

**CONSOLIDATED ANNUAL PERFORMANCE  
AND EVALUATION REPORT**

**CAPER**

Fifth Program Year

September, 2015

**DRAFT**

PUBLIC COMMENT PERIOD 9/15/15-9/30/15

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## **Fifth Program Year CAPER**

The grantee must submit an updated Financial Summary Report (PR26).

### **GENERAL**

#### **Executive Summary**

##### **CDBG Program Year Five:**

The Consolidated Annual Performance and Evaluation Report (CAPER) includes both a summary of the program accomplishments and an assessment of progress toward meeting the program goals during Program Year 2014.

The City of Prescott received CDBG funds in the amount of \$238,655 in Program Year 2014. The designated projects included: Program administration and fair housing education; Dexter Neighborhood street improvements; remodeling of Prescott Area Family Shelter for a building that provides much-needed shelter services; emergency housing repairs to keep residents in their home - specifically roof repairs/replacements, water heaters and HVAC replacement; and completion of a patio remodel at an Adult Care Facility which serves elderly and disabled residents. Funded activity also supported several public service projects: emergency weekend meals to elderly homebound and disabled persons; transportation services for disabled residents; the Prescott Area Restorative Justice program; Alzheimer's Association outreach and support funding; and funds to help homeless individuals and families transition to permanent housing rounded out the funding spectrum.

The City of Prescott continues to support organizations providing housing assistance for low-to-moderate income families and the special needs population. The Analysis of Impediments to Fair Housing, updated in Program Year 2010, addresses the need for affordable housing; however, housing and land prices continue to be a difficult condition to address, and the housing market is slowly coming back from its previous decline. Development costs continue to rise and very few homes on the market in the city qualify as "affordable housing". Recent interest by a number of development entities in production of multifamily housing may provide the best opportunity for provision of more affordable housing in the Prescott area.

**TABLE OF ACTION PLAN ACTIVITY APPROVED PY 2014**

PROJECT NAME	2010-2014 CON PLAN	PROGRAM TYPE	ACTION PLAN GOAL	PY2014 - FY2015 FUNDING AMOUNT
Prescott Meals on Wheels	3. Support organizations that provide supportive services to homeless and special populations	Nutritional meals to homebound elderly and special needs populations. LMC <b>Public Services - Seniors</b>	Increase supportive services to special populations	\$ 23,600
New Horizons Disability Empowerment Center	4. Improve transportation services	Transportation Services for Prescott eligible clients to receive round- trip transportation services to the Prescott Valley DES office LMC – and special populations <b>Public Services – Limited Clientele</b>	25 persons	\$ 2,500
Comucopia Community Advocates - PARI	3. Support organizations that provide supportive services to special populations	Restorative Justice Training and Program Development in the Prescott Middle and High Schools. <b>Public Services – Youth</b>	24 persons	\$ 5,000
Alzheimer’s Association Desert SW Chapter, Northern Arizona Region	3. Support organizations that provide supportive services to special populations	Prescott Alzheimer’s Care and Support Program 51% of service recipients shall meet Low to moderate income <b>Public Service - LMI</b>	100 persons	\$ 2,500
Prescott Area Shelter Services	3. Support organizations that provide supportive services to homeless populations	Homeless Transition Project 100% of recipients shall meet Low to moderate income <b>Public Service - Limited Clientele</b>	4-16 persons	\$ 2,198
City of Prescott - South Dexter Road Construction	14. Revitalize qualifying neighborhoods	Road Construction and offsite improvements - Short and Meany Street - <b>LMA</b> <b>Public Facility - Dexter Neighborhood</b>	1 public street improvement	\$ 140,000
Contingency Funds		<b>Public Facility or Housing Activity</b>		\$ 15,126
Fair Housing	24. Ensure equal housing access for all persons regardless of race, color, religion sex, handicap familial	Fair housing education and promotion event <b>Administration</b>	30 persons	\$ 1,200
CDBG Program Administration	Administer the CDBG program in compliance with federal regulations and local policies.	All administrative costs to implement and complete FY12 grant, including: advertising, noticing, bid preparation costs, wages, postage, etc. <b>Administration</b>	N/A	\$ 46,531
<b>PY 2014 CDBG Funding Allocation Award</b>				<b>\$ 238,655</b>

REPROGRAMMED CDBG FUNDS				
Prescott Area Shelter Services OY13 008	1. Increase the supply of transition housing for families	Complete public facility rehabilitation for familyshelter transitional housing facility <b>LMC- HomelessFamily Shelter</b>	one family shelter - public facility	\$ 46,963
Adult Care Services PY13 005	17. Provide assistance to populations with the most critical need	Complete PY13 funded Public Facility Outdoor Improvements <b>LMI / Sustainability</b>	One public facility - special needs population	\$ 30,000
Emergency Repairs for Low to Moderate Prescott Residence	13. Rehabilitate the existing housing stock	<b>Emergency Health and Safety Repairs to keep residence in their home – prevent homelessness.</b>	4-6 homeowners	\$ 24,000
<b>Reprogrammed CDBG Funds</b>				<b>\$ 100,963</b>

**General Questions**

**1. Assessment of the one-year goals and objectives:**

- a. Describe the accomplishments in attaining the goals and objectives for the reporting period:
- b. Provide a breakdown of the CDBG grant funds spent on grant activities for each goal and objective.

Project #	PROPOSED ACTIVITY / GOAL / OBJECTIVE	ACTUAL OUTCOMES
1.	<p><b>Fair Housing – Southwest Fair Housing Council</b></p> <p><b>Goal:</b> Public Service Support  <b>Objective:</b> Ensure equal housing access for all persons regardless of race, color, religion, sex, handicap, familial status or national origin.</p> <p style="text-align: right;"><b>Funding Source:</b>  <b>Budgeted:</b>  <b>Spent /Drawn</b></p>	<p>Public Service</p> <p>Fair Housing Programs/Events to educate the public. Educational Event conducted April of 2014.</p> <p>Persons in attendance: 7                      Additional persons served through print and other media are not quantifiable</p> <p>CDBG – Public Service                      \$1,200                      \$0 (SWFHC supplied training at no cost)</p>
2.	<p><b>Prescott Meals on Wheels</b></p> <p><b>Goal:</b> Public Service Support  <b>Objective:</b> Special Needs Population</p> <p style="text-align: right;"><b>Funding Source:</b>  <b>Budgeted:</b>  <b>Spent /Drawn</b></p>	<p>LMC Availability/Accessibility</p> <p>Emergency weekend meals to elderly homebound and special needs population.</p> <p>LMI/LMC Persons served: 212                      Percentage of LMI (elderly/disabled): 100%</p> <p>CDBG                      \$23,600                      \$23,600</p>

<p>3.</p>	<p><b>South Dexter Street Improvements</b></p> <p><b>Goal:</b> Improve public facility to facilitate safer access and drainage</p> <p><b>Objective:</b> LMA – Public Road</p> <p><b>Funding Source:</b></p> <p><b>Budgeted:</b></p> <p><b>Spent /Drawn</b></p>	<p>LMA/Public Road</p> <p>Road construction and off-site improvements were completed at Short and Meany Streets.</p> <p>LMA/Public Road</p> <p>LMI/LMC Persons served: 1,100</p> <p>CDBG</p> <p>\$140,000 (plus \$15,126 in contingency funds for this project)</p> <p>\$155,126</p>
<p>4.</p>	<p><b>Coalition For Compassion and Justice</b></p> <p><b>Goal:</b> Repair or replace heating/roofing/water heaters in owner occupied low income mobile homes</p> <p><b>Objective:</b> Create suitable living environment – sustainable housing</p> <p><b>Funding Source:</b></p> <p><b>Budgeted:</b></p> <p><b>Spent /Drawn</b></p>	<p>LMI/ Sustainability</p> <p>Two water heaters and one furnace were replaced for LMI clients.</p> <p>LMI/LMC Persons served: 3</p> <p>Percentage of LMI/LMC: 100%</p> <p>CDBG</p> <p>\$24,000</p> <p>\$5,508</p>
<p>5.</p>	<p><b>Adult Care Services</b></p> <p><b>Goal:</b> Building remodel to serve LMI /Special Needs clientele</p> <p><b>Objective:</b> LMI/Sustainability</p> <p><b>Funding Source:</b></p> <p><b>Budgeted:</b></p> <p><b>Spent /Drawn</b></p>	<p>LMI/Special needs. Patio Remodel project to serve elderly and disabled clientele was completed.</p> <p>LMI served: 80</p> <p>Percentage of LMI/LMC: 100%</p> <p>CDBG</p> <p>\$70,000</p> <p>\$60,779.50</p>

<p>6.</p>	<p><b>Cornucopia</b></p> <p><b>Goal:</b> Rehabilitation of first-time offenders</p> <p><b>Objective:</b> Public Services/capacity building</p> <p style="text-align: right;"><b>Funding Source:</b> <b>Budgeted:</b> <b>Spent/Drawn</b></p>	<p>Rehabilitation/Social Justice program for first-time Youth offenders. 70 low income youth participated in the pilot program</p> <p>LMI served: 70 Percentage of LMI/LMC: 100%</p> <p>CDBG \$5,000 \$5,000</p>
<p>7.</p>	<p><b>Prescott Area Family Shelter – Public Facility</b></p> <p><b>Goal:</b> Remodel of structure to house Family Emergency Shelter</p> <p><b>Objective:</b> LMI/Decent Housing</p> <p style="text-align: right;"><b>Funding Source:</b> <b>Budgeted:</b> <b>Spent /Drawn</b></p>	<p>Housing/LMI</p> <p>Remodel of home to provide Emergency Shelter for veterans or families with children. Some minor work was awarded and completed in the prior fiscal year. The scope of work was revised and rebid and was partially completed in PY2014.</p> <p>LMI served: (project in process)</p> <p>CDBG \$109,158 \$23,808.90</p>
<p>8.</p>	<p><b>Alzheimers Association Care and Support Program</b></p> <p><b>Goal:</b> Provide training and mentoring for Juvenile Justice Program</p> <p><b>Objective:</b> Public services/capacity building</p> <p style="text-align: right;"><b>Funding Source:</b> <b>Budgeted:</b> <b>Spent /Drawn</b></p>	<p>Supportive Services to Special Populations.</p> <p>Provide information and referral as well as other support services to families of individuals suffering from Alzheimers.</p> <p>LMI served: 150 Percentage of LMI: 100%</p> <p>CDBG \$2,500 \$2,500</p>

9.	<p><b>New Horizons Disability Empowerment Center</b></p> <p><b>Goal:</b> Provide round-trip transportation for disabled Prescott residents to DES in Prescott Valley</p> <p><b>Objective:</b> Improve Transportation Services</p> <p style="text-align: right;"><b>Funding Source:</b> <b>Budgeted:</b> <b>Spent /Drawn</b></p>	<p>Supportive Services to LMI/Special needs.</p> <p>Round trip transportation was provided to DES clients, as well as to other disabled clients seeking transportation assistance.</p> <p>LMI served: 39 Percentage of LMI (disabled): 100%</p> <p>CDBG \$2,500 \$1,135</p>
10.	<p><b>Prescott Area Family Shelter – Public Service</b></p> <p><b>Goal:</b> Supportive Services to Homeless Population</p> <p><b>Objective:</b> Address Homelessness in Prescott</p> <p style="text-align: right;"><b>Funding Source:</b> <b>Budgeted:</b> <b>Spent /Drawn</b></p>	<p>Supportive Services to Special Populations.</p> <p>Provide financial assistance to individuals transitioning from homelessness for rent/utility deposits</p> <p>LMI served: 7</p> <p>CDBG \$2,198 \$2,198</p>
11.	<p><b>Administration, General</b></p> <p><b>Goal: Planning and Administration</b></p> <p><b>Objective: Administration of CDBG program</b></p> <p style="text-align: right;"><b>Funding Source:</b> <b>Budgeted:</b> <b>Spent /Drawn</b></p>	<p>Administrative costs for implementing/ administering the grant including: contracted administration services, legal noticing, mailings, bid preparation costs, postage, wages, etc.</p> <p>CDBG \$46,531 \$46,531</p>

<b>Total Allocation Program Year 2014:</b>	
<i>CDBG Grant Received</i>	\$238,655.00
<i>CDBG reallocation of surplus funds from PY2014</i>	\$100,963.00
<i>PY 2014 CDBG amended Program Funding Balance</i>	\$339,618.00
<b>Funds Expended</b>	<b>\$326,186.40</b>
<i>Balance Surplus Funds</i>	<i>\$13,431.60</i>

- c. If applicable, explain why progress was not made towards meeting the goals and objectives.

Substantial progress was made toward meeting goals and objectives this year. Two projects are continuing into PY15 for completion: Prescott Area Family Shelter and owner-occupied housing emergency repairs. Both are well underway, but simply were not able to be completed by the end of the fiscal year.

Project #	ACTIVITY / GOAL / OBJECTIVE	Projects in Process OUTCOME
Project Ongoing	<p><b>Prescott Area Family Shelter – Public Facility</b></p> <p><i>Goal:</i> Remodel of structure to house Family Emergency Shelter  <i>Objective:</i> LMI/Decent Housing</p> <p style="text-align: right;"><b>Funding Source:</b>  <b>Budgeted:</b>  <b>Spent /Drawn</b></p>	<p>Housing/LMI</p> <p>This project has essentially been completed with the building being brought up to code in September, 2015. There may be some additional funding for other requested improvements TBD.</p> <p>LMI served:</p> <p>CDBG            \$109,158            \$23,808.90</p>
Project Ongoing	<p><b>Coalition For Compassion and Justice</b></p> <p><i>Goal:</i> Repair or replace heating/roofing/water heaters in owner-occupied low income mobile homes  <i>Objective:</i> Create suitable living environment – sustainable housing</p> <p style="text-align: right;"><b>Funding Source:</b>  <b>Budgeted:</b>  <b>Spent /Drawn</b></p>	<p>LMI/ Sustainability</p> <p>Two water heaters and one furnace were replaced for LMI clients in 2014.</p> <p>Three roofs were completed in July. This contract will be left open a few more months in case additional emergency repair clients are identified.</p> <p>CDBG            \$24,000            \$5,508</p>

## 2. Describe the manner in which the recipient would change its program as a result of its experiences.

In early September, 2014 an Intergovernmental Agreement was signed between the City of Prescott and the Northern Arizona Council of Governments (NACOG) to provide program management of the City's CDBG program. NACOG has had many years of experience managing grants programs for smaller communities and this has helped move the program forward this year. Their local office is in Prescott, making coordination straightforward. The arrangement is working well, and Prescott anticipates that this agreement will provide much needed continuity of program management for Prescott's CDBG program. If additional CDBG funding should become available to the City in the future it may revisit the option to hire a full time in-house administrator.

### ***Corrective Activities:***

In order to continue to meet the CDBG 1.5 timeliness standard and improve the grant administration in general, the following items are being implemented or will be implemented:

- Develop project ranking system to better meet the adopted consolidated plan focus areas, rank the readiness of projects, and identify potential project conditions to meet building and fire safety standards. (*in progress, ongoing*)

*Anticipated outcome:*

Funding of projects that are ready to begin work immediately and complete work within the program year, without the need for additional funding or bid processes.

- Maintain close cooperation with the City's finance department in the processing of IDIS draws. (*implemented, ongoing*)

*Anticipated outcome:*

More efficient processing of fund draws, better cross-coordination and support for CDBG reporting and monitoring.

- Begin the environmental assessments and draft the Subrecipient agreements as early in the program year as possible. (*implemented, ongoing*)

*Anticipated outcome:*

Projects will be able to move from start to completion within the program year.

- Conduct an educational workshop for non-profit providers prior to opening the subrecipient application window, with topics to include: national objectives, eligible/non-eligible projects, timeliness requirements, recordkeeping, monitoring, subrecipient agreements, Davis-Bacon, etc. (*implemented, ongoing*)

*Anticipated outcome:*

The workshop enables non-profit providers to have a greater understanding of the program and the application requirements.

- **The 2015-2019 Consolidated Plan** was created and adopted by Council. The City has begun working with the Citizens Advisory Committee to research ways to address the Plan's priorities.

*Anticipated outcome:*

New CDBG projects that are better focused on the Consolidated Plan priority areas.

### **3. Affirmatively Furthering Fair Housing:**

#### **a. Provide a summary of impediments to fair housing choice.**

The following summary is taken from the AI study that was completed in 2010:

- 1) Lack of mechanisms for Fair Housing information in Prescott.
- 2) Lack of Fair Housing education and outreach to inform, train and create an awareness of fair housing in the community.
- 3) Substantial need exists for affordable housing in Prescott.
- 4) Lack of adequate subsidized housing.
- 5) Predatory practices and disparities in lending affect FHA-protected classes in Prescott.
- 6) Exclusionary zoning impedes affordable housing in Prescott.
- 7) NIMBYism impedes both fair and affordable housing in Prescott.

#### **b. Identify actions taken to overcome effects of impediments identified.**

Responses to 3a above by number:

- 1) The City of Prescott consistently makes specific efforts to provide outreach to, and access for, people with disabilities as well as racial and ethnic minorities. Efforts are documented in the Consolidated Plan, Annual Action Plan, Analysis of Impediments to Fair Housing, CAPER and Citizens Advisory Committee meetings. Providing several opportunities for all populations in the community to get involved in the citizen participation process is ongoing.
- 2) The City of Prescott, partnering with the Southwest Fair Housing Council, has made strides in providing information and educational opportunities to the public as well as realtors, property management personnel and homeowners associations. Fair Housing posters, in English, Spanish and Chinese, are posted in high-traffic areas of the city; educational brochures are available in the City Hall Lobby and at the Prescott Public Library. In an effort to reach the largest number of people, public service announcements are made on local access TV (Channel 13) as well as local radio stations. Areas addressed include how to recognize discriminatory practices and predatory lending practices; how to recognize telephone and mail "scams", especially those geared to the senior population; and, notification of the Fair Housing Workshop. A proclamation by the Mayor and City Council declared April 2015 "Fair Housing Month."
- 3) Progress continues in the area of affordable housing; however, very few homes in the affordable price range are being produced, or are on the market. Home prices have begun to rise once again in the Prescott market area. The higher home prices and continued high development costs contribute to the lower number of affordable housing units available in the Prescott market. However, the City Council continues to encourage affordable housing by setting aside an annual water allocation amount specifically for affordable or workforce housing.
- 4) The City of Prescott supports the development of rental units that are affordable for extremely low-income households, primarily through encouraging Low Income Housing Tax Credit Projects (LIHTC). The Bradshaw Senior Community now has four operational buildings, two buildings are devoted to seniors' non-assisted living; and, two buildings are for low-income families. This project provides approximately 68% of its units to households with income at, or below, 50% AMGI. The project is fully rented and continues to maintain a waiting list of persons seeking affordable, low-income

- housing. A new LIHTC apartment project will provide 160 studio, one-bedroom and two-bedroom apartment units once completed.
- 5) Fair housing links to local and regional resources continue to be developed, including information resources provided by Southwest Fair Housing Council.
  - 6) & 7) Staff, Planning & Zoning Commission and Board of Adjustment members regularly discuss community-wide interests at Planning & Zoning Commission Meetings and Board of Adjustment Hearings. NIMBY perceptions are included in these discussions when controversial housing projects make their way to the Commission or Board. Efforts to reduce the effect of NIMBYism in the review and approval of housing projects continue through public information and comment opportunities.

#### **4. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.**

The City of Prescott continues to support those organizations that provide services to the underserved population. The Rowle P. Simmons Adult Center offers an array of services, activities and meals for the aging senior population. The Code Enforcement Division of the City of Prescott works proactively with neighborhood residents to resolve code issues. Neighborhood cleanup projects are sponsored throughout the city, and include the Dexter LMI neighborhood each year.

##### **Leveraging Resources**

- a. Identify progress in obtaining "other" public and private resources to address needs.

HUD Grantee: Prescott Area Family Shelter  
Project Partner: Disabled American Veterans (DAV)

The improvements required by code are funded through HUD in support of LMC and Households. Family Shelter services are partnering with the Disabled American Veterans organization to open a safe extended stay family location. The Disabled American Veterans organization purchased the building and has contracted with Prescott Area Shelter Services to manage day-to-day operations. DAV funds and volunteer services are being contributed to the completion of this shelter project.

**b. How Federal resources from HUD leveraged other public and private resources.**

HUD funding allows Prescott CDBG grant recipients the opportunity to continue their services, improve the living standards and make available safe, sustainable community housing and services for the Low to Moderate income citizens who live and work in Prescott. The non-profit operational expenses provided to various organizations are always used in conjunction with funding from other sources.

**c. How matching requirements were satisfied.**

The City of Prescott provides direct funding of City Staff who perform services for the CDBG program, including inspecting and developing the scope of work for projects, inspections of work done and a portion of the cost to administer the CDBG program.

## **Managing the Process**

**1. Describe actions taken during the last year to ensure compliance with program and comprehensive planning requirements.**

CDBG Program Year CAPER managing the process response:

The City of Prescott, in selecting CDBG projects, tests adherence to 24 CFR Part 570.208 with respect to meeting one of the three national objectives: 1) benefitting low- and moderate-income persons; 2) eliminating slums or blight; and/or 3) meeting urgent needs. All activities selected by the City of Prescott in Program Year 2014 met one of the three national objectives.

Application review workshops and the final selection of CDBG activities is accomplished via a public participation process. After an initial Citizens Advisory Committee (CAC) meeting where non-profit funding requests are presented, a list of tentative projects is compiled. Committee and staff review and score projects to determine CDBG national objective compliance of proposed projects or services. The public participation process, as outlined in the Consolidated Plan 2010-2014, is followed. Three public hearings are then held to receive citizen comments on proposed projects. The City Council receives the Citizens Advisory Committee's recommendations, holds a final public hearing and then makes the final decision on how CDBG funds will be allocated via the Annual Action Plan.

Emphasis during Program Year 2014 was placed on improving the information provided to subrecipients, timely response to subrecipient

questions or their need for assistance, and more effective project monitoring. Increased participation by both the Citizens Advisory Committee and City Council took place.

## **Citizen Participation**

1. Provide a summary of citizen comments.

The requirements of the Citizens Participation Plan, as outlined in the City of Prescott 2011-2014 Consolidated Plan, were followed. A draft of the 2014 CAPER was made available at the following prominent locations: Prescott City Hall Lobby, 201 S. Cortez Street, Prescott, AZ 86303; Office of the Grants Administrator, City Hall, 201 S. Cortez Street, Prescott, AZ 86303; and on the City of Prescott website: [www.cityofprescott.net](http://www.cityofprescott.net).

2. In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.

Geographic distribution including the location and expenditures in program year 2014 are indicated in the appendix maps A-C. All funds were allocated for activities within Prescott City Limits. The majority of funds were spent in the Dexter Neighborhood which by 2010 Census data is our largest low-income neighborhood, with the highest minority population.

### **A. Prescott City Limits – Geographic Benefit Community Wide**

1. Fair Housing: The City of Prescott, partnering with the Southwest Fair Housing Council provided a workshop April, 2015. Presentation included information/educating the public and those in public service. Fair Housing posters in English and Spanish are posted in public areas; education brochures are located at City Hall in the lobby, Public Works, the Prescott Library.

Ongoing efforts were made to reach the largest number of people possible using the city website, community grants page to post

information intended to educate and inform the public about Fair Housing. Information was also made available in the form of brochures placed in City Hall.

The Dexter Neighborhood has the highest concentration of minority individuals and is the largest low income neighborhood according to Census 2010 data. In order to communicate to area minority Hispanic population a bilingual fair housing brochures is made available in City Hall and Public Works Facilities. Annually the Mayor issues a proclamation identifying April as Fair Housing Month.

B. Dexter Neighborhood is a specific area designated by 2010 census as a low to moderate income area.

### **Institutional Structure**

1. Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination.

CDBG Program Year CAPER Institutional Structure response:

The CDBG program was placed under the Community Development Department starting in January, 2012. The CDBG grants administrator works cooperatively with other departments within the City of Prescott to ensure that performance and compliance requirements are followed. The City of Prescott CDBG program also relies on local non-profit organizations, the Citizens Advisory Committee, Planning and Zoning Commission, Unified Development Code Committee and Code Enforcement, to disseminate information about CDBG-related topics including, but not limited to: Consolidated Plan and Annual Action Plan, CAPER, fair housing, etc.

To overcome gaps, the City participates in the Affordable Housing and Homeless Coalition which provides an avenue for the member organizations to work cooperatively towards identifying and supporting solution to meet unmet housing needs.

Community Development staff members work with AmeriCorps VISTA volunteers and area residents living in the Dexter Neighborhood. This group is organized and actively seeks relationships with local institutions with the goal of civic engagement.

Cooperation with Northern Arizona Council of Governments (NACOG) is an on-going resource in identifying and qualifying low-income persons for the

Prescott Meals on Wheels program. Southwest Fair Housing Council services are utilized for the Fair Housing component of the Annual Plan.

**Monitoring**

CDBG Program Year CAPER monitoring response:

1. Describe how and the frequency with which you monitored your activities.

The City of Prescott monitors all CDBG-funded activities to ensure that the activity is in compliance with all applicable federal, state and local regulations. The administrative staff offers technical support to assist applicants in managing funding according to procurement standards at or greater than the responsible entity adopted procedures.

The grant administrator is involved with all construction projects to ensure compliance with procurement regulations and Davis Bacon Labor Standards.

Local non-profits receiving CDBG funding must enter into sub-recipient contracts prior to release of funding. Sub-recipients are required to submit progress reports; subsequently, the grants administrator monitors monetary requests to ensure that the amount of funds being drawn down is proportionate to the progress being made.

On-site monitoring visits of each subrecipient were undertaken by the Grants Administrator. Sub-recipient agreements were signed by all non-profit subrecipients.

Non-profit progress reports were examined to ensure that compliance with federal, state, local and sub-recipient agreements were followed.

2. Describe the results of your monitoring including any improvements.

**Agency Monitoring Results -- CDBG Funding – Program Year 2014**

<i><b>Agency</b></i>	<i><b>Outcome</b></i>
Fair Housing	Fair housing event occurred
Prescott Meals on Wheels	No findings, concerns or suggestions
New Horizons Disability Empowerment Center	The specific need originally identified (rides to DES) was expanded to serve more clients
Cornucopia Community Advocates - PARI	No findings, concerns or suggestions
Alzheimers Association	No findings, concerns or suggestions

Prescott Area Shelter Services	No findings, concerns or suggestions
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### 3. Self Evaluation

- a. Describe the effect programs have in solving neighborhood and community problems.
- b. Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.
- c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.
- d. Indicate any activities falling behind schedule.
- e. Describe how activities and strategies made an impact on identified needs.
- f. Identify indicators that would best describe the results.
- g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.
- h. Identify whether major goals are on target and discuss reasons for those that are not on target.
- i. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.

Targeted homeless and low- to moderate-income persons and clientele received most of the CDBG funding in the 2014 program year. Collaboration between the city and non-profit providers occurred allowing for benefits to both persons and organizations. Priority goals and strategies included in Program Year 2014 included:

*Priority Goal:* Increase capacity within supportive services to homeless and special needs populations.

*Strategy:* Identify community support organizations that provide supportive services to homeless and special populations.

*Accomplishments:*

Prescott Meals on Wheels is helping to keep the elderly and disabled in their home settings and receive emergency and weekend nutritional meals and home wellness visits to 212 LMC.

*Priority Goal:* Increase the supply of transitional housing for families.

*Strategy:* Support organizations that develop and provide transitional housing for families.

*Accomplishments:*

The major goals identified in the 2010-2014 Consolidated Plan are on target. Projects included support to Prescott Area Shelter Services for construction on their shelter as well as rent/utility deposit funds to support those transitioning to permanent housing. Funding will continue to be used to revitalize the Dexter Neighborhood or Prescott's other LMI-qualifying areas, and support for LMI service providers remains a high priority.

The Dexter Neighborhood revitalization is a high priority identified in the 2010-2014 Consolidated Plan. Data from the 2010 US Census includes Census Tract 9, Block Groups 9.01, 9.02, 9.03 and 9.04, of the Dexter Neighborhood.

**Lead-based Paint****1. Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.**

CDBG Program Year CAPER Lead-based Paint response:

Lead-based paint testing is conducted as part of the CDBG rehabilitation programs as needed. Lead-based testing was not conducted as part of the environmental review. No projects met the threshold for lead based paint during Program Year 2014. If necessary, education, testing and abatement will occur before or during any rehabilitation process.

Our local Yavapai County Contractors Association website offers education resources on Lead training, certification and EPA Lead Program Rules: <http://ycca.org/v1/general-resources/epa.html>

**HOUSING****Housing Needs**

\*Please also refer to the Housing Needs Table in the Needs.xls workbook.

**1. Describe Actions taken during the last year to foster and maintain affordable housing.**

CDBG Program Year CAPER Housing Needs response:

The City of Prescott holds a legal document from the State of Arizona known as a "Decision and Order" that designated the City to be an assured water provider. The City Council approved a Water Management Policy and a five year water management plan. In the policy 20% of the 200 acre-feet of water available for housing each year is reserved specifically for demonstrated affordable/workforce housing. Unused balances are rolled over into succeeding years and this water remains available for allocation only to affordable/workforce housing projects.

### **Specific Housing Objectives**

- 1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.**

Goals to provide the resources to develop LMI housing supported the design of infrastructure up-sizing in the Meany/Short Street area of the Dexter Neighborhood. The availability of the up-sized infrastructure will facilitate construction of six low-to-moderate income housing units by Habitat for Humanity. Habitat is currently involved in the construction permitting process.

- 2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.**

In order to accomplish affordable housing, nonprofits and community leaders alike need to understand and develop community plans to meet the definition of Section 215 of affordable housing, the rent must not exceed 30% of the adjusted income at or below 65% of the AMI and at least 20% of the units must be occupied by very low-income families. For owner-occupied affordable housing units, the initial purchase price cannot exceed 95% of the median purchase price for the area.

City administrative staff continues to inform the public of the household income limits which define the need to access and make available additional affordable housing. Understanding where household incomes are may assist private property owner in assessing rents which may support an increase in availability of affordable housing.

#### **2014 LOW TO MODERATE INCOME LIMITS**

STATE: ARIZONA FY2014 MEDIAN INCOME: 54,800 -----INCOME LIMITS-----

Yavapai County	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
30% of Median	11,550	13,200	14,850	16,450	17,800	19,100	20,400	21,750
50% Very Low Income	19,200	21,950	24,700	27,400	29,600	31,800	34,000	36,200
80% Low-Income	30,700	35,100	39,500	43,850	47,400	50,900	54,400	57,900

Private development is participating in the tax credit program and currently the Bradshaw Family Apartment Complex rents to extremely low-income and low income persons and families. Bradshaw Senior Housing Facility offers additional low income housing available for seniors and the disabled. The up-coming Willow Creek Apartments project will provide 160 new affordable rental units.

**3. Describe efforts to address “worst-case” housing needs and housing needs of persons with disabilities.**

The City does not provide direct assistance in this category, but works in cooperation with local nonprofit for-profit entities that make use of tax credit financing and other means to create low to very low income level housing. The City facilitated permitting of renovation of several buildings to assist in the housing of homeless persons during times of harsh winter conditions. CDBG funds have also been allocated to non-profits providing shelter services.

**Public Housing Strategy**

***The City of Prescott does not have any public housing.***

**Barriers to Affordable Housing**

1. Describe actions taken during the last year to eliminate barriers to affordable housing

Barriers to Affordable Housing response:

The City Council’s Water Management Policy allocates 20% of available water for development with demonstrated affordable or workforce housing units. Unused balances of that water allocation are rolled over into succeeding years and are only available for allocation to affordable/workforce housing projects in following years.

A Fair Housing workshop was advertised and held on **April 22, 2015**, resulting in 7 persons in attendance. The attendees were interested and engaged. Greater outreach will be attempted next year to bring in a larger audience.

## **HOME/ American Dream Down Payment Initiative (ADDI)**

***The City of Prescott does not receive HOME/ADDI funds.***

## HOMELESS

### **Homeless Needs**

\*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Identify actions taken to address needs of homeless persons.
2. Identify actions to help homeless persons make the transition to permanent housing and independent living.
3. Identify new Federal resources obtained from Homeless SuperNOFA.

CDBG Program Year CAPER Homeless Needs response:

The needs exist; many organizations are operating to support those needs. CDBG funds offer support to existing programs yet funding is not great enough to address current homelessness.

### **Specific Homeless Prevention Elements**

1. Identify actions taken to prevent homelessness.

CDBG Program Year CAPER Specific Housing Prevention Elements response:

The City of Prescott continues to support those organizations that provide services to homeless and special needs populations. Project Aware was a recipient of CDBG funding during Program Year 2012. This organization continues to develop resources to serve low- to moderate-income persons and clientele with housing needs. Project Aware is just one area resource who provides emergency shelter bed space for 14 homeless individuals and transitional apartment space for an additional 14 individuals. The City facilitated permitting of renovation of several buildings to assist in the

housing of homeless persons during times of harsh winter conditions. CDBG funds have been allocated to non-profits providing shelter services.

## Emergency Shelter Grants (ESG)

***The City of Prescott does not receive Emergency Shelter Grant funds.***

## COMMUNITY DEVELOPMENT

### Community Development

\*Please also refer to the Community Development Table in the Needs.xls workbook.

#### **1. Assessment of Relationship of CDBG Funds to Goals and Objectives**

- a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.

The following priority needs were addressed during Program Year 2014 that are identified in the 2010-2014 Consolidated Plan, and specific data is provided on the accomplishments in other sections of this report:

1. Increase the supply of transitional housing for families
  - a. Support organizations that develop and provide transitional housing for families;
2. Increase the supply of permanent housing for homeless and other special populations.
  - a. Support organizations that develop and provide permanent supportive housing for other for other special populations, including those residents moving from transitional housing;
3. Increase supportive services to homeless and special populations.
  - a. Support organizations that provide supportive services to homeless and special populations; and,
4. Increase the supply of efficiency and one-bedroom rental units in close proximity to employment and services and that are affordable to low-income households

- a. Support applications for LIHTC and other financial resources when such applications include efficiency and one-bedroom units.

**b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.**

During Program Year 2014 CDBG funding was allocated to the construction of the Dexter Neighborhood water, sewer and streets project. This project was completed in PY 2014.

**c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.**

The vast majority of CDBG funds for Program Year 2014, other than administrative costs and fair housing education, were used to benefit extremely low-income, low-income and moderate-income persons, and areas in which these persons work and live. Special populations were also served who are not required to be income qualified (elderly and disabled), and the majority of those clients are low-income as well.

## **2. Changes in Program Objectives**

- a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.

No program changes in the objectives listed in the 2010-2014 Consolidated Plan occurred; a new Consolidated Plan was created in 2014 which addresses any changes since the prior plan.

## **3. Assessment of Efforts in Carrying Out Planned Actions**

- a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.
- b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.
- c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.

All dollar amounts indicated in the Consolidated Plan and all resources were utilized and accounted for or were reallocated according to OMB directives. No Certifications of Consistency with the Consolidated Plan were issued. Any inquiries related to the implementation of the

Consolidated Plan or Annual Action Plan are documented and become public record.

#### **4. For Funds Not Used for National Objectives**

- a. Indicate how use of CDBG funds did not meet national objectives.
- b. Indicate how did not comply with overall benefit certification.

All CDBG funds expended met one of the three National Objectives.

#### **5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property**

- a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.
- b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.
- c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.

No displacement or relocation occurred during program year 2013.

#### **6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons**

- a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.
- b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.
- c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.

No Low/Mod Job Activities were undertaken during the program year.

#### **7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit**

- a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.

Monitoring Records of LMC activities indicate that all LMC activities benefited at least 51% LMI/LMC persons.

#### **8. Program income received**

- a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.
- b. Detail the amount repaid on each float-funded activity.
- c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.
- d. Detail the amount of income received from the sale of property by parcel.

The City of Prescott did not receive any program income for any CDBG project during Program Year 2014.

#### **9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:**

- a. The activity name and number as shown in IDIS;
- b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;
- c. The amount returned to line-of-credit or program account; and
- d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.

The City of Prescott did not have any prior period adjustments in Program Year 2014.

#### **10. Loans and other receivables**

- a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.
- b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.
- c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.

- d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.
- e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.

Not applicable.

#### **11. Lump sum agreements**

- a. Provide the name of the financial institution.
- b. Provide the date the funds were deposited.
- c. Provide the date the use of funds commenced.
- d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.

Not applicable.

#### **12. Housing Rehabilitation – for each type of rehabilitation program** for which projects/units were reported as completed during the program year

- a. Identify the type of program and number of projects/units completed for each program.
- b. Provide the total CDBG funds involved in the program.
- c. Detail other public and private funds involved in the project.

Not applicable.

#### **13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies**

- a. Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.

Not applicable.

### **Antipoverty Strategy**

#### **1. Describe actions taken during the last year to reduce the number of persons living below the poverty level.**

CDBG Program Year CAPER Antipoverty Strategy response:

CDBG funds generally support organizations including Catholic Charities, Coalition for Compassion and Justice and West Yavapai Guidance Clinic - all community based support services empowering or directing LMC to resources and services to assist in or eliminate poverty.

## NON-HOMELESS SPECIAL NEEDS

### Non-homeless Special Needs

\*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).

CDBG Program Year CAPER Non-homeless Special Needs response:

CDBG funding in the amount of \$23,600 to Prescott Meals on Wheels provided weekend emergency meals to homebound elderly and special needs clientele.

Activity funding Dexter neighborhood public facilities improvements have been ongoing including: walkways, curbs and ADA ramps. Dexter is a walkable location and is the City's moderate income in a low moderate area.

### Specific HOPWA Objectives

***The City of Prescott does not receive HOPWA funds.***

CDBG Program Year CAPER Specific HOPWA Objectives response:

Not applicable.

## OTHER NARRATIVE

Include any CAPER information that was not covered by narratives in any other section.

CDBG Program Year CAPER Other Narrative response:

None.

# APPENDICES

Appendices

PR26 . . . . .	p. 28
Map A. Dexter Neighborhood . . . . .	p. 29
MAP B. Ethnicity Data . . . . .	p. 30

	Office of Community Planning and Development	DATE: 11-03-14
	U.S. Department of Housing and Urban Development	TIME: 12:38
	Integrated Disbursement and Information System	PAGE: 1
	PR26 - CDBG Financial Summary Report	
	Program Year 2013 PRESCOTT , AZ	

**PART I: SUMMARY OF CDBG RESOURCES**

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	0.00
02 ENTITLEMENT GRANT	224,169.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	0.00
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 RETURNS	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	224,169.00

**PART II: SUMMARY OF CDBG EXPENDITURES**

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	76,491.00
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	76,491.00
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	49,404.43
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	125,895.43
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	98,273.57

**PART III: LOWMOD BENEFIT THIS REPORTING PERIOD**

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	76,491.00
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	76,491.00
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

**LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS**

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: 2013 PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITTING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

**PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS**

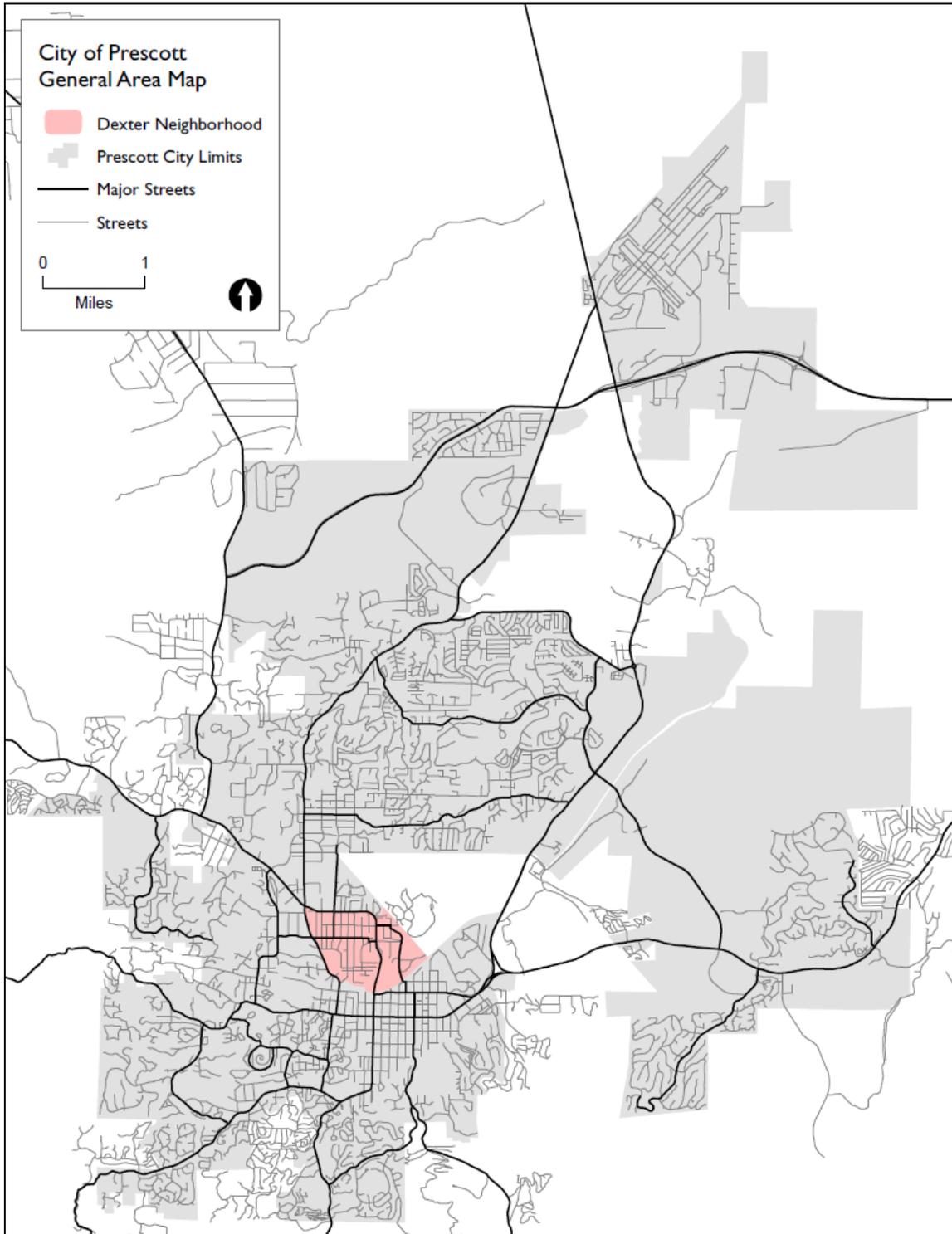
27 DISBURSED IN IDIS FOR PUBLIC SERVICES	27,617.00
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	27,617.00
32 ENTITLEMENT GRANT	224,169.00
33 PRIOR YEAR PROGRAM INCOME	0.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	224,169.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	12.32%

**PART V: PLANNING AND ADMINISTRATION (PA) CAP**

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	49,404.43
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	49,404.43
42 ENTITLEMENT GRANT	224,169.00
43 CURRENT YEAR PROGRAM INCOME	0.00
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	224,169.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	22.04%

(This report is currently being updated, contact Grant Administrator at 778-2692 for info)

Map A. Dexter Neighborhood



Map B. Comparison of Racial & Ethnic Data City of Prescott & Dexter Neighborhood (Bureau of Census Data - 2010)

