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**CITY OF FLAGSTAFF**  
**DRAFT Consolidated Annual Performance and**  
**Evaluation Report (CAPER)**  
**Program Year 2015/2016**



**September 2016**  
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Arizona Department of Housing



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## EXECUTIVE SUMMARY

The City of Flagstaff provided multiple community benefits and constant progress toward accomplishing Consolidated Plan strategies in Program Year 2015/2016 (July 1, 2015 through June 30, 2016).

As an entitlement city, Flagstaff receives its Community Development Block Grant (CDBG) funds directly from the U.S. Department of Housing and Urban Development (HUD). The CDBG program was designed to assist low and moderate income persons by providing affordable housing, revitalizing neighborhoods, and creating employment opportunities. Flagstaff's entitlement amount for Program Year (PY) 2015/2016 was \$579,591.00. Additional funding capacity of \$235,757.89 was available from prior year program income and reallocated funds, which was reprogrammed to provide a total of \$815,348.89 to fund CDBG activities for the Flagstaff community.

In order for local jurisdictions to qualify for CDBG funding, compliance with an array of statutory and regulatory requirements must first be met. One such requirement involves the development of a five-year Consolidated Plan (Con Plan) that identifies both housing and community development needs, priorities, goals, and strategies. In addition, at the beginning of each Program Year, the City must prepare an Annual Action Plan (AAP) that informs HUD and the community of the goals and objectives the City intends to accomplish with CDBG funding and other leveraged funds during that year. At the end of the Program Year, the City is then required to prepare a Consolidated Annual Performance and Evaluation Report (CAPER) to illustrate the achieved accomplishments. The CAPER allows HUD, local officials, and citizens to assess the use of available resources and the efforts made to achieve goals and objectives identified in both the City's Con Plan and AAP.

This CAPER is reflective of the fifth year of the PY 2011/2015 Con Plan, the fourth Con Plan completed by the City of Flagstaff.

During the Program Year, the City of Flagstaff was successful in its CDBG sub recipient administration. The City of Flagstaff also continued the planning of future activities to address community issues. While not all goals from the 2015/2016 AAP were met, strong progress was made and many low and moderate income Flagstaff residents received services. Part of the success of the City of Flagstaff's CDBG programs is the breadth and variety of the benefits provided. Programs range from preventing homelessness to the rehabilitation of owner occupied homes.

Flagstaff is proud of the accomplishments illustrated in the subsequent sections and will continue to utilize viable resources to improve the quality of life in this community. In all, approximately TBD individuals and an additional TBD households were beneficiaries of CDBG services during the 2015/2016 Program Year. The use of 2015/2016 CDBG funds, along with program income and reallocated funding, resulted in the accomplishments listed below. Total Program Year accomplishments funded by multi-year CDBG allocations are contained in the following chart.

Activity	Objective	Partner	Accomplishments	Funds Committed	Total Funds Expended
<b>Program Year 2015/2016</b>					
<b>Construction of 3 Affordable Rental Development</b>  (Page)	Construct 3 permanently affordable rentals units in a targeted area. A minimum of 3 households will be served	Housing Solutions of Northern Arizona	TBD	\$205,000.00	TBD
Shelter Renovations  (Page)	Minor kitchen rehabilitation of Women's Shelter and Youth Shelter. Will benefit 385 individuals.	Northland Family Help Center	TBD	\$25408.00	TBD
ADA Improvements Project  (Page)	Minor ADA rehabilitation includes to better connect separate treatment facilities, adding wheelchair ramps, and installing 11 ADA compliant automatic doors. 3,700 individuals will be served	The Guidance Center	TBD	\$69,051.00	TBD
<b>The Bridge House Rehabilitation</b>  (Page)	Minor rehabilitation to the permanently supportive housing.	Catholic Charities	TBD	\$113,000.00	TBD
Owner Occupied Housing Rehabilitation Program (OOHR)  (Page)	Provide housing rehabilitation services to a minimum of 5 households. Will benefit 12 individuals	City of Flagstaff	TBD	\$126,489.89	TBD
Housing Legal Assistance  (Page)	Free housing legal assistance will benefit 75 individuals. Will benefit 104 individuals	DNA People's Legal Services	TBD	\$11,400.00	TBD

Homeless Outreach Operations  (Page)	Outreach and client assistance will benefit 1,450 individuals experiencing homelessness	Catholic Charities	TBD	\$45,000.00	TBD
Operational Assistance for Housing Services  (Page)	Provide 344 clients with housing focused case management and services.	Flagstaff Shelter Services	TBD	\$50,000.00	TBD
Housing Stabilization  (Page)	Provide eviction and foreclosure prevention and move-in assistance to 12 households.	Coconino Community Services	TBD	\$12,000.00	TBD
<b>Program Year 2014/2015</b>					
Projects for the Assistance in Transition from Homelessness (PATH) Operational Assistance  (Page )	Outreach and client assistance will benefit 1200 individuals.	Catholic Charities Community Services	PY 14/15 - A total of 543 individuals received PATH operational assistance during the program year  PY 15/16 - TBD	\$30,000.00	TBD
<b>Operational Assistance to women for emergency winter shelter</b>  (Page)	Provide operational support and direct client services to 145 women experiencing homelessness.	Flagstaff Shelter Services	PY 14/15 - A total of 154 Women received direct client services during the program year.  PY 15/16 - TBD	\$38,911.00	TBD
Minor Rehabilitation of emergency shelter and permanent supportive housing  (Page)	Rehabilitate two facilities located in the Sunnyside and Southside target areas and assist 21 families experiencing homelessness with housing and related supportive services.	Catholic Charities of Northern Arizona	PY 14/15 - A total of 78 individuals (25 families) received emergency shelter services in the Sunnyside target neighborhood. Minor rehabilitation is currently taking place at the transitional housing during this program year.  PY 15/16 - TBD	\$27,200.00	TBD

Inverrary House Rehabilitation  (Page)	Provide critical repairs to a facility that provides long term supportive housing for 8 chronically homeless adults diagnosed with serious mental illness.	The Guidance Center	PY 14/15 - A total of 11 chronically homeless individuals diagnosed with serious mental illness received permanent supportive housing.  PY 15/16 - TBD	\$32,651.00	TBD
Arroyo Park Roadway Access Improvements  (Page)	Public infrastructure will continue to support easier park access and roadway improvements for 1350 people.	City of Flagstaff	PY 14/15 - The City of Flagstaff is currently spending down 2013 Arroyo Park funding. Both grants are predicted to be spent down by the end of October 2015  PY 15/16 - TBD	\$84,706.73	\$0.00
BOTHANDS Financial Assistance Program (BFAP)  (Page)	Provide 8 low income Flagstaff first time homebuyers with direct financial assistance, enabling them to open the door to home ownership	BOTHANDS, Inc.	PY 14/15 - BOTHANDS has spent the remaining 2013 BFAP and predicts to spend down 2014 BFAP by July 2016  PY 15/16 - TBD	\$150,000.00	TBD
Owner Occupied Housing Rehabilitation Program (OOHR)  (Page)	Provide housing rehabilitation services to 4 households.	City of Flagstaff	PY 14/15 - The City of Flagstaff is currently spending down 2013 OOHR funding. 4 families are predicted to be assisted with 2014/2015 funding in July 2016.  PY 15/16 - TBD	\$110,000.00	TBD
<b>Program Year 2013/2014</b>					
Arroyo Park Roadway Access Improvements	Public infrastructure will allow for easier park access for 1350 people.	City of Flagstaff	PY 13/14 - Environmental Assessment is scheduled for completion in Fall of 2014. Once completed the City	\$108,006.79	TBD

			<p>will begin spending 2013/2014 funds.</p> <p>PY 14/15 – The design and approval have been complete. The project is scheduled for completion by the end of October 2015.</p> <p>PY15/16 -</p>		
<p>(Page)</p> <p>DNA Housing Legal Assistance</p> <p>(Page)</p>	<p>Free housing legal assistance will benefit 75 individuals.</p>	<p>DNA People’s Legal Services</p>	<p>PY 13/14 - A total of 42 low to moderate income persons received legal housing assistance during the program year.</p> <p>PY 14/15 – A total of 84 low to moderate individuals received legal housing assistance during the program year.</p> <p>PY 15/16 - TBD</p>	<p>\$27,095.89</p>	<p>TBD</p>

**FINANCIAL SUMMARY, RESOURCES & GEOGRAPHIC DISTRIBUTION**

**A. Financial Summary**

The following three (3) pages contain the City of Flagstaff’s CDBG HUD Grants and Program Income Report (PR01) and the Financial Summary report (PR26) for Program Year 2015. Both reports were generated via the HUD Integrated Disbursement and Information System (IDIS) program.

PR01 –TBD  
 PR26 – TBD

**B. Resources**

The following public resources were allocated for Program Year 2015/2016 to benefit citizens of Flagstaff.

<b>SUMMARY OF RESOURCES FOR PY 2015/2016</b>		
<b>FUNDING SOURCE</b>	<b>BUDGETED AMOUNT</b>	<b>ACTUAL PY 2014-15 EXPENDITURES</b>
<b>FEDERAL RESOURCES</b>		
Available HUD PY 2015-2016 CDBG Funding - (Entitlement Funds = \$570,941.00 plus reprogrammed CDBG funding and program income - \$44,527.73.00)	\$815,348.89	\$TBD
HUD Supportive Housing Program Funds Permanent Supportive Housing for Homeless Families (with substance use disorders) – <b>Catholic Charities</b>	\$TBD	\$TBD
HUD Supportive Housing Program Funds Permanent Supportive Housing for chronically homeless families with disability – <b>Catholic Charities</b>	\$TBD	\$TBD
HUD Supportive Housing Program Funds Permanent Supportive Housing for families and individuals with disabilities – <b>Catholic Charities</b>	\$TBD	\$TBD
DNA Legal People’s Services: Legal Services Corporation – Civil Legal Services	\$TBD	\$TBD
HUD Supportive Housing Program Funds 8 SRO units at Sharon Manor, serving victims of domestic violence – <b>Housing Solutions of Northern Arizona</b> (formerly known as <i>BOTHANDS, Inc.</i> )	\$TBD	\$TBD
HUD Public Housing Operating Fund – <b>Flagstaff Housing Authority</b>	\$TBD	\$TBD
HUD Public Housing Capital Fund – <b>Flagstaff Housing Authority</b>	\$TBD	\$TBD
<b>FEDERAL RESOURCES</b>		

<b>SUMMARY OF RESOURCES FOR PY 2015/2016</b>		
<b>FUNDING SOURCE</b>	<b>BUDGETED AMOUNT</b>	<b>ACTUAL PY 2014-15 EXPENDITURES</b>
HUD Section 8 Housing Choice Vouchers – <b>Flagstaff Housing Authority</b>	\$TBD	\$TBD
HUD Section 8 Mod Rehab – <b>Flagstaff Housing Authority</b>	\$TBD	\$TBD
HUD Non-Profit Management Fee – <b>Flagstaff Housing Authority</b>	\$TBD	\$TBD
HUD Residential Opportunity and Self Sufficiency – <b>Flagstaff Housing Authority</b>	\$TBD	\$TBD
HUD Rural Community Assistance Corp – <b>Housing Solutions of Northern Arizona</b> <i>(formerly known as BOTHANDS, Inc.)</i>	\$TBD	\$TBD
<b>TOTAL FEDERAL RESOURCES</b>	<b>\$TBD</b>	<b>\$TBD</b>

STATE FUNDS		
DES CPIP Funds - Emergency shelter for families - <b>Catholic Charities</b>	\$TBD	\$TBD
AZ DBHS through NARBHA – <b>Catholic Charities</b>	\$TBD	\$TBD
<b>DES Coconino County Community Services:</b> <b>Community Services Block Grant Funds</b> (CSBG) to provide rental/mortgage Assistance, water bills, work-related Special needs to low income households	\$TBD	\$TBD
<b>Low-Income Home Energy Assistance</b> Program (LIHEAP) for utility bill assistance	\$TBD	\$TBD
<b>DES Coconino County Community Services:</b> <b>Temporary Assistance to Needy Families (TANF)</b> for utility, housing, and special needs assistance	\$TBD	\$TBD
<b>DES Coconino County Community Services:</b> <b>Neighbors Helping Neighbors</b> Funding for utility bill assistance	\$TBD	\$TBD
DNA People 's Legal Services: AZ Attorney General – Foreclosure Assistance	\$TBD	\$TBD
ADOH - National Foreclosure Mitigation Counseling Funds – <b>Housing Solutions of N. Arizona</b>	\$TBD	\$TBD
Arizona Attorney General's Office – National Mortgage Settlement Funds – <b>Housing Solutions of N. Arizona.</b>	\$TBD	\$TBD
<b>TOTAL STATE FUNDS</b>	<b>\$TBD</b>	<b>\$TBD</b>

PRIVATE FUNDS		
<b>Coconino County Community Services</b>		
ACAA: <b>Utility Repair Replacement Deposit Program (URRD)</b> for utility deposits and/or repair/replacement of appliances	\$TBD	\$TBD
ACAA: <b>Home Energy Assistance Funds</b> for utility bills	\$TBD	\$TBD
ACAA: <b>Home Energy Assistance Tribal Funds</b> for utility bill assistance for Native Americans living on the reservation	\$TBD	\$TBD
ACAA: <b>Arizona Public Service (APS) Bill Assistance</b> for utility bills for APS customers	\$TBD	\$TBD
ACAA: <b>APS Crisis Bill Assistance</b> for utility bills for APS customers	\$TBD	\$TBD
ACAA: <b>Unisource Bill Assistance</b> for utility bills for Unisource customers	\$TBD	\$TBD
Federal Home Loan Program – <b>Housing Solutions of N. Arizona - WISH/IDA</b>	\$TBD0	\$TBD
<b>TOTAL PRIVATE FUNDS</b>	<b>\$TBD</b>	<b>\$TBD</b>

<b>CITY OF FLAGSTAFF GENERAL FUNDS</b>		
Izabel Homebuyer Services – <b>Housing Solutions of N. Arizona</b>	\$TBD	\$TBD
Izabel Long Term Permanent Affordability- <b>Housing Solutions of Northern Arizona</b>	\$TBD	\$TBD
<b>TOTAL GENERAL FUNDS</b>	<b>\$TBD</b>	<b>\$TBD</b>
<b>GRAND TOTAL</b>	<b>\$TBD</b>	<b>\$TBD</b>

**C. Geographic Distribution**

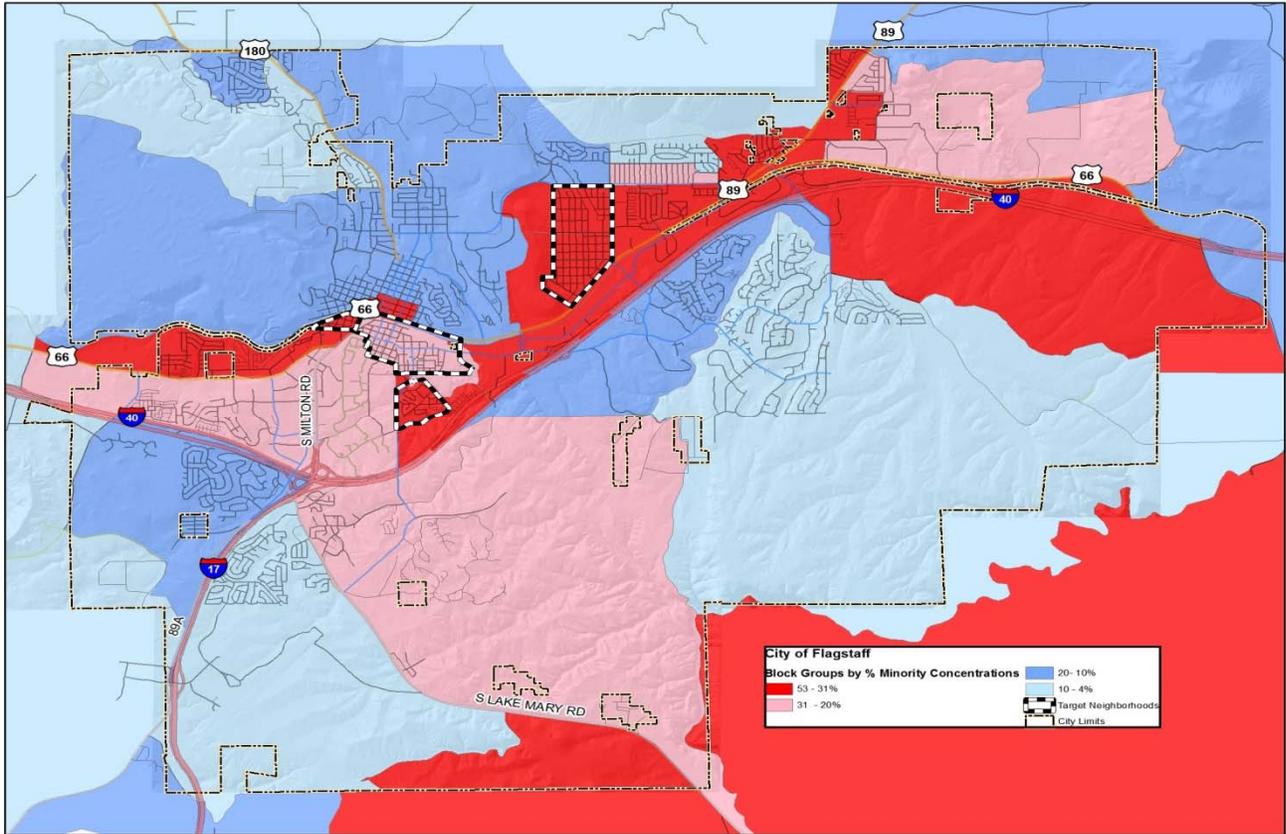
The City of Flagstaff conducts its CDBG programs both on a citywide basis and by geographic targeting. All of the programs are available citywide to low income households earning no greater than 80% of the HUD Area Median Income (AMI) for Coconino County. As a part of the City's open CDBG proposal process, projects that are implemented or improve services in the four recognized target neighborhoods receive priority in the scoring of the proposed projects. A great deal of housing rehabilitation occurs in the four target neighborhoods, as indicated on the following map, due to below average housing conditions. Flagstaff's target neighborhoods also contain the highest concentrations of minority and low income persons as shown on the City of Flagstaff Minority Concentrations Table and Target Neighborhoods Map on the following pages.

The target neighborhoods include Flagstaff's historic settlements, and are characterized by the widespread need for housing rehabilitation; dilapidated structures and under-utilized sites; as well as water and sewer line replacement. Neighborhood Infill programs, revitalization efforts, and planning processes are now being implemented in all target neighborhoods, as the market and funding allows.

In May 2014, voters ratified the Flagstaff Regional Plan 2030: Place Matters as a new general plan for the City. The plan has a chapter specifically designed to address urban preservation and the plan includes goals and policies meant to address the potential effects to redevelopment on vulnerable populations. Targeted neighborhoods will benefit from the inclusion of these goals in future City decisions.

**2015/2016 PROJECTS - TBD**

CITY OF FLAGSTAFF CENSUS TRACTS  
AT OR BELOW 80% AMI (CENSUS 2010)



CITY OF FLAGSTAFF  
MINORITY CONCENTRATIONS BY CENSUS TRACT

MINORITY CENSUS TRACTS		
Census Tract	% Minority	% Hispanic
3	39.4%	35.4%
5	33.1%	23.2%
8	28.9%	26.1%
City of Flagstaff	21.4%	16.1%

Source: Census 2000 SF3-Summary data

**SECTION 1: COMMUNITY DEVELOPMENT BLOCK GRANT  
GENERAL NARRATIVE STATEMENTS**

***A. Assessment of Consolidated Plan and Annual Action Plan Goals, Objectives, Strategies and Accomplishments***

The following narrative describes the activities that were undertaken by the City during the 2015/2016 Program Year (July 1, 2015 through June 30, 2016), the funds that were expended, and the progress made toward reaching the objectives identified in the PY 2011/2015 Consolidated Plan.

**Activities Funded with CDBG Funds in Relation to Consolidated Plan Goals, Objectives and Strategies**

**BOTHANDS – Financial Assistance Program (BFAP)**

**PY 2014/2015 Funding Amount – \$150,000.00**

**Proposed Outcome – 8 households**

BOTHANDS will provide eight low-income first-time homebuyers with direct financial assistance to purchase a home. In addition, BOTHANDS will provide one-on-one homebuyer counseling to as many as 174 families to help them prepare for homeownership, understand the home-buying process, and make educated housing decisions. The Financial Assistance Program meets the following Consolidated Plan Goal, Strategy and Objective:

**GOAL 1: INCREASE THE AVAILABILITY AND AFFORDABILITY OF QUALITY HOUSING FOR LOW AND MODERATE INCOME OWNER HOUSEHOLDS.**

Objective B: Coordinate housing counseling and education resources with down payment, closing cost and new development funding to assist first-time homebuyers. HUD Outcome DH2.

- Provide support for homebuyer assistance programs, including down payment and closing cost assistance, pre/post-purchase financial and housing counseling / education programs, the sale and marketing of affordable units, and coordination with lending institutions.

The Financial Assistance Program meets the following HUD CDBG criteria.

<b>Matrix Code:</b>	13 Direct Homeownership Assistance 570.210(n)
<b>Specific Objective:</b>	Improve access to affordable owner housing
<b>Objective Category:</b>	Decent Housing
<b>Objective Outcome:</b>	Affordability
<b>Target AMI Population:</b>	Less than 80%

**2014/2015 Activity Outcome - BOTHANDS has spent the remaining 2013 BFAP and predicts to spend down 2014 BFAP by July 2016**

**2015/2016 Activity Outcome - TBD**

**Catholic Charities Community Services, Inc. – Emergency Shelter/ Transitional Housing  
Minor Rehabilitation**

**PY 2014/2015 Funding Amount – \$27,200**

**Proposed Outcome – 2 houses**

CDBG funds will support the minor rehabilitation of emergency shelter and permanent supportive housing by Catholic Charities Community Services. Facilities are located in the Sunnyside and Southside target areas and assist 21 families experiencing homelessness with housing and related supportive services.

The Minor Rehabilitation of Transitional Housing Program meets the following Consolidated Plan Goal, Strategy and Objective:

**GOAL 3: INVEST IN HOUSING, PUBLIC AND SUPPORTIVE SERVICES FOR VULNERABLE POPULATIONS.**

Objective D: Develop, expand and rehabilitate public facilities. HUD Outcome DH3.

The Minor Rehabilitation of Transitional Housing Program meets the following HUD CDBG criteria.

<b>Matrix Code:</b>	03C Homeless Facilities (not operating costs) 570.201 (c)
<b>Specific Objective:</b>	Increase the number of homeless persons moving into permanent housing
<b>Objective Category:</b>	Suitable Living Environment
<b>Objective Outcome:</b>	Sustainability
<b>Target AMI Population:</b>	Less than 60%

**2014/2015 Activity Outcome** - A total of 78 individuals (25 families) received emergency shelter services and transitional housing during this program year. Work is complete at the emergency shelter and minor rehabilitation is occurring at the permanent supportive housing in the Southside target neighborhood.

**2015/2016 Activity Outcome – TBD**

**Catholic Charities – Project for the Assistance in Transition from Homelessness (PATH)  
Operational Assistance**

**PY 2014/2015 Funding Amount – \$30,000.0**

**Proposed Outcome – 1,200 people**

CDBG funds will support the Catholic Charities Community Services Projects for Assistance in Transition from Homelessness (PATH) program to increase their outreach capabilities and provide additional supplies to as many as 1,200 homeless persons. PATH is an outreach program that engages and assists individuals in homeless situations, provides life-sustaining supplies and encourages individuals to enter mental health treatment and permanent housing.

The Homeless Outreach Operational Assistance meets the following Consolidated Plan Goal, Strategy and Objective:

**GOAL 3: INVEST IN HOUSING, PUBLIC AND SUPPORTIVE SERVICES FOR VULNERABLE POPULATIONS.**

Objective C: Invest in the maximum possible resources (15% of CDBG funding) in human services activities for poverty-level and special populations. HUD Outcome SL3.

- Provide operating support for facilities that serve persons who are homeless and/or non-homeless special population.

The PATH Operating Assistance meets the following HUD CDBG criteria.

<b>Matrix Code:</b>	03TOperating Costs of Homeless/AIDS Patients Program
<b>Specific Objective:</b>	End chronic homelessness
<b>Objective Category:</b>	Decent Housing
<b>Objective Outcome:</b>	Availability/Accessibility
<b>Target AMI Population:</b>	Less than 80%

**2014/2015 Activity Outcome** - A total of 543 individuals received PATH operational assistance during the program year.

**2015/2016 Activity Outcome** - TBD

**Catholic Charities – Operating Assistance for Homeless Outreach Program**

**Funding Amount: \$45,000.00**

**Individuals Served: 1,450**

CDBG funds will support Catholic Charities’ Homeless Outreach Program to increase their outreach capabilities and distribute life-sustaining supplies to individuals experiencing homelessness. The Homeless Outreach Program identifies people with a serious mental illness and/or chronic substance use disorder who are experiencing homelessness and connects them with support and housing services. Outreach teams will: Provide regularly-updated handouts detailing available social services; Educate people on local camping rules and regulations; and Transport clients directly to detoxification centers, medical treatment, and psychiatric care.

**GOAL 3: INVEST IN HOUSING, PUBLIC AND SUPPORTIVE SERVICES FOR VULNERABLE POPULATIONS.**

Objective C: Invest the maximum possible resources (15% of CDBG funding) in human services activities for poverty-level and special populations. HUD Outcome SL3.

- Provide operating support for facilities that serve persons who are homeless and/or non-homeless special populations.

The above Operating Assistance meets the following HUD CDBG criteria.

<b>Matrix Code:</b>	03TOperating Costs of Homeless/AIDS Patients Program
<b>Specific Objective:</b>	End chronic homelessness
<b>Objective Category:</b>	Decent Housing
<b>Objective Outcome:</b>	Availability/Accessibility
<b>Target AMI Population:</b>	Less than 80%

**2015/2016 Activity Outcome** - TBD

**Catholic Charities – Bridge House Rehabilitation**

**Funding Amount: \$113,000.00**

**Individuals Served: 12**

CDBG funds will provide minor rehabilitation to Catholic Charities’ permanent supportive housing facility, known as the Bridge House. The Bridge House is located in the Southside targeted neighborhood (306 S. O’Leary Street, Flagstaff, Arizona 86001) and serves individuals experiencing homelessness and chronic substance abuse. This rehabilitation includes a fire sprinkler system that complies with federal guidelines, an ADA compliant bathroom and grading and paving improvements to the parking area and entrance.

**GOAL 3: INVEST IN HOUSING, PUBLIC AND SUPPORTIVE SERVICES FOR VULNERABLE POPULATIONS.**

Objective D: Develop, expand and rehabilitate public facilities. HUD Outcome DH3.

The Minor Rehabilitation of Housing Program meets the following HUD CDBG criteria.

<b>Matrix Code:</b>	03C Homeless Facilities (not operating costs) 570.201 (c)
<b>Specific Objective:</b>	Increase the number of homeless persons moving into permanent housing
<b>Objective Category:</b>	Suitable Living Environment
<b>Objective Outcome:</b>	Sustainability
<b>Target AMI Population:</b>	Less than 60%

**2015/2016 Activity Outcome - TBD**

**City of Flagstaff – Arroyo Park Roadway Access Improvement**

**PY 2014/2015 Funding Amount – \$84,706.73**

**Proposed Outcome – 1350 people Pine Knoll neighborhood will benefit (Census Tract 8, Block 3)**

CDBG funding will support continued roadway access improvements at the park access road and parking area at Arroyo Park in the Park Knoll neighborhood. Improvements will include paving of roadway and parking areas, drainage swale grading and any necessary storm water detention. The Arroyo Park Roadway Access Improvement meets the following Consolidated Plan Goals, Strategies and Objectives:

**GOAL 4: ENHANCE FLAGSTAFF NEIGHBORHOODS.**

Objective A: Through policies, programs, code enforcement and neighborhood clean-ups support the physical, social and economic vitality of target neighborhoods. HUD Outcome SL3.

- Encourage sensitively-designed in-fill development

The Arroyo Park Roadway Access Improvement meets the following HUD CDBG criteria.

<b>Matrix Code:</b>	03 K Infrastructure Developments 570.203(a)
<b>Specific Objective:</b>	Improve quality/increase quantity of neighborhood facilities for low income persons
<b>Objective Category:</b>	Suitable Living Environment
<b>Objective Outcome:</b>	Sustainability

**Target AMI Population:** Less than 80%

**2014/2015 Activity Outcome** - The design and approval have been complete. The project is scheduled for completion by the end of October 2015.

**2015/2016 Activity Outcome** - TBD

**City of Flagstaff – Arroyo Park Roadway Access Improvement**

**PY 2013/2014 Funding Amount – \$108,006.79**

**Proposed Outcome – 1350 people Pine Knoll neighborhood will benefit (Census Tract 8, Block 3)**

CDBG funds will be used for roadway access improvements to the Arroyo Park access road and parking area, which is currently dirt. This public infrastructure improvement will allow for easier access to Arroyo Park located in the Pine Knoll target neighborhood.

The Arroyo Park Roadway Access Improvement meets the following Consolidated Plan Goals, Strategies and Objectives:

**GOAL 4: ENHANCE FLAGSTAFF NEIGHBORHOODS.**

Objective A: Through policies, programs, code enforcement and neighborhood clean-ups support the physical, social and economic vitality of target neighborhoods. HUD Outcome SL3.

- Encourage sensitively-designed in-fill development

The Arroyo Park Roadway Access Improvement meets the following HUD CDBG criteria.

<b>Matrix Code:</b>	03K Infrastructure Development 570.203(a)
<b>Specific Objective:</b>	Improve quality/increase quantity of neighborhood facilities for low income persons
<b>Objective Category:</b>	Suitable Living Environment
<b>Objective Outcome:</b>	Sustainability
<b>Target AMI Population:</b>	Less than 80%

**2013/2014 Activity Outcome** - Environmental Assessment is scheduled for completion in fall of 2014. Once completed the City of Flagstaff will begin spending 2013/2014 funds.

**2014/2015 Activity Outcome** - The design and approval have been complete. The project is scheduled for completion by the end of October 2015.

**2015/2016 Activity Outcome** –TBD

**City of Flagstaff – Owner Occupied Housing Rehabilitation Program**

**PY 2014/2015 Funding Amount – \$110,000.00**

**Proposed Outcome – 4 households**

The City will continue to utilize CDBG funds to conduct owner occupied housing rehabilitation. This program often serves elderly persons and persons with disabilities and priority is given to homes located in target areas. It eliminates health and safety hazards; facilitates ADA accessibility and aging in place; stabilizes low income households through reduction of home repair and utility costs; increases building performance; revitalizes low income neighborhoods; and preserves the entry-level housing stock.

The Owner Occupied Housing Rehabilitation Program meets the following Consolidated Plan Goals, Strategies and Objectives:

**GOAL 1: INCREASE THE AVAILABILITY AND AFFORDABILITY OF QUALITY HOUSING FOR LOW AND MODERATE INCOME OWNER HOUSEHOLDS.**

Objective A: Rehabilitate and/or replace existing substandard owner-occupied housing units, including historic preservation and lead abatement. HUD Outcome DH3.

- Continue owner-occupied housing rehabilitation programs.

**GOAL 3: INVEST IN HOUSING, PUBLIC AND SUPPORTIVE SERVICES FOR VULNERABLE POPULATIONS.**

Objective B: Retrofit existing housing units to improve accessibility. HUD Outcome DH1.

- Continue accessibility improvement programs in existing housing and facilities.

**GOAL 4: ENHANCE FLAGSTAFF NEIGHBORHOODS.**

Objective A: Through policies, programs, code enforcement and neighborhood clean-ups support the physical, social and economic vitality of target neighborhoods. HUD Outcome SL3.

- Continue to implement and support Owner Occupied Housing Rehabilitation Programs, which give priority to target neighborhoods.

The Owner Occupied Housing Rehabilitation Program meets the following HUD CDBG criteria.

<b>Matrix Code:</b>	14A Rehab; Single-Unit Residential 570.202
<b>Specific Objective:</b>	Improve the quality of owner housing
<b>Objective Category:</b>	Decent Housing
<b>Objective Outcome:</b>	Sustainability
<b>Target AMI Population:</b>	Less than 80%

**2014/2015 Activity Outcome** - The City of Flagstaff is currently spending down 2013 OOHR funding. 4 families are predicted to be assisted with 2014/2015 funding in July 2016.

**2015/2016 Activity Outcome –TBD**

**City of Flagstaff - Owner Occupied Housing Rehab**

**PY 2015/2016 Funding Amount: \$138,489.89**

**Individuals Served: 13 (5 households)**

The City will continue to utilize CDBG funds to conduct owner occupied housing rehabilitation. This program often serves elderly persons and persons with disabilities and priority is given to homes located in Flagstaff’s target neighborhoods. It eliminates health and safety hazards; facilitates ADA accessibility and aging in place; stabilizes low income households through reduction of home repair and utility costs; increases building performance; revitalizes low income neighborhoods; and preserves entry-level housing stock.

**GOAL 1: INCREASE THE AVAILABILITY AND AFFORDABILITY OF QUALITY HOUSING FOR LOW AND MODERATE INCOME OWNER HOUSEHOLDS.**

Objective A: Rehabilitate and/or replace existing substandard owner-occupied housing units, including historic preservation and lead abatement. HUD Outcome DH3.

- Continue owner-occupied housing rehabilitation programs.

**GOAL 3: INVEST IN HOUSING, PUBLIC AND SUPPORTIVE SERVICES FOR VULNERABLE POPULATIONS.**

Objective B: Retrofit existing housing units to improve accessibility. HUD Outcome DH1.

- Continue accessibility improvement programs in existing housing and facilities.

**GOAL 4: ENHANCE FLAGSTAFF NEIGHBORHOODS.**

Objective A: Through policies, programs, code enforcement and neighborhood clean-ups support the physical, social and economic vitality of target neighborhoods. HUD Outcome SL3.

- Continue to implement and support Owner Occupied Housing Rehabilitation Programs, which give priority to target neighborhoods.

The Owner Occupied Housing Rehabilitation Program meets the following HUD CDBG criteria.

<b>Matrix Code:</b>	14A Rehab; Single-Unit Residential 570.202
<b>Specific Objective:</b>	Improve the quality of owner housing
<b>Objective Category:</b>	Decent Housing
<b>Objective Outcome:</b>	Sustainability
<b>Target AMI Population:</b>	Less than 80%

**2015/2016 Activity Outcome – TBD**

**DNA People’s Legal Services – Housing Legal Assistance**

**PY 2013/2014 Funding Amount – \$27,095.89**

**Proposed Outcome – 75 people**

A licensed attorney will provide free legal assistance (representation, negotiation, budget counseling, legal counseling and housing search assistance) for low and moderate income residents of Flagstaff who are experiencing housing legal issues, especially eviction. The outreach program will provide information about landlord/tenant law through weekly clinics at the Superior Court and legal information related to housing through monthly presentations to community groups.

The Housing Legal Assistance Program meets the following Consolidated Plan Goal, Strategy and Objective:

**GOAL 3: INVEST IN HOUSING, PUBLIC AND SUPPORTIVE SERVICES FOR VULNERABLE POPULATIONS.**

Objective C: Invest in the maximum possible resources (15% of CDBG funding) in human services activities for poverty-level and special populations. HUD Outcome SL3.

- Continue to support a housing stabilization program that provides eviction and foreclosure prevention, and move-in assistance.
- Support Fair Housing Education Activities.
- Sponsor education for landlords and tenants on City codes and landlord/tenant rights to prevent illegal eviction.

The Housing Legal Assistance meets the following HUD CDBG criteria.

<b>Matrix Code:</b>	05 Public Service (General) 570.201(e)
<b>Specific Objective:</b>	Improve the services for low/mod income persons
<b>Objective Category:</b>	Decent Housing
<b>Objective Outcome:</b>	Availability/Accessibility
<b>Target AMI Population:</b>	Less than 80%

**2013/2014 Activity Outcome** - A total of 42 low to moderate income persons received legal housing assistance during the program year.

**2014/2015 Activity Outcome** - A total of 84 low to moderate individuals received legal housing assistance during the program year.

**2015/2016 Activity Outcome** - TBD

**DNA Peoples Legal Services – Legal Services for Unlawful Eviction Prevention**

**PY 2015/2016 Funding Amount: \$11,400.00**

**Individuals Served: 104 individuals (40 households)**

CDBG funds will support DNA’s efforts to ensure access to justice for low income Flagstaff residents facing unlawful eviction who need the judicial system to protect their rights. A licensed attorney will provide free legal assistance for low and moderate income residents of Flagstaff who are experiencing housing legal issues, especially eviction. Services include full legal representation and are free to qualifying individuals.

**GOAL 3: INVEST IN HOUSING, PUBLIC AND SUPPORTIVE SERVICES FOR VULNERABLE POPULATIONS.**

Objective C: Invest in the maximum possible resources (15% of CDBG funding) in human services activities for poverty-level and special populations. HUD Outcome SL3.

- Continue to support a housing stabilization program that provides eviction and foreclosure prevention, and move-in assistance.
- Support Fair Housing Education Activities.
- Sponsor education for landlords and tenants on City codes and landlord/tenant rights to prevent illegal eviction.

The Housing Legal Assistance meets the following HUD CDBG criteria.

<b>Matrix Code:</b>	05 Public Service (General) 570.201(e)
<b>Specific Objective:</b>	Improve the services for low/mod income persons
<b>Objective Category:</b>	Decent Housing
<b>Objective Outcome:</b>	Availability/Accessibility
<b>Target AMI Population:</b>	Less than 80%

**2015/2016 Activity Outcome – TBD**

**Flagstaff Shelter Services – Operational Assistance**

**PY 2014-2015 Funding Amount – \$38,911**

**Proposed Outcome – 145 Women experiencing homelessness**

Flagstaff shelter services will expand the availability of winter emergency shelter and related services to serve an additional 145 homeless women. CDBG assistance will provide operating support and direct client services.

Flagstaff Shelter Services Operational Assistance Project meets the following Consolidated Plan Goal, Strategy and Objective:

**GOAL 3: INVEST IN HOUSING, PUBLIC AND SUPPORTIVE SERVICES FOR VULNERABLE POPULATIONS.**

Objective C: Invest in the maximum possible resources (15% of CDBG funding) in human services activities for poverty-level and special populations. HUD Outcome SL3.

- Provide operating support for facilities that serve persons who are homeless and/or non-homeless special population.

Flagstaff Shelter Services Operational Assistance Project meets the following HUD CDBG criteria.

**Matrix Code:** 03T Operating Costs of Homeless/AIDS Patients Program  
**Specific Objective:** End chronic homelessness  
**Objective Category:** Decent Housing  
**Objective Outcome:** Availability/Accessibility  
**Target AMI Population:** Less than 80%

**2014/2015 Activity Outcome** - A total of 154 Women received direct client services during the program year.

**2015/2016 Activity Outcome** – TBD

**Flagstaff Shelter Services – Operational Assistance for Housing Services**

**PY 2015-2016 Funding Amount: \$50,000**

**Individuals Served: 344 individual experiencing homelessness**

Flagstaff Shelter Services will utilize CDBG dollars to implement housing focused supportive services and case management staffing to help people in crisis obtain mainstream benefits and community services. Housing staff will develop and supervise the implementation of a comprehensive assessment of the person’s social, health, emotional, and economic needs to move hundreds of people in crisis out of emergency and transitional shelters and into permanent housing.

**GOAL 3: INVEST IN HOUSING, PUBLIC AND SUPPORTIVE SERVICES FOR VULNERABLE POPULATIONS.**

Objective C: Invest in the maximum possible resources (15% of CDBG funding) in human services activities for poverty-level and special populations. HUD Outcome SL3.

- Provide operating support for facilities that serve persons who are homeless and/or non-homeless special population.

Flagstaff Shelter Services Operational Assistance Project meets the following HUD CDBG criteria.

**Matrix Code:** 03T Operating Costs of Homeless/AIDS Patients Program  
**Specific Objective:** End chronic homelessness  
**Objective Category:** Decent Housing  
**Objective Outcome:** Availability/Accessibility  
**Target AMI Population:** Less than 80%

**2015/2016 Activity Outcome** - TBD

**Coconino County Community Services – Housing Stabilization**

**PY 2015/2016 Funding Amount – \$12,000**

**Proposed Outcome –12 Households**

The program will maintain or re-establish housing for City of Flagstaff individuals and families who are, or may become, homeless. The program will provide limited financial assistance and case management to those Flagstaff residents who meet an income criterion of 80% of the (area medium income) AMI. This assistance will take the form of time limited short term shelter; eviction and mortgage foreclosure prevention and move in assistance via emergency grant payments made over a period not to exceed three consecutive months directly to the provider of such items or services on behalf of an individual or family.

The Housing Stabilization Program meets the following Consolidated Plan Goals, Strategies and Objectives:

**GOAL 3: INVEST IN HOUSING, PUBLIC AND SUPPORTIVE SERVICES FOR VULNERABLE POPULATIONS.**

Objective C: Invest the maximum possible resources (15% of CDBG funding) in human services activities for poverty-level and special populations. HUD Outcome SL3.

- Continue to support a housing stabilization program that provides eviction and foreclosure prevention, and move-in assistance.

The Housing Stabilization Program meets the following HUD CDBG criteria:

<b>Matrix Code:</b>	05Q Subsistence Payments 570.204
<b>Specific Objectives:</b>	Improve the services for low and moderate income persons Improve access to affordable rental housing Improve access to affordable owner housing
<b>Objective Category:</b>	Decent Housing
<b>Objective Outcome:</b>	Availability/Accessibility
<b>Target AMI Population:</b>	Less than 80%

**2015/2016 Activity Outcome – TBD**

**The Guidance Center – Inverrary House Rehabilitation**

**PY 2014/2015 Funding Amount – \$32,651.00**

**Proposed Outcome – 8 people**

The Guidance Center will utilize CDBG funds to make critical repairs to Inverrary House, a facility that provides long-term supportive housing for eight chronically homeless adults diagnosed with serious mental illness. Renovations will include a new roof, flooring replacement, and exterior repainting.

The Guidance Center meets the following Consolidated Plan Goal, Strategy and Objective:

**GOAL 3: INVEST IN HOUSING, PUBLIC AND SUPPORTIVE SERVICES FOR VULNERABLE POPULATIONS.**

Objective D: Develop, expand and rehabilitate public facilities. HUD Outcome SL1.

- Support facilities and services for persons who are homeless, persons with AIDS, victims of domestic violence, persons over the age of 65, persons with disabilities, and persons with mental illness.
  - Support the development of 24-7 care and facilities for homeless populations;

- Support capital improvements that reduce facility operating cost and enhance function.

**Matrix Code:**

**Specific Objective:**

**Objective Category:**

**Objective Outcome:** Suitable Living Environment

**Target AMI Population:**

**2014/2015 Activity Outcome** - A total of 11 chronically homeless individuals diagnosed with serious mental illness received permanent supportive housing. Critical repairs to the Inverarry House, a permanent supportive housing facility has been complete.

**2015/2016 Activity Outcome – TBD**

**The Guidance Center – ADA Improvement Project**

**PY 2015/2016 Funding Amount: \$69,051.00**

**Individuals Served: 3,700**

CDBG funds will aid The Guidance Center in ADA improvement efforts which include extending current sidewalks to connect separate treatment buildings, adding corresponding wheelchair ramps, and installing 11 ADA compliant automatic doors throughout the campus. The Guidance Center is a not-for-profit behavioral health center that offers mental health, substance abuse, and primary care integrated services for adult, children and families.

**GOAL 3: INVEST IN HOUSING, PUBLIC AND SUPPORTIVE SERVICES FOR VULNERABLE POPULATIONS.**

Objective D: Develop, expand and rehabilitate public facilities. HUD Outcome SL1.

- 1.) Support facilities and services for persons who are homeless, persons with AIDS, victims of domestic violence, persons over the age of 65, persons with disabilities, and persons with mental illness.

**Matrix Code:** 03P Health Facility

**Specific Objective:** Improve the services for low/mod income persons

Improve quality/ increase quantity of public improvements for lower income persons

**Objective Category:** Suitable Living Environment

**Objective Outcome:** Availability/ Accessibility

**Target AMI Population:** Less than 80%

**2015/2016 Activity Outcome –TBD**

**Housing Solutions of Northern Arizona – Development of Permanent Affordable Rentals**

**PY 2015/2016 Funding Amount: \$205,000**

**Individuals Served: 7 people (3 households)**

CDBG funding will be used to construct three permanently affordable rental units in Sunnyside – a target neighborhood. Housing Solutions of Northern Arizona is a CBDO and will construct two 2-bedroom units and one 3-bedroom unit. The units will be affordable to households earning no more than 80% of the area median income for a minimum of 30 years.

**GOAL 2: INCREASE THE AVAILABILITY AND AFFORDABILITY OF QUALITY RENTAL HOUSING FOR LOW AND MODERATE INCOME RENTER HOUSEHOLDS.**

Objective B: Through acquisition and rehabilitation or development, add permanently affordable rental housing to the stock. HUD Outcome DH1.

- 4.) Continue to implement and explore programs, policies and resources that support the development of affordable rental housing. Periodically evaluate and update programs and policies to effectively respond to market conditions:
  - o Development of additional units, either directly or in partnership with the nonprofit and private sectors;
  - o Preservation of long-term affordability through appropriate mechanisms;
  - o Incentive Policy for Affordable Housing.

**GOAL 4: ENHANCE FLAGSTAFF NEIGHBORHOODS.**

Objective A: Through policies, programs, code enforcement and neighborhood clean-ups support the physical, social and economic vitality of target neighborhoods. HUD Outcome SL3.

- 1.) Acquire, demolish and replace substandard structures.

<b>Matrix Code:</b>	12 Construction of Housing
<b>Specific Objective:</b>	Increase the supply of affordable rental housing
<b>Objective Category:</b>	Decent Housing
<b>Objective Outcome:</b>	Affordability/ Availability/ Accessibility
<b>Target AMI Population:</b>	Less than 80%

**2015/2016 Activity Outcome –**

**Northland Family Help Center – Shelter Renovation**

**PY 2015/2016 Funding Amount: \$25,408.00**

**Individuals Served: 385**

CDBG will fund installations of new kitchen cabinets and counters tops in Northland Family Help Center’s (NFHC) kitchens at the Women Shelter and Youth Shelter. NFHC Women’s Shelter serves female domestic violence survivors and their children and NFHC’s Youth

Shelter serves youth under the age of 18 who are abused, runaway, homeless, or need respite from their families. The renovation project will serve low to moderate income individuals who are survivors of domestic violence, abuse and are facing homelessness.

**GOAL 3: INVEST IN HOUSING, PUBLIC AND SUPPORTIVE SERVICES FOR VULNERABLE POPULATIONS.**

Objective D: Develop, expand and rehabilitate public facilities. HUD Outcome SL1.

- 1.) Support facilities and services for persons who are homeless, persons with AIDS, victims of domestic violence, persons over the age of 65, persons with disabilities, and persons with mental illness.

The Minor Rehabilitation of Transitional Housing Program meets the following HUD CDBG criteria.

<b>Matrix Code:</b>	03C Homeless Facilities (not operating costs) 570.201 (c)
<b>Specific Objective:</b>	Increase the number of homeless persons moving into permanent housing
<b>Objective Category:</b>	Suitable Living Environment
<b>Objective Outcome:</b>	Sustainability
<b>Target AMI Population:</b>	Less than 60%

**2015/2016 Activity Outcome –**

**Other City of Flagstaff Activities (Not Funded with CDBG Funds) in Relation to Consolidated Plan Goals, Objectives and Strategies**

**GOAL 1: INCREASE THE AVAILABILITY AND AFFORDABILITY OF QUALITY HOUSING FOR LOW AND MODERATE INCOME OWNER HOUSEHOLDS.**

**Objective A:** Rehabilitate and/or replace existing substandard owner-occupied housing units, including historic preservation and lead abatement. HUD Outcome DH3.

- Continue owner-occupied housing rehabilitation programs.
- Continue to support rehabilitation of properties acquired for occupancy by low and moderate income households.
  - Owner Occupied Housing Program

**2015/2016 Accomplishments**

This program often serves elderly persons and persons with disabilities and priority is given to homes located in target areas. It eliminates health and safety hazards; facilitates ADA accessibility and aging in place; stabilizes low income households through reduction of home repair and utility costs; increases building performance; revitalizes low income neighborhoods; and preserves the entry-level housing stock.

**Objective B:** Coordinate housing counseling and education resources with down payment, closing costs and new development funding to assist first-time homebuyers. HUD Outcome DH2.

- Continue to implement and explore programs, policies and resources that expand and leverage financing opportunities:
  - Employer-assisted housing program

**2015/2016 Accomplishments:**

The City of Flagstaff continued the Employer Assisted Housing for the City of Flagstaff Police Department. The intent of the City of Flagstaff’s Employer Assisted Housing Program (EAH) is to make homeownership possible for sworn officers and dispatch personnel working for the City of Flagstaff. This program assists employees with the up-front costs of homeownership who are mortgage eligible based on credit and employment, but lack the cash necessary for the down payment and closing costs associated with purchasing a home.

The City of Flagstaff continues to provide technical assistance to employers in the community in establishing Employer Assisted Housing (EAH) programs. Referrals to local agencies are being made in order to maximize community knowledge and expertise. Support grant and loan applications that address the needs of priority populations and fund activities defined in the Flagstaff Consolidated Plan.

- Support grant and loan applications that address the needs of priority populations and fund activities defined in the Flagstaff Consolidated Plan.

**2015/2016 Accomplishments:**

The Housing Section continues to issue Certificates of Consistency with the Consolidated Plan to agencies applying for grants or loans.

- Provide support for homebuyer assistance programs, including down payment and closing cost assistance, pre/post-purchase financial and housing counseling / education programs, the sale and marketing of affordable units, and coordination with lending institutions.

**2015/2016 Accomplishment**

The City of Flagstaff continued the pilot Employer Assisted Housing for the City of Flagstaff Police Department. The intent of the City of Flagstaff’s Employer Assisted Housing Program (EAH) is to make homeownership possible for sworn officers and dispatch personnel working for the City of Flagstaff. This program will assist employees with the up-front costs of homeownership who are mortgage eligible based on credit and employment, but lack the cash necessary for the down payment and closing costs associated with purchasing a home.

The City of Flagstaff continues to provide technical assistance to employers in the community in establishing Employer Assisted Housing (EAH) programs. Referrals to local agencies are being made in order to maximize community knowledge and expertise. Support grant and loan applications that address the needs of priority populations and fund activities defined in the Flagstaff Consolidated Plan.

**Objective C:** Add permanently affordable homeownership housing units to the stock. HUD Outcome DH1.

- Prioritize city owned land for affordable housing development

**2015/2016 Accomplishments:**

Staff continues to inventory city owned land identifying parcels of land appropriate for workforce housing. Using a number of different methods, staff is proceeding to further identify sites and determine their appropriateness for affordable housing. Factors involved include developability, alternative uses, access to services and public transportation.

The City of Flagstaff is working with nonprofit and for profit partners to provide permanently affordable housing:

- Continue to implement and explore programs, policies and resources that support the development and preservation of affordable homeownership housing. Periodically evaluate and update programs and policies to effectively respond to market conditions:
  - Community Land Trust Program;

**2015/2016 Accomplishments:**

The Housing Section contracted with a private developer to construct ten of the sixteen residences at Izabel Homes. All eleven homes have been sold to low and moderate income households and have become part of Flagstaff’s Community Land Trust Program. The City of Flagstaff published an RSOQ in search of a non-profit agency to finance, construct and provide lending to qualified households at or below 80% AMI. Habitat for Humanity of Northern Arizona was the successful respondent and is under contract to complete the remaining five units by 2020.

- Preservation of long-term affordability through appropriate mechanisms;
- Incentive Policy for Affordable Housing;

**2015/2016 Accomplishments:**

The City of Flagstaff’s Incentive Policy for Affordable Housing (IPAH) was approved by City Council in October, 2009. The new policy further incentivizes affordable housing development, thus increasing the supply of housing units in Flagstaff. The policy will be examined for an update reflective of the new zoning code (adopted November 2011) in the coming program years.

As funding allows, the City of Flagstaff utilizes general fund to pay impact fees related to police, fire and water/sewer proportionally for affordable housing development.

**GOAL 2: INCREASE THE AVAILABILITY AND AFFORDABILITY OF QUALITY RENTAL HOUSING FOR LOW AND MODERATE INCOME RENTER HOUSEHOLDS.**

**Objective B:** Through acquisition and rehabilitation or development, add permanently affordable rental housing to the stock. HUD Outcome DH1.

- Prioritize city owned land for affordable housing development.

**2015/2016 Accomplishments:**

Staff continues to inventory city owned land identifying parcels of land appropriate for workforce housing. Using a number of different methods, staff is proceeding to further identify sites and determine their appropriateness for affordable housing. Factors involved include developability, alternative uses, access to services and public transportation.

- Encourage accessory dwelling units through policy and outreach.

**2015/2016 Accomplishments:**

The formal re-write of the City of Flagstaff Land Development Code was completed in November 2011 and is now known as the Zoning Code. The rewrite emphasized Form-Based Code and Traditional Neighborhood Design Development.

- Continue to implement and explore programs, policies and resources that support the development of affordable rental housing. Periodically evaluate and update programs and policies to effectively respond to market conditions:

- Partnerships with Low Income Housing Tax Credit developers for the construction of affordable rental developments;

**2015/2016 Accomplishments:**

There was no Low Income Housing Tax Credit (LIHTC) application for Flagstaff submitted to the Arizona Department of Housing (ADOH) for the 2015 allocation round.

- Development of additional units, either directly or in partnership with the nonprofit and private sectors;

**2015/2016 Accomplishments:**

The Housing Section continues to enhance collaborated efforts with the private development community to realize units through negotiations that will provide additional rental and homeownership opportunities for low and moderate income residents.

City housing staff continues to be involved early in the development planning process, in order to educate effectively the development teams on the need for affordable workforce housing in Flagstaff.

- Preservation of long-term affordability through appropriate mechanisms;

**2015/2016 Accomplishments:**

The City of Flagstaff's Permanent Affordability Program continues to manage long-term relationships with the homeowners whose houses are permanently affordable under ground lease or deed restriction.

Utilizing Incentive Policy for Affordable Housing incentives, developers are encouraged to produce and collaborate to provide permanently affordable units.

- o Incentive Policy for Affordable Housing.

**2015/2016 Accomplishments:**

The City of Flagstaff's Incentive Policy for Affordable Housing (IPAH) was approved by City Council in October, 2009. The new policy further incentivizes affordable housing development, thus increasing the supply of housing units in Flagstaff. The policy will be updated to reflect the new Zoning Code (adopted November 2011) during the Program Years.

**GOAL 3: INVEST IN HOUSING, PUBLIC AND SUPPORTIVE SERVICES FOR VULNERABLE POPULATIONS.**

**2015/2016 Accomplishments:**

While some of the below objectives have project specific progress to report (listed), the others are all underway in some form or another, or serve as guiding principles in our efforts.

**Objective A:** Add transitional housing and permanent supportive housing units to the stock. HUD Outcome DH1.

- Support the development of transitional and permanent supportive housing.
  - o Prioritize city owned land for affordable housing development;

**2015/2016 Accomplishments:**

Staff continues to inventory city owned land identifying parcels of land appropriate for workforce housing. Using a number of different methods, staff is proceeding to further identify sites and determine their appropriateness for affordable housing. Factors involved include developability, alternative uses, access to services and public transportation.

- o Actively participate in the Continuum of Care;

**2015/2016 Accomplishments:**

Housing Staff continues to actively participate on the Coconino County Continuum of Care. The Continuum meets every other month to discuss homelessness issues in Flagstaff and Coconino County.

- o Develop additional transitional and permanent supportive housing opportunities;
- o Provide operating support for transitional and permanent supportive housing providers leveraging additional resources to add units.

**Objective B:** Retrofit existing housing units to improve accessibility. HUD Outcome DH1.

- Continue accessibility improvement programs in existing housing and facilities.

**2015/2016 Accomplishments:**

The City of Flagstaff Owner Occupied Housing Rehabilitation Program continues to provide ADA accessibility modifications to income eligible Flagstaff residents.

- Encourage Universal Design Standards in new housing construction.

**Objective C:** Invest the maximum possible resources (15% of CDBG funding) in human services activities for poverty-level and special populations. HUD Outcome SL3.

- Continue to support a housing stabilization program that provides eviction and foreclosure prevention, and move-in assistance.

**2015/2016 Accomplishments:**

The Housing Stabilization Program continues to utilize CDBG funding to provide eviction and foreclosure prevention and move in assistance. TBD households received assistance through the Housing Stabilization Program in PY 15/16.

- Provide operating support for facilities that serve persons who are homeless and/or non-homeless special populations.

**2015/2016 Accomplishments:**

Flagstaff Shelter Services provides a winter homeless shelter and day drop in center for homeless individuals. The shelter has historically been open for overnight stays October to April. However due to new Executive Director's priorities and goals, Flagstaff Shelter Services was able to stay open all year for the second consecutive summer session. The Shelter has been at full capacity every night of the summer.

- Support Fair Housing Education Activities and sponsor education for landlords and tenants on city codes and landlord/tenant rights to prevent illegal evictions.

**2015/2016 Accomplishments:**

The City of Flagstaff, in conjunction with the Southwest Fair Housing Council, conducted a Fair Housing Education workshop in celebration of Fair Housing Month in April. To promote April as Fair Housing Month, the City of Flagstaff utilized mail marketing by inserting flyers into City water bills. City of Flagstaff, Major Neighbors proclaimed April as Fair Housing Month.

- Continue to support education for pre-school children through the Head Start Program
- Continue to promote public housing resident self-sufficiency through Resident Initiative and Self-sufficiency Programs
- Support community outreach and education activities to encourage greater understanding of vulnerable populations

**Objective D:** Develop, expand and rehabilitate public facilities. HUD Outcome SL1.

- Support facilities and services for persons who are homeless, persons with AIDS, victims of domestic violence, persons over the age of 65, persons with disabilities, and persons with mental illness.
  - Investigate alternative and/or non-traditional homeless shelter options

**2015/2016 Accomplishments:**

The City Housing Section in partnership with Closing the Gap Initiative continues to explore best practices in permanently housing individuals experiencing homelessness.

- Provide operating support for service and shelter providers leveraging additional resources.

**2015/2016 Accomplishments:**

Flagstaff Shelter Services began a new winter program called the “Overflow” ensuring that no one in need of shelter sleeps outside during the coldest winter months.

- Support the development of 24-7 care and facilities for homeless populations
- Support the development of additional shelter opportunities
- Support agencies in ensuring sufficient emergency shelter vouchers are available to support Flagstaff’s homeless population

**2015/2016 Accomplishments:**

The Flagstaff Housing Authority works closely with HUD and Veterans Affairs to increase VASH vouchers for the Flagstaff community. The City of Flagstaff has a total of 68 VASH Vouchers for Veterans who are experiencing homelessness.

**2015/2016 Accomplishments:**

- Encourage the co-location of services

The City of Flagstaff continues to support the Continuum of Care in the community’s efforts in coordinated assessment, HMIS and SPDAT.

- Support capital improvements that reduce facility operating costs or enhance function

**GOAL 4: ENHANCE FLAGSTAFF NEIGHBORHOODS.**

**Objective A:** Through policies, programs, code enforcement and neighborhood clean-ups support the physical, social and economic vitality of target neighborhoods. HUD Outcome SL3.

**2015/2016 Accomplishments:**

While some of the below objectives have project specific progress to report (listed), the others are all underway in some form or another, or serve as guiding principles in our efforts.

- Encourage sensitively-designed in-fill development
- Acquire, demolish and replace substandard structures
- Acquire vacant land for residential or facility development

**2015/2016 Accomplishments:**

Current inventory of city owned land shows sufficient supply for the coming years. However, fiscal resources that increase the supply are few.

- Establish a property maintenance ordinance.

**2015/2016 Accomplishments:**

In early 2012 city staff developed a revised draft of the Property Management Ordinance (PMO) based on direction previously provided by the City Council. Following a public meeting in late March that was attended by over 80 people (most of whom were opposed to the PMO). The PMO draft was presented to the City Council at a work session in mid-April. Many residents addressed the City Council, again many of whom were opposed to any form of a PMO. In the preceding months, no further work has been made on the PMO, and in that time two new Council members have been seated, both of whom have expressed reservations with a proposed PMO. Following discussions with the city manager, there is no

urgency to move this ordinance forward to the Council, and when staff does do so, it will most likely only involve necessary amendments to existing City Code provisions, and will not be a separate PMO as was originally conceived. No date has been set for future consideration of the PMO or amendments to the City Code, and it is likely to follow adoption of needed amendments to the Zoning Code.

- Continue to implement and support owner-occupied Housing Rehabilitation Programs, which give priority to target neighborhoods.

**2015/2016 Accomplishments:**

City Council has provided funding for the Owner Occupied Housing Rehabilitation program, which is available to the entire community, but provides priority to homes located within the target neighborhoods.

- Continue to preserve historic resources, including historically significant housing, through the Historic Preservation Commission and the City’s neighborhood revitalization efforts.
- Continue to invest utility revenues to replace inadequate drainage, water and sewer infrastructure in older neighborhoods.
- Utilizing general fund resources, support neighborhood and community planning efforts, including those of Community Based Development Organizations (CBDOs).

**GOAL 5: PROVIDE ECONOMIC OPPORTUNITIES**

**Objective A:** Through the investment of CDBG resources support economic opportunities. HUD Outcome EO1.

- Invest in eligible economic development activities.
- Support workforce investment agencies, employers and nonprofit agencies to provide job training and employment services.
- Expand job availability through the enforcement of Section 3 Initiative, which mandates that contractors for federal construction projects recruit low income businesses and employees.

**GOAL 6: STRENGTHEN THE COORDINATION AND DELIVERY OF RESOURCES.**

- Actively participate in the Continuum of Care.

**2015/2016 Accomplishments:**

Housing Staff actively participates on the Coconino County Continuum of Care. The Continuum meets every other month to discuss homelessness issues in Flagstaff and Coconino County.

- Actively participate in a Community Housing Roundtable.
- Establish a structure to ensure on-going identification of an application for federal, state and private resources.

**2015/2016 Accomplishments:**

The Housing Section continues to provide Certificates of Consistency with the Consolidated Plan to agencies wishing to apply for federal, state or private funding.

## **B. Summary of Consolidated Plan Accomplishments**

### **1. Obstacles to Serving Under Served Needs**

#### **Program Year 2015**

The City of Flagstaff continues to follow the recommendations of the NEXUS Study as well as the goals, strategies and objectives of the Consolidated Plan to overcome Obstacles to Serving Under Served Needs. Examples of activities funded with PY 15 CDBG that accomplish this activity are: The Homeless Shelter Operational Assistance, Services, Olivia White Hospice Home, PATH. As well as, Inverarry Housing Rehabilitation, Catholic Charities Rehabilitation of the emergency shelter and permanent affordable housing units all serve under served needs in the community. For a detailed list of accomplishments, please see the narrative beginning on page TBD. The Homeless Shelter Operations are addressed on page TBD. Operational Assistance for Olivia White Home is addressed on page 34. Operational Assistance for PATH is addressed on page TBD. The Inverarry House Rehabilitation is addressed on page TBD.

### **2. Foster and Maintain Affordable Housing**

#### **Program Year 2015**

The City of Flagstaff recognizes affordable housing as a priority objective necessary to maintain the character and economic viability of the community. This section illustrates Flagstaff's progress in achieving the affordable housing goals and objectives described in the 2011/2015 Consolidated Plan. In PY 15 the City's Housing Section continued to be involved in the development review process and worked to encourage mixed-use development in all projects appropriate for such use. Additionally, in PY 15 CDBG funds used were used for the Financial Assistance Program and the Owner Occupied Housing Rehabilitation Program. For a complete list of accomplishments, please see the narrative beginning on page TBD. BOTHHANDS' Financial Assistance is addressed on page TBD. Owner Occupied Housing Rehabilitation is addressed on page TBD.

### **3. Eliminate Barriers to Affordable Housing**

#### **Program Year 2015**

Each year, the Housing Section aims to eliminate barriers to affordable housing. In PY 15 CDBG funds were used for the administration of the Financial Assistance Program. Additionally, the Housing Section spent a significant amount of time conducting outreach and education for Fair Housing and Landlord Tenant Law. For a complete list of accomplishments, please see the narrative beginning on page TBD. BOTHHANDS' Financial Assistance is addressed on page TBD. Fair Housing is addressed starting on page TBD

### **4. Overcome Gaps in Institutional Structures**

#### **Program Year 2015**

PY 15 was the fifth year of implementation of the 2011-2015 Consolidated Plan and the 2011 Analysis of Impediments to Fair Housing Choice.

Additionally, the City of Flagstaff continues to utilize recommendations from the NEXUS Study in the administration of daily Housing Section processes. Housing staff continue to be involved in the development review process and work to encourage mixed use development in all projects appropriate for such use. The city had also continued to work with the Southwest Fair Housing Council in coordinating Fair Housing trainings for the Flagstaff community. For a detailed list of accomplishments under this action, please reference the narrative beginning on page TBD.

**5. Public Housing and Resident Initiatives**

The Flagstaff Housing Authority, owns 265 public housing units, manages an additional 80 units (Clark Homes) owned by the Flagstaff Housing Corporation and assists 358 households with Section 8 rental subsidies. Through these programs, 758 housing units were made available to low to moderate income households in PY15.

PROGRAM	FUNDING SOURCE	FUNDS COMMITTED	FUNDS EXPENDED	ACTION PLAN GOAL # OF UNITS	ACTUAL COMPLETED # OF UNITS
Public Housing: Brannen Homes - 127 Units Siler Homes - 100 Units Scattered Sties - 38 Units	HUD, Dwelling Rent, Operations	TBD	TBD	TBD	TBD
Flagstaff Housing Corporation Clark Homes - 80 Units	HUD, Dwelling Rent, Operations	TBD	TBD	TBD	TBD
Section 8	HUD	TBD	TBD	TBD	TBD
Moderate Rehab	HUD	TBD	TBD	TBD	TBD
<b>TOTALS</b>				TBD	TBD

**6. Lead-Based Paint Hazards**

**Program Year 2015**

Leveraging CDBG with Arizona Department of Housing (ADOH) HOME funds, the Housing Section has maintained a Owner Occupied Housing Rehabilitation Program. The program conforms to all applicable regulations and incorporates XRF Testing into standard procedures. Where lead is identified, it is evaluated for risks and then contained or abated. Additionally, sufficient equipment and resources are currently available to provide testing necessary for rehabilitation programs and public facilities. For a complete list of accomplishments, please reference pages TBD.

**7. Reduced Number of Families in Poverty**

**Program Year 2015**

In conjunction with the Flagstaff Housing Authority, the City of Flagstaff continues to work to reduce the number of families in poverty in the Flagstaff community. During PY 15, CDBG funds were used for the administration of PATH, Flagstaff Shelter Services, Inverarry Rehabilitation, and for Catholic Charities Rehabilitation of an emergency shelter and permanent affordable housing. For a complete list of accomplishments, please reference the narrative starting on page TBD. PATH is addressed on page TBD, Flagstaff Shelter Services is addressed on TBD, and Catholic Charities is addressed on page TBD.

**8. Housing and Homeless Needs**

**Program Year 2015**

Activities funded in PY 15 that addressed housing and homelessness include the Financial Assistance Program, Owner Occupied Housing Rehabilitation, PATH, Northland Family Hospice Olivia White Operational and Homeless Shelter Operations. For a full description of each accomplishment, please see the narrative beginning on page TBD. BOTHANDS' Financial Assistance Program is addressed on page TBD. Owner Occupied Housing Rehabilitation is addressed on page TBD. PATH is addressed on page TBD. Northland Family Hospice is addressed on page TBD and the Homeless Shelter is addressed on page TBD.

**9. Special Needs**

**Program Year 2015**

During PY 15, the following efforts took place to address the Special Needs activity: Owner Occupied Housing Rehabilitation Program, the Olivia White Hospice Home Operational Assistance and The Guidance Center Inverarry Housing Rehabilitation. Additionally, The City of Flagstaff continues to be an active member of the Continuum of Care. The Continuum is currently meeting bimonthly. The meeting has led to greater communication and enhanced collaboration within the provider community. The Continuum has been beneficial in identifying gaps in services and working toward addressing them. Currently, the Continuum is planning the next Flagstaff Homeless Connect, a one day event where homeless individuals are able to come to one location for services ranging from healthcare check-ups to obtaining identification cards. For a full description of each accomplishment, please see the narrative beginning on page TBD. Owner Occupied Housing Rehabilitation is addressed on page TBD. The Guidance Center's Inverarry House Rehabilitation is addressed on page TBD and the Olivia White Hospice Home Operational Assistance is addressed on page TBD.

**C. Actions to Affirmatively Further Fair Housing**

Providing the opportunity for all populations in the community to be a part of the citizen participation process is important to the City of Flagstaff. To encourage that participation, the City of Flagstaff consistently makes specific efforts to provide outreach to, and access for, people with disabilities as well as racial and ethnic minorities. These efforts are a part of the development of the Consolidated Plan, the Annual Action Plan, the CAPER, and other processes. Actions include, but are not limited to, the following:

- The City of Flagstaff in conjunction with the Southwest Fair Housing Council hosted 2 (two) Fair Housing Training on January 22, 2016 and April 8, 2016.
- A Fair Housing Month Proclamation was announced for the month of April 2015.
- The Southwest Fair Housing Council conducted the following trainings/workshops/outreach in Flagstaff during the Program Year.

Date	Org/ Group
10/21/2015	AZ Multihousing Association

1/22/2016	City of Flagstaff
10/21/2015	Advisory Council on Aging
4/8/2016	Oakwood Village II - WESCAP
4/8/2016	City of Flagstaff
4/16/2016	Arizona Military Family Relief Fund
5/18/2016	Health Choice

- All public meetings, including those related directly to the use and direction of Community Development Block Grant funds, are held in facilities accessible to those with disabilities.
- Advertisements encouraging public input, or announcing public meetings, include TDD numbers.
- Advertisements announcing public meetings incorporate the language: Persons requiring hearing, language, visual, mobility or other accommodations may contact the City at (928) 213-2752 or TTY/TDD (800) 367-8939 or 711 to make special arrangements at least 24 hours before the scheduled meeting time.”
- Specific notices for meetings and timelines are sent to a number of organizations within the community, including the Sunnyside Neighborhood Association, members of the Southside Community Association and La Plaza Vieja Association. These organizations represent many of the residents who access services, as they are three of the four target neighborhoods. Most infill and rehabilitation projects occur in these neighborhoods. They are the most ethnically diverse neighborhoods in Flagstaff and also contain most low income census tracts.
- Specific notices for meetings and input timelines are sent to providers who specifically serve people with disabilities.
- Separate from the City of Flagstaff, the Southwest Fair Housing Council continued to provide Fair Housing and Landlord Tenant information/education to city of Flagstaff residents throughout the Program Year.
- The City of Flagstaff’s Housing and Grants Administrator acts as a liaison and point of contact for people with potential fair housing complaints. The City provides detailed fair housing information and referrals, as appropriate.

Flagstaff submitted an Analysis to Impediments to Fair Housing (AI) in PY 2011. The following actions have been implemented in response to the corrective actions identified in the AI. The majority of the activities conducted by the City of Flagstaff are done in partnership with community agencies, resulting in a high leverage of actual cash expenditure.

**Impediment #1. Housing Discrimination.** A survey of Flagstaff residents and discussions with industry stakeholders indicate housing discrimination exists. Increased support and awareness, combined with more documented evidence are needed to identify and address housing discrimination.

1. Annually adopt a proclamation declaring April to be observed as Fair Housing Month.

- A Fair Housing Proclamation was adopted by the City of Flagstaff in April of 2015.
2. Semi-annually publish fair housing information in local newspapers, utility bills and on the City of Flagstaff website.
    - Fair housing information was published in the Cityscape Newsletter.
  3. Continue to participate in the Arizona Fair Housing Partnership and sponsor a fair Housing event in spring of each year.
    - A fair housing and landlord tenant training was held on January 22, 2016 and April 8, 2016.
  4. Continue to distribute fair housing referral information and encourage complainants to contact the Arizona Attorney General’s Office, HUD, or the Southwest Fair Housing Council.
    - The Housing Section always serves as a referral source for fair housing and landlord tenant information.
  5. Continue to ensure that the fair housing logo is displayed on business cards and brochures, and in program marketing information.
    - The fair housing logo is currently on all marketing materials with the exception of business cards. When new business cards are ordered, it will be ensured that the logo appears on those as well.

**Impediment #2. Community Education.** The number and nature of fair housing complaints in Flagstaff is low, yet the results of the community survey, public forum and industry stakeholder survey indicate that there is a need for more outreach and education. Industry stakeholders are more likely to participate in community education activities and additional effort is essential to reach residents.

1. Each April, distribute a flyer through the City of Flagstaff utility bill announcing April as Fair Housing Month. Include in the flyer information regarding fair housing, fair housing services, and who to call for more information.
  - Fair Housing information is always available at the Housing Section at City Hall. A water bill insert was mailed to all City of Flagstaff residents in April of 2015.
2. By July 2012, develop an insert containing local contact information to be included in the currently-distributed fair housing brochures.
  - A business card with local contact information is attached to all fair housing brochures.
3. Strengthen the relationship with the Arizona Multi-family Housing Association to reach additional landlords and apartment managers, including small landlords.
  - An informal effort was made to strengthen this relationship via the zoning code rewrite and the Property Maintenance Ordinance public meetings.
4. Annually sponsor fair housing training for Flagstaff residents, networking with nonprofit, neighborhood-based, faith organizations and education institutions to reach a broad audience. Include information regarding landlord/tenant issues in training.
  - A fair housing and landlord tenant training was held on January 22, 2016 and April 8, 2016.
5. Through sign-in sheets, track the volume of residents, landlords and industry stakeholders participating in community education activities.
  - Sign in sheets are kept both for trainings conducted directly by the City of Flagstaff and also for those conducted by Southwest Fair Housing Council.

6. By July 2012, create a fair housing page on the City of Flagstaff website. Include on the page direct links to the HUD Fair Housing website and the Arizona Attorney General Civil Rights Division website.
  - The City of Flagstaff website has had a fair housing page for many years, with links to the appropriate referral agencies.
7. Continue to display fair housing posters and make fair housing materials available in Flagstaff public facilities and to nonprofit and faith-based organizations.
  - Fair housing posters continue to be displayed at City Hall and at the agencies that contract with the city for the use of CDBG funding. Fair housing materials are always available for distribution at City Hall in the Housing Section.

**Impediment #3. Fair Housing Monitoring and Reporting.** The City does not maintain a central registry to track potential housing discrimination complaints. Consequently, it is not possible to measure the efficacy of the current process for referring potential housing discrimination complaints to the Arizona Attorney General’s Office or the US Department of Housing and Urban Development.

1. Continue to distribute fair housing referral information and encourage complainants to contact the Arizona Attorney General’s Office, HUD, or the Southwest Fair Housing Council.
  - The Housing Section always serves as a referral source for fair housing and landlord tenant information.
2. By January 2012 develop and thereafter maintain a log of all potential fair housing complaints or concerns, including those seemingly related only to landlord-tenant concerns. Include in the log a summary of the complaint/concern, the disposition of the complaint/concern and if known the location of the complaint/concern.
  - A log has been established and is currently being maintained by the Housing Specialist Since July 1, 2013 the Housing Section has documented TBD landlord tenant complaints/concerns and Fair Housing complaints/concerns. These complaints/concerns were addressed by providing the individuals with the Residential Landlord Tenant Act and the AZ Residential Renter’s Guide. A few individuals were also referred to DNA Legal People’s Services.
3. Annually contact the Arizona Attorney General’s Office, US Department of Housing and Urban Development and the Southwest Fair Housing Council to track the number of fair housing calls, complaints and actions.
  - Staff contacted the AZ Attorney General’s Office and was told that the agency does not have a way of tracking complaints/actions by zip code or city. The agency suggested we contact Community Legal Services and they did not have a procedure in place to track this information. We contacted Southwest Fair Housing Council and they reported TBD calls/complaints. There were TBD landlord tenant issues and TBD fair housing issues that were referred to the Arizona Attorney General’s Office.

**Impediment #4. Minority and Low income Areas of Concentration.** Concentrations of minorities and low income households exist, and the city’s minority and low income populations continue to grow.

1. By July 2012, develop a Spanish-language insert containing local contact information to be included in the currently distributed fair housing brochures.
  - A bookmark size Spanish insert was implemented by July 2013.

2. Continually encourage minority and lower-income households to seek housing counseling from HUD-certified housing counseling agencies. Provide information to housing counseling agencies to assist them in educating minority and lower-income households regarding the range of housing options in Flagstaff, including those outside of minority and low income concentration areas.
  - The Housing Section continues to make referrals to Housing Solutions of Northern Arizona, formally known as BOTHANDS, Inc. a HUD-certified housing counseling agency.
3. Annually sponsor fair housing training for Flagstaff residents, networking with nonprofit, neighborhood-based and faith organizations and education institutions to reach out to minority populations and areas of minority concentration.
  - A fair housing and landlord tenant training was held on January 22, 2016 and April 8, 2016.

**Impediment #5. Lending Discrimination.** Minority loan applicants and loan applicants in minority-concentration areas experience a disproportionately high rate of denial, withdrawal or closure. Minority loan applicants and loan applicants in minority-concentration areas are also more likely to receive high-cost loans. Minority households and loan applicants in minority-concentration areas require additional education and intervention to understand better the credit market, including foreclosure intervention and modification education.

1. By July 2012, develop an insert containing local contact information for inclusion in existing brochures regarding foreclosure intervention and loan mitigation opportunities and distribute the brochure in minority and low income concentration areas, and to social service, neighborhood-based, faith-based, and education organizations.
  - The Housing Section provides contact information for, and referrals to, Housing Solutions of Northern Arizona, formally known as BOTHANDS, Inc. for foreclosure counseling.
2. Support agencies in identifying and pursuing federal, state and private resources that may be targeted to assist households to remain in their homes, particularly households in minority and low income concentration areas.
  - On an ongoing basis, the Housing Section provides technical assistance to agencies that are pursuing federal, state and private funding.
3. Continue to work with the Arizona Fair Housing Partnership to discourage predatory lending and other discriminatory practices in the City of Flagstaff.
  - The Housing Section continues to have an outstanding relationship with the Southwest Fair Housing Council and together we work to educate the community on fair housing and landlord tenant issues.

**Impediment #6. Disability Accessibility.** A survey of Flagstaff residents and discussions with industry stakeholders indicate housing discrimination exists and the majority of fair housing complaints reported by HUD were regarding disability. Several industry stakeholders participating in the interview process indicated concerns regarding accessibility. Increased support and awareness, combined with more documented evidence are needed to identify and address housing discrimination, including that directed toward accessibility for persons with disabilities.

1. Assign an ADA Accessibility Specialist within the Community Development Department.

- As needed, the Building Official for the City of Flagstaff also performs the duties of ADA Accessibility Specialist for the Community Development Department.
2. Continually encourage the development of housing accessible to or adaptable for persons with disabilities in federally-funded projects.
    - Housing Section staff works with the rest of Community Development when potential housing developments are discussed, and encourages the development of accessible units when appropriate.
  3. Annually sponsor fair housing training for Flagstaff residents, networking with nonprofit, neighborhood-based and faith organizations and education institutions to reach out to persons with disabilities.
    - A fair housing and landlord tenant training was held on January 22, 2016 and April 8, 2016.
  4. Ensure that education and outreach activities include information regarding housing accessibility and adaptability for persons with disabilities.
    - A fair housing and landlord tenant training was held January 22, 2016 and April 8, 2016, accessibility and adaptability were discussed in detail at that training.

#### ***D. Compliance And Monitoring***

#### **Consolidated Annual Performance and Evaluation Report (CAPER)**

At the close of each Program Year, the city prepares a CAPER to illustrate how the city utilized its CDBG funds and other available resources during the year. In addition, the CAPER assesses actual program accomplishments and compares them to the goals and objectives identified in the city's Annual Action Plan and in the City's Five Year Consolidated Plan.

#### **IDIS Funding Draws and Reporting**

The draw-downs are entered and submitted to HUD via the computer-based Integrated Disbursement and Information System (IDIS) at least quarterly. In addition, the city accounting system and IDIS are balanced prior to each draw. Program accomplishments and accomplishments data are entered into IDIS on a quarterly basis.

#### **SUB RECIPIENT COMPLIANCE / MONITORING PLAN**

##### **Sub recipient Outreach/Orientation**

The city utilizes sub recipients to carry out most of the activities undertaken with CDBG funding. Sub recipients can be private non-profit agencies, as well as other public agencies. Some city CDBG sub recipients are cultivated through the consolidated planning process where housing strategy is continually discussed and structured. Other CDBG sub recipients are reached through the city's open CDBG proposal process. In either case, the agency's capacity and project proposals are carefully screened for adherence to the city's Five Year Consolidated Plan objectives and federal spending guidelines.

##### **CDBG Proposal Process**

The city requires a specific proposal format from all agencies wishing to apply for CDBG funding. The proposal format systematically determines the eligibility of a proposed activity mainly in terms of its adherence to the CDBG Primary and National Objectives as follows:

**Primary Objective:**

The development of viable urban communities through the provision of the following, principally for low and moderate income persons:

- Decent housing
- A suitable living environment
- Economic opportunity

**National Objectives:**

- Benefiting low and moderate income persons
- Addressing slums or blight
- Meeting a particularly urgent community development need.

Other important compliance determinations are made by requiring a detailed description of the activity, a detailed needs assessment, a project schedule of completion, a project budget detailing all funding from all sources (not just CDBG), and an estimated life of the project. Before the grant proposals are due, the CDBG Grants Administrator and other Housing Section staff offer technical assistance meetings with potential sub recipients to ensure that their proposals meet HUD requirements. Each project is then reviewed according to OMB Super Circular A-110 in terms of cost effectiveness.

Once proposals are submitted, city staff reviews each proposal to ensure eligibility according to federal guidelines. Eligible proposals are then ranked by a committee comprised of community members and city staff for adherence to the HUD Objectives and the Consolidated Plan, as well as agency capacity and other factors common to procurement processes. Proposals are also ranked according to categories of activity. For example, public service proposals are ranked against other public service proposals. Funding recommendations are then forwarded to City Council for decision.

Once City Council selects the sub recipients for that program year, Housing staff meets with each agency individually to discuss the contractual and reporting requirements associated with the funding. At this sub recipient orientation housing staff conveys the importance of compliant use of funds and addresses questions that the sub recipient may have.

**Post-award sub recipient monitoring**

Once funds are awarded, each sub recipient enters into a sub-grant agreement with the City of Flagstaff. The sub-grant agreement stipulates federal compliance issues in detail and ensures performance through monthly/quarterly performance reports. Performance reports require that each sub recipient report progress, problems encountered and anticipated progress for the next reporting period. In addition, project budget and contract completion dates are central to the agreement and may be deviated from only through an official amendment process.

After a sub recipient is under agreement with the city, ongoing, informal monitoring/technical assistance is provided, as monthly billings are reviewed and processed. In addition, the agency is monitored as to whether contract goals are being met through a sub recipient monthly performance report.

Finally, the city performs field-monitoring visits of its sub recipients for the purpose of providing technical assistance and identifying compliance and performance problems early in the contract period. Findings and recommendations are made available to the sub recipients in writing with a deadline for response or compliance stipulated. The city monitoring process is based first on the HUD monitoring tool, and second on any issues that have become apparent through the monthly reports or normal lines of communication.

**E. Leveraged Resources**

Excluding administration, Flagstaff leveraged **TBD** in CDBG expenditures with **TBD** in other, private or public funds.

PROGRAM	CDBG FUNDS EXPENDED	FUNDS LEVERAGED
<b>Program Year 2015/2016</b>		
Housing Solutions of Northern Arizona- Construction of 3 affordable rental development	TBD	Private Funding Public Funding \$0.00In Kind <b>Total</b>
Northland Family Help Center – Shelter Renovation	TBD	Private Funding Public Funding \$0.00In Kind <b>Total</b>
The Guidance Center – ADA Improvement Project	TBD	Private Funding Public Funding \$0.00In Kind <b>Total</b>
Catholic Charities - The Bridge House Rehabilitation	TBD	Private Funding Public Funding \$0.00In Kind <b>Total</b>
City of Flagstaff – Owner Occupied Housing Rehabilitation Program	TBD	Private Funding Public Funding \$0.00In Kind <b>Total</b>
DNA People’s Legal Services – Housing Legal Assistance	TBD	Private Funding Public Funding \$0.00In Kind <b>Total</b>
Catholic Charities – Homeless Outreach Operations	TBD	Private Funding Public Funding \$0.00In Kind <b>Total</b>
Coconino Community Services – Housing Stabilization	TBD	Private Funding Public Funding \$0.00In Kind <b>Total</b>
<b>Program Year 2014/2015</b>		

Project for the Assistance In Transition from Homelessness (PATH) Operational Assistance – Catholic Charities	TBD	\$22,000.00 Private Funding \$158,282.00 Public Funding \$0.00 In Kind <b>Total \$180,282.00</b>
Operational Assistance – Flagstaff Shelter Services	TBD	\$218,698.00 Private Funding \$115,000.00 Public Funding \$39,680.00 In Kind <b>Total \$373,378.00</b>
Olivia White Operational Assistance – Northland Hospice	TBD	\$43,963.00 Private Funding \$61,000.00 Public Funding \$0.00 In Kind <b>Total \$148,926.00</b>
Inverarry House Rehabilitation – The Guidance Center	TBD	\$0.00 Private Funding \$3,256.00 Public Funding \$3,000.00 In Kind <b>Total \$6,256.00</b>
Minor Rehabilitation at Emergency Shelter & Permanent Affordable Housing – Catholic Charities	TBD	\$6,300.00 Private Funding \$325.00 Public Funding \$0.00 In Kind <b>Total \$6,625.00</b>
Capital Arroyo Park Infrastructure – The City of Flagstaff	TBD	\$0.00 Private Funding \$25,000.00 Public Funding \$0.00 In Kind <b>Total \$25,000.00</b>
Owner Occupied Housing Rehabilitation – The City of Flagstaff	TBD	\$0.00 Private Funding \$0.00 Public Funding \$0.00 In Kind <b>Total \$0.00</b>
BOTHANDS Financial Assistance Program – Housing Solutions of Northern Arizona (formerly BOTHANDS)	TBD	\$1,143,750.00 Private Funding \$26,500.00 Public Funding \$11,593.00 In Kind <b>Total \$1,181,843.00</b>
<b>Program Year 2013/2014</b>		
Housing Assistance Program – Housing Solutions of Northern Arizona	TBD	\$1,251,500.00 Private Funding \$30,000.00 Public Funding \$10,191.84 In Kind <b>Total \$1,291,691.80</b>
Sharron's Attic – Operational Assistance	TBD	\$21,624.00 Private Funding \$18,600.00 Public Funding \$126,538.60 In Kind <b>Total \$166,762.60</b>
Emergency Shelter/Transitional Housing Rehabilitation - Catholic Charities	TBD	\$6,300.00 Private Funding \$375.00 Public Funding \$0.00 In Kind <b>Total \$0.00</b>
Owner Occupied Housing Rehabilitation Program (OOHR)	TBD	\$0.00 Private Funding \$0.00 Public Funding \$0.00 In Kind <b>Total \$0.00</b>

Arroyo Park Roadway Access Improvements	TBD	\$0.00 Private Funding \$0.00 Public Funding \$0.00 In Kind <b>Total \$0.00</b>
Olivia White Hospice Home Operational Assistance	TBD	\$105,463.00 Private Funding \$0.00 Public Funding \$0.00 In Kind <b>Total \$105,463.00</b>
Project for the Assistance In Transition from Homelessness (PATH) Operational Assistance	TBD	\$14,000.00 Private Funding \$189,045.00 Public Funding \$0.00 In Kind <b>Total \$203,045.00</b>
Housing Legal Assistance – DNA	TBD	\$49,327.66 Private Funding \$0.00 Public Funding \$0.00 In Kind <b>Total \$49,327.66</b>
<b>Program Year 2012/2013</b>		
Homebuyer Assistance Program – BOTHANDS, Inc.	TBD	\$1,045,000.00 Private Funding \$30,000.00 Public Funding \$12,681.00 In Kind <b>Total \$1,087,681.00</b>
Acquisition/Rehabilitation – BOTHANDS, Inc	TBD	\$13,200.00 Private Funding \$5,000.00 Public Funding \$0.00 In Kind <b>Total \$18,200.00</b>
Minor Rehabilitation of Transitional Housing- Catholic Charities	TBD	\$3,000.00 Private Funding \$0.00 Public Funding \$0.00 In Kind <b>Total \$3,000.00</b>
Owner Occupied Housing Rehabilitation – City of Flagstaff	TBD	\$330,000.00 Public Funding \$0.00 Public Funding \$0.00 In Kind <b>Total \$330,000.00</b>
Shelter Rehabilitation - Flagstaff Shelter Services	TBD	\$1,583.00 Private Funding \$0.00 Public Funding \$25,000.00 In Kind <b>Total \$26,583.00</b>
Housing Stabilization- Coconino County Community Services	TBD	\$0.00 Private Funding \$144,640.00 Public Funding \$77,413.00 In Kind <b>Total \$221,753.00</b>
<b>Program Year 2011/2012</b>		
Owner Occupied Housing Rehab – City of Flagstaff	TBD	\$0.00 Private Funding \$330,000.00 Public Funding \$0.00 In Kind <b>Total \$330,000.00</b>

Habitat at Butler	TBD	\$60,000.00 Public Funding \$260,500.00 Private Funding \$135,560.00 In Kind <b>Total \$456,060.00</b>
Housing Stabilization – Coconino Community Services	TBD	\$182,800.00 Public Funding \$77,413.00 In Kind <b>Total \$260,213.00</b>
<b>Program Year 2010/2011</b>		
Acquisition/ Rehabilitation – BOTHAND, Inc.	TBD	\$1,030,000.00 Private Funding \$115,000.00 Public Funding \$0.00 In Kind <b>Total \$1,145,000.00</b>
<b>TOTAL</b>	<b>\$TBD</b>	<b>\$TBD</b>

**F. Self Evaluation for Program Year 2014/2015**

The goals of the City of Flagstaff’s housing and community development programs are directed by the 2011-2015 Consolidated Plan, which was created with public participation and approved by City Council and the United States Department of Housing and Urban Development (HUD). The goals, as identified, are to develop viable communities by providing: 1) decent housing, 2) a suitable living environment, and 3) economic opportunities benefiting low to moderate income individuals and families, as defined by HUD. In PY 15 the City of Flagstaff did not hinder the Consolidated Plan implementation by action or willful inaction.

The City of Flagstaff takes pride in the implementation and administration of CDBG funds and programs. Systems are in place to ensure the performance of internal programs and sub-grantees; that expenditures are timely and accurate; and funds are being utilized in the most effective manner possible. During the reporting period, the City of Flagstaff has not only successfully administered CDBG funding, but has also used that funding to leverage with City General Fund dollars and Arizona Department of Housing HOME dollars. The funding combinations provide the maximum benefit possible to each eligible household. Through the request for proposals process additional leverages are created by matching CDBG funds with other sources in sub recipient partnerships. Through the use of the Annual Action Plan and the Consolidated Plan the City of Flagstaff has held an active role in the community, and has created new and renewed community partnerships.

This is the fifth year CAPER under the 2011-2015 Consolidated Plan. The following discussion includes a current year assessment of CDBG activities for PY 15/16.

**All PY 2015/2016 activities and accomplishments will be identified in the final 2015/2016 CAPER**

**SUMMARY**

The City of Flagstaff CDBG program continues to function successfully and key goals are on target. Implementation of many strategies put forth in the 2011/2015 Con Plan have made a major impact on the lives of low and moderate income households within the Flagstaff community. The City of Flagstaff is grateful to receive CDBG funding and looks forward to future success addressing community needs. The chart below is a summary of the AMI assistance levels provided in PY 15.

<b>AMI Assistance Levels</b>			
	<b>0-30% AMI</b>	<b>31-50% AMI</b>	<b>51-80% AMI</b>
<b>Renter Households Assisted</b>			
<b>Owner Households Assisted</b>			
<b>Homeless Persons Assisted</b>			
<b>Non - Homeless Special Needs Assisted</b>			
<b>Housing Stabilization - Eviction Prevention/Move in Assistance</b>			
<b>Totals</b>			

**G. Changes in Program Objectives**

There were no changes in program objectives for PY 14.

**H. Efforts to Carry Out One-Year Action Plan Activities**

During the program year, Flagstaff pursued all resources contained in the 2015/2016 Annual Action Plan, provided requested Certifications of Consistency with the Consolidated Plan in a fair and impartial manner, took appropriate action to implement the Five-Year Consolidated Plan, and provided letters of support.

**I. CDBG Funds Not Used to Meet Specified National Objectives**

All CDBG funds were utilized exclusively to achieve the national objectives of benefiting low and moderate income persons.

**J. Dislocation Due to Acquisition, Rehabilitation or Demolition of Occupied Real Property**

No families were dislocated during the program year.

**K. Limited Clientele**

The City of Flagstaff funded the following activities to benefit low and moderate income or presumed populations in PY 15:

AGENCY-ACTIVITY NAME	Presumed Population TARGET GROUP	CDBG FUNDING EXPENDED	INDIVIDUALS SERVED
TBD	TBD	TBD	TBD
TBD	TBD	TBD	TBD

In PY 14 the following activities were completed from previous years' allocations:

AGENCY-ACTIVITY NAME	LIMITED CLIENTELE / TARGET GROUP	CDBG FUNDING EXPENDED	INDIVIDUALS SERVED
TBD	TBD	TBD	TBD

**L. Program Income**

The City of Flagstaff received program income from outstanding loans. Virtually all loans in the portfolio of the Housing Section are deferred, no interest, no payment loans due at time of sale or refinance for cash out. During PY 15, \$TBD was receipted and used to offset entitlement funds within subsequent draws. The full amount of program income received was receipted into the Integrated Disbursements and Information System (IDIS) and was drawn down against expenditures attributable to CDBG activities. The PR 09 IDIS report matches the city's program income reflected in city accounting records. However, in the PR 26 IDIS report the system shows program income of \$TBD. Therefore an adjustment has been made on lines 7 and 44 to reflect the correct information. The difference is due to timing between when the program income is receipted in the city accounting system verses when it is entered into IDIS.

**SECTION 2: PUBLIC PARTICIPATION**

**A. Public Participation and Citizen Comments**

An integral part of the development of the city’s Consolidated Annual Performance and Evaluation Report (CAPER) is providing citizens with an opportunity to review and comment on the report. A display advertisement was published in the *Arizona Daily Sun* on July 29, 2016 and August 7, 2016, announcing the availability of the draft CAPER for review and comment from August 12, 2016 through September 2, 2016, providing for a 21 day comment period (see newspaper ads below in final CAPER). A public meeting was announced in the same advertisement and was held on August 12, 2016 from 2:00 pm until 3:00 pm. The meeting was held in City Hall, an accessible facility and TDD numbers were provided. The advertisement informed the public that assistance to those with disabilities would be provided, upon request.

Lastly, the notice provided information regarding the locations where the Draft CAPER was made available for public review, and advised citizens where comments were to be directed. A copy of the advertisement is attached below.

There were TBD citizen comments received during the CAPER public meeting on August 12, 2016 or by mail during the provided comment period.

The draft CAPER was made available for citizen review on the City of Flagstaff – Housing website ([www.flagstaff.az.gov/housing](http://www.flagstaff.az.gov/housing)) and at the physical locations listed below:

<p><b>DRAFT PY 2015-2016                  CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION (CAPER)                  PUBLIC REVIEW AND COMMENT PERIOD                  August 31, 2015 TO SEPTEMBER 21, 2015</b></p>	
<p><b>Flagstaff Public Library – Main</b>                  300 East Aspen Avenue                  Flagstaff, Arizona 86001</p>	<p><b>City of Flagstaff</b>                  Housing Section                  211 W. Aspen Avenue                  Flagstaff, Arizona 86001</p>

**SECTION 3: IDIS CDBG ACTIVITY SUMMARY REPORT (PR03)**

The CDBG Activity Summary Report was generated by the Integrated Disbursement and Information System (IDIS). This report contains the amount of funds committed to each activity the amount of funds expended during the reporting period, the City's goals as to the number of persons to be served, the actual number of persons served, and the ethnicity of the persons served.

TBD

**APPENDIX A: GLOSSARY**

**Affordable Housing** – Housing where extremely low, low or moderate income occupant is paying no more than 30% of gross income for gross housing costs (rent or mortgage), including utility costs

**AHCCCS** – Arizona Health Care Cost Containment System

**AI** – Analysis of Impediments to Fair Housing

**AIDS** – Acquired Immuno-deficiency Syndrome

**ALTCS** – Arizona Long Term Care System

**AMI** – Area Median Income

**ASH** – Arizona State Hospital

**BR** - Bedroom

**C.F.R.** – Code of Federal Regulations

**CAPER** – Consolidated Annual Performance Evaluation Report

**CBDO** – Community Based Development Organization

**CCCS** – Coconino County Community Services

**CDBG** – Community Development Block Grant

**CDBG** – Community Development Block Grant Program

**Consolidated Plan** – The document submitted to HUD every 5 years that serves as the planning document for the jurisdiction and an application for funding under any of the Community Planning and Development formula grant programs (CDBG, ESG, HOME and HOPWA).

**Co-occurring Disorders** – Homeless persons with one or more disorders such as mental illness and substance abuse.

**DDA** – Difficult Development Area

**EFFFP** – East Flagstaff Focus Future Plan

**Elderly** – A person 62 years of age or older

**Elderly Household** – A one or two person household in which the head of household or spouse is at least 62 years of age.

**ESG** – Emergency Shelter Grant

**Extremely Low income** – Households whose incomes do not exceed 30% of median income for Coconino County

**FHA** – Federal Housing Administration

**FIT for Safe Housing** – Flagstaff Interagency Taskforce for Safe Housing

**GFEC** – Greater Flagstaff Economic Council

**GINA** – Goodwill Industries of Northern Arizona

**HOC** – Housing Our Communities

**HOME** – Federal HOME Investment Partnership Program

**Homeless Person/Family** – A person or family that meets the definition of Sheltered or Unsheltered Homeless

**HOPE** – program no longer funded by HUD for the acquisition and rehabilitation of property.

**HOPWA** – Housing Opportunities for People with AIDS

**Household** – One or more persons occupying a housing unit

**Housing Unit** – An occupied or vacant house, apartment, or a single room (SRO housing) that is intended as separate living quarters.

**HUD** – U. S. Department of Housing and Urban Development

**HUD** – United States Department of Housing and Urban Development

**HUD Section 202** – Federal housing program for construction of multi-family housing for elderly people

**HUD Section 811** – Federal housing program for construction of multi-family housing for person with disabilities

**Infill Development** – New housing developed on scattered vacant parcels of land remaining within developed, and generally older, neighborhoods

**Jurisdiction** – A state, unit of general local government (city, county, village or township) or a consortium of contiguous local government

**LDC** – Land Development Code

**Lead-Based Paint Hazard** – Any condition that causes exposure to lead from lead-contaminated dust, lead contaminated soil, lead contaminated paint that is deteriorated or present in accessible surfaces, friction or impact surfaces that would result in adverse human health effects as established by the federal government

**LIHTC** – Low Income Housing Tax Credit

**Low income** – Households with incomes at or below 50% of the median income for Coconino County adjusted for family size.

**Mental Illness** – A mental or emotional impairment which is expected to be of long-continued and indefinite duration

**Moderate income** – Households with incomes between 51% and 80% of the median income for Coconino County adjusted for family size

**NACOG** – Northern Arizona Council of Governments

**NARBHA** – Northern Arizona Regional Behavioral Health Authority

**NAU** – Northern Arizona University

**NFHC** – Northland Family Help Center

**NIMBY** – Not In My Back Yard

**Non-Homeless Persons with Special Needs** – Includes frail elderly person, persons with AIDS, disabled persons and persons participating in organized programs to achieve economic self-sufficiency

**NRS** – Neighborhood Revitalization Study

**Overcrowded** – A housing unit containing more than one person per room

**Owner** – A household that owns the housing unit it occupies

**PCT** – Pine County Transit

**Poverty Level Households** – Households with incomes below the poverty line, as defined by the U.S. Office of Management and budget and revised annually

**PRA** – Planning Reserve Area

**Project-Based Rental Assistance** – Rental assistance provided for a project, not for a specific tenant. Tenants receiving project-based rental assistance give up the right to that assistance upon moving from the project.

**RANNA** – Resource Action Network of Northern Arizona

**Serious Mental Illness / Severe Mental Disability** – Having a severe and persistent mental or emotional impairment that seriously limits a person's ability to live independently

**Small Related** – A household of 2 to 4 persons that includes at least one person related to the householder by birth, marriage or adoption.

**SMI** – Severely/Seriously Mentally Ill

**SPARC** – Special Needs Area Resource Center

**SRO** – Single Room Occupancy housing unit

**Substance Abuse** – Chronic problems with alcohol, drugs or both

**Substandard Housing** – Those housing units that do not meet the local code standards for occupancy due to inadequate facilities, structural defects and/or conditions which do not provide safe, decent and sanitary housing.

**Substandard Housing Suitable for Rehabilitation** – Those housing units that are evaluated and determined to be structurally sound and economically feasible for rehabilitation.

**Supportive Housing** – Housing, including housing units and group quarters that have a supportive environment and include a planned service component.

**Tenant-Based Rental Assistance** – A form of rental assistance in which the assisted tenant may move from a dwelling unit with a right to continued assistance. The assistance is provided for the tenant, not for the project.

**Vacant Housing Unit** – Unoccupied year-round housing units that are available or intended for occupancy at any time during the year.

**WIA** – Workforce Investment Act