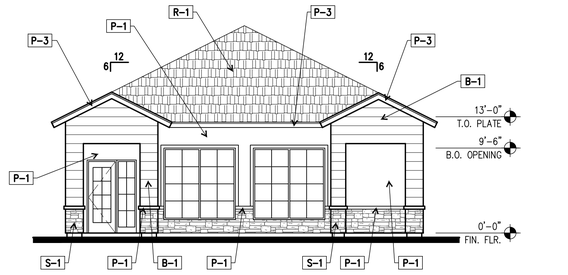
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REAR ELEVATION

FITNESS

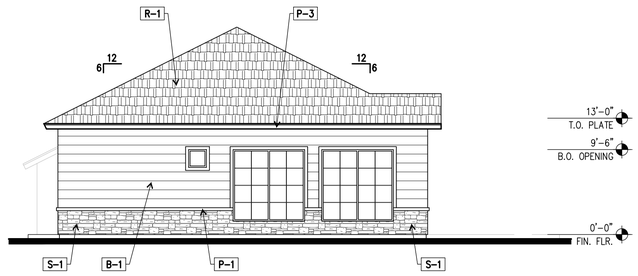
SCALE: 1/8" = 1'-0"



FRONT ELEVATION

FITNESS

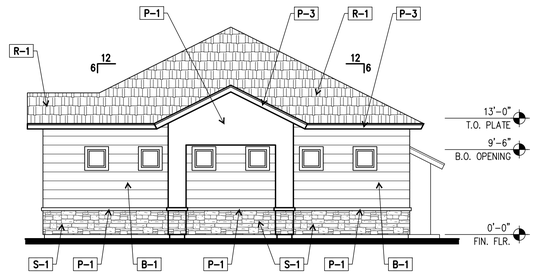
SCALE: 1/8" = 1'-0"



SIDE ELEVATION

FITNESS

SCALE: 1/8" = 1'-0"



SIDE ELEVATION

FITNESS

SCALE: 1/8" = 1'-0"

MATERIAL/COLOR KEY NOTES	
B-1	HARDIE PLANK PANEL FINISH DUNN EDWARDS DE6215 WOODEN PEG
B-2	HARDIE PLANK PANEL FINISH DUNN EDWARDS DE6230 CENTER RIDGE
M-1	METAL GUARD RAILING DUNN EDWARDS DE6378 JET
P-1	STUCCO FINISH DUNN EDWARDS DE6214 PIGEON GRAY
P-2	STUCCO FINISH DUNN EDWARDS DE6230 CENTER RIDGE
P-3	FASCIA TRIM DUNN EDWARDS DE6274 FROSTBITE
R-1	GAF ROOFING SHINGLES TIMBERLAND HD WEATHERED WOOD
S-1	CORONADO STONE VENEER 20% APPALACHIAN FIELDSTONE – DAKOTA BROWN 80% EASTERN MOUNTAIN LEDGE – DAKOTA BROWN

NOTE:
HARDY PLANK PANEL TO BE INSTALLED AS LAP SIDING

FITNESS STUCCO PERCENTAGE			
ELEVATION	TOTAL AREA (SF)	STUCCO (SF)	%
FRONT	729	137	18.8
REAR	766	41	5.4
SIDE	851	140	16.5
SIDE	786	46	5.9
TOTAL	2,281	224	10 % OF STUCCO

AURA FLAGSTAFF APARTMENTS

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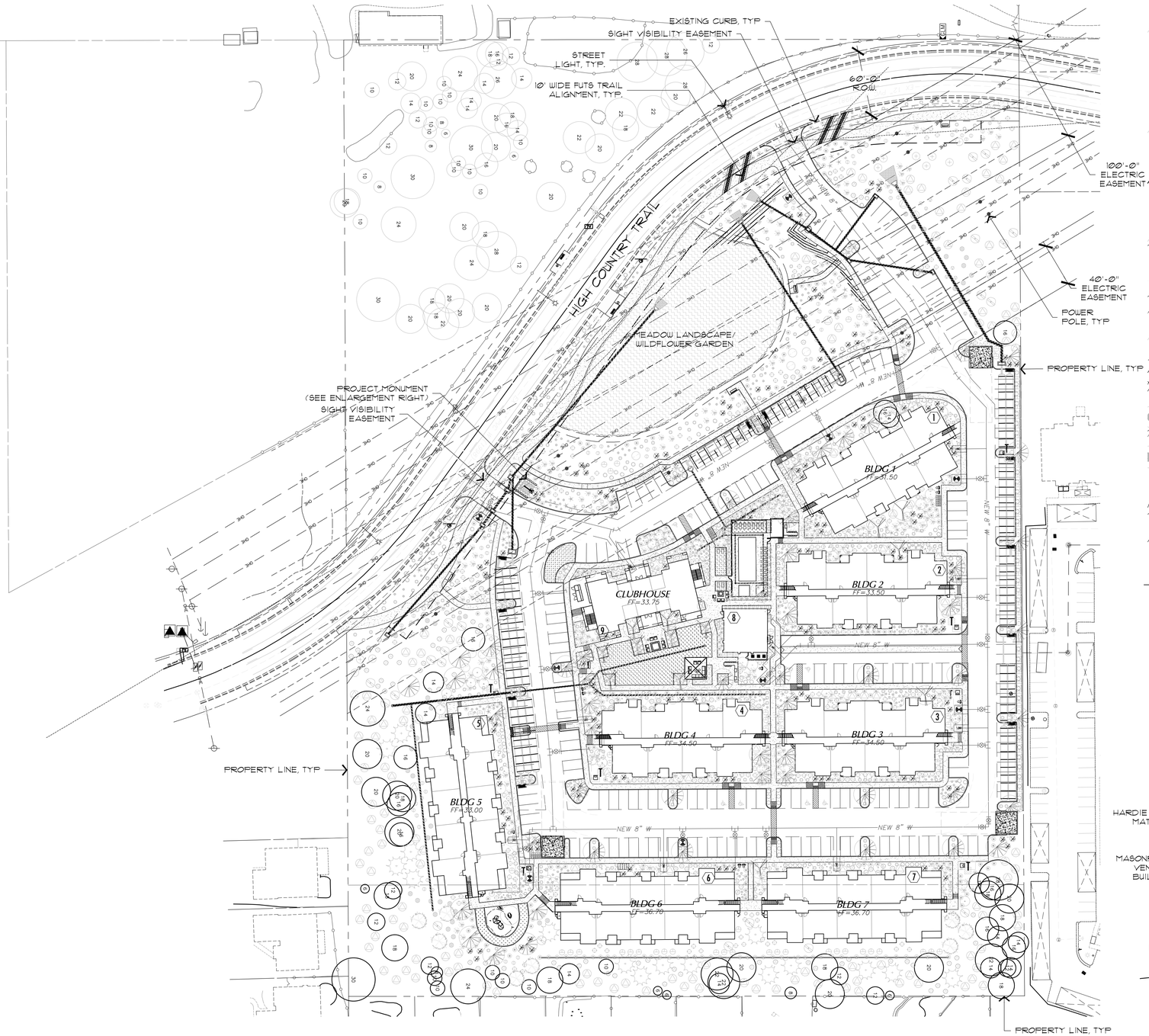
REVISIONS

DATE: APRIL 20, 2020 ORB # 17-227

A4.60

FITNESS BUILDING ELEVATIONS

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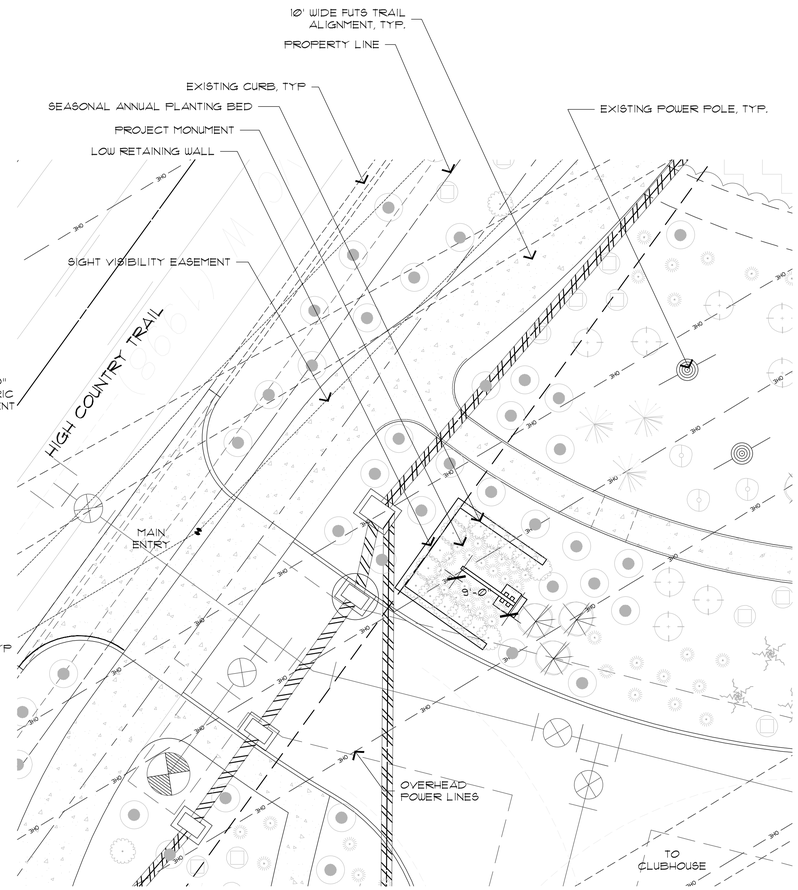


PRELIMINARY SIGNAGE PLAN

SCALE: 1"=50'-0"

0 25' 50' 100' NORTH

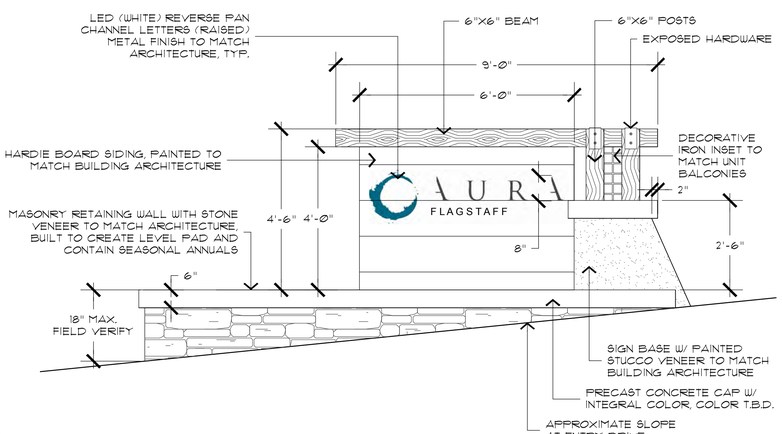
Call at least two full working days before you begin excavation. ARIZONA 811 Dial 8-1-1 or 1-800-STAKE-IT (782-5348) In Maricopa County: (602)263-1100



PROJECT MONUMENT ENLARGEMENT PLAN

SCALE: 1"=10'-0"

0 5' 10' 20' NORTH



NOTE: FINAL SIGNAGE DESIGN TO BE SUBMITTED AND APPROVED UNDER SEPARATE PERMIT AND REVIEW

PRELIMINARY ELEVATION

SCALE: 1/2"=1'-0"

0 6" 1' 2' 4'

COLLABORATIVE DESIGN STUDIO

COLLABORATIVE V
DESIGN STUDIO INC.
7116 EAST 1ST AVE.,
SUITE 103
SCOTTSDALE, ARIZONA
85251
OFFICE: 480-347-0590
FAX: 480-656-6012

Registered Landscape Architect CERTIFICATE NO. 46497 MATTHEW PAUL DRASER ARIZONA, U.S.A. 4.20.2020

EXPIRES 06 / 30 / 2022

LANDSCAPE IMPROVEMENTS
AURA FLAGSTAFF

151 W. High Country Trail Flagstaff, Arizona 86001

PRELIMINARY NOT FOR CONSTRUCTION

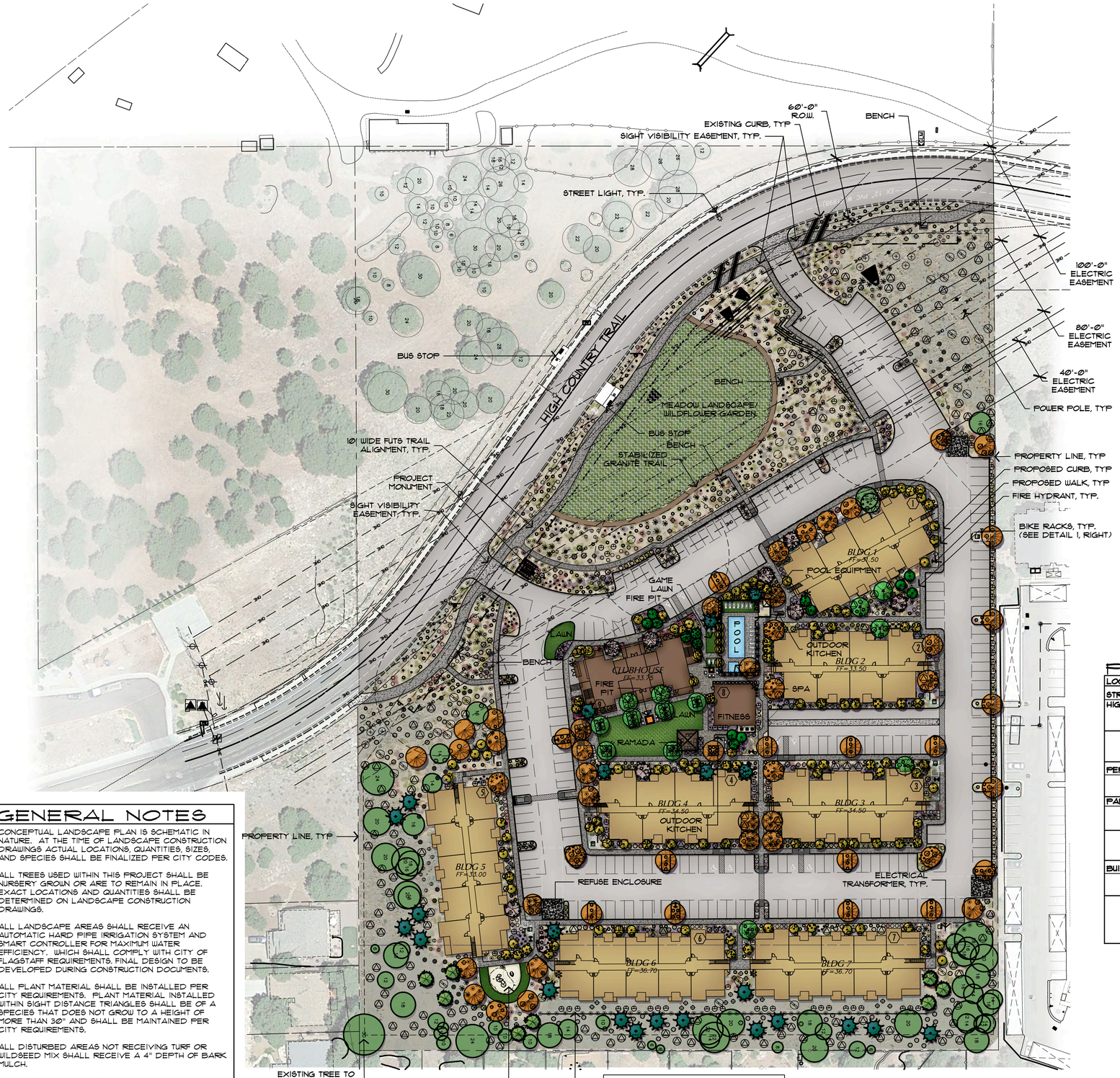
DESIGNED BY:	PV/SH
DRAWN BY:	SH
CHECKED BY:	PV / MD
DATE:	AUGUST 21, 2018
REVISIONS:	CITY COMMENTS JANUARY 24, 2019
	CITY COMMENTS FEBRUARY 19, 2019
	CITY COMMENTS JANUARY 7, 2020
	CITY COMMENTS APRIL 20, 2020

AURA FLAGSTAFF SITE PLAN SUBMITTAL

PRELIMINARY SIGNAGE PLAN

SIGN-1

1 of 1



NOTE: THERE IS NO OASIS ZONE (Ø SF) PROPOSED ON THIS PROJECT

LANDSCAPE PLAN

SCALE: 1"=50'-0"

0 25' 50' 100' NORTH

Call at least two full working days before you begin excavation. ARIZONA 811 Dial 8-1-1 or 1-800-STAKE-IT (782-5348) In Maricopa County: (602)263-1100

GENERAL NOTES

1. CONCEPTUAL LANDSCAPE PLAN IS SCHEMATIC IN NATURE. AT THE TIME OF LANDSCAPE CONSTRUCTION DRAWINGS ACTUAL LOCATIONS, QUANTITIES, SIZES, AND SPECIES SHALL BE FINALIZED PER CITY CODES.
2. ALL TREES USED WITHIN THIS PROJECT SHALL BE NURSERY GROWN OR ARE TO REMAIN IN PLACE. EXACT LOCATIONS AND QUANTITIES SHALL BE DETERMINED ON LANDSCAPE CONSTRUCTION DRAWINGS.
3. ALL LANDSCAPE AREAS SHALL RECEIVE AN AUTOMATIC HARD PIPE IRRIGATION SYSTEM AND SMART CONTROLLER FOR MAXIMUM WATER EFFICIENCY, WHICH SHALL COMPLY WITH CITY OF FLAGSTAFF REQUIREMENTS. FINAL DESIGN TO BE DEVELOPED DURING CONSTRUCTION DOCUMENTS.
4. ALL PLANT MATERIAL SHALL BE INSTALLED PER CITY REQUIREMENTS. PLANT MATERIAL INSTALLED WITHIN SIGHT DISTANCE TRIANGLES SHALL BE OF A SPECIES THAT DOES NOT GROW TO A HEIGHT OF MORE THAN 30" AND SHALL BE MAINTAINED PER CITY REQUIREMENTS.
5. ALL DISTURBED AREAS NOT RECEIVING TURF OR WILDSEED MIX SHALL RECEIVE A 4" DEPTH OF BARK MULCH.
6. ALL EARTHWORK WILL BE DONE TO DRAIN AWAY FROM SIDEWALKS AND STRUCTURES.
7. ADDITIONAL PLANT MATERIAL MAY BE INTRODUCED AS DIFFERENT VARIETIES BECOME AVAILABLE THROUGH LOCAL NURSERIES AND IF THEY ARE CONSISTENT WITH THE OVERALL THEME OF THIS PROJECT.

PROJECT DATA

PROJECT OWNER:
AUZA FLAGSTAFF LLC
3378 SOUTH 16TH AVE.
YUMA, AZ 85365
CONTACT: SHIRLEY AUZA
SHIRLEY.AUZA@AOL.COM

PROJECT DEVELOPER:
TRINSIC RESIDENTIAL GROUP
2944 M. 44TH STREET #160
PHOENIX, AZ 85018
CONTACT: TODD GOSSELINK
TGOSSELINK@TRINSICRES.COM

LOT AREA: 11.01 AC
CURRENT ZONING: E.R.
PROPOSED ZONING: M.R.

PLANT SCHEDULE

SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	QTY.	COMMENTS
	TREES (DECIDUOUS)				
	Acer glabrum	Rocky Mountain Maple	1" Cal. Min. 15 Gal. Min.	54	Standard-trunk Dense Canopy
	Malus species	Flowering Crabapple	2" Cal. Min. 24" Box Min.	9	Standard-trunk Dense Canopy
	Populus tremuloides	Quaking Aspen	1" Cal. Min. 15 Gal. Min.	120	Standard-trunk Dense Canopy
	Pyrus calleryana	Flowering Pear	2" Cal. Min. 24" Box Min.	13	Standard-trunk Dense Canopy
	TREES (EVERGREEN)				
	Pinus nigra	Austrian Pine	2" Cal. Min. 24" Box Min.	23	Standard-trunk Dense Canopy
	Pinus ponderosa	Ponderosa Pine	2" Cal. Min. 24" Box Min.	14	Standard-trunk Dense Canopy
	Pseudotsuga menziesii	Rocky Mountain Douglas Fir	2" Cal. Min. 24" Box Min.	8	Standard-trunk Dense Canopy
	Trunk Diameter at Breast Height				
	Existing Tree To Remain & Be Protected During Construction (Typ.)				
	+ SHRUBS (DECIDUOUS)				
	Artemisia ludoviciana	Prairie Sage	1 Gal.	12	As Per Plan
	Berberis species	Native Barberry	5 Gal.	42	As Per Plan
	Caragana species	Mountain Mohagany	5 Gal.	7	As Per Plan
	Potentilla fruticosa	Bush Cinquefoil	5 Gal.	66	As Per Plan
	Rhus glabra	Smooth Sumac	5 Gal.	10	As Per Plan
	Symphoricarpos albus	Snowberry	5 Gal.	24	As Per Plan
	+ SHRUBS (EVERGREEN)				
	Arctostaphylos species	Manzanita	5 Gal.	151	As Per Plan
	Berberis fremontii	Fremont Barberry	5 Gal.	143	As Per Plan
	Juniperus chinensis	Chinesee Juniper	5 Gal.	94	As Per Plan
	Juniperus horizontalis	Juniper	5 Gal.	425	As Per Plan
	Mahonia aquifolium	Oregon Grape Holly	5 Gal.	274	As Per Plan
	Pinus mugo	Mugo Pine	5 Gal.	146	As Per Plan
	Yucca baccata	Banana Yucca	5-Gal.	53	As Per Plan
	+ GROUNDCOVERS				
	Lonicera japonica 'Halliana'	Hall's Honeysuckle	1 Gal.	374	As Per Plan
	Teucrium chamaedrys	Germander	1 Gal.	370	As Per Plan
	+ VINES				
	Hedera species	Ivy	15 Gal.	17	Trained to Fence/Wall
	+ GRASSES				
	Bouteloua gracilis	Blue Grama	1 Gal.	297	As Per Plan
	Muhlenbergia rigens	Deer Grass	1 Gal.	276	As Per Plan
	MISCELLANEOUS				

BARK MULCH - COLOR: HIGH DESERT BROWN - 4" DEPTH IN ALL SPECIFIED PLANTING AREAS (TYP.)

ARTIFICIAL TURF WITH PERMEABLE BASE WITH 4" EXTRUDED CONCRETE HEADER - 5,245 SQ. FT. (1% OF TOTAL SITE AREA)

NATIVE GRASS AND WILDFLOWER SEED MIX - 22,675 SQ. FT. (REFERENCE NATIVE GRASS & WILDFLOWER SEED MIX MATRIX)

** THERE IS NO OASIS ZONE PROPOSED ON THIS PROJECT

GRASS & WILDFLOWER MIX

LBS/AC.	BOTANICAL NAME	COMMON NAME
3	Bouteloua curtipendula	Sideoats Grama
2	Erigeron divergens	Fleabane
2	Festuca arizonica	Arizona Fescue
2	Hilaria jamesii	Galleta Grass
4	Lupinus argentus	Silvery Lupine
2	Oryzopsis hymenoides	Indian Rice Grass
4	Penstemon pinifolius	Pineleaf Penstemon

SEEDLING RATE: 19 LBS / ACRE

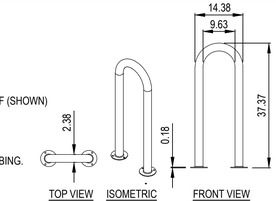
PLANT QUANTITY SCHEDULE

LOCATION	TREES (ON AVERAGE)	SHRUBS (ON AVG.)	GROUNDCOVER
STREET BUFFER	1 PER 25 L.F.	2 PER TREE	2 PER TREE
HIGH COUNTRY TRAIL			
REQUIRED	35 (859 L.F./25)	70	70
PROVIDED	38	415	98
* NOTE:	DUE TO CONFLICTS WITH EXISTING OVERHEAD POWER EASEMENT AND SIGHT VISIBILITY EASEMENTS REQUIRED TREES COUNTED HEREIN HAVE BEEN DISPERSED THROUGHOUT THE SITE		
PERIPHERAL BUFFER	1 PER 25 L.F.	2 PER TREE	2 PER TREE
REQUIRED	69 (1,708 L.F./25)	137	137
PROVIDED	94 (86 Protected + 8 Proposed)	243	144 (98 1 Gal. + (23 5 Gal x2)
PARKING AREA	2 PER 8 SPACES	2 PER TREE	2 PER TREE
REQUIRED	61 ((241 SURFACE SPACES/8)X2)	122	122
PROVIDED	66	246	164
** NOTE:	DUE TO CONFLICTS WITH PARKING SPACES LOCATED UNDER EXISTING OVERHEAD POWER EASEMENT, A PORTION OF THE REQUIRED TREES COUNTED HEREIN HAVE BEEN DISPERSED THROUGHOUT THE SITE		
BUILDING FOUNDATION	1 PER 25 L.F.	2 PER TREE	2 PER TREE
REQUIRED	160 (3,987 L.F./25)	319	319
PROVIDED	172 (43 Protected + 129 Proposed)	527	384
*** NOTE:	PROTECTED TOTALS ARE BASED ON CREDITS GAINED BY CALCULATING THE TRUNK DIAMETER AT BREAST HEIGHT OF PROTECTED TREES SOUTH OF HIGH COUNTRY TRAIL (129), NOT TOTAL NUMBER OF TREES PROTECTED (60) ACCORDING TO FLAGSTAFF ZONING CODE DIVISION 10-50.60 LANDSCAPE STANDARDS (TABLE 10-50.60.050.A		

ANOVA

☑ SELECT DESIRED MODEL
☑ 3 BICYCLE METRO BIKE RACK LBR3PSURF (SHOWN)
☑ BRONZE

FINISH: FUSIONGUARD® POWDER COAT
MATERIAL: 2.38" OD x 10-GAUGE WALL STEEL TUBING.
UNIT WEIGHT: 25 lbs
MOUNTING OPTIONS: SURFACE MOUNT.
ASSEMBLY REQUIRED
5 YEAR SATISFACTION GUARANTEE INCLUDING COVERAGE FOR FADING, RUSTING, CHIPPING AND CRACKING



NOTES:
1. INSTALLATION TO BE COMPLETED IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS.
2. ALL DIMENSIONS ARE CONSIDERED TRUE AND REFLECT MANUFACTURER'S SPECIFICATIONS.
3. CONTRACTOR'S NOTE: FOR PRODUCT AND COMPANY INFORMATION VISIT www.CADdetails.com/info REFERENCE NUMBER 928-106.

1 3 BICYCLE METRO BIKE RACK WITH POWDER COAT FINISH AND SURFACE MOUNT — MODEL: LBR3PSURF

COLLABORATIVE DESIGN STUDIO

COLLABORATIVE V
DESIGN STUDIO INC.
7116 EAST 1ST AVE.,
SUITE 103
SCOTTSDALE, ARIZONA
85251
OFFICE: 480-347-0590
FAX: 480-656-6012

Registered Landscape Architect CERTIFICATE NO. 46497 MATTHEW PAUL DRAPER ARIZONA, U.S.A. 20

EXPIRES 06 / 30 / 2022

LANDSCAPE IMPROVEMENTS
AURA FLAGSTAFF

151 W. High Country Trail Flagstaff, Arizona 86001

PRELIMINARY NOT FOR CONSTRUCTION

DESIGNED BY: PV/SH
DRAWN BY: SH
CHECKED BY: PV / MD
DATE: AUGUST 21, 2018
REVISIONS: CITY COMMENTS JANUARY 24, 2019; CITY COMMENTS FEBRUARY 19, 2019; CITY COMMENTS JANUARY 7, 2020; CITY COMMENTS APRIL 20, 2020

AURA FLAGSTAFF
SITE PLAN SUBMITTAL

LANDSCAPE PLAN

L1.10

1 of 1

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To:	The Honorable Mayor and Council
From:	Stacy Saltzburg, City Clerk
Date:	04/27/2021
Meeting Date:	05/04/2021

TITLE
City Manager Report

STAFF RECOMMENDED ACTION:

Information Only

EXECUTIVE SUMMARY:

These reports will be included in the City Council packet for regularly scheduled Council meetings, excluding Work Session meetings. The reports are intended to be informational, covering miscellaneous events and topics involving the City organization.

INFORMATION:

Attachments: City Manager Report

City Manager's Report
April 30, 2021

Council and Colleagues, greetings. These reports will be included in the City Council packet for regularly scheduled Council meetings, excluding Work Session meetings. The reports are intended to be informational, covering miscellaneous events and topics involving the City organization.

Water Services Division

We would like to recognize one of our longstanding employees who is retiring. Lisa Adams, Water Services Supervisor, is leaving the organization after a 28 year tenure! She is pictured below with her son who is serving in the USAF.



As a 1990 NAU Environmental Science graduate, Lisa's career with the City began in 1993. Her City career path included operations and administrative duties with the Rio de Flag Water Reclamation Plant and subsequently the Wildcat Plant where she soon became Senior Plant Operator. When the opportunity to become Wildcat's Lab Director opened, she pursued that successfully. "That was over 20 years ago, and with its constant deadlines and required high-level of attention-to-detail, the position really suited me."

Lisa notes that she has been very proud to work for the City of Flagstaff. "I did not have children when I hired-on in 1993, but as a City employee, I raised two amazing kids. Those 'kids' now have successful careers of their own – one in Washington State and the other in Washington D.C. Flagstaff is the best place to raise a family and working for the City afforded me the opportunity to really enjoy my life!"

Those who have worked with Lisa know her for her mentorship. As noted by Troy Dagenhart, Water Services Operations Supervisor, "if it wasn't for Lisa I might not be where I am at today. She has always been the one that wants to help and wants the best for everyone. The City of Flagstaff will miss her, we will miss her." And as noted by Jim Huchel, Water Reclamation Plant Manager, "Lisa was one of the first employees I met when I joined the city, her assistance was invaluable in helping me understand how the City, Division and our Sections operated. I appreciate all that she has done for City, Section and for me and she will be missed."

Thank you for your hard work and dedication, Lisa. We will lift a quote that you have often used with your kids and with your colleagues: "Good luck is what happens when preparation meets opportunity." Lisa, we wish you the best of luck as you prepare for a well-deserved retirement.

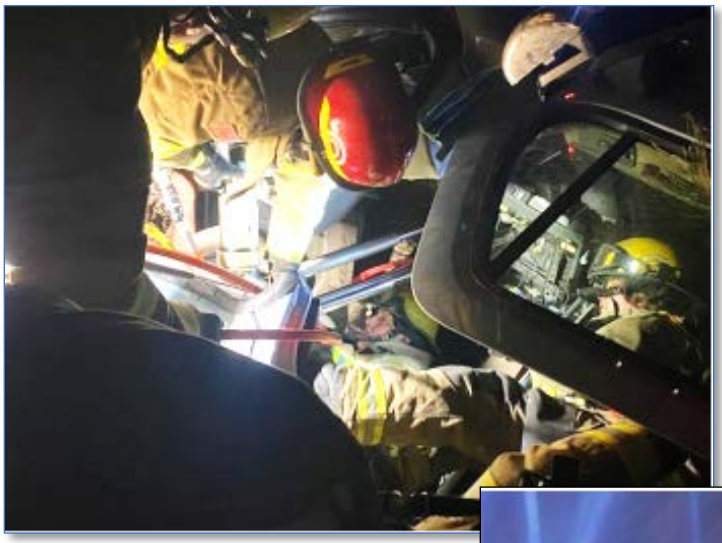
Sustainability Section

In response to strong community interest in the Carbon Neutrality Plan, staff will host a community conversation with the City Council at their May 25th work session. The discussion is likely to consume much of the work session and we will endeavor to keep the remainder of the agenda very light accordingly.

Staff will provide the Council with an updated Plan and results of their outreach efforts. Staff will then invite community members to join the conversation. The final Carbon Neutrality Plan will be considered for adoption at a date to be identified by Council.

Fire

- Flagstaff Fire crews worked for two and half hours to successfully extricate an individual from a tractor trailer flipped on its hood on east bound I-40. The individual was transported to FMC and later released, having suffered only minor injuries.





- In the category of tragic stories with positive outcomes, the Flagstaff Fire Department responded to two separate calls for male patients who had overdosed on heroin. Luckily with the administration of Narcan, both patients are expected to recover. Thank you FFD for your life-saving efforts!

- On March 28th, the Flagstaff Fire Department responded to a mutual aid request from Prescott Fire Dept. Our 'Station 2' crew spent the day covering calls in the Prescott community as their fire personnel participated in services for a Line of Duty loss for one of their personnel.



- Crews responded to a trailer fire where they were able to contain the fire to its origin. There was very limited access and no hydrants in the area, so a water tender was utilized as the water supply for the incident.

- Ten new recruits began the Greater Flagstaff Region Fire Academy.





Human Resources

- HR staff are finalizing compensation structures and how employees will be placed into the new structures in July 2021.

- The team has been working with leadership, Information Technology and Risk Management to develop a flex work policy that will promote some level of working remotely. This is one outcome from the pandemic that will transform how many of our employees continue to perform their day-to-day duties. The reduced travel will also lead to a significant reduction in carbon footprint.

Police Department

- Officer Nicholas Rubey was honored by the Exchange Club as the 2020 FPD Officer of the Year!



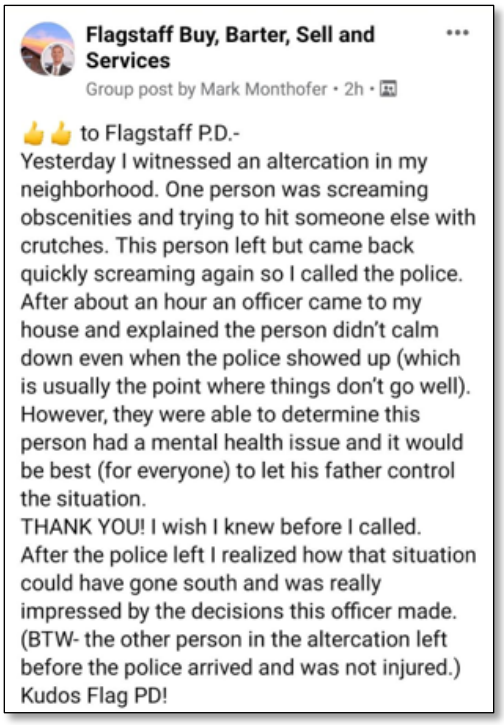
Rubey has assisted with multiple community policing projects, despite the pandemic. These included countless positive contacts with city business owners and managers to assist with trespass issues and abandoned vehicles. During the past year, Rubey also served as the assistant to the field training program.

As both a field training officer and a firearms instructor, he ensured that our newer officers were properly trained and prepared to handle the challenges of the profession. He has grown from being a trainer to a true mentor for our younger officers, guiding them toward successful careers that are rooted in service to our community.

By passing on his work ethic and values to the new officers that he mentors, Officer Rubey has multiplied the good that is done for our community exponentially. It is for these reasons, that Officer Nicholas Rubey is hereby honored as the 2020 Exchange Club Officer of the Year. Let's give it up for Officer Rubey!

- This week was National Telecommunications week. We celebrate all those dispatchers who work in our Communications Center. These dedicated public servants work long hours, answering emergency and non-emergency calls, providing emergency medical instructions, and dispatching for dozens of public safety agencies around the clock. They are the first point of contact for those in need. In 2020 our dispatchers answered over 280,000 calls from the public, including over 69,000 emergency 911 calls! We salute our dispatchers … they are rock stars!

- Dad to the rescue … a nice post here from a citizen, giving props to Officers Potts and Custer for diffusing an altercation on site without any needed use of force. (Officer Custer shown on left; Officer Potts on the right).







Public Works

- It's the windy season, so Parks staff ask all for patience and please share any gratitude toward our coworkers that are consistently picking up litter and other debris around town. And please share the message of leave no trace in our parks, civic spaces, trails system, and all around town.

- Trash Talk … the waste stream at Heritage Square is being monitored as the dining outside options begin to pick up with the warmer temperatures. Parks took the "top hats" off the refuse side of the downtown styled cans last week to enable an easier refuse toss and have added four new cans to the square.

- The sport court lighting will be accessible for those playing into the evening hours beginning on April 15th, as well as windscreens at our tennis courts (17 of them) in all park grounds.

- The Aquaplex Aquatics staff hosted an in-service training for ten Lifeguards to get them recertified with American Red Cross. It is so good to be reporting on the Aquaplex, isn't it! The training will allow us to open the pool when we are ready. Staff will continue to recruit more aquatics staff as we are still low in staffing, but this is a huge start.

- On a related note, Athletics staff is beginning to create flyers, advertise, and secure facility space for the adult hockey league, adult softball leagues, and the adult grass volleyball league. And Community Events staff is working with Library Services on finding locations for outdoor library programs this summer.

- Invasive Russian Olive and Siberian Elm tree removal is scheduled to continue in May. The goal will be to treat along Izabel Street, and the east side of the McMillan Mesa Natural Area. In addition to social media posts, the neighborhood will be notified with sign postings and some home notices. Subsequently, treatment will include work along the McMillan Mesa Natural Area Cedar Street boundary. Slash will later be scheduled for clean-up with community volunteers before the end of June.

- The *Friends of the Rio de Flag*, with assistance from numerous partners, are launching a new volunteer program centered around the need for mitigating invasive weeds along the Rio de Flag. Open Space staff attended and provided input at the group's first meeting. The Friends of the Rio have a draft map of reaches. For stream reaches that run alongside a FUTS trail, the stream reach will align with the Adopt-a-FUTS trail segment, which is typically ½ mile long. City-owned and city-maintained open channel segments have also been mapped, and City Stormwater staff also attended the initial meeting to provide input. Logistical work is still being completed, including determining what reaches will be included in the focus and how to partner with private property owners along the Rio. The *Friends of the Rio* have set the approximate target date of June 2021 to launch the volunteer program.

- Open space staff met with Lowell Observatory representatives and agreed to collaborate on drafting the Greater Observatory Mesa Trail Plan. The Open Space Program will provide mapping support to Lowell Observatory as the first step of the two-phase project. The target date for the completion of phase one is June 2021. Material completed in phase one will support the community outreach that Lowell Observatory is conducting related to their property. The trail plan in its entirety will address trail planning for the Observatory Mesa Natural Area, neighboring City park property, Lowell Observatory, and neighboring Forest Service property.

- The concrete crew is proactively removing various downtown concrete tree rings that have heaved and resulted in tripping hazards this past winter season. This will make Dean Coughenour very happy! Several locations are requiring paver resets and the crew is adjusting as time allows during the ring removal.

- Councilmember Aslan, you will like this: Sweeping crews have been making great progress, we are focused on deeper cleaning and continued efforts on roadway edges, bike lanes, and

medians. Neighborhood service has also resumed with an additional unit assigned to complete twice the work.

- The Streets team welcomed two new employees this week. Lyle Kenefick is transferring from the Parks Section and has been assigned to the signs and markings crew. Jason Gifford is new to our organization and will be working with our concrete crew as well as supporting the lighting group. Welcome Lyle and Jason.

- Chalk one up for new efficiencies. Fleet Services, with a lot of help from Shawn, Wayne, and the IT Team here at the City of Flagstaff, brought our latest computerized diagnostic software online, *Noregon's JPro Professional*. This software not only defines trouble codes, but provides guided diagnostics and repair assistance on Cat, International, Mack, Mercedes, and Volvo engines … to name a few. The photo to the right is living proof that, yes, we really do have this software and, yes, it really works!



- And chalk one up for saving money. The Fleet team completed the under-carriage repair, transmission final drive overhaul along with multiple other repairs and major service on Wildcat's dozer-crawler and it is back on site tearing up the injection pond. These repairs were completed at a cost savings to Water Services, several thousand dollars less than RDO quoted. Great Job Juston and team!

- This just in: two guys named Alvin and Nate made a trip out to the Landfill to provide preventative maintenance on their heavy equipment and the "crambo" (picture below on right) that grinds up everything comprised of wood … everything.





- Facilities will be installing an exit only door at Jay Lively in an effort to control user traffic in exiting the facility, Twin Peaks Glass will be installing a modified storefront allowing for "exit only" egress from the lobby and is to be installed by the end of April.

- That time of year! Solid Waste staff delivered 17 roll-off containers on campus for student moveouts Wednesday April 21st.

Risk Management

- Meeting with Division Directors on risk management, sharing AMRRP online training opportunities and discussing how to encourage staff to obtain their COVID vaccination.

- The safety committee meeting was conducted in a hybrid approach (some in person and other remote) for the first time in a year due to the pandemic. Yes, they had masks and socially distanced themselves!

And more on Employee Recognition:

We will be acknowledging current work anniversaries in the next CM Report. But we would like to take opportunity at this time to honor our own City Clerk, Stacy Saltzburg, for her amazing accomplishment.

Stacy began the Masters of Public Administration (MPA) program at NAU in the Spring of 2018 and graduated … today (April 30th)! The MPA program is no walk in the park. The curriculum consists of 39 credit hours of course work. She did this while serving the City, raising two rambunctious sons with her spouse, and orchestrating our own virtual meetings during the pandemic. Oh, and this … Stacy was able to maintain a 4.0 GPA allowing her to graduate with distinction. How cool is that!

Her Capstone Project was entitled "*Doing the People's Work…Without the People*" where she evaluated how all 91 incorporated cities and towns in Arizona conducted their public meetings during the pandemic. Her project focused on the importance of access to, and citizen participation in, municipal decision-making; how COVID-19 has impacted how municipalities conduct their meetings; and how citizens access and participate in the meetings. One of the recommendations offered as a result of her evaluation is that cities and towns consider implementing hybrid meetings that include a variety of ways to participate, both virtually and physically, to accommodate a wider range of the community. Also, Stacy's capstone instructed fellow clerks on the important function of randomly muting city managers during public meetings.



Stacy, you rock, and we are all so proud of you!