



---

# Board of Supervisors Memorandum

---

May 6, 2014

**Community Development Block Grant (CDBG) and Related US Department of Housing and Urban Development (HUD) Fiscal Year (FY) 2014/15 Funding Recommendations**

Introduction

Attached are the following documents, which are scheduled for Board of Supervisors consideration on May 6, 2014:

1. Resolution No. 2014 - \_\_\_\_ approving and authorizing submission to HUD of the Pima County FY 2014/15 Annual Action Plan (AAP);
2. Summary of FY 2014/15 CDBG project recommendations; and
3. Summary of FY 2014/15 Emergency Solutions Grant (ESG) recommendations.

Pima County received 85 applications totaling \$6,435,462 for FY 2014/15 CDBG programs. A comprehensive memorandum report of the application process, as well as a five-year history of Pima County CDBG Allocations, is also attached for your review.

The FY 2014/15 Pima County CDBG allocation is \$2,498,848, which continues the reductions shown in the five year history. Peak Pima County CDBG funding was \$3,111,000 in FY 2001/02. Allocations have declined since then, most drastically in the past five years. Similar trends are seen in almost all federal funds, particularly those funds that have supported local government programs.

All indications are that the decline in federal funds will continue for the foreseeable future forcing Pima County to increasingly rely on our own local funding to support government activities. It is for this reason I endorsed and continue to support Pay for Success, the social impact private/public funding approach that was the subject of the Federal Reserve-sponsored meeting held here on February 12, 2014.

Recommendation

I recommend the Board of Supervisors pass, adopt and approve the attached Resolution No. 2014-\_\_\_\_ approving the Community Development Block Grant and Emergency Solutions Grant project recommendations and authorizing staff to submit the Fiscal Year 2014/15 Annual Action Plan to the US Department of Housing and Urban Development.

The Honorable Chair and Members, Pima County Board of Supervisors  
Re: **CDBG and Related HUD FY 2014/15 Funding Recommendations**  
May 6, 2014  
Page 2

Respectfully submitted,



C.H. Huckelberry  
County Administrator

CHH/mjk

**Attachments**

- c: Hank Atha, Deputy County Administrator for Community and Economic Development  
Margaret Kish, Director, Community Development and Neighborhood Conservation  
Daniel Tylutki, Program Manager, Community and Rural Development

**RESOLUTION NO. 2014 - \_\_\_\_\_**

**RESOLUTION OF THE BOARD OF SUPERVISORS OF PIMA COUNTY, ARIZONA  
APPROVING SUBMISSION OF THE ANNUAL ACTION PLAN 2014-2015 TO THE U.S.  
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

WHEREAS, it is anticipated that the U.S. Department of Housing and Urban Development (HUD) will grant Pima County federal funds for fiscal year (FY) 2014-2015 in the amounts estimated below for the following purposes:

- 1) Community Development Block Grant Program (CDBG): \$ 2,498,848.00
- 2) HOME Program (HOME): \$ 577,579.00
- 3) Emergency Solutions Grant Program (ESG) \$ 204,473.00

WHEREAS, in order to use these funds, the County must prepare and submit an annual community development and housing funding allocation plan ("Annual Action Plan") to HUD; and

WHEREAS, this Annual Action Plan has been prepared by the Department of Community Development and Neighborhood Conservation; and

WHEREAS, the Annual Action Plan describes community needs in Pima County and explains the proposed projects under CDBG, HOME, and ESG for FY 2014-2015; and

WHEREAS, final distributions from HUD have not been determined and Pima County CDBG, HOME, and ESG allocations are estimates as directed by HUD; and

WHEREAS, once final distributions are determined by HUD, the Department of Community Development and Neighborhood Conservation will make the appropriate adjustments and amendments to the Annual Action Plan and the affected project(s); and

WHEREAS, the Board of Supervisors finds that meeting the communities needs through these programs is in the best interests of the residents of Pima County.

NOW, THEREFORE, BE IT RESOLVED that the Pima County Board of Supervisors:

A. Approves the Annual Action Plan for 2014-2015 funding allocations as set forth therein for:

- 1) 2014-2015 Community Development Block Grant Program;
- 2) 2014-2015 HOME Program; and
- 3) 2014-2015 Emergency Solutions Program.

B. Directs staff in the Department of Community Development and Neighborhood Conservation to submit the Annual Action Plan for 2014-2015 to the U.S. Department of Housing and Urban Development;

- C. Authorizes the Chair to execute all necessary HUD agreements and other documents to obtain HUD funding for the CDBG, HOME and ESG projects designated in the Annual Action Plan for 2014-2015;
- D. Directs staff in the Department of Community Development and Neighborhood Conservation to prepare CDBG, HOME and ESG agreements with agencies as authorized by HUD through its approval and funding of the Annual Action Plan for 2014-2015 for the distribution of CDBG, HOME and ESG funds; and
- E. Authorizes the Chair to execute all agreements between Pima County and these entities to carry out the CDBG, HOME and ESG projects set forth in the HUD-approved Annual Action Plan for 2014-2015.

PASSED AND ADOPTED ON \_\_\_\_\_, 2014.

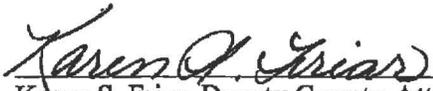
PIMA COUNTY BOARD OF SUPERVISORS:

ATTEST:

\_\_\_\_\_  
Chairman, Board of Supervisors

\_\_\_\_\_  
Clerk of the Board

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Karen S. Friar, Deputy County Attorney

**FY 2014-2015 Pima County Community Development Block Grant Program**

Location/Applicant	Project/Program	Supervisor District	RUD Activity	Request	Recommended
Ajo - ISDA	Ajo Community Plaza (Fire Marshall Compliance)	3	pf	\$ 93,000	\$ 30,000
Ajo - Ajo Ambulance, Inc.	CPR Training Program (EKG's)	3	fire	\$ 68,000	\$ 12,000
Ajo - Life Enrichment/Sun and Sage Production	Movie Production Training Program	3	ps	\$ 46,950	\$ -
Ajo - Desert Senita Health Center	Various Facility Improvements	3	pf	\$ 252,000	\$ 30,000
Arivaca - Arivaca Action Center	Arivaca Action Center - (Cattle Guard / Parking Lot)	3	pf	\$ 17,985	\$ -
Arivaca - Coordinating Council Resource Group	Hot Meals Program	3	ps	\$ 15,526	\$ -
Arivaca - Coordinating Council Resource Group	Resource Center (New Roof)	3	pf	\$ 20,000	\$ 20,000
Arivaca - Family Community Education Club	Arivaca School House Improvements (kitchen, bath, closet)	3	pf	\$ 90,000	\$ -
Arivaca - Fire District	Mobile Integrated Health Community Resource Tech	3	ps	\$ 93,000	\$ -
Catalina Community Services (Impact of Southern Arizona)	Outreach Reader Board	1	pf	\$ 12,000	\$ -
Flowing Wells	Amistades Inc., Ellie Towne Teen Program	3	ps	\$ 25,000	\$ 10,000
Flowing Wells	Northwest Fire District Fire Hydrants	1,3	infra	\$ 10,478	\$ -
Flowing Wells - FWNACC	FWNACC Street Light Maintenance	3	infra	\$ 14,400	\$ 14,400
Flowing Wells Unified School District	Flowing Wells Family Resources Center Operating Funds	3	ps	\$ 13,000	\$ 13,000
Flowing Wells Unified School District	Flowing Wells Family Resources Center-Facility Improvements (Commercial Freezer)	3	pf	\$ 2,830	\$ 3,000
Green Valley - Assistance Svc, Inc.	Safety Health in Motion SHIM	4	ps	\$ 23,000	\$ 10,000
Green Valley - CASA Community Services	La Posada (reconfigure parking lot)	4	pf	\$ 75,980	\$ -
Green Valley - PC Parklands Foundation	Chuck Catino Park	4	pf	\$ 95,000	\$ 50,000
Green Valley - UCHC	UCHC Facility Improvements (New workspaces)	2,3,4	pf	\$ 80,619	\$ -
Mescal Fire District	Fire Safety Equipment (Thermal Imaging Camera)	4	pf	\$ 17,000	\$ -
Picture Rocks - Avra Water Co-op, Inc.	Aging Meter Replacement Program	3	infra	\$ 40,800	\$ 38,954
Picture Rocks - Avra Water Co-op, Inc.	Noel Booster Station Upgrade Project	3	infra	\$ 74,984	\$ -
Picture Rocks - PRCCI	Site Improvements	3	pf	\$ 45,000	\$ -
Picture Rocks - PRCCI	Land Acquisition	3	la	\$ 50,000	\$ -
Picture Rocks Citizens for Picture Rocks	BMX Skate Park Improvement	3	pf	\$ 68,300	\$ 25,000
Picture Rocks Fire District	EPCR System (fire equipment)	3	pf	\$ 26,000	\$ -
Sahuarita - Food Bank	Facility Improvement (walk-in freezer)	2,3,4	pf	\$ 50,000	\$ 50,000
Rillito Community Coalition/Rillito Water	Water Improvements Phase I	3	pf	\$ 127,336	\$ 65,000
Robles Junction Three Points	Friends of Robles Ranch (Video Surveillance)	3	pf	\$ 12,000	\$ 10,000
Robles Junction Three Points	My Friends Closet Resale	3	ps	\$ 15,000	\$ -
Robles Junction Three Points Fire District	New Ambulance	2	fire	\$ 144,999	\$ -
Robles Junction Three Points	High Chaparral Water District Improvements	2	infra	\$ 40,000	\$ -
Valencia West/ Drexel Heights Fire District	Family Safety Program	3,5	ps	\$ 11,560	\$ 10,000
Valencia West/ Drexel Heights Fire District	Fire Hydrant Program	3,5	infra	\$ 18,000	\$ 12,000
Valencia West - Grass Roots Community Committee	4 Mile Walking Path	5	infra	\$ 50,000	\$ -
Town of Marana	Administration	1, 3	admin	\$ 40,000	\$ 15,000
Town of Marana	Neighborhood Cleanup Program	1, 3	ps	\$ 10,000	\$ -
Town of Marana	Marana Heritage River Park	1, 3	pf	\$ 100,000	\$ 65,000
Town of Marana	Owner-Occupied Housing Rehabilitation	1, 3	hsg	\$ 150,000	\$ -
City of South Tucson	Administration	2	admin	\$ 65,000	\$ 30,000
City of South Tucson	Community Cleanup	2	ps	\$ 10,000	\$ -
City of South Tucson	Community Policing & Crime Prevention	2	ps	\$ 65,020	\$ 25,000
City of South Tucson	Demolition	2	demo	\$ 60,000	\$ -
City of South Tucson	Fire Safety Equipment	2	fire	\$ 100,000	\$ 25,000
City of South Tucson	Graffiti Abatement Program	2	ps	\$ 10,000	\$ -
City of South Tucson	Home Repair Program	2	hsg	\$ 60,000	\$ -
City of South Tucson	Youth Programs & Family Assistance	2	ps	\$ 120,000	\$ 120,000
Pima County CDNC Department	Administration	all	admin	\$ 450,000	\$ 370,000
Pima County CDNC Department	Emergency/Transitional/Permanent Hsg Repair	all	hsg	\$ 150,000	\$ 100,000
Pima County CDNC Department	Commercial Façade Improvement Program	all	ed	\$ 100,000	\$ 40,000
Pima County CDNC Department	Brownfields and Clearance	all	bf	\$ 100,000	\$ 20,000
Pima County CDNC Department	Emergency Demolition	all	demo	\$ 100,000	\$ 20,000
Pima County CDNC Department	Home Repair Program	all	hsg	\$ 800,000	\$ 645,000
Pima County CDNC Department	Septic Program	all	hsg	\$ 150,000	\$ 100,000
Pima County CDNC Department	Contingency	n/a	n/a	\$ 50,000	\$ -
Administration of Resources & Choices	Reverse Mortgage Program	all	ps	\$ 10,000	\$ -
Arizona Children Association	Kinship and Adoption Resources & Education (KARE) Family Center	all	ps	\$ 68,520	\$ -
Catholic Community Services	Microenterprise Loan Fund	all	ed	\$ 160,000	\$ -
Catholic Community Services	Community Outreach Program for the Deaf (fence, HVAC, ADA flooring)	5/all	pf	\$ 36,000	\$ 35,000
Chicanos Por La Causa	Housing Counseling	all	ps	\$ 40,000	\$ -
Chicanos Por La Causa	Nahui Ollin Wellness Program	all	ps	\$ 25,000	\$ 10,000

Community Food Bank	Roof Replacement - Punch Woods	2/all	pf	\$	100,000	\$	75,000
Community Home Repair Projects of Arizona	Owner-occupied Emergency Home Repair Program	all	hsg	\$	125,000	\$	125,000
DIRECT	Home Accessibility Program	all	hsg	\$	55,000	\$	55,000
Diaper Bank of Southern Arizona	Diapers of Infants, Children, Disabled & Seniors	all	ps	\$	30,000		
Easter Seals Blake Foundation	Parent Aide (PACTS)	all	ps	\$	50,000	\$	-
Espersanza en Escalante	New MFH for Veterans	all	hsg	\$	360,000	\$	-
Interfaith Community Services	Building Improvements (HVAC, roofing, flooring, parking)	1/all	pf	\$	45,539	\$	40,000
Our Family Services	Bellevue Playground Project	5/all	pf	\$	11,213	\$	15,000
Our Family Services	La Promesa (HVAC Housing Improvements)	5/all	pf	\$	38,300	\$	-
Our Family Services	La Promesa (Irrigation Replacement)	5/all	pf	\$	13,928		
Pima Prevention Partnership	Pima County Teen Court	all	ps	\$	20,000	\$	10,000
Portable Practical Education Preparation (PPEP)	Garden Greenhouse	2,3,4,5	pf	\$	10,000	\$	-
Portable Practical Education Preparation (PPEP)	PPEP Help Your Neighbor Program (Community Cleanups)	1,2,3	ps	\$	51,377	\$	50,000
Primavera Foundation, Inc.	Greyhound Emergency Family Shelter (Kitchens, Entry Doors, Outdoor improvements)	2/all	pf	\$	96,000	\$	35,000
RISE	Computer Recycling Center (rent, utility and space)	all	ps	\$	21,600	\$	-
San Ignacio Yaqui Council Inc.	Old Pascua Senior Nutrition Program	all	ps	\$	32,900	\$	-
Southern Arizona AIDS Foundation	HIV/AIDS Housing Safety and Energy Efficiency Project on Glenn Street	5/all	pf	\$	45,281	\$	-
Southern Arizona Association for the Visually Impaired (SAAVI)	Automatic Sliding Accessible Door Replacement	5/all	pf	\$	10,494	\$	10,494
Southern Arizona Legal Aid	Homeowner and Tenant Protection Program	all	ps	\$	46,464	\$	25,000
Southwest Fair Housing Council	Fair Housing Education, Outreach, & Enforcement	all	admin	\$	40,000	\$	35,000
Tucson Urban League	Project Yes	all	ps	\$	38,000	\$	-
Tucson Urban League	Home Repair	2	hsg	\$	51,000	\$	-
Tucson Urban League	Micro Enterprise Initiative	all	ed	\$	90,000	\$	-
UA Cooperative Extension	The Garden Kitchen	2/all	pf	\$	198,479	\$	-
<b>Totals</b>				\$	<b>6,449,862</b>	\$	<b>2,498,848</b>

HUD Eligible Activity Abbreviations: admin = Administration; ps = Public Service; pf = Public Facility Improvement; infra = Infrastructure Improvement; hsg = Housing Rehabilitation; ed = Economic Development; la = Land Acquisition; demo = Demolition; bf = Brownfields and Clearance.

<b>EMERGENCY SOLUTIONS GRANT PROGRAM FUND ALLOCATIONS</b>		
<b>JURISDICTION/APPLICANT</b>	<b>PROGRAM/PROJECT</b>	<b>ALLOCATION</b>
Arizona Youth Partnership	Building Futures for Youth & Families in Marana	\$58,988*
Catholic Community Services of Southern AZ, Pio Decimo	Three Points	\$45,800**
Emerge Center Against Domestic Violence	Comprehensive Services	\$17,500
Green Valley Assistance Services	MAP a Plan	\$30,000
Old Pueblo Community Services	Street Outreach	\$15,000
Our Family Services	LGBT Emergency Shelter Program	\$24,092
Pima County Community Services	Emergency Services	\$27,758
Pima County Sullivan Jackson	Employment Center	\$10,000
Primavera Foundation	Casa Paloma Drop In Shelter	\$10,000
Primavera Foundation	Greyhound Emergency Family Shelter	\$10,000
Pima County CDNC	Administration	\$15,335
<b>TOTAL</b>		<b>\$264,473</b>
*Includes FY13/14 Reprogramming ESG Allocation-\$30,000		
**Includes FY12/13 Reprogramming ESG Allocation-\$15,000, FY13/14 Reprogramming ESG Allocation-\$15,000		

U. S. Department of Housing and Urban Development  
Pima County Community Development Block Grant Allocations  
Six Year History Fiscal Year 2009 to Fiscal Year 2014-2015

FY 09-10:	\$2,703,834
FY10-11:	\$2,860,697
FY11-12:	\$2,411,522
FY12-13:	\$2,421,558
FY13-14:	\$2,516,935
<b>FY14-15:</b>	<b>\$2,498,948</b>



## COMMUNITY DEVELOPMENT

**Date:** April 30, 2014

**To:** C.H. Huckelberry

**From:** Margaret Kish, CDNC Director  
Daniel Tylutki, Program Manager

**Re:** Board of Supervisors Agenda, May 6, 2014  
HUD Annual Action Plan Recommendations

Attached is a resolution to authorize Pima County to submit to the US Department of Housing and Urban Development (HUD) its Fiscal Year 2014-15 Annual Action Plan (AAP) for community development programs and projects. The AAP programs one-year eligible activities in adherence to the Pima County Five-Year HUD Consolidated Plan; 2010-2015, vision and goals. The financial impact to the County is a total of \$3,280,900 will be made available, via CDBG, ESG and HOME grant funds, to address identified needs and priorities to improve the quality of life for low to moderate income Pima County residents. The final Board of Supervisor approved AAP is due to HUD by May 15, 2014.

The purpose of this memorandum is to outline and describe the planning and implementation process utilized to ensure effective and efficient use of available CDBG and ESG funds. (Please note that the HOME Investment Partnership funds for affordable housing programs are made available via an open and continuous application process with individual projects ultimately approved by the Board of Supervisors.) The annual process to programmatically administer CDBG and ESG funds, however, is cyclical and—pending sequestration or other legislative delays—typically coincides with the federal fiscal year calendar, October through September. In brief, the planning process involves: extensive community outreach and public involvement (aka Citizens Participation Plan); funding priorities and recommendations; public process and approvals; and finally, contract execution and federal reporting as outlined below.

### Citizen's Participation Plan (October-February):

Community meetings are organized and held during the months of November through January. Staff discussed emerging needs and community issues with respective Board of Supervisor staff to determine target areas for these meetings. Whenever possible, staff coordinates and schedules with community groups, town councils and other organizations that conduct regularly planned public meetings to encourage attendance and active participation. Simultaneously, staff also updates and prepares the Request for Proposal (RFP) document which is typically released to the public in November via formal legal notice. (Bi-annually, CDNC staff also includes the Outside Agency Program in a joint application

effort to maximize resources.) The RFP is also distributed informally to non-profit agencies, community groups and participating jurisdictions (Oro Valley, Marana, Sahuarita and South Tucson) for which there are current contacts on file.

For the Fiscal Year 2014-15 AAP, public meetings were conducted in all Pima County Board of Supervisor Districts. During these meetings the RFP and estimated funding is reviewed; federal CDBG and ESG rules detailed; and, funding priorities for successful applications discussed. Also emphasized and addressed is the competitiveness for available CDBG Public Services funds which is capped at 15 percent of the total grant. Most importantly, these public meetings allow staff to work directly with the community to identify and prioritize potential projects or programs likely to respond to the RFP.

In total, staff held a series of 17 public meetings in unincorporated communities throughout Pima County, in addition to, conducting technical assistance workshops—downtown at the Pima County “El Banco” Affordable Housing Center—targeted to non-profit agencies. Technical assistance was also provided to City of South Tucson and Town of Marana staff—both active Pima County CDBG program "Sub-recipients" via our Urban County Cooperative Agreement executed tri-annually. Participating Urban County CDBG Sub-recipients have the responsibility to determine their own local needs and priorities when submitting proposed programs and projects for consideration. The RFP for responsive applications for available funds was due February 14, 2014.

#### Funding Priorities and Recommendations (February-April):

Staff's review process for CDBG and ESG proposals is similar, yet slightly varied. For both, program staff, during February and March, reviews all applications to make sure they are in full compliance with the programmatic regulations; that the agency is in good standing; and, that the agency has successfully completed past projects funded with CDBG and ESG. For CDBG, Pima County received 85 applications totaling \$6,435,462 in requests. Staff subsequently made CDBG funding recommendations for 43 projects, allocating the total \$2,498,848 available, utilizing the following funding priorities:

1. Compliance and consistency with federal laws and regulations.
2. Degree to which project benefits very low- to moderate-income residents in unincorporated Pima County with emphasis in established Community Development Target Areas and in Participating Jurisdictions.
3. Urgency of community development need, and identified community support, addressed by project.
4. Cost and feasibility analysis.
5. Ability to leverage other resources.
6. Applicant budget analysis including previous years funding and timely expenditure of funds.
7. Applicant capacity and experience with federal funds and program requirements.

For ESG funding recommendations, staff employs the same funding priorities in its initial recommendation, in addition to, adhering to federal HEARTH Act requirements. In short, participation, review and recommendations from the homeless population and the local Continuum of Care, Tucson Planning Council for the Homeless (TPCH), is incorporated into the final ESG funding allocations for Board of Supervisor and HUD approval. In summary, 16 applications totaling \$512,979 in requests

were reviewed. Final ESG recommendations include funding 13 programs for eligible activities totaling \$204,473 in available FY 2014-15 funds. Also incorporated into the final recommendation is \$60,000 in unspent ESG funds, from previous fiscal years, reprogrammed into FY 2014-15 programs.

Public Process and Approvals (May - July):

In addition to an active citizen's participation plan and prioritized recommendation process, a formal public process is conducted and local and federal approvals are required. In early April, the draft AAP narrative and initial list of both CDBG and ESG recommendations are posted on line for a required 30 day public comment period prior to Board of Supervisors consideration and approval. In addition, two public meetings were held—April 10, 2014 at the El Banco Affordable Housing Center and April 22, 2014 at Ellie Towne Community Center in Flowing Wells—to review the draft AAP, applicable federal regulations, and funding priorities. All public comments are incorporated into the AAP final draft. To date, no formal public comments have been received.

Once the AAP is approved by the Board of Supervisors it is submitted to HUD for review and approval. CDNC actively works with HUD staff during the months of May and June to complete this submittal process. Once the AAP is accepted by HUD, the County Administrator receives notice that AAP has been approved and an Intergovernmental Agreement (IGA) is issued to receive federal funds beginning October 1, 2014.

Contracts and Federal Reporting (July-September):

As the IGA is being processed, staff, in direct collaboration with the Deputy County Attorney, begins to notify, negotiate and contract with funded agencies and organizations. Budgets and scopes of work are finalized for each program or project. Also during this time, staff is required to conduct federal "end of year reporting" and prepares the Pima County Consolidated Annual Performance and Evaluation Report (CAPER) to HUD. In summary, the CAPER captures open and completed projects including summaries of program accomplishment to HUD for previous AAP's activities. A public process, similar to the approval of the AAP, is conducted by staff and the final report is submitted to HUD in September. Once submitted, staff initiates the citizen's participation plan for the next federal fiscal year AAP process.

Conclusion and Consolidated Planning Process:

The program administration of HUD CDBG and ESG funds is an annual planning and public process guided by Pima County's current *Five-Year HUD Consolidated Plan; 2010-2015*. The Five-Year Consolidated Plan provides the regulatory framework for funding projects that implement Pima County's existing affordable housing, homeless and community development policies and programs over its five-year period. In addition to working directly with community stakeholders, CDNC looks forward to working cooperatively with respective Board of Supervisor staff as it prepares the next Consolidated Plan which will effectively describe the needs, resources, goals, strategies and objectives—i.e. funding priorities—for subsequent 2015-2020 HUD Annual Actions Plans.