

Community Development Block Grants
CDBG

Annual Action Plan

Program Year 2018



Office of Grants Administration
Community Development Department
City of Prescott, 201 S. Cortez Street, Prescott, AZ 86303
Phone: 928-777-1205
Email: CDBG@prescott-az.gov
Website: <http://www.prescott-az.gov/business-development/community-grants/community-development-block-grants>

For Submittal to HUD May 15th, 2018

CITY OF PRESCOTT

ANNUAL ACTION PLAN Program Year 2018

CDBG Funding Cycle: July 1, 2018 – June 30, 2019

Mayor

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City Council Members

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Steve Blair

Phil Goode (CDBG Liaison)

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Tom Guice, Community Development Director

George Worley, Community Development Planning Manager

Darla Eastman, Grants Administrator

TABLE OF CONTENTS - CDBG ACTION PLAN 2018

Council And Staff	2
Table Of Contents	3
Executive Summary	4
Introduction	6
Public Participation	10
CDBG Action Plan – Program Year 2018	11
Relationship Of Activities To Consolidated Plan 2015-2019 Priorities	12
Funding Summary	16
Primary Activities And Programs	17
Public Services	18
Public Facilities	18
Program Administration	18
Geographic Distribution	18
Dexter Neighborhood Map Census Tract 9 – Low Moderate Census Tract	19
Minority Concentration	20
Household And Income Graph – Census Tract 9	21
Income Limits- Program Participation	22
CDBG Monitoring Plan	22
Program Year 2017 – Progress Report On Current Action Plan	
Public Service Activities	23
Public Facility Projects	24
CDBG Program Conclusion	26

CDBG ACTION PLAN PROGRAM YEAR 2018 – FISCAL BUDGET YEAR 2019

EXECUTIVE SUMMARY 91.220(B)

The CDBG Program Year 2018 Action Plan is the first - year plan to address the community public service and housing needs of low to moderate income residents living in the City of Prescott. Both the Consolidated Plan 2015-2019 and Annual Action Plans are implemented by the City's Community Development Department.

The City of Prescott is proposing projects in this our first program year 2018 Annual Action Plan (FY2018-2019) that implement the goals enumerated in the City of Prescott Consolidated Plan 2015-2019.

As an entitlement community, the City will receive federal funds in the amount of approximately \$232,951.00 from Housing and Urban Development (HUD), Community Development Block Grant (CDBG) program.

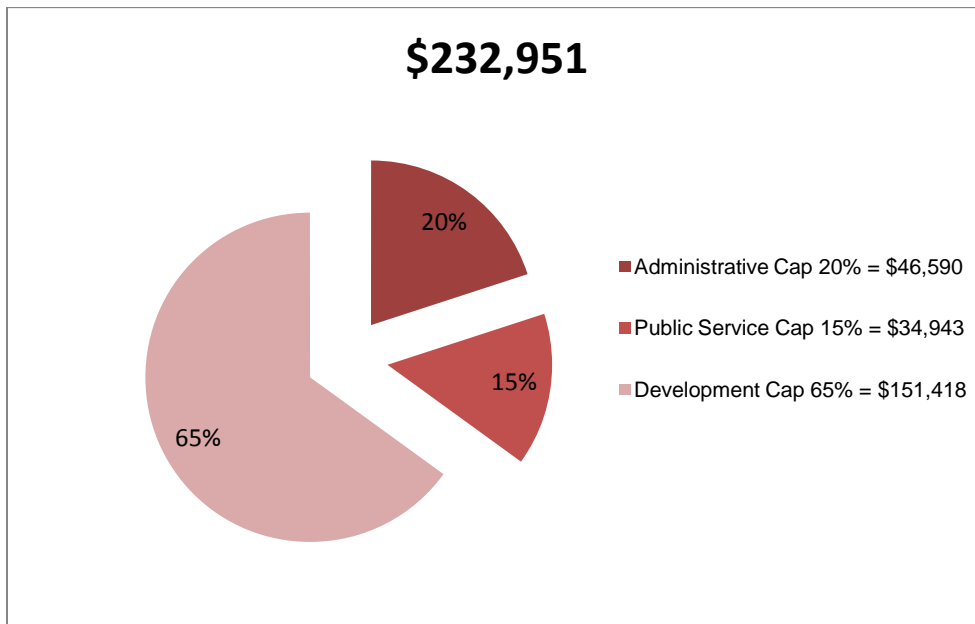


Figure 1 CDBG Allowed Allocation Chart Program Year 2018.

Funding guidelines are based on HUD –CDBG program annual funding allocation.

Funding is obligated utilizing the following formula:

- A. Program Administration – 20% of annual allocation
- B. Public Service Projects – 15% Cap of annual allocation
- C. Public Facility Development - 65% Cap of annual allocation

Community Development staff, community leaders, public service providers and homeless advocates encourage citizen participation throughout the Consolidated Plan and Action Plan process. This includes consulting local service organizations, holding public meetings, and encouraging public comment during the public review period. Using research and input from the public, City staff formulated the objectives and outcomes that are briefly described below.

OBJECTIVES

The City's key objectives for the PY2018 funding period will address Public Services and Public Facility/Infrastructure Development.

The public service projects address the community activities that will directly serve at least 51% Low to Moderate Clientele: Projects include the following services provided by eligible 501c3 organizations.

Public Services

15% funding allocation \$34,943

- Providing essential transportation assistance for elderly and disabled adults
- Providing non-medical volunteer assistance and transportation services to adults unable to drive due to physical limitations.
- Providing a new program to respond to the City's request for assistance to reduce panhandling and the public request for charity.

Public Facility/Infrastructure Development

65% funding allocation \$151,418

- Provide outdoor space to support growing youth program serving primarily low-income and at-risk children and teens.
- Provide infrastructure to the construction of affordable workforce housing to service low and moderate income families.

CDBG Program Administration

20% funding allocation \$46,590

- Develop partnerships with non-profit groups, government agencies, and the private entities
- Leading and administrating the Annual Action Plan according to federal guidelines.
- Coordinate with Sub-recipients to ensure compliant execution of projects.
- Purchase operational supplies and services associated with delivering the CDBG program.
- Contribute to cross-functional initiatives to streamline workflows and grant tracking and administration.

OUTCOMES

The City's outcomes for this planning period are directed at increased social service availability; and building improvements which serve low income, homeless and persons with disabilities. The City anticipates the following outcomes from its PY 2018 Action Plan activities:

- Free rides for over 100 people and services to meet transportation needs for the elderly, disabled and those with physical challenges
- Low-income and at-risk youth, over (250) will be better served by facility renovations which will improve/enhance the program and allow for anticipated growth.
- Reducing the number of people panhandling, creating a positive community attitude toward people with serious mental illness and other disabilities.
- Reclaim currently wasted space that will allow for recreational activities that will benefit low-income populations by engaging youth in the program as well as the design and process.
- Provide approximately four households a year with a modular ADA wheelchair ramps that would serve the disabled community in Prescott.
- Provide three families with an affordable, energy efficient home on three separate consecutive lots.
- Provide improvement to structures in increase the efficient use of energy and rehabilitation of shelter items used specially in support of over 100 homeless women and 35 children with 90% transitioning into permanent housing.
- Provide outreach services and workforce development services to over 400 Veterans who are experiencing homelessness, poverty, unemployment and/or under-employment.

INTRODUCTION

The U.S. Department of Housing and Urban Development (HUD) requires all government entities receiving federal Community Development Block Grant (CDBG) funds to prepare an annual Action Plan. The 2018 Action Plan outlines funding priorities and discusses how activities will meet the community needs identified in the Consolidated Plan 2018-2019. The activities described in this Action Plan are proposed to be undertaken during the period between July 1, 2018 and June 30, 2019. The Annual Action Plan for Program Year PY2018 is the City of Prescott's first Action Plan under the 2018-2019 Consolidated Plan.

The City's General Plan acts as the primary guide for housing and community development practices. The General Plan was ratified by voters in May 2004, amended in October 2009; and, an 11-member 2011 General Plan Committee, appointed by the mayor and council, is

working to update the plan in calendar year 2018. Currently, the approved General Plan in effect includes the following elements: Land Use, Growth and Cost of Development, Circulation, Open Space, Environmental Planning, Water Resources, Economic Development and Community Quality. Goals and strategies that address the varied needs of Prescott's low- and moderate-income households are found throughout the General Plan. Many of these goals and strategies are incorporated into the CDBG Consolidated and Annual Action Plans.

Prescott has "Entitlement Status" by the U. S. Department of Housing and Urban Development (HUD) which occurred in August, 2003. The City of Prescott initiated activity associated with the development of its first Consolidated Plan and Action Plan in autumn, 2004. Both plans were adopted by City Council in May, 2005 and approved by HUD in July, 2005.

The 2015-2019 Consolidated Plan identifies 22 priority goals and strategies:

- **Homeless and special needs populations (3)**
- **Affordable housing (11)**
- **Minority and low-income neighborhoods (3)**
- **Barriers to affordable housing (2)**
- **Fair housing (1)**
- **Lead-based paint mitigation (1)**
- **Public infrastructure (1)**

All of the goals are considered to have "equal weight" in relation to the needs of the community. An annual review of the goals occurs as part of the planning process for the Action Plan. The process includes the evaluation of proposed projects in relation to the goals and the readiness of a project for funding.

The application process for non-profit provider requests for both construction and public service activities was presented at the fifth annual CDBG workshop held on January 12, 2018. There were 20 persons in attendance primarily representing non-profit agencies. The workshop encouraged applicants to address new direct service activities, consider collaborative projects and was also an opportunity to introduce the community to the program administration process. Fifteen funding requests were received for PY 2018.

The major objectives of activities undertaken during the Program Year 2018, Fiscal Year 2019 will be:

- Provide outreach services and workforce development services.
- Support efforts to help homeless or near-homeless Prescott residents secure adequate temporary and permanent housing and receive necessary supportive services;
- Improve accessibility to community services directed to youth, elderly and special needs populations.

BACKGROUND

Prescott comprises about 8.3 square miles of land and has over 40,000 residents. The community's residents are older; more educated, and generally have higher income than the residents of Yavapai County. Nonetheless, Prescott does have significant low-income households. The community needs found within Prescott revolve heavily around the lack of affordable housing, homelessness resources, and social service needs.

Over the last five years, Prescott has focused efforts on providing acquisition, and rehabilitation for family, senior, and special needs households, providing rental assistance, and offering rehabilitation assistance for owners. The City has also provided more than \$2 million in federal, state, and local funds to serve a wide range of the service needs of lower-income households. The City has prioritized assistance to the homeless, youth, seniors, and people with disabilities.

The City of Prescott Community Development Department serves as the lead agency for the administration of CDBG funds. The department, through an extensive public process, coordinates the development of the five year Consolidated Plan 2015-2019, which serves as a five-year strategy to address the needs of low-income residents in Prescott. The plan identifies community needs and provides a strategy to address those needs using CDBG, as well as other federal, state, and local resources. In addition to the Consolidated Plan, the City prepares an annual Action Plan. The Action Plan describes how funds will be spent each year to address the needs identified in the Consolidated Plan. The Action Plan is submitted to HUD 45 days prior to the start of the City's fiscal year.

RESOURCES

The development of the 2018-2019 Consolidated Plan and this 2018-2019 Action Plan provide a foundation for the use of federal, state and local resources to address community development priorities. For this, the first CDBG year of the new consolidated program plan, the HUD Community Development Block Grant PY2018 allocation is projected at \$234,142 (subject to change upon release of funding).

Projects are listed on the table on page 17. Agencies requesting CDBG funds are advised that these are anticipated funding amounts; consequently, funds may be eliminated, reduced or increased when the actual HUD funding allocations for PY2018 occur.

Potential recipients of funds are advised that program administration requires that no expenditures or contracts for service are allowed before an actual CDBG PY 2018 subrecipient agreement is signed or a "notice to proceed" is issued by the City of Prescott, Office of Grants Administration.

A City and HUD CDBG program goal is to increase the ability to leverage federal, state and local funds to support community development and housing improvements. The following amounts are based on the *anticipated* funding and are subject to change:

The *anticipated* funding allocation for CDBG Program Year 2018 is \$232,915. Of this amount, a maximum of 15% (\$34,943) may be used for public service projects; 20% for administrative costs (\$46,590) which include legal notification, advertisements, fair housing workshop, administrator training, personnel and (non-construction) contractor costs. The balance (\$151,418) will be programmed and available for public facility development.

In order to address community needs and the goals identified in the Consolidated Plan the City may augment CDBG funds using additional funding sources. These funding sources may include the City's General Fund, Public works, capitol improvement one cent sales tax funds, and other local public and not for profit resources. A full listing of potential funding sources is available in **Appendix A – PUBLIC AND PRIVATE RESOURCES FOR COMMUNITY DEVELOPMENT BLOCK GRANT ACTIVITIES** and **Appendix B – CITY FUND STRUCTURE**.

GOALS

City of Prescott receives CDBG funding and also uses a variety of other local state and federal resources in support of housing and community development activities. The overall goal of these programs is to serve low-income persons by developing viable urban communities through the following actions:

- Provide decent housing
- Provide suitable living environment
- Expand economic opportunities

The City has identified a range of goals in its 2018-2019 CDBG Consolidated Plan, and these include improving the lives of low-income persons and special needs groups through capital improvements, social services, and housing activities. In our Program Year 2018 – Fiscal Year 2019, the City will continue to support emergency, health and safety minor housing and accessibility rehabilitation, rental subsidy, accessibility improvements for people with disabilities, youth, elderly and homeless service provision. Detailed descriptions of the activities the City will fund or undertake during Program Year 2018 are detailed in a later section of this Action Plan.

PUBLIC PARTICIPATION

The City of Prescott encourages citizen involvement in the planning, implementation and evaluation of its housing and community development program funding plan. The Action Plan includes activities intended to assist residents of the City, particularly those with low incomes and those with supportive housing needs. The following section details the opportunities for public involvement in the preparation of this Action Plan.

The City of Prescott's Annual Action Plan for Program Year 2018 has been developed in conjunction with input from citizens, social service agencies, non-profit providers, the Citizens Advisory Committee and other interested persons.

Public Hearings

On March 16, 2018, the Citizen Advisory Committee (CAC) held the first public meeting to discuss priorities for the 2019 fiscal year, requests and presentations from non-profit providers and provisions for public commentary were provided to allow the public to share their perspective on needs and priorities.

Additionally on April 24, 2018 the Prescott City Council will hold a second public hearing. The Community Development Director presented the 2018 Annual Action Plan to the community. Members of the public were again provided with an opportunity to comment. Finally on May 8, 2018, at the final Public Hearing, City Council will be asked to adopt the PY2018 Action Plan and approve by resolution the CDBG Action Plan for Program Year 2018 – Fiscal Year 2019.

Public Comment Period

A draft of the Program Year 2018 Action Plan is made available for public review and comment for a 30 day period. The public comment period began on April 2, 2018 and ends on May 4, 2018. The draft document was made available at: City Hall, Office of Grants Administration and in the City Hall lobby area, 201 S. Cortez Street, Prescott; Prescott Downtown Library, 215 E. Goodwin Street, Prescott; and is posted on the City's Leadership heading of the official city website, <http://www.cityofprescott.net/leadership/grants.php>. Public notices and public comment is incorporated in **Appendix C – PUBLIC PARTICIPATION**.

Commissions and Advisory Boards

The Citizens Advisory Committee (CAC), appointed by the Mayor and City Council is made up of a committee of seven persons. The CAC works with City staff, advisors and the community on issues and subjects associated with housing and community needs and advise the City Council on the best way to address those needs. The Commission and advisory board meeting are open to the public. Prescott City Council continually supports the CAC recommendations and collective community service providers' efforts in delivering programs and projects funded by Community Development Block Grants.

CDBG ACTION PLAN - PROGRAM YEAR 2018, FISCAL YEAR 2019

The City of Prescott CDBG program has allocated in the fiscal Year 2019 budget an amount of \$233,755 in CDBG entitlement funding for Program Year 2017-2018. At the time of this publication, the PY2018 funding allocation has been released by HUD; therefore, non-profit requests have been prioritized. Funded projects are not to assume that the request will receive funding until the Official Notice to Proceed is delivered to the eligible organization and only

after all required subrecipient agreements and environmental reviews are recorded in project records for the program year.

The City of Prescott CDBG public service funds are earmarked to support funding needs of community organizations whose mission is to provide new or increased services for homeless and special needs population who are proven to be low to moderate income persons or households. Projects and activities within the City of Prescott are identified in the body of this action plan. Public Facility funds are specific to the development projects usually requiring physical development or improvements to infrastructure or public facilities that serve program target residents.

Efforts will continue in reducing homelessness, caring for Prescott's special needs populations, and providing CDBG funding to those organizations that are providing services to the low- to moderate-income population and/or clientele.

RELATIONSHIP OF ACTIVITIES TO CONSOLIDATED PLAN 2018-2019 PRIORITIES

The City of Prescott's 2015-2019 Consolidated Plan identifies housing and community development activities to be pursued in order to provide decent, affordable and safe housing along with needed community services and facilities for its residents. While the Consolidated Plan identifies a number of priority needs and strategies, the City will not pursue all areas of need in each program year because of limited resources.

The City, during 2018-2019, will focus its resources and efforts on increasing services for the special needs populations; continuation of providing nutritious meals to the homeless, and to the elderly homebound and disabled; critical home repairs for low income homeowners; facility improvements for youth-at-risk programs; and supportive transitional housing. All the projects being undertaken meet one of the three national objectives and will benefit low- to moderate-income persons and clientele.

The following priorities identified in the City of Prescott's Consolidated Plan follow. [A complete list of the City's Consolidated Plan Goals, Strategies and Priorities is available for viewing at the Office of the Grants Administrator, City Hall, 201 S. Cortez Street and on the City's website: www.prescott-az.gov]

Homeless and Special Needs Population

Goal: Increase supportive services to homeless and special populations.

Project: U.S. Vets – Program to reduce panhandling and public requests for charity.

Project: New Horizons – Transportation Services for the elderly and special needs population.

Project: People Who Care – Transportation and non-medical care support.

Project: U. S. Vets – Workforce Center and infrastructure installation on Whipple Street to complete the remodel, specifically to make the bathrooms ADA accessible.

Project: Prescott Area Shelter Services – Project Restore Phase 2, improving the building structures to increase the efficient use of energy and rehabilitation of shelter items used specifically in support of homeless individuals.

Priority Strategy: Support organizations that provide supportive services to homeless and special populations.

Objective: Decent Living Environment

Outcome: Availability/Accessibility

The organizations represented include those serving special populations: Seniors, the seriously mentally ill, veterans, individuals recovering from drug and alcohol dependency and the chronically homeless as well as those serving the basic needs of homeless, at-risk and low-income families.

These individuals and organizations confirm the significant, unmet need for emergency, transitional and permanent services for seniors, at-risk and low-income households.

The greatest identified, unmet need is for housing and services for homeless families. It is agreed that this population represents the silent and unseen homeless, primarily because families fear the loss of their children to temporary, or even permanent, state custody.

Coordination with the Public, Agencies and Service Providers

Many of the organizations that serve the special needs population and those with low- to moderate-incomes participate in the Affordable Housing and Homeless Advocates (AHHA). The advocate group provides an avenue for the member organizations to work cooperatively towards meeting unmet needs. A perceived lack of a concentrated effort by the City to address affordable housing and homelessness issues continues to be a major concern, as has the lack of coordination among local government jurisdictions.

The list of projects and activities provided in the Introduction and Executive Summary of this action plan is intended to assist with future coordination between the City and other organizations wanting to develop housing projects. The City participates in a regional coalition to find solutions to the impediments to workforce and affordable housing issues. Municipalities participating in the regional coalition include the City of Prescott, the Town of Prescott Valley and Chino Valley.

Given the limited financial resources and the combined capacity of the City and other organizations to deliver needed housing services, the system functions satisfactorily. With the availability of CDBG funds annually, and with a CDBG-dedicated staff person, the delivery system may be further refined as follows:

Goal: Increase coordination within city government, with other organizations and with organizations that serve low- and moderate-income and special needs populations.

Project: Update and maintain a current list of non-profit 501(c)(3) providers; and, offer a workshop for understanding the goals, eligible and ineligible activities, timeliness, monitoring and reporting requirements of the CDBG program.

Strategy: Participate in the Affordable Housing and Homeless Advocate Meetings.

Strategy: Continue participation in Fair Housing Workshops.

Strategy: Participate in Neighborhood area meetings when possible.

Barriers to Affordable Housing

The Prescott City Council has identified workforce housing as a planning priority with an expectation that a housing plan will be developed. A General Plan Committee, appointed by the mayor and Council and tasked with updating the General Plan, has been meeting since May, 2015. Both the Consolidated Plan and the General Plan support this effort. Both plans suggest that government policies, regulations and procedures may impede development and/or increase the cost of development. Both plans provide information on: the local real estate market, the increasing land values and increasing construction costs; subsequently, the following priority strategies involve the local decision-making process.

Goal: Provide for a balanced community with a diversity of neighborhoods and residential housing types and prices.

Project: Prescott Habitat for Humanity will provide an interest-free, 30-year mortgage for each selected families.

Priority Strategy: To construct three simple, affordable energy efficient houses on three separate consecutive lots for low- and moderate-income families in accordance with the affordable housing strategy.

Objective: Decent Housing

Outcome: Availability/Accessibility

Priority Strategy: Evaluate the effectiveness for housing that is affordable for low- to moderate-income households.

Objective: Decent Housing

Outcome: Availability/Accessibility

Public Housing

The City of Prescott does not participate in, or operate, a public housing program. No program of this type exists within the community. The city administrative grant staff has attended and agrees to technically support the work of an ad-hoc group researching the potential to develop a Yavapai County Housing Authority.

Anti-Poverty Strategy

Consistent with the Consolidated Plan, reducing the number of households living below the poverty level include the following goal and related strategies:

Goal: Reduce the number of impoverished households in Prescott.

Strategy: Identify the populations with the greatest poverty level and incorporate housing and services for these populations into program development.

Strategy: Support Low Income Housing Tax Credit and other similar projects that incorporate housing and/or services for poverty-level households.

Strategy: Expand job availability for low-income persons through the enforcement of the Section 3 initiative which mandates that contractors on federally-funded construction projects attempt to recruit low-income subcontractors and employees.

Lead-Based Paint Hazard Reduction

The Residential Lead-Based Paint Hazard Reduction Act of 1992 emphasizes prevention of childhood lead poisoning through housing-based approaches. The City has established the following goals and strategies to address lead-based paint hazards. Houses or facilities built before 1978 that are being rehabilitated with CDBG assistance will be tested for lead in painted surfaces; consequently, if lead is present, it will be abated through removal or encapsulation as part of the rehabilitation contract.

Goal: Strengthen efforts to educate the public and private sector about lead-based paint poisoning hazards.

Project: Conduct a fair housing workshop / seminar for residents of Prescott, landlord/tenants, non-profit agencies, real estate agents, homeowner association representatives, LIHTC personnel, etc.

Strategy: Incorporate lead-based paint information and notification procedures into appropriate city-operated and sponsored housing and public service programs.

Strategy: Ensure sufficient equipment and environmental service resources are available to provide the testing necessary to conduct public facility and housing rehabilitation programs or projects.

Fair Housing

The City has and continues to make use of media tools (public service announcements, advertisements and mailings) to apprise the public on fair housing topics including predatory lending practices and landlord-tenant rights. A joint City of Prescott and NACOG fair housing workshop will be held at the City of Prescott on May 18, 2018 by the Southwest Fair Housing Council. Area non-profits, governmental agencies, and the general public are invited. We are expecting over 20 persons representing multiple organizations potentially in attendance.

The fair housing seminar notification will be promoted utilizing multi outreach methods including: e-mail, radio announcement, website posting, and Fair Housing posters are always on display throughout high-traffic areas of the city. Additionally, Fair Housing Month will be acknowledged by City Council with a proclamation on April 24, 2018.

Goal: Ensure equal housing access for all persons regardless of race, color, religion, sex, handicap, familial status or national origin.

Project:

Conduct a fair housing workshop for residents of Prescott, Landlord/tenants, non-profit agencies, real estate agents, homeowner association representatives, LIHTC personnel, etc.

Strategy:

Develop a partnership with the local real estate sales industry to promote fair housing and justice in determining housing values and insurance ratings, especially in older neighborhoods and those undergoing transition.

FUNDING SUMMARY

Table 1 PY2018 CDBG Funding Plan provides a description of the activities the City will fund or projects we agree to undertake during the CDBG first year, 2018 Action Plan. As required the activities will assist Prescott residents who are at risk and are very low- to moderate-income. Vulnerable populations will have improved access to direct support services. Public Services will be targeted to our eligible homebound seniors, transportation needs, and the homeless population. Improved public facilities will benefit our school age at risk youth, low income residents in crisis, and homeless. The projects are designed to benefit eligible persons and families who live in Prescott. The funding and subrecipient contract terms of this plan are from July 1, 2018 through June 30, 2019.

Table 1 - PY2018 CDBG Funding Plan

PROJECT NAME	2015-2019 CON PLAN	PROGRAM TYPE	ACTION PLAN GOAL	PY2018 - FY2019 FUNDING AMOUNT
The Launch Pad	Support organizations that provide supportive services to special populations	Low-income and at-risk youth will be better served by facility renovations which will improve/enhance the program and allow for anticipated youth. LMC Public Facility - Youth	200 persons	\$ 35,000
U.S. Vets	Support organizations that provide supportive services to special populations	Providing a new program to respond to the City's request for assistance to reduce panhandling and the public request for charity.	200 Persons	\$ 10,000
Northern Arizona Council of Governments	Services to Meet Basic Needs	Provide modular ADA wheelchair ramps that would serve the disabled community in Prescott	4 Households	\$ 7,000
Prescott Habitat for Humanity	Owner-occupied Housing Unit Rehabilitation	Provide three families with an affordable, energy efficient home on three separate consecutive lots	3 Families	\$ 20,000
U. S. Vets	Facilities & Infrastructure for Housing	To accommodate the construction of affordable workforce housing. LMC Housing - LMI	400 persons	\$ 50,000
New Horizons	Support organizations that provide transportation services to elderly, homeless, and disabled populations	Services to meet Transportation Needs for the Elderly, Disabled and those with Physical Challenges. LMC Public Services - Seniors	200 seniors	\$ 10,000
People Who Care	Support organizations that provide transportation services to elderly, homeless, and disabled populations	Services to meet Transportation Needs for the Elderly, Disabled and those with Physical Challenges LMC Public Services - Seniors	30 persons	\$ 10,000
Prescott Area Shelter Services	Add Emergency Shelter & Transitional Housing Beds for women and children.	efficient use of energy and rehabilitation of shelter items used specially in support of over 100 homeless women and 35 children with 90% transitioning into permanent housing.	30 persons	\$ 18,000
Fair Housing	Ensure equal housing access for all persons regardless of race, color, religion sex, handicap familial status or nation origin.	Ongoing Fair Housing education and promotion - Administration	30 persons	\$ 200
CDBG Program Administration	Administer the CDBG program in compliance with federal regulations and local policies.	All administrative costs to implement and complete FY17 grant, including: planning, advertising, noticing, reporting, financial management, wages, postage, etc. Administration	N/A	\$ 46,390
Contingency (No more than 15%)				\$ 26,325
PY 2018 CDBG Funding Allocation Award				\$ 232,915

PRIMARY ACTIVITIES AND PROGRAMS

The following projects and activities were suggested for funding during the community participation process that occurred as part of the Program Year 2018 Action Plan Process. The CAC and program administrator will, in support of community development and the public interest, provide funding and technical program administration to all *prioritized* requests



received; though not necessarily guarantee request amount availability in full. Service providers are bound by the subrecipient agreement and reporting requirements of the program.

The following requests were submitted by 501(c)3 non-profit agencies for funding consideration during the 2018 Program Year cycle:

Public Services

- New Horizons Disability Empowerment – Free Ride Advocacy Program. To restore the personal liberties of individuals who have had them striped away and advocate for the rest by providing comprehensive services and programs, including transportation. Requested \$10,000 in public service funding to assist Low Moderate Clientele (LMC).
Funding Plan \$10,000.00
- People Who Care – To maintain the capacity to continue serving Prescott residents with transportation services and provide a much needed door-to-door assistance that helps them live in their own homes. Requested \$10,000 in public service funding to assist Low Moderate Clientele (LMC). **Funding Plan \$10,000.00**
- Sonoran Prevention Works – to reduce preventable harm with high-risk substance users in order to reduce costs and improve change of treatment. Requested \$10,000 in public service funding to assist Low Moderate Clientele (LMC). **Funding Plan \$0.00**
- Sonoran Prevention Works – this project is for individuals who use illicit substances or abuse prescription drugs in the Prescott area and give them the tools they need to avoid an overdose. Requested \$10,000 in public service funding to assist Low Moderate Clientele (LMC). **Funding Plan \$0.00**
- U. S. Vets - Providing a new program to respond to the City's request for assistance to reduce panhandling and the public request for charity. Requested \$10,000 in public service funding to assist Low Moderate Clientele (LMC). **Funding Plan \$10,000.00**

Community Facilities

- The Launch Pad Teen Center - Provide outdoor space to support growing youth program serving primarily low-income and at-risk children and teens. Requested \$50,000 in public service funding to assist Low Moderate Clientele (LMC). **Funding Plan \$35,000.00**
- Northern Arizona Council of Governments - Modular ADA Wheelchair Ramp Program – To purchase two modular ramps that would be made available to the Prescott community. It will also fill a void in our community that exists for low-income elderly and disabled who lack accessibility to their homes. Funding requested is \$7,000 in public service funding to assist Low Moderate Clientele (LMC). **Funding Plan \$7,000.00**
- Prescott Alternative Transportation/City of Prescott – Audible Signalization and Downtown Prescott – purchase and install audible traffic signal units for pedestrian crossing in the

downtown Prescott area. This will accommodate visually impaired individuals to allow them to participate in the downtown activities. Funding requested is (no funding amount provided) in public service funding to assist Low Moderate Clientele (LMC). **Funding Plan \$0.00**

- Prescott Area Habitat for Humanity – Madison Park Cottages Workforce Housing Project - Prescott Habitat for Humanity will provide an interest-free, 30-year mortgage for each selected families. The purpose is to construct three simple, affordable energy efficient houses on three separate consecutive lots for low- and moderate-income families in accordance with the affordable housing strategy Funding requested is \$20,466.00 in public service funding to assist Low Moderate Clientele (LMC). **Funding Plan \$20,000.00**
- Prescott Area Shelter Services – Project Restore Phase 2, improving the building structures to increase the efficient use of energy and rehabilitation of shelter items used specifically in support of homeless individuals. Requested \$16,664.82 in public service support that is directly assisting Low Moderate Clientele (LMC). **Funding Plan \$20,000.00**
- U. S. Vets – Whipple Street Workforce Center and Infrastructure Installation to complete a remodel, specifically to make the bathrooms ADA accessible. Requested \$52,710.00 in public service support that is directly assisting Low Moderate Clientele (LMC). **Funding Plan \$50,000.00**
- Yavapai Trails Association/City of Prescott – Information Kiosk, Deter Neighborhood/Granite Creek Park. To provide direction and information to low income and homeless population that frequents the Greenways Trail System on a daily basis. Requested \$6,000.00 in public service support that is directly assisting Low Moderate Clientele (LMC). **Funding Plan \$0.00**

Program Administration

- Program Administrative costs including staffing, legal and professional services as required administering the projects and entitlement funds of the CDBG PY 2018.
Funding Plan \$46,751
- Fair Housing education and outreach program.
Funding Plan \$200

GEOGRAPHIC DISTRIBUTION

Depending on the type of need being addressed, resources may or may not be geographically targeted. All of the CDBG public service programs will be available to eligible low/ moderate income residents citywide. The City, with limited resources and identified housing and community development needs, has elected to maximize the effectiveness of current CDBG funds by channeling the funds to support low- to moderate-income neighborhood improvements. **Figure 2** Dexter Neighborhood Map is the area in our region by census that is designate as a low and moderate income area.

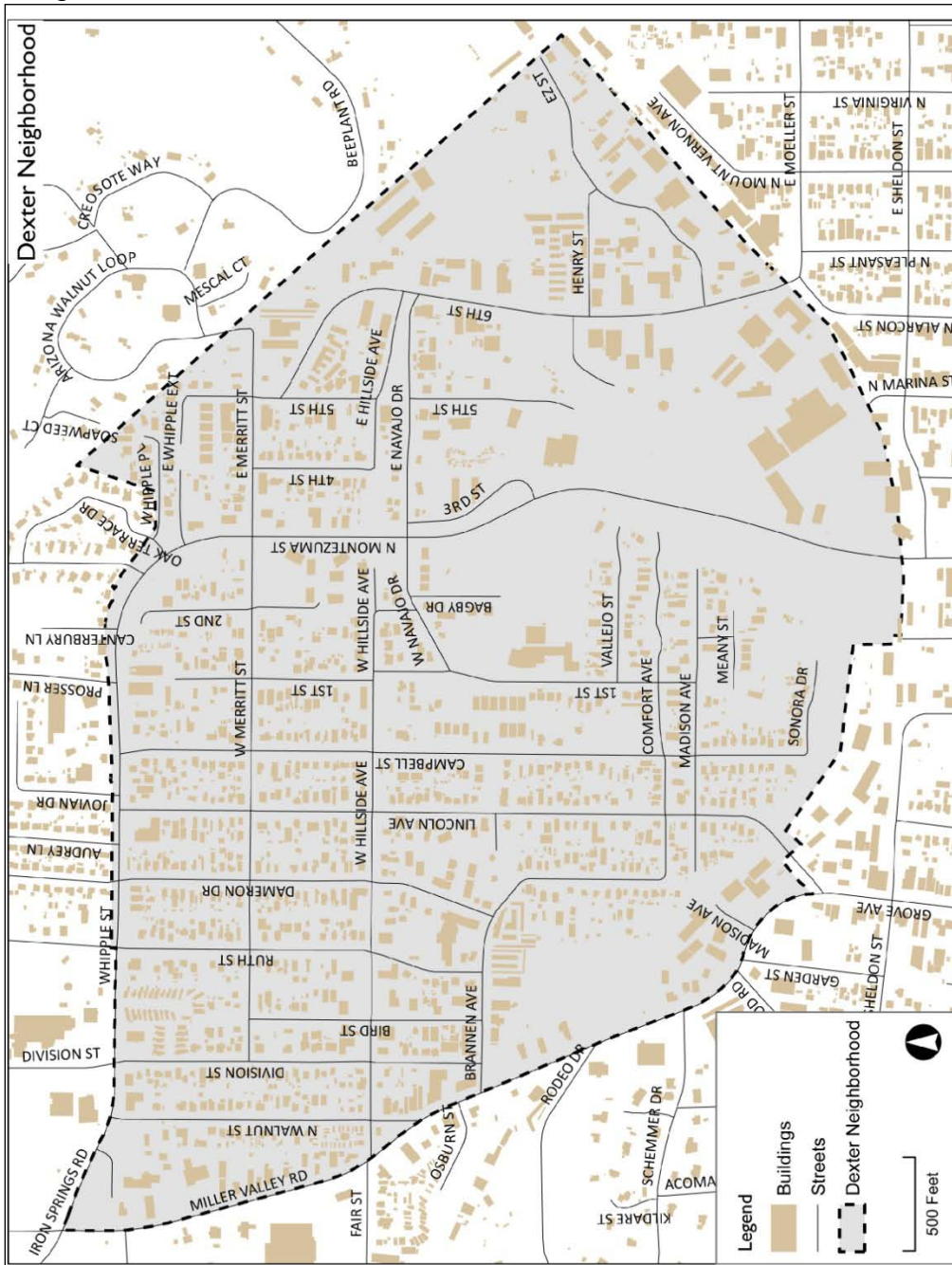


Figure 2 - DEXTER NEIGHBORHOOD MAP

Figure 3 minority concentration comparison charts is based on 2000 U.S. Census Data, the most recent year for which racial/ ethnic data is available at the block group level.

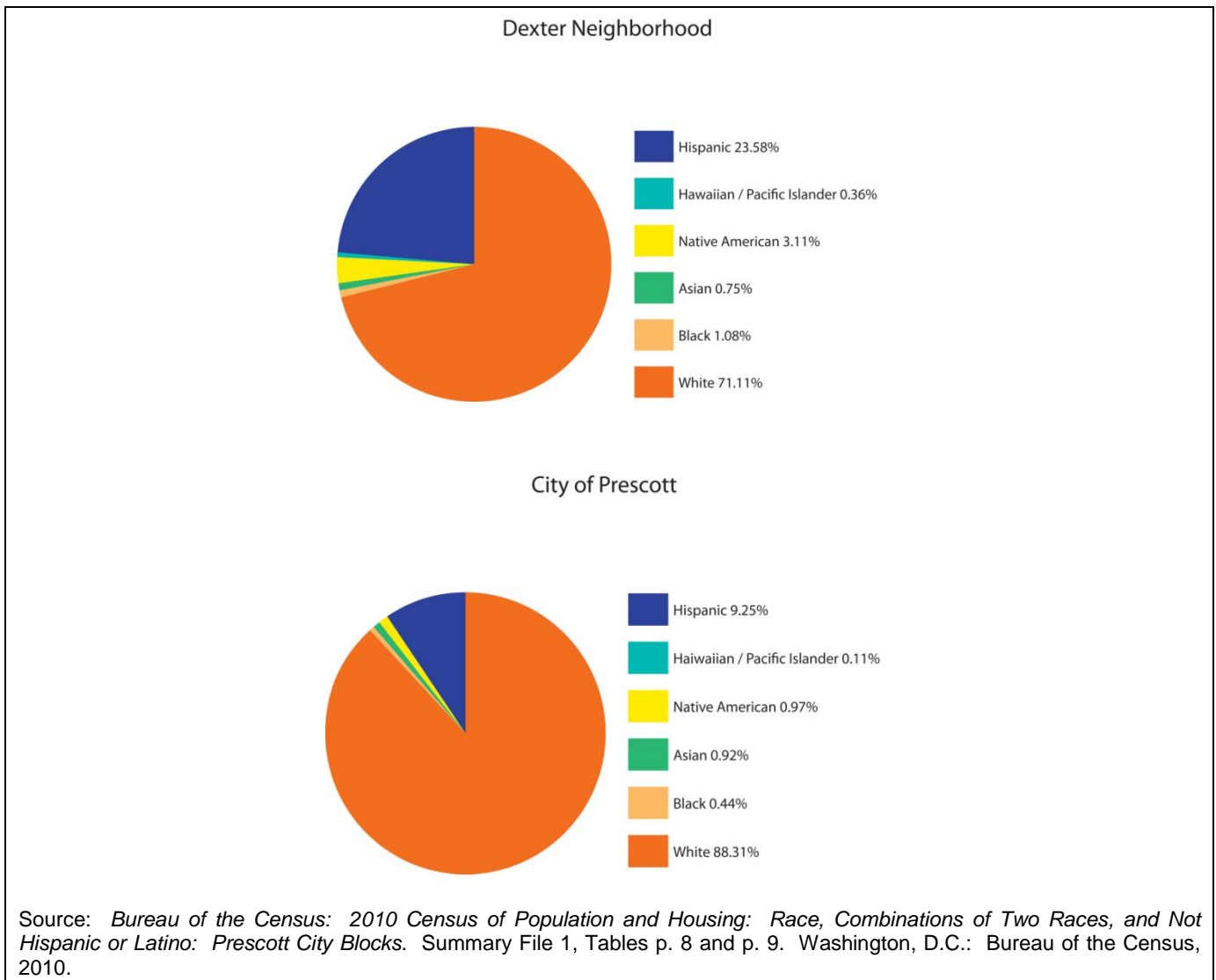


FIGURE 3 MINORITY CONCENTRATION COMPARISON CHART

CDBG project activities are located within two- to five-miles of the city center and within five miles of major employment centers. Based on the 2010 American Community Survey (ACS) Data (5 year average from 2005 – 2009) the census tract that encompasses the Dexter neighborhood produced the following income results: Mean Household Income - \$33,207 (+/- \$2,938 MOE), Median Household Income - \$27,078 (+/- \$5586 MOE)

Figure 4 represents the income distribution by income levels of the eligible income area.

Houshold Median Income for Block Groups within Census Tract 9, Yavapai County, AZ

This chart illustrates the number of households that fall below or meet the 80% income threshold for the block groups containing the Dexter neighborhood. Block groups 2 & 3, specifically comprise 98% of the Dexter neighborhood and are indicated with a grey box around their census data. Based on calculations for the U.S. Department of Housing and Urban Development the 80% income threshold for a 4 person household is **\$46,150**. Data that falls below this standard is demonstrated in **red** while the income breakdown that contains the 80% threshold is demonstrated in **blue**. It is important to note due to the aggrated nature of economic census data there is no way to definitively ascertain how many households in the \$45,000 to \$49,999 are either below or meet the 80% income threshold.

Block Groups	Less than 10000	10000 to 14999	15000 to 19999	20000 to 24999	25000 to 29999	30000 to 34999	35000 to 39999	40000 to 44999	45000 to 49999
1	56	48	15	67	56	110	12	49	13
2	66	40	74	82	27	27	14	105	63
3	0	12	69	74	29	0	39	13	0
4	118	94	53	111	27	12	33	30	29

 = 100 households



2101 total households



1562 households below 80% threshold



105 households within the 80% threshold

Sources:

2006-2010 American Community Survey Arizona. Population and Housing Characteristics. Washington, DC: Bureau of the Census, December 2011
 "FY 2012 Income Limits Summary, Yavapai County, Arizona." FY 2012 Income Limits Documentation System. U.S. Department of Housing and Urban Development. 13-12-2011. Web. 11 Jun 2012. <<http://www.huduser.org/portal/datasets/il/il2012/2012summary.odn>>.

FIGURE 4 HOUSEHOLD AND INCOME - CENSUS TRACT 9

INCOME LIMITS – PROGRAM PARTICIPATION

Program Year 2018 – CDBG income limits offer the public and citizens a guide to determine their eligibility to receive assistance through CDBG supported public service programs. CDBG PY 2018 funded service providers generally will require specific intake procedures and proof of income documentation in an effort to document need and program year delivered services.

Table 2 State of Arizona CDBG Program Income Limits – Yavapai County.

2015 ARIZONA CDBG INCOME LIMITS		State of Arizona - CDBG Programs CDBG Program Income Limits							
ARIZONA COUNTIES <small>Revised 4/21/15</small>		1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
Yavapai County	30%	11800	15930	20090	24250	28410	32500*	34750*	37000*
MEDIAN HOUSEHOLD 56000	50% (Very Low-Income)	19600	22400	25200	28000	30250	32500	34750	37000
	80% (Low-Income)	31400	35850	40350	44800	48400	52000	55600	59150

Table 2 CDBG Program Income Limits

CDBG MONITORING PLAN

In order for the CDBG program to be effective, housing policies, goals, strategies and activities must be consistently monitored and revised as necessary. The City of Prescott has a dedicated grants administrator to coordinate and implement the CDBG program. The grants administrator will conduct monitoring reviews on a quarterly basis with service providers to insure that the programs and activities are being carried out in a timely manner in accordance with the Consolidated Plan and Annual Action Plan and funded activities.

Monitoring will occur to insure that the statutory and regulatory requirements of the CDBG program are being met. The grants administrator will determine whether a project is eligible under the CDBG program and the National Objectives of the HUD Program: 1) benefiting low- and moderate-income persons/clientele; 2) preventing or eliminating slums or blight on a spot or area basis; and, 3) addressing an urgent community need.

In addition, the grants administrator will monitor costs associated with each on-going funded activity. Monitoring will include: determining that costs are necessary and reasonable in relation to federal guidelines and policies; environmental review; clearance; and reporting procedures.

The City of Prescott will employ several tools of measuring the success of the CDBG activities in meeting local housing and community development needs. HUD requirements will be followed in carrying out the program goals of both the Consolidated Plan and the Consolidated Annual Performance and Evaluation Report (CAPER).

To increase CDBG program success, the grants administrator and members of the Citizen Advisory Committee are working on the following program plan for program year 2018:

1. Offer a timely and educational grant application workshop to non-profit organizations outlining the application process, monitoring practices, subrecipient agreements, timeliness requirements and recordkeeping for non-profit agencies.
2. Make available well in advance of CDBG application deadlines the CDBG Public Service non-profit application form to include pertinent information—i.e., project cost estimation, project timeline, proposed budget, program team, technical review and project development as requested for organizations that seek funding for new direct service programs or how may propose partnership opportunities to fund development projects.
3. Attend CDBG Program Administration training workshops when offered by HUD.
4. Consult and prepare resources necessary to research opportunities for funding and leveraging area resource, meeting with stakeholders and preparing to develop the Community Development Block Grant Program 2018-2019 Consolidated Plan.

PROGRAM YEAR 2017 CDBG – PROGRESS REPORT ON CURRENT ACTION PLAN

Current activity for projects funded in the CDBG 2017 program year (PY17) is on schedule, and public service and development projects will be accomplished within the funding year.

Public Service Activities

According to monitoring and reporting requirements of the program, the following public service projects have directly served our area low moderate residents with the following programs:

1. **Prescott Meals on Wheels** provided home delivery and wellness checks to eligible homebound elderly and disabled residents. The dedicated volunteers have served almost 300 low to moderate persons with home delivered, weekend and emergency meals for a total of 3,108 hot nutritious meals.
2. **New Horizons Disability Empowerment Center** is providing rides to disabled residents of Prescott seeking employment and requiring transportation to the DES facility in Prescott Valley. The program has assisted 18 disabled jobseekers so far.
3. **People Who Care** is assisting older and disabled adults who are unable to drive due to physical limitations. People Who Care clients, who are referred to as “Neighbors,” benefit from greater independence, social support, and general status check through the transportation services.

4. **Fair housing education has been promoted with a joint training by Southwest Fair Housing, NACOG and City of Prescott**, with an event to be held on May 18, 2018. Information and resources on fair housing is also posted on the city website. The city is committed to furthering fair housing education and outreach.

The City is the acting local reporting agency for the public to voice their concerns if they suspect housing discrimination. The CDBG Program Administrator is assigned this duty and shall document and direct citizen complaints on fair housing. The website and resources have been reviewed to confirm current information, posters and fair housing information is also available at City Hall or by contacting the CDBG grant administrator at darla_eastman@prescott-az.gov or by calling 928-777-1205.

Public Facility Projects:

1. **The Boys and Girls Club** will enhance existing facilities, which are old and were originally designed for seniors, not youth. The purpose of the project is to upgrade four restrooms in the Prescott Clubhouse. The downstairs restroom stalls and doors have become a safety issue and the toilets and sinks are non-functional
2. **The City of Prescott Grace Sparks Basketball Hoops** is providing exercise and activities for youth and adults in Prescott as well as people in rehabilitation. Also, to provide ability to adjust the basketball hoops for ADA individuals for their participation.
3. **The City of Prescott Grace Sparks ADA Restrooms** will enhance existing facilities, which are old and were originally designed for seniors, not youth. The purpose of the project is to upgrade ADA restrooms for the Grace Sparks Activity Center. The current ADA accessible bathroom requires individuals to leave the building and come in a different entrance in order to use the bathroom facility. The plan would be to place a ramp that would allow the handicapped individuals to be able to access the performance stage. This also includes the work to design the construction of the restrooms.
4. **The City of Prescott and Open Space Alliance for the West Granite Creek Park and Boys and Girls Club** will install permanent concrete tables for several organized feeding of homeless and disadvantaged groups. Also, to provide general purpose tables for the two locations to create an indoor versus outdoor serving and meeting option for 80-100 people.
5. **The City of Prescott and Open Space Alliance for the West Granite Creek Park** will grade (smooth) an undeveloped area by installing soil stabilization, permanent group seating and landscaping. This section of the park is used for serving 250-300 homeless meals per week. The park is also used throughout the day for group gatherings and other activities. An estimated 200,000 persons pass through or use this area.

6. **Prescott Area Shelter Service (PASS)** installed Heating, Ventilating, and Air Conditioning (HVAC) equipment at their facility at 336 Rush Street. Below is a letter from PASS on the project:



January 3, 2018

Dear City of Prescott (CDBG Committee),

Thank you so much for awarding us a CDBG grant for 2017! We are appreciative of the grant awarded and we ended up using \$15,980.00 for the work that was done on our building. We are overwhelmed with your generosity and we appreciate it so very much! We received two new HVAC units as well as some prep work done to ensure the most efficient use of the units. This has helped our shelter to become more energy efficient as well as to help some of the most vulnerable citizens stay cool in the warmer months or warm in the coolest months! We are so fortunate that CDBG committee, the City of Prescott and Staff members, have been so generous toward PASS and what we do!

The PASS mission is to serve homeless women, families and veterans by providing temporary shelter, resources, individualized case management and a pathway to permanent housing. Without grants like the one you granted it would be difficult to continue our programs and services in the Prescott Community. PASS has a Women's Shelter that opened in 2007, beginning in the basement of a church, this year we celebrate our 10-year anniversary! Our Women's Shelter serves 19 women and children on any given night. Our waitlist is usually around 12-16 people, longer in the winter months when we will also participate in Operation Deep Freeze so that people have a place to go on nights that get below 30 degrees when shelters are full. Since opening the Women's Shelter we have served over 2000 women and children and provided over 42,000 bed nights. PASS provides basic needs, case management services, workshops on credit counseling, landlord/tenant rights and responsibilities, and job preparedness. Currently our transition rate into permanent housing is 88%, so 88% of the guests that we serve do not return to homelessness and this is possible because of donors like you and the amazing volunteers we have.

PASS survives thanks to the kindness and generosity of our donors. Your belief in us and support of our mission is what makes all of this possible. Together we continue to profoundly change the lives of very special people, guest stories are attached so you can read how your dollars change lives!

Sincerely,

Carmen Frederic
PASS Executive Director
passdirector@prescottshelters.org

Prescott Area Shelter Services ♦ P.O. Box 10815 ♦ Prescott, AZ 86304
www.prescottshelters.org ♦ 928.778.5933

CDBG PROGRAM CONCLUSION

In order for the CDBG program to be effective, housing policies, goals, strategies and activities must be consistently monitored and revised as necessary. The City of Prescott has dedicated planning and engineering staff to coordinate and implement the CDBG program.

Monitoring will occur to insure that the statutory and regulatory requirements of the CDBG program are being met. The grants administrator will determine whether a project is eligible under the CDBG program and the National Objectives of the HUD Program: 1) benefiting low- and moderate-income persons/clientele; 2) preventing or eliminating slums or blight on a spot or area basis; and, 3) addressing an urgent community need.

The grants administrator will conduct monitoring reviews to insure that the programs and activities are being carried out in a timely manner in accordance with the Five-Year Consolidated Plan and Annual Action Plan. In addition, the grants administrator will monitor costs associated with each on-going funded activity. Monitoring will include: determining that the costs are necessary and reasonable in relation to federal guidelines and policies; environmental review; clearance procedures; and reporting procedures.

The City of Prescott will employ several tools of measuring the success of the CDBG activities in meeting local housing and community development needs. HUD requirements will be followed in carrying out the program goals of both the Consolidated Plan and the PY2017 Consolidated Annual Performance and Evaluation Report (CAPER).