

March 11, 2021

Memorandum to: Honorable Mayor and City Council

Thru: Charles P. Potucek, City Manager  
Victoria Yarbrough, Assistant City Manager

From: Matt McLachlan, Director, Community Development

Subject: PUBLIC HEARING  
Consideration of funding requests for PY 2021  
Community Development Block Grant (CDBG) Annual Action Plan

REQUESTED ACTION:

Provide Staff with feedback and direction on internal and external funding requests for inclusion in Sierra Vista's PY 2021 CDBG Annual Action Plan (AAP).

INITIATED BY: City of Sierra Vista

BACKGROUND:

In 2013, the City of Sierra Vista entered the Community Development Block Grant (CDBG) entitlement program as a direct recipient of annual grant funding from the U.S. Department of Housing and Urban Development (HUD). The program was authorized under Title I of the Housing and Community Development Act of 1974 and is one of the longest continuously run programs at HUD. The Community Development Department administers the CDBG program and presents proposals and recommendations to the City Council, advisory boards, and the general public.

The primary national objectives of the program are the development of **viable communities**, principally for low and moderate income (LMI) persons, through;

- *Decent Housing*
- *Suitable Living Environment*
- *Expanded Economic Opportunity*

All CDBG activities must result in **one** of the following:

- *Benefit low and moderate income (LMI) persons;*
- *Prevent or eliminate slum and blight; or*
- *Meet an urgent need having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community.*

## City of Sierra Vista Annual Action Plan

Each year, the City is required to prepare an Annual Action Plan that is submitted to HUD. The plan outlines the programs and activities the City will undertake in the coming year to implement the strategies of the Consolidated Plan. Specifically, the Plan describes how the funds will be expended to meet stated objectives.

The process begins with a “Notice of Funding Availability” requesting applications for proposed projects or program services. This was done through email correspondence to public service providers; newspaper advertisement; and posting on the City’s website. **The City of Sierra Vista is expected to receive \$254,678 in Community Development Block Grant (CDBG) funds according to the PY 2021 formula allocations posted on the U.S. Department of Housing and Urban Development website.** This amount is \$17,193, or 6.3% less than the City received last year.

The notice is followed by a public meeting to receive input and respond to questions. A virtual meeting was held on February 17, 2021 to discuss program objectives, examples of eligible public service activities and application requirements. **Staff will provide any applications that are received by the March 5, 2021 deadline as a supplement to this memo. Applicants are requested to present their proposal in person at the public hearing for Council consideration and questions.**

## Consolidated Plan

The Consolidated Plan is a five-year planning document required by HUD detailing how the City plans to invest its resources to meet ongoing affordable housing, community development, economic development, and public service needs. The Consolidated Plan guides the use of City resources to address these needs over a five-year period. The City Council adopted the 2019-2023 City of Sierra Vista Consolidated Plan in June 2019 and was subsequently approved by HUD. The Plan establishes the goals and priorities for the use of CDBG funds during the five-year planning period.

Stabilizing and enhancing neighborhoods within the target areas through public facility and infrastructure improvements has been assigned the highest amount of funding due to the associated capital cost. The City has tried to limit the number of projects in prior plans due to intensive federal requirements associated with their implementation.

Over the past year, the City has increased the amount of funding allocated towards public services and economic development assistance to respond to the COVID-19 pandemic. The City’s funding agreement with United Way of Sierra Vista and Cochise County, Inc. to administer the Emergency Crisis Fund extends through August of this year.

## PY 2021 CDBG Staff Recommendation

The City’s Management team met to review the funding applications and recommend that the PY 2021 CDBG funding be allocated to address the Consolidated Plan goals as shown in the highlighted column in the following table.

Goal Name	Estimated Funding Allocation (Five-Year Total)	Percent	Funding Committed/Spent		PY 2021 (PROPOSED)	FIVE-YEAR ESTIMATED ALLOCATION REMAINING (2022/2023)
			PY 2019	PY 2020		
Goal 1: Public Infrastructure/Facility Improvements	\$719,000	47%	\$223,868.89	\$271,810.00	\$174,678.00	\$48,643.11
Goal 2: Housing Rehabilitation and Services	\$100,000	6%	\$0.00	\$0.00	\$50,000.00	\$50,000.00
Goal 3: Provision of Needed Services	\$363,198	24%	\$328,198.00	\$0.00	\$15,000.00	\$20,000.00
Goal 4: Neighborhood Stabilization	\$100,000	6%	\$0.00	\$0.00	\$15,000.00	\$85,000.00
Goal 5: Economic Development	\$86,050	6%	\$86,050.00	\$0.00	\$0.00	\$0.00
Goal 6: Fair Housing	\$0	0%	\$0.00	\$0.00	\$0.00	\$0.00
Goal 7: Administration/Planning	\$171,000	11%	\$0.00	\$0.00	\$0.00	\$171,000.00

ACTIVITY NAME	PY 19	PY 20	TOTAL
<b>PUBLIC FACILITIES/INFRASTRUCTURE</b>			
James Landwehr Plaza	\$ 16,300.00	\$ -	\$ 16,300.00
Solider Creek Park	\$ 207,568.89	\$ -	\$ 207,568.89
Eddie Cyr Park	\$ -	\$ 271,810.00	\$ 271,810.00
<b>PF/I TOTAL</b>	<b>\$ 223,868.89</b>	<b>\$ 271,810.00</b>	<b>\$ 495,678.89</b>
<b>PROGRAM SERVICES</b>			
Boys and Girls Club Program Scholarships	\$ 15,000.00	\$ -	\$ 15,000.00
Emergency Crisis Assistance	\$ 313,198.00	\$ -	\$ 313,198.00
<b>PS TOTAL</b>	<b>\$ 328,198.00</b>	<b>\$ -</b>	<b>\$ 328,198.00</b>
<b>ECONOMIC DEVELOPMENT</b>			
MicroEnterprise Assistance	\$ 66,050.00	\$ -	\$ 66,050.00
Special Economic Development Assistance	\$ 20,000.00	\$ -	\$ 20,000.00
<b>ED TOTAL</b>	<b>\$ 86,050.00</b>	<b>\$ -</b>	<b>\$ 86,050.00</b>
<b>OVERALL TOTAL</b>	<b>\$ 552,066.89</b>	<b>\$ 271,810.00</b>	<b>\$ 823,876.89</b>

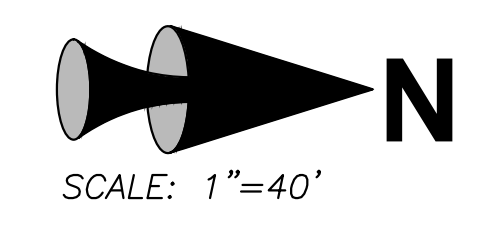
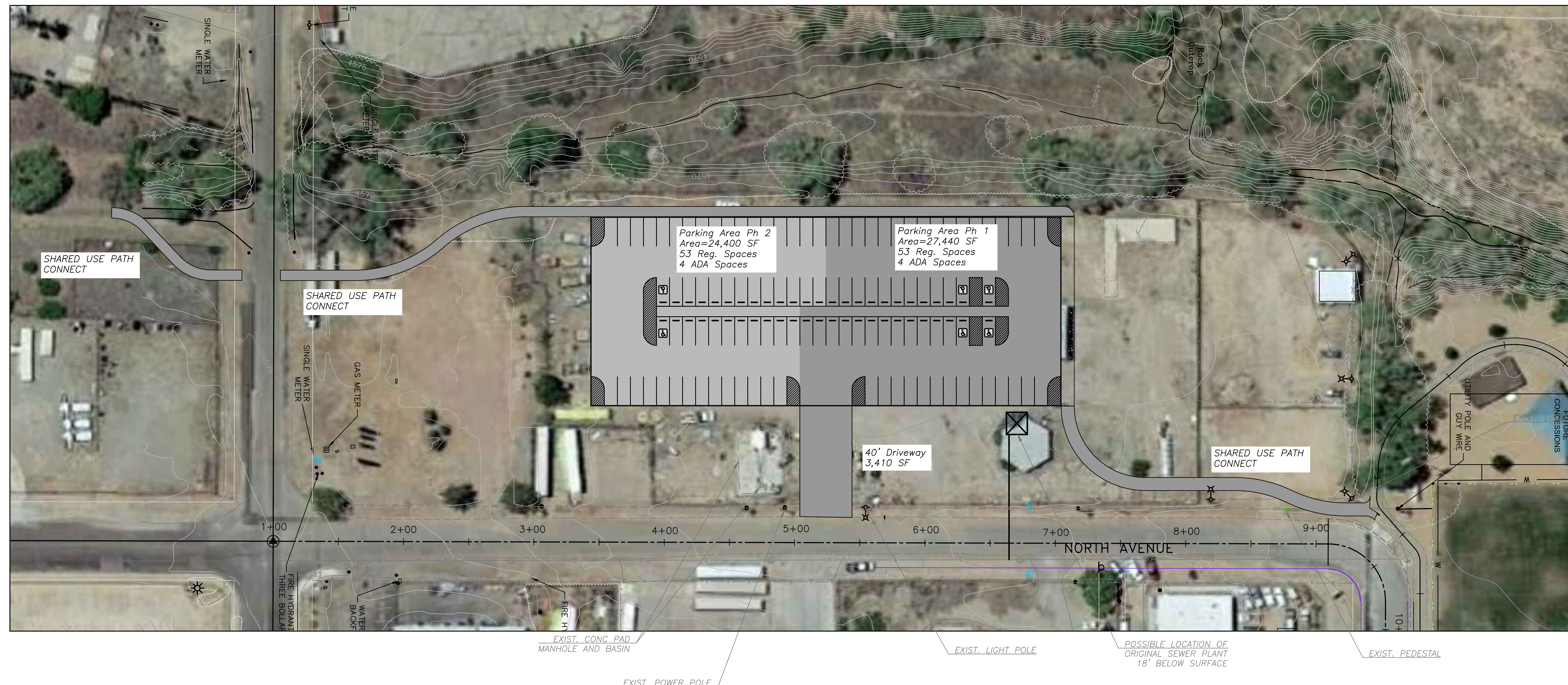
**STAFF RECOMMENDATION ON PY 21 AAP ALLOCATION:**

- **Public Facility/Infrastructure Improvements (\$174,678):** The City's Engineering Department has completed 25% construction plans for the improvements to Eddie Cyr Park on the former Public Works Yard property. The PY 20 AAP allocated \$271,810 towards completing Phase 1 of the parking lot (53 spaces) and multi-use path extension. The funding proposed for the PY 21 AAP will allow the City to complete the parking lot as a single construction phase which will reduce development costs.
- **Emergency Home Repair and Disabilities Modification Program (\$50,000):** This program assists homeowners in Sierra Vista in making emergency repairs to substandard housing conditions. Substandard conditions include those posing a serious threat to the health, safety or welfare of the household or affecting the immediate livability of the home. Emergency assistance is granted based on priority and eligibility of the emergency.

Accessibility modifications needed for the elderly and disabled are also eligible under this program. The program is restricted to income eligible, homeowner-occupied applicants that have lived in their home for the preceding year prior to being qualified for participation in the program.

- **Neighborhood Stabilization (\$15,000):** *This funding would be used to demolish blighted structure(s) upon consent of the property owner or by court order or subsidize the cost of roll-off dumpsters to low-income property owners to abate property maintenance violations.*
- **Program Services (\$15,000):** *To be determined by Council upon review and presentation of any non-profit applications that are received.*





REVISION: ...		DATE: ...	APPROVED BY: ...
DESIGN	IZ	NAME	CITY OF SIERRA VISTA 1011 NORTH CORONADO DRIVE SIERRA VISTA, AZ 85635 520-458-5775
DRAWN	JBM	DATE	
CHECKED	....	....	
MANAGER	....	....	PLAN AND PROFILES
F.H.W.A. REGION	9	*	CYR CENTER PARK - PHASE 3 PARKING LOT
ARIZONA	DWG SCALE :		* OF * SHEET







# COMMUNITY DEVELOPMENT BLOCK GRANT

## EMERGENCY HOME REPAIR & DISABILITIES MODIFICATIONS PROGRAM

### PROGRAM GUIDELINES

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The Emergency Home Repair and Disabilities Modification Program (“Emergency Program” or “Program”) assists homeowners in Sierra Vista to perform emergency repairs to substandard housing conditions. Substandard conditions include those posing a serious threat to the health, safety or welfare of the household or affecting the immediate livability of the home. Emergency assistance shall be granted based on priority and eligibility of emergency.

The level of assistance is limited solely to the amount required to address the specific emergency. The maximum amount of assistance per household, may not exceed \$7,500. Emergency Repairs are limited to those issues that affect the habitability of the home such as: lack of running water, electricity or heating/cooling. Applicants who experience more than one emergency situation in the same year may receive assistance through the program a second time in that year providing the maximum grant amount has not been spent.

Accessibility modifications needed for the elderly and disabled are also eligible under this program. These improvements must directly affect the immediate livability of the home.

#### **Eligibility Standards**

The Emergency program is only available to income eligible, homeowner-occupied applicants. Assistance is provided to those applicants who meet low and moderate-income standards, mandated by The Department of Housing and Urban Development (HUD.) These guidelines are frequently updated and reflect two income categories based on family size. One is 80% of the Sierra Vista Area Median Income (moderate income) and the other is 50% (low income.) Eligibility for Emergency Assistance or determination of ineligibility is based on the total gross annual income for the household size in accordance with HUD’s income standards. Income qualification is required, even if the applicant is certified as disabled or elderly.

In addition to meeting the income guidelines, applicants must have owned and lived in their homes as their primary residence for the preceding year immediately prior to being qualified for participation in the program. Persons, who use their home to conduct business or as rental property, in whole or in part, are ineligible to participate in the program.

There are special requirements for City employees, elected officials and their relatives and for non-profit rehabilitation providers and their relatives. These requirements, which relate to conflicts of interest, include making public disclosure, obtaining a ruling by the City Attorney and submitting materials for review by HUD. In all cases where an apparent conflict of interest exists, HUD will make a finding regarding the eligibility of the applicant. Assistance shall not be granted unless approved by HUD. The conflict of interest process may add, at minimum, forty-five (45) days to the eligibility process.

Applicants shall acknowledge the Emergency Programs are not entitlement programs. At all times participation requires adherence to terms of the Construction Contract, Program

Guidelines, Code of Conduct, applicable Federal Program regulations and any other Program documents.

### **Program Operation**

The Program shall provide emergency repairs and/or replacement for owner-occupied, income-eligible households within the City of Sierra Vista. Eligible repairs and/or replacement shall be made to components that affect the immediate livability of the home, as determined by the Building Official or his designee. Repairs and/or replacement are limited to the following types of assistance:

Heating/Cooling systems:

- Lack of or inadequate heating or cooling (unit shall currently exist)
- Hazardous or defective system

Plumbing systems:

- Lack of hot and cold running water
- Defective sewage system
- Leaking waterlines and gas lines or dangerous conditions in plumbing and gas systems
- Leaking or improperly functioning bathroom plumbing fixtures (toilets, sinks faucets, tubs/showers) when only one bathroom facility exists or when all facilities are inoperable
- Leaking or inoperable water heaters

Electrical systems:

- Lack of electricity
- Exposed or dangerous electrical wiring

Roofing:

- Leaking systems
- Severely deteriorated and structurally dangerous

Carpentry:

- Inoperable door/window locks
- Broken windows or inoperable exterior doors
- Structural deficiencies posing an immediate safety issue
- Perimeter fences not in compliance with City ordinance around yards with pools

Appliances (limited to cook tops, ranges and refrigerators):

- Inoperable units

Accessibility modifications (including but not limited to):

- Wheel chair ramps
- Widening doorways to accommodate wheelchairs
- Grab bars, railings, door hardware
- Bathtub/shower modifications

## **Application Process**

### *1. Request for application*

Homeowner's requesting Emergency Assistance shall request an Emergency Repair Application packet through the City's Community Assistance Office. The application packet will include a cover letter explaining the assistance process, an application for assistance and an income questionnaire.

The completed application and income questionnaire shall be returned to the Community Development Department Office with copies of the following information, as indicated in the cover letter:

- Authorization for the Release of Information
- Deed to property
- 2020-21 Property Tax Valuation
- 2020 signed State and Federal income tax return & W-2 Forms
- Last three (3) statements (include all pages of each statement) of the following documentation for all persons in the household, 18 years and older: bank statements (checking and savings), employment wages, bonuses
- Most current Benefit Award letters (Social Security, Disability, Pension, Retirement, Child Support, Alimony, Welfare or other public assistance, Unemployment/Workers Compensation)
- Last three (3) statements (include all pages of each statement) of the following asset information for all persons in the household, 18 years and older: Investments, Stocks, Bonds, IRA's, CD's, Money Market, Trusts, Life Insurance, Real Estate
- Most current Utility Statement, include all that apply (Electric, Water, Gas)

Assistance shall not be considered to those applicants whose applications are either: 1) incomplete; or 2) all required income and homeownership documentation has not been submitted. Homeowners shall be notified that their applications shall not be considered and assistance may not be granted until the requested information has been received.

The City's Community Development Director or his designee shall review the request(s) for emergency assistance and shall determine the eligibility of the repairs/replacement requested. Repairs determined ineligible for assistance through the Emergency Program shall not be considered for assistance. At this time, the emergency application will not be processed.

### *2. Processing of Application*

Upon receipt of application and all required income and homeownership information, the Community Development Director or his designee shall review the documents. All applications will be evaluated based on priority and shall include (at minimum):

- Homeowner's Application
- Cochise County Recorder's Office ownership and property tax information
- Environmental Review
- Financial and ownership documents as provided by applicant
- Additional information as deemed necessary by the City



The City shall review the applicant's income and homeownership information to determine client's eligibility (or ineligibility). The applicant's income shall be calculated to determine the total gross household income for the upcoming twelve (12) months. Determination of income eligibility shall be in accordance with the HUD income guidelines. If determined ineligible or the application is deemed incomplete, applicants may re-apply six (6) months after the determination of ineligibility.

The Program reserves the right to seek third party verification for income, ownership and household composition. Credit reports may be requested and processed on each person whose property receives assistance.

If IRS tax liens or tax certificates are found, the applicant will automatically be disqualified for assistance, unless written satisfaction of lien is presented to the Community Development Department. Falsification of income and other required information requested is grounds for disqualification and may result in a \$10,000 fine and one year in prison.

### *3. Receiving Assistance*

The City of Sierra Vista shall complete the applicant's eligibility status within two (2) business days of the receipt of the completed emergency application, including all required income documentation. Upon eligibility, the Community Development Director or his designee shall schedule an appointment to inspect the applicants' property to evaluate the repairs requested within two (2) business days.

Painted surfaces that will be affected as a result of the repairs and/or replacements shall be tested for lead based paint, if the home is built prior to 1978 and the area to be affected is greater than the HUD Lead Safe Housing Rule threshold. The lead-based paint inspection and/or risk assessment shall be conducted by a licensed lead consultant company. The City's Building Official or his designee shall develop a scope of work. The scope shall also include appropriate measures to address lead based paint findings in accordance to all federal regulations. The scope of work shall be solicited for bid in accordance to the City's procurement requirements.

If the total project cost is estimated to be greater or equal to \$2,000 by the City's Building Official or his designee, the scope of work shall be solicited with a formal bid process in accordance to the City's procurement requirements. The bidding contractors must preview the property prior to submitting a bid. There shall be a minimum of three (3) bids. If three bids are not received the project will be re-bid.

If the total project cost is estimated to be less than \$2,000 by the City's Building Official or his designee, the scope of work shall be solicited with an informal bid process. The appropriate pre-qualified contractor shall be appointed to submit a bid for the scope of work, and if the cost is deemed acceptable the project will be awarded to the appointed contractor. The bidding contractor must preview the property prior to submitting a bid. If the bid is greater than \$2,000 the project shall be solicited with a formal bid process.

Upon receipt of the required number of bids, a contract and notice to proceed shall be executed between the applicant and the contractor who will be performing the work. The Building Official or his designee shall monitor the progress and completion of work in accordance to the scope of work, the contract documents and the program guidelines. Upon completion of all work, a final inspection shall be conducted by the Agency and the homeowner shall sign a certificate of completion. Payment shall be submitted to the contractor upon final completion of work and

receipt of the signed certificate of completion from the homeowner. All work shall be completed within fourteen (14) business days from date of the notice to proceed.

#### 4. *General Program Requirements*

All contractors who wish to bid on Emergency jobs shall be: licensed with the Registrar of Contractors; be bonded and insured; and shall hold a City business license. The Program reserves the right to exclude any contractor who has unresolved complaints with the Registrar of Contractors office, who has not performed in accordance to the Program's general conditions, bid instructions or contractor application.

All contractors are required to provide a two-year warranty on all work performed through the Program, as set forth by the Arizona Registrar of Contractors. The homeowner is responsible to contact the contractor for any warranty-related problems. If the homeowner does not feel that the contractor has lived up to warrantee obligations, their appeal is to the Arizona Registrar of Contractors and not to the City of Sierra Vista.

Any changes to the scope of work shall be documented through a Change Order and shall address only those changes necessary to correct unforeseen health and safety issues affecting the immediate livability of the home. Change Orders shall be processed after the contractor submits the required documentation and has obtained both the contractor's and homeowner's signatures. The Change Order also requires the signatures of the City's Community Development Director.

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# COMMUNITY DEVELOPMENT BLOCK GRANT EMERGENCY HOME REPAIR & DISABILITIES MODIFICATIONS PROGRAM

## ANNUAL INCOME GUIDELINES

### FY 2020 Income Limits Summary

Selecting any of the buttons labeled "Explanation" will display detailed calculation steps for each of the various parameters.

FY 2020 Income Limit Area	Median Family Income <a href="#">Explanation</a>	FY 2020 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Sierra Vista-Douglas, AZ MSA	\$66,300	Very Low (50%) Income Limits (\$) <a href="#">Explanation</a>	21,000	24,000	27,000	<b>29,950</b>	32,350	34,750	37,150	39,550
		Extremely Low Income Limits (\$) * <a href="#">Explanation</a>	12,760	17,240	21,720	<b>26,200</b>	30,680	34,750*	37,150*	39,550*
		Low (80%) Income Limits (\$) <a href="#">Explanation</a>	33,550	38,350	43,150	<b>47,900</b>	51,750	55,600	59,400	63,250

**NOTE:** Cochise County is part of the **Sierra Vista-Douglas, AZ MSA**, so all information presented here applies to all of the **Sierra Vista-Douglas, AZ MSA**.

The **Sierra Vista-Douglas, AZ MSA** contains the following areas: Cochise County, AZ;

\* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as [established by the Department of Health and Human Services \(HHS\)](#), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

Income Limit areas are based on FY 2020 Fair Market Rent (FMR) areas. For information on FMRs, please see our associated FY 2020 [Fair Market Rent documentation system](#).

**These limits are determined by the U.S. Department of Housing and Urban Development (HUD).**



# COMMUNITY DEVELOPMENT BLOCK GRANT EMERGENCY HOME REPAIR & DISABILITIES MODIFICATIONS PROGRAM

## APPLICATION

Please PRINT and complete ALL pages of this application in its entirety and sign the last page. List the type of Emergency you are experiencing on the next page. Please note that assistance is based on priority of emergency at the discretion of the Community Development Director. Your application may be placed on a waiting list in accordance to priority.

Date:

Head of Household Name:	Date of Birth:	Disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No
Spouse's Name:	Date of Birth:	Disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>THE FOLLOWING INFORMATION IS GATHERED TO COMPLY WITH FEDERAL CDBG PROGRAM REQUIREMENTS:</i>		
Race: <input type="checkbox"/> White <input type="checkbox"/> Black/African-American <input type="checkbox"/> Asian <input type="checkbox"/> Am. Indian/Native Alaskan <input type="checkbox"/> Pacific Islander/ Hawaiian <input type="checkbox"/> Asian & White <input type="checkbox"/> Am. Indian/Native Alaskan & White <input type="checkbox"/> Black/African-American & White <input type="checkbox"/> Am. Indian/Native Alaskan & Black/African-American <input type="checkbox"/> Other Multi-Racial		Ethnicity: <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Non-Hispanic/Latino
Address: (Number) (Street)	(City) (State) (Zip)	
Phone Number:	Alternate Phone Number:	
Email Address:		
Do you own any other real estate property?    Yes    No    If "Yes," please list address:		

Head of Household Social Security #:	Spouse's Social Security #:
--------------------------------------	-----------------------------

**TOTAL** Number of persons living in the household:

Please list the names, relationships, social security numbers and dates of birth of **all** other adults (**18 and older**) in the household:

Name:	Relationship:	Social Security #:	Date of Birth:
1.			
2.			
3.			
4.			

Approximate combined gross income ( <i>before taxes</i> ) of <u>all</u> persons living in the home:	
\$                      Monthly                      \$	Annually
Age of Home:	How long have you owned <u>and</u> lived in the home as your primary residence?
Tax Parcel #:	Is your home a co-op?                      Yes                      No



Is your home a mobile/manufactured home? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes," do you own the real property on which the home is located? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you operate a business out of your home? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," please give name and nature of business: _____	
Are you employed by or a relative of any employee of the City of Sierra Vista or any non-profit? <input type="checkbox"/> Yes <input type="checkbox"/> No    If "Yes," please list names, relationship, agency, department and dates of employment.	
Names:	Relationship:
Agency:	Department:
Dates:	
1. _____	
2. _____	

How did you hear about the program?

<b>Please certify each of the following statements by initialing on the line next to the statement. (If you cannot certify to each of the following you may not qualify for assistance)</b>		<b>Initial Here</b>
A.	I have received a copy of the Emergency Repair Program Guidelines.	
B.	I understand the Emergency Repair Program Guidelines	
C.	I have owned and occupied the home listed above for 1 or more years prior to applying for assistance.	
D.	I understand the City of Sierra Vista may obtain a title and credit report to verify qualification and hereby give my consent to do so.	
E.	I understand that the maximum amount available through the Emergency Repair Program is \$7,500.	
F.	I understand the City of Sierra Vista may utilize photographs taken in connection with my participation in the Emergency Program in marketing materials to promote the programs. I also understand the City of Sierra Vista may place marketing materials on my property during the duration of my participation in the Emergency Program. I hereby give consent to the City of Sierra Vista to utilize my property and pictures of my property to promote the Emergency Repair Program.	
G.	I understand that the Emergency Repair Program is not an entitlement program. At all times, participation requires adherence to the terms of the Construction Contract, Program Guidelines, Code of Conduct, applicable Federal Program regulations and any other Program documents.	

I certify that all the information I have given and will give in connection with this application, either in writing or orally is true and correct. I understand that false, fictitious or fraudulent statements, or representations to defraud the United States Government of funds voids my application for assistance, and is punishable by fines not to exceed \$10,000 or imprisonment for not more than five years, or both under U.S.C. Title 18, Sec. 1001. I understand that it is the obligation of the City of Sierra Vista to prosecute violations.

Signature of Applicant: _____	_____
	Date
Signature of Co-Applicant: _____	_____
	Date

<b>Please print below and provide a brief description of your emergency:</b>
A. <i>Air Conditioning/Heating:</i>
B. <i>Plumbing:</i>
C. <i>Roofing:</i>
D. <i>Electrical:</i>
E. <i>Other:</i>

*Credit and title reports may be processed on each person and their property receiving rehabilitation. If IRS tax liens or tax certificates are found, your application will automatically be disqualified, unless written satisfaction of lien is presented to the Community Development Director.*

Please send this completed application to:

*Community Development Department  
Attn: Director  
1011 North Coronado Drive  
Sierra Vista, AZ 85635*

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## INCOME QUESTIONNAIRE

Name/Address of Head of Household: \_\_\_\_\_

We need to know about the income that each member of your household expects to receive in the next 12 months. The following is a list of items the government counts as income in determining eligibility for federal housing assistance. Check **Yes** for a particular type of income if any household member gets it. We'll get the details from you later. Check **No** only if no member of your household gets the particular type of income.

**Warning:** Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to willfully make false statements, or misrepresentations, of any material fact involving the use or obtaining of federal funds.

**Employment Income:** this does not include income of children younger than 18 or live-in aides.

	<u>Yes</u>	<u>No</u>
Wages	<input type="checkbox"/>	<input type="checkbox"/>
Salaries	<input type="checkbox"/>	<input type="checkbox"/>
Overtime Pay Commissions	<input type="checkbox"/>	<input type="checkbox"/>
Fees	<input type="checkbox"/>	<input type="checkbox"/>
Tips	<input type="checkbox"/>	<input type="checkbox"/>
Bonuses	<input type="checkbox"/>	<input type="checkbox"/>
Any other amounts adult household members earn from working for other people or from their own business	<input type="checkbox"/>	<input type="checkbox"/>

**Benefits payments:** this includes lump-sum payments received because of delays in processing benefits, but not lump-sum payments of Social Security or Supplemental Social Security Income.

	<u>Yes</u>	<u>No</u>
Social Security	<input type="checkbox"/>	<input type="checkbox"/>
Supplemental Security Income (SSI)	<input type="checkbox"/>	<input type="checkbox"/>
Worker's Compensation	<input type="checkbox"/>	<input type="checkbox"/>
Disability pay or benefits	<input type="checkbox"/>	<input type="checkbox"/>
Unemployment benefits	<input type="checkbox"/>	<input type="checkbox"/>
Severance pay	<input type="checkbox"/>	<input type="checkbox"/>
Annuities	<input type="checkbox"/>	<input type="checkbox"/>
Insurance policy payments to you	<input type="checkbox"/>	<input type="checkbox"/>
Pensions	<input type="checkbox"/>	<input type="checkbox"/>
Retirement fund benefits	<input type="checkbox"/>	<input type="checkbox"/>
Death benefits	<input type="checkbox"/>	<input type="checkbox"/>
Any other benefit payments: veteran's disability, black lung sick benefits, dependent indemnity compensation	<input type="checkbox"/>	<input type="checkbox"/>

**Welfare assistance:** this includes lump-sum payments received because of delays in processing benefits, but not grants or other amounts received specifically for medical expenses or care and equipment for a disabled person.

	<u>Yes</u>	<u>No</u>
	<input type="checkbox"/>	<input type="checkbox"/>

**Alimony or Child Support:** this includes adoption assistance payments.

	<u>Yes</u>	<u>No</u>
	<input type="checkbox"/>	<input type="checkbox"/>

**Interest, dividends, and other income from household assets:**

	<u>Yes</u>	<u>No</u>
Interest from bank accounts or bonds	<input type="checkbox"/>	<input type="checkbox"/>
Dividends from stocks or mutual funds	<input type="checkbox"/>	<input type="checkbox"/>
Income distributed from trust funds	<input type="checkbox"/>	<input type="checkbox"/>
Money from renting household assets	<input type="checkbox"/>	<input type="checkbox"/>
Any other interest, dividends, or rent	<input type="checkbox"/>	<input type="checkbox"/>
Lottery winnings paid in periodic Payments	<input type="checkbox"/>	<input type="checkbox"/>

**Money or gifts regularly given by persons not living in the unit:** this includes rent or utility payments regularly paid by someone on behalf of the household, but doesn't include recurring amounts paid directly to a child care provider, gifts of groceries, utility rebates paid to sr. citizens, payments received for the care of foster children, or gifts received on a non-recurring basis.

	<u>Yes</u>	<u>No</u>
	<input type="checkbox"/>	<input type="checkbox"/>

**Any other sources of income?**  
If yes, please specify:

	<u>Yes</u>	<u>No</u>
	<input type="checkbox"/>	<input type="checkbox"/>
_____		
_____		
_____		
_____		
_____		

I hereby certify that all of the above information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date

**EMERGENCY REPAIR PROGRAM  
CODE OF CONDUCT**

**Applicants Shall:**

1. Treat City staff and contractors with courtesy and professionalism. Dishonest, disrespectful, threatening, harassing, ridiculing or disparaging behavior will not be tolerated. Such prohibited behavior includes, but is not limited to, statements that endorse or promote discriminatory stereotypes, making false accusations, and any type of physical violence or threat of physical violence.
2. Respect City staff's time by keeping scheduled appointments and provide at least eight hours advance notice prior to a cancellation.
3. Respect the contractor's time by keeping scheduled appointments and provide at least twenty-four hours advance notice prior to a cancellation.
4. Understand City staff may not always be available on a drop in basis, an appointment may be necessary.
5. Communicate problems and concerns to City staff and contractors in a professional and respectful manner.
6. Submit all requested documentation in a timely manner and/or within the date requested.
7. Acknowledge that the homeowner may occupy the residence during execution of work.
8. Prepare residence for the construction process. Excessive personal belongings must be removed by the homeowner prior to the contractor walkthrough, to avoid delaying the bid process.
9. Take all reasonable and necessary precautions to protect your possessions and those of the contractors.
10. Understand property may be unsafe for pets during the construction process. Take all necessary precautions to protect and secure your pets.
11. Cooperate with the contractor and make the property available to the contractor during normal work hours in conformance with the Construction Contract.
12. Make the property available for all necessary inspections.
13. Conform to the contract specifications. Any work not contained in the construction documents shall not delay job completion, city inspections or the payment process.
14. Sign a new Promissory Note when additional work is authorized through a change order. The Promissory Note will reflect the new total lien amount for the value of the additional work authorized in the change order.
15. Agree to authorize payment disbursement in accordance to Article VIII: Payment Terms and Schedule, of the Construction Contract.
16. Acknowledge that the Emergency Program is not an entitlement program. At all times participation requires adherence to terms of the Construction Contract, Program Guidelines, Code of Conduct, applicable Federal Program regulations and any other Program documents.

I acknowledge and agree that my continued participation in the Emergency Repair Program is contingent upon adherence to all of the above statements, regulations and any subsequent amendments thereto.

\_\_\_\_\_  
Homeowner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homeowner

\_\_\_\_\_  
Date



# Authorization for the Release of Information/ Privacy Act Notice

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

to the U.S. Department of Housing and Urban Development (HUD)  
and the Housing Agency/Authority (HA)

PHA requesting release of information; (Cross out space if none)  
(Full address, name of contact person, and date)

Community Development Department  
1011 North Coronado Drive  
Sierra Vista AZ 85635

IHA requesting release of information: (Cross out space if none)  
(Full address, name of contact person, and date)

**Authority:** Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, as amended by Section 903 of the Housing and Community Development Act of 1992 and Section 3003 of the Omnibus Budget Reconciliation Act of 1993. This law is found at 42 U.S.C. 3544.

This law requires that you sign a consent form authorizing: (1) HUD and the Housing Agency/Authority (HA) to request verification of salary and wages from current or previous employers; (2) HUD and the HA to request wage and unemployment compensation claim information from the state agency responsible for keeping that information; (3) HUD to request certain tax return information from the U.S. Social Security Administration and the U.S. Internal Revenue Service. The law also requires independent verification of income information. Therefore, HUD or the HA may request information from financial institutions to verify your eligibility and level of benefits.

**Purpose:** In signing this consent form, you are authorizing HUD and the above-named HA to request income information from the sources listed on the form. HUD and the HA need this information to verify your household's income, in order to ensure that you are eligible for assisted housing benefits and that these benefits are set at the correct level. HUD and the HA may participate in computer matching programs with these sources in order to verify your eligibility and level of benefits.

**Uses of Information to be Obtained:** HUD is required to protect the income information it obtains in accordance with the Privacy Act of 1974, 5 U.S.C. 552a. HUD may disclose information (other than tax return information) for certain routine uses, such as to other government agencies for law enforcement purposes, to Federal agencies for employment suitability purposes and to HAS for the purpose of determining housing assistance. The HA is also required to protect the income information it obtains in accordance with any applicable State privacy law. HUD and HA employees may be subject to penalties for unauthorized disclosures or improper uses of the income information that is obtained based on the consent form. **Private owners may not request or receive information authorized by this form.**

**Who Must Sign the Consent Form:** Each member of your household who is 18 years of age or older must sign the consent form. Additional signatures must be obtained from new adult members joining the household or whenever members of the household become 18 years of age.

Persons who apply for or receive assistance under the following programs are required to sign this consent form:

PHA-owned rental public housing  
Turnkey III Homeownership Opportunities  
Mutual Help Homeownership Opportunity  
Section 23 and 19(c) leased housing Section  
23 Housing Assistance Payments HA-owned  
rental Indian housing  
Section 8 Rental Certificate  
Section 8 Rental Voucher  
Section 8 Moderate Rehabilitation

**Failure to Sign Consent Form:** Your failure to sign the consent form may result in the denial of eligibility or termination of assisted housing benefits, or both. Denial of eligibility or termination of benefits is subject to the HA's grievance procedures and Section 8 informal hearing procedures.

### Sources of Information To Be Obtained

State Wage Information Collection Agencies. (This consent is limited to wages and unemployment compensation I have received during period(s) within the last 5 years when I have received assisted housing benefits.)

U.S. Social Security Administration (HUD only) (This consent is limited to the wage and self employment information and payments of retirement income as referenced at Section 6103(1)(7)(A) of the Internal Revenue Code.)

U.S. Internal Revenue Service (HUD only) (This consent is limited to unearned income [i.e., interest and dividends].)

Information may also be obtained directly from: (a) current and former employers concerning salary and wages and (b) financial institutions concerning unearned income (i.e., interest and dividends). I understand that income information obtained from these sources will be used to verify information that I provide in determining eligibility for assisted housing programs and the level of benefits. Therefore, this consent form only authorizes release directly from employers and financial institutions of information regarding any period(s) within the last 5 years when I have received assisted housing benefits.

Consent: I consent to allow HUD or the HA to request and obtain income information from the sources listed on this form for the purpose of verifying my eligibility and level of benefits under HUD's assisted housing programs. I understand that HAs that receive income information under this consent form cannot use it to deny, reduce or terminate assistance without first independently verifying what the amount was, whether I actually had access to the funds and when the funds were received. In addition, I must be given an opportunity to contest those determinations.

This consent form expires 15 months after signed.

Signatures:

_____	_____	_____	_____
Head of Household	Date		
_____	_____	_____	_____
Social Security Number (if any) of Head of Household		Other Family Member over age 18	Date
_____	_____	_____	_____
Spouse	Date	Other Family Member over age 18	Date
_____	_____	_____	_____
Other Family Member over Age 18	Date	Other Family Member over age 18	Date
_____	_____	_____	_____
Other Family Member over Age 18	Date	Other Family Member over age 18	Date

**Privacy Act Notice.** Authority: The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937 (42 U.S.C. 1437 et. seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), and by the Fair Housing Act (42 U.S.C. 3601-19). The Housing and Community Development Act of 1987 (42 U.S.C. 3543) requires applicants and participants to submit the Social Security Number of each household member who is six years old or older. Purpose: Your income and other information are being collected by HUD to determine your eligibility, the appropriate bedroom size, and the amount your family will pay toward rent and utilities. Other Uses: HUD uses your family income and other information to assist in managing and monitoring HUD-assisted housing programs, to protect the Government's financial interest, and to verify the accuracy of the information you provide. This information may be released to appropriate Federal, State, and local agencies, when relevant, and to civil, criminal, or regulatory investigators and prosecutors. However, the information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Penalty: You must provide all of the information requested by the HA, including all Social Security Numbers you, and all other household members age six years and older, have and use. Giving the Social Security Numbers of all household members six years of age and older is mandatory, and not providing the Social Security Numbers will affect your eligibility. Failure to provide any of the requested information may result in a delay or rejection of your eligibility approval.

**Penalties for Misusing this Consent:**

HUD, the HA and any owner (or any employee of HUD, the HA or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form.

Use of the information collected based on the form HUD 9886 is restricted to the purposes cited on the form HUD 9886. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000.

Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD, the HA or the owner responsible for the unauthorized disclosure or improper use.



Community Development Department  
Community Development Block Grant  
1011 North Coronado Drive  
Sierra Vista, AZ 85635

PHONE 520-417-4413  
FAX 520-452-7023  
WEB www.SierraVistaAZ.gov

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## EXEMPT TAX RETURN VERIFICATION

I/We did not file a tax return for year \_\_\_\_\_  
Year

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Name

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

DRAFT





## COMMUNITY DEVELOPMENT BLOCK GRANT EMERGENCY HOME REPAIR & DISABILITIES MODIFICATIONS PROGRAM

### CHECKLIST

---

**PLEASE BE SURE YOU HAVE INCLUDED ALL OF THE REQUIRED INFORMATION LISTED BELOW WITH YOUR EMERGENCY REPAIR APPLICATION.**

**APPLICATIONS SHALL NOT BE PROCESSED IF INCOMPLETE AND ALL OF THE REQUESTED INFORMATION HAS NOT BEEN RECEIVED.**

- Have you completed all of the questions on both pages of the application?
- Have you included your gross annual household income on the first page of the application?
- Have you initialed and signed at all the appropriate spaces on the second page of the application?
- Have you included all names and social security numbers for all occupants 18 and older?
- Have you completed and signed the Income Questionnaire?
- Have you included the following documentation for all occupants 18 and older?
  - Authorization for the Release of Information
  - Deed to property
  - 2020-21 Property Tax Valuation
  - 2020 Signed Income Tax Return and W-2 forms
  - Last three (3) Pay Stubs for employment
  - Last three (3) Bank Statements (include all pages of each statement)
  - Most current Benefit Award letters (Social Security, Disability, Pension, Retirement, Child Support, Alimony, Welfare or other public assistance, Unemployment/Workers Compensation)
  - Last three (3) statements of the following Assets (Investments, Stocks, Bonds, IRA's, CD's, Money Market, Trusts, Life Insurance, Real Estate)
  - Most current Utility Statement, include all that apply (Electric, Water, Gas)
  - Copy of driver's license or birth certificate



**CITY OF SIERRA VISTA  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
PY 21 - NON-PROFIT REQUESTS**

<b>ORGANIZATION</b>	<b>FUNDING REQUEST AMOUNT</b>	<b>DESCRIPTION</b>	<b>ESTIMATED NUMBER OF CLIENTS SERVED</b>
Good Neighbor Alliance	\$18,945	Homeless shelter kitchen remodel	330
Society of St. Vincent de Paul, St. Andrew Conference	\$32,455	Paved parking (10,256 sq. ft) for barrier free access	33,732
Southwest Fair Housing Council	\$10,000	Fair Housing Outreach and Media Campaign	5,000

# **GOOD NEIGHBOR ALLIANCE**



## CITY OF SIERRA VISTA

# APPLICATION FOR CDBG FUNDING

*As part of the U.S. Department of Housing and Urban Development's  
Community Development Block Grant Program*

1. The City of Sierra Vista is requesting proposals from nonprofits and other eligible entities for participation in the Community Development Block Grant (CDBG) Program for the period July 1, 2021 through June 30, 2022. The City anticipates receiving approximately \$ 270,000 (based on current year funding) from the U.S. Department of Housing & Urban Development (HUD) to be used for a wide range of activities including, but not limited to, public services, public facilities, infrastructure improvements and housing rehabilitation and service programs. CDBG funds will be allocated according to federal regulations with 15% (approximately \$40,500) being set aside for public services funding; 20% (approximately \$54,000) for the City's program administration costs; and approximately \$175,500 for other eligible projects. Eligible projects must be within the city limits of Sierra Vista or provide services to Sierra Vista residents.
2. Activities must meet one of the three HUD National Objectives:
  - a. Benefit low to moderate income persons
  - b. Aid in the prevention of slums and blight, or
  - c. Meet other urgent community need such as disaster relief.
3. A completed original application with the attachments listed below are due to the **City Community Development Department, ATTN: Matt McLachlan, Director, at 1011 North Coronado Drive, Sierra Vista, Arizona 85635 by March 5, 2021 by 4:00 PM local time.**

Attachments include:

- a. 501(c)(3) Non-profit Certification;
- b. Liability Insurance;
- c. Board of Directors' list;
- d. Organizational chart;
- e. Agency budget by program/activity;
- f. Most recent audit (or financial statement);
- g. If expended \$750,000 or more in federal funds (all sources) last year, a Single Audit Act audit; and
- h. HUD certifications (attached in this application).

***Late applications will not be accepted.***

4. The PY21 Application form must be used. All questions and comments may be sent to Matt McLachlan at [Matt.McLachlan@SierraVistaAZ.gov](mailto:Matt.McLachlan@SierraVistaAZ.gov) or 520-439-2177 In addition, the City will hold a virtual application workshop on February 17, 2021 from 3:00 PM to 4:00 PM using the following call in phone number:

**JOIN BY PHONE**  
**1-415-655-0001 US TOLL**  
**Meeting number (access code): 177 085 8673**

5. Grant awards will be dependent upon receipt of PY 2021 funding from the U.S. Department of HUD.
6. **Public Facility and Infrastructure Projects: Any non-residential construction, rehabilitation, renovation requested in excess of \$2,000 must adhere to labor standards in compliance with the requirements imposed by the Equal Employment Opportunity Act, Davis-Bacon Act, Section 3 (contracting with or employing low-income) and related federal legislation. All construction, rehabilitation and renovation projects must pass all applicable environmental reviews. All construction, rehabilitation and renovation projects must pass all City ordinances and permitting requirements.**
7. The tentative schedule for this Request for Applications is subject to change and is as follows:

ACTIVITY	DATE
Applications Available	February 3, 2021
Application Workshop	February 17, 2021 from 3:00 PM – 4:30 PM Join by phone: 1-415-655-0001 US TOLL Meeting number (access code): 177 085 8673
Application Submission Deadline	March 5, 2021, no later than 4:00 PM
Public Hearing and Presentation to City Council of Funding Requests	March 11, 2021 at 5:00 PM City Hall – City Council Chambers (tentative, see City website for meeting details)
Public Hearing on Draft Annual Action Plan	April 22, 2021 at 5:00 PM City Hall – City Council Chambers (tentative, see City website for meeting details)
Contract Negotiations	September - October 2021
Contract Signing	September - October 2021
CDBG Funds Available	November 1, 2021



# PY 2021 APPLICATION FOR CDBG FUNDING

## SECTION 1 – GENERAL INFORMATION

**Applications are due to the Community Development Department by March 5, 2021 at 4:00 PM (local time). Applications submitted after the deadline will not be accepted or eligible for funding.**

**Please include the following information:**

**Checklist of Inclusions (please check all that have been included):**

- This Cover Sheet, completed (**Keep this on ONE PAGE**)
- Remaining application form completed (use as many pages are needed)
- 501(c)(3) IRS designation letter
- Professional Liability Policy
- Board of Directors – Name, Address, Business Affiliation, Race/Ethnicity, Term of Office (dates)
- Organizational Chart
- Agency Budget by Program/Activity
- Most recent Audit or Financial Statement (if federal expenditures are > \$750,000/year, an Audit complying with Single Audit Act OMB Circular 2 CFR §200.501 if required)
- Signed Certifications (see attached)

Application documents should provide a straightforward, concise description of the agency and the proposed program or activity. Emphasis should be on completeness, clarity of content, and conveyance of the information requested by the City of Sierra Vista

The original with all attachments shall be submitted. The original and copies shall be unbound and clipped together. Applications shall be typed using no smaller than a 10-point font, with answers in regular font. **Do not include tabs or dividers.**

***Please limit responses to no more than ½ page per question. Responses must be precise and complete.***

**Name of Organization:** Good Neighbor Alliance

**Contact Person:** Brad Roland **Title:** Operations Director

**Address:** 420 N. 7th Street, Sierra Vista, AZ 85635

**Phone #:** 520-439-0776 **Email address:** bradroland@goodneighboralliance.com

### **FUNDING REQUEST**

**Activity for which funding is requested:** Homeless Shelter kitchen remodel

**Amount of funding requested:** 18945.00

## Program/Activity Budget

- a. Total budget for this program/activity, regardless of geographic area:

21050.00

- b. Subsequently, provide total budget for this program/activity for Sierra Vista residents specifically: 21050.00

## Beneficiaries

- a. Total number of unduplicated clients to be served by this program/activity: 330/yr

- b. Subsequently, provide total number of unduplicated Sierra Vista residents specifically to be served by this program/activity: 330/yr

## Agency Information – Capacity

1. Briefly describe the agency's mission statement and history, length of time the agency has been in operation, purpose of the agency, experience and capacity in receiving and expending CDBG funds as well as other federal funds, the target population and service area.

The mission of the Good Neighbor Alliance (GNA) is to provide and/or assist displaced families and persons in need with safe, temporary shelter and access to supportive services and to work toward helping them achieve economic and social self-sufficiency. GNA is the only homeless shelter in Sierra Vista. The doors of our shelter opened on Jan. 16, 2003. Our commercial kitchen opened in December of 2005 in order to provide meals to our guests and those living on the edge of homelessness. We have received several grants from local and federal sources, including CDBG funds from the city of Sierra Vista. We have been able to responsibly administer the monies and provide much needed services to the homeless residents of Sierra Vista.

2. Briefly describe (and/or include an organizational chart) the staffing structure of the organization. The shelter currently staffs a Shelter Director, responsible for the day to day operations of the shelter, a Program Director, responsible for the location and administration of grants, as well as the oversight of the two grant funded programs. We have shelter staff, case managers, outreach specialists, and a rehousing person. Our Board of Directors oversee the entire organization. Organization chart included in attachments.



## SECTION 2A - PUBLIC SERVICES APPLICATION

### Program/Activity Information

1. Provide the program/activity name: Homeless shelter kitchen remodel
2. Check the benefit category below that addresses the project to be conducted with the City of Sierra Vista CDBG funds, if awarded:
  - General Low- to Moderate-Income Clientele: The public service is available to any resident of Sierra Vista who is low- to moderate-income, regardless of where within the city the client resides. Low- to moderate-income limits are included in this application for reference.
  - Limited Clientele: The public service is available to special populations/limited clientele as defined by HUD, including the disabled, homeless, elderly, people living with HIV/AIDS, abused children, victims of domestic violence, mentally ill, and chronic substance abusers. While these populations are generally exempt from the income limits, at least 51% must be low- to moderate-income and the City's overall percent of funds spent for low- to moderate-income, including area benefit, must be 70%.

Provide a clear and concise description of the program/activity for which funding is being requested and how it will address one of the three HUD National Objectives.

3. Briefly describe the experience and capacity of the agency in managing the proposed program/activity. **GNA has effectively provided meals for the homeless population since December of 2005. Lincensed contractors will be hired for the remodel.**
4. Is this a new program or activity?  Yes  No

If yes, briefly describe the how the agency determined a need for the new program/activity and how the new program/activity fits with the agency's mission statement.

5. Are you a first-time applicant for CDBG funding from the City of Sierra Vista or is this a new program for your agency?  Yes  No
6. Is this a quantifiable increase in the level of service for an existing program/activity?  
 Yes  No

If yes, briefly describe how the agency determined the need and how the agency will increase the level of services by adding more services or increasing the number of unduplicated Sierra Vista clients served. Provide statistics on increase in number served.

7. Describe the program goals and how quantifiable outcomes will be measured.

List measurable outcomes including units of service (meals provided, class hours provided, service contacts/hours provided, etc.) **per each** Sierra Vista client.

Good Neighbor Alliance provides a cold breakfast and hot dinner meal for the shelter guests 7 days per week for upwards of 30 people (varies according to family participants) as well as Monday, Wednesday and Friday Shower program participants that average at least 10 participants per day. Additionally, we offer meals to those newly housed Rapid Rehousing program participants for the first two weeks, as well as residents that have been identified as being on the edge of homelessness.



**Leveraging**

8. List all funding sources for this program/activity. Add more rows if necessary.

Funding Source	Amount of Award	Applied for (Date)	Awarded (Date)

9. List the entire agency's fundraising events and activities. Indicate what portion will go toward the proposed program/activity. Add more rows if necessary.

Event/Activity	Amount or Expected Amount	% to CDBG funded program
Stuff the Trailer Savers Event (3 times per year)	\$2,500	\$1000
Targeted donation appeal	\$ 1,000	1,105

**PUBLIC SERVICES BUDGET**

**Budget must be complete, accurate, and numbers provided below must be consistent throughout the application.**

Provide a detailed timeline/schedule for this program/activity as an attachment to your application.

I understand that the program/activity must be completed, and all funds expended, no later than **June 30, 2021**.  Yes     No

<b>A – Budget Item</b> <i>Detailed Items or staff positions for which funding requested</i>	<b>B—Calculation for CDBG Request</b> <i>Brief explanation/formula for how CDBG request amount derived (Ex: Salary = total salary x % applied to Sierra Vista CDBG)</i>	<b>C – Sierra Vista CDBG Request</b> <i>Amount of Sierra Vista CDBG funds requested</i>	<b>D – Agency Share of Budget</b> <i>Funded from other sources</i>	<b>E – Total Cost</b> <i>Sum of Columns C and D – total project cost for clients</i>
<b>PERSONNEL</b>				
<b>Salaries</b>				
<i>Ex. Case Manager</i>	$\$40,000 \times 10\%$	$\$4,000$	$\$36,000$	$\$40,000$
<b>Total Salaries</b>	0.00	0.00	0.00	0.00
<b>Fringe Benefits</b>				
<b>PERSONNEL TOTAL</b>	0.00	0.00	0.00	0.00
<b>OPERATING COSTS</b>				
Shelter Kitchen Remodel	21050.00/90%	18945.00	2105.00	21050.00
<b>OPERATING COSTS TOTAL</b>		18945.00	2105.00	21050.00
<b>DIRECT CLIENT SERVICES</b>				
<b>DIRECT SERVICES TOTAL</b>				
<b>BUDGET TOTAL</b>				

## SECTION 2B – PUBLIC FACILITIES APPLICATION

**IMPORTANT NOTE:** Public Facility projects may be subject to Davis-Bacon Wage Requirements.

### Project Information

1. Provide the project name: **Homeless Shelter Kitchen Remodel**
2. Identify the precise street address: 420 N. 7th Street, Sierra Vista, AZ 85635
3. Check the benefit category that addresses the project to be conducted with the City of Sierra Vista CDBG funds, if awarded:
  - General Low- to Moderate-Income Clientele: The public facility is available to any resident of Sierra Vista who is low- to moderate-income, regardless of where within the city the client resides. Low- to moderate-income limits are included in this application for reference.
  - Location: The public facility is located in a low-moderate income area such as a park or community center. Provide the census tract and block group in the space below.  

---
  - Limited Clientele: The public facility is available **only** to special populations/limited clientele as defined by HUD, including the disabled, homeless, elderly, people living with HIV/AIDS, abused children, victims of domestic violence, mentally ill, and chronic substance abusers. While these populations are generally exempt from the income limits, at least 51% must be low- to moderate-income and the City's overall percent of funds spent for low- to moderate-income, including area benefit, must be 70%.

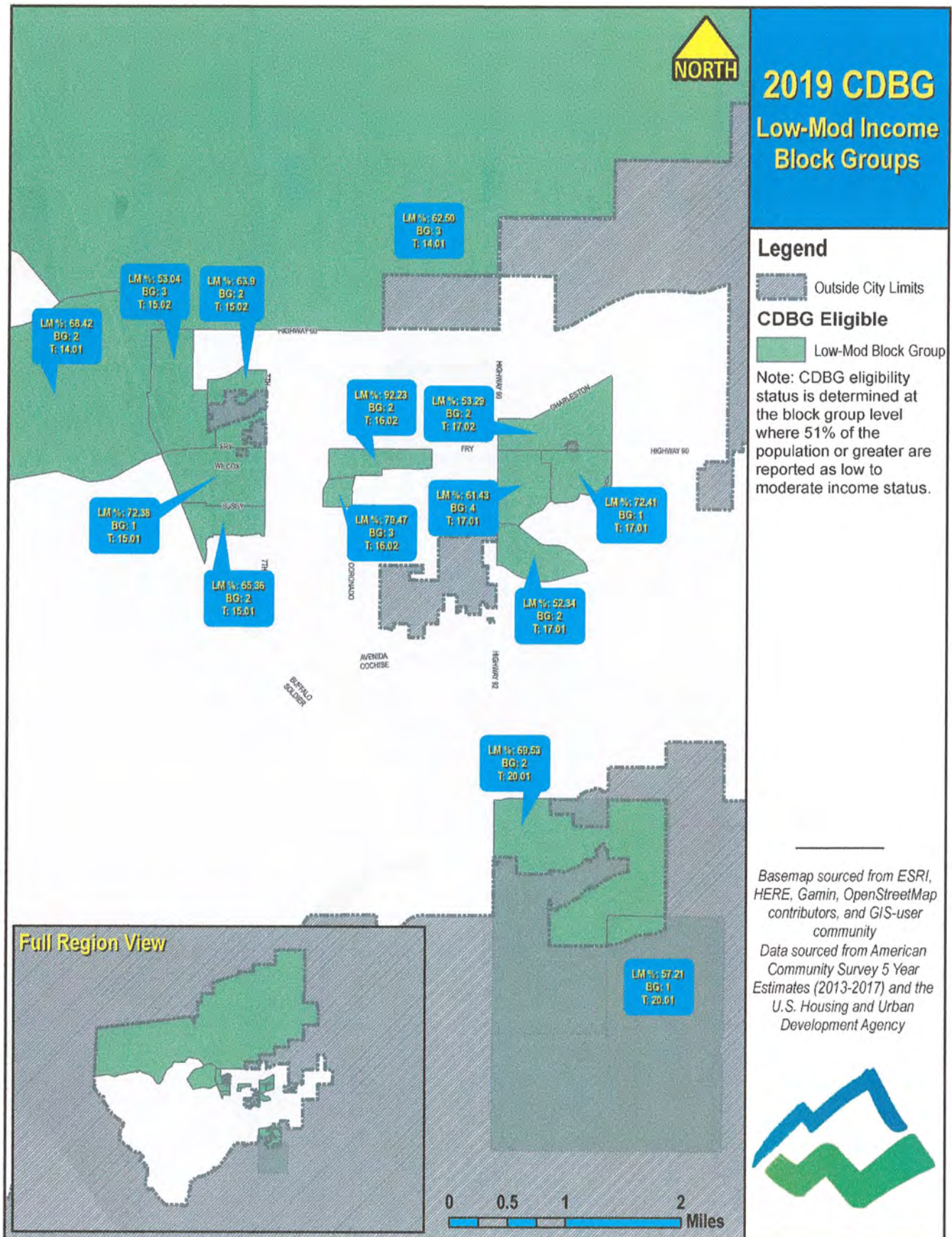
Provide a clear and concise description of the scope of work for the project. Briefly describe how the repairs/improvements will benefit low to moderate income residents of the City of Sierra Vista. There has not been a remodel since the kitchen opened in 2005. Countertops, cabinets and drawers are falling apart. Storage for food donations is limited. Dishwasher will allow volunteers to more efficiently service and will assist GNA in retaining the volunteer pool.

4. Who will be responsible for implementing the project? Briefly describe the experience and capacity of the agency in managing similar projects. If the agency does not have experience with this type of project, how do you propose to acquire the needed knowledge?  
The Building Maintenance Committee will oversee the hiring of licensed specialists
5. Clearly and concisely describe the program goals and how quantifiable outcomes will be measured.

List measurable outcomes including number of people accessing the facility; how the improvements improve the neighborhood or services provided to Sierra Vista residents.

GNA currently prepares approximately 750 meals annually for the marginalized homeless population. The kitchen is barely serviceable. GNA runs this meal program on volunteer power, and the meal preparation is very difficult at this time. The storage is not sufficient to house all of the food donations that GNA receives or the cookware and utensils. A remodel will allow GNA to continue this valuable meal program for our guests and at risk community.





**HOUSING APPLICATION**  
**Project Information**

1. Provide the project name:
2. Provide a clear and concise description of the project/activity.
3. Check the benefit category that addresses the project to be conducted with the City of Sierra Vista CDBG funds, if awarded:

- General Low- to Moderate-Income Clientele: The housing project/activity is available to any resident of Sierra Vista who is low- to moderate-income, regardless of where within the city the client resides. Low- to moderate-income limits are included in this application for reference.

Briefly describe how the project/activity will benefit low to moderate income residents of Sierra Vista.

4. Briefly describe the experience and capacity of the agency in managing the proposed project.

Who will be responsible for implementing the project? Briefly describe the experience and capacity of the agency in managing similar projects. If the agency does not have experience with this type of project, how do you propose to acquire the needed knowledge?

5. Clearly and concisely describe the program goals and how quantifiable outcomes will be measured.
6. List all funding sources for this program/activity. Add more rows if necessary.

Funding Source	Amount of Award	Applied for (Date)	Awarded (Date)



7. List the entire agency's fundraising events and activities. Indicate what portion will go toward the proposed project. Add more rows if necessary.

Event/Activity	Amount or Expected Amount	% to CDBG funded program

## HOUSING BUDGET

**Budget must be complete, accurate, and numbers provided below must consistent throughout the application.**

Provide a detailed timeline/schedule, and policies and procedures or guidelines, for this program/activity as attachments to your application.

I understand that the program/activity must be completed, and all funds expended, no later than **June 30, 2022**.  Yes  No

<b>A – Budget Item</b> <i>Detailed Items or staff positions for which funding requested</i>	<b>B—Calculation for CDBG Request</b> <i>Brief explanation/formula for how CDBG request amount derived (Ex: Salary = total salary x % applied to Sierra Vista CDBG)</i>	<b>C – Sierra Vista CDBG Request</b> <i>Amount of Sierra Vista CDBG funds requested</i>	<b>D – Agency Share of Budget</b> <i>Funded from other sources</i>	<b>E – Total Cost</b> <i>Sum of Columns C and D – total project cost for clients</i>
<b>PROGRAM DELIVERY</b>				
Staff Salaries				
Fringe Benefits				
Consultant Fees				
Supplies				
Postage, Copying				
Office Space, Phone, Etc.				
Other: Explain				
<b>PROGRAM DELIVERY TOTAL</b>				
<b>DIRECT CLIENT ASSISTANCE</b>				
<i>Example: Home Repair</i>	<i>5 homes X \$10,000</i>	<i>\$50,000</i>	<i>\$5,000</i>	<i>\$55,000</i>
<b>DIRECT SERVICES TOTAL</b>				
<b>OTHER EXPENSES</b>				
<b>OTHER EXPENSES TOTAL</b>				
<b>BUDGET TOTAL</b>				



## HUD Income Limits (2020)

***These limits may be updated by HUD prior to the start of the program year.***

### FY 2020 Income Limits Summary

Selecting any of the buttons labeled "Explanation" will display detailed calculation steps for each of the various parameters.

FY 2020 Income Limit Area	Median Family Income <a href="#">Explanation</a>	FY 2020 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
<b>Sierra Vista-Douglas, AZ MSA</b>	\$66,300	Very Low (50%) Income Limits (\$) <a href="#">Explanation</a>	21,000	24,000	27,000	<b>29,950</b>	32,350	34,750	37,150	39,550
		Extremely Low Income Limits (\$)* <a href="#">Explanation</a>	12,760	17,240	21,720	<b>26,200</b>	30,680	34,750*	37,150*	39,550*
		Low (80%) Income Limits (\$) <a href="#">Explanation</a>	33,550	38,350	43,150	<b>47,900</b>	51,750	55,600	59,400	63,250

**NOTE:** Cochise County is part of the **Sierra Vista-Douglas, AZ MSA**, so all information presented here applies to all of the **Sierra Vista-Douglas, AZ MSA**.

The **Sierra Vista-Douglas, AZ MSA** contains the following areas: Cochise County, AZ;

\* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as [established by the Department of Health and Human Services \(HHS\)](#), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

Income Limit areas are based on FY 2020 Fair Market Rent (FMR) areas. For information on FMRs, please see our associated FY 2020 [Fair Market Rent documentation system](#).

## **SECTION 4 – ATTACHMENTS**

**Please include the following attachments in the order listed with the original application only:**

1. 501(c)(3) IRS designation letter
2. Professional Liability Policy, to be updated with Sierra Vista co-insured upon award
3. Board of Directors: Name, Address, Business Affiliation, Term of Office (dates)
4. Organizational Chart
5. Total Agency Budget by Program/Activity
6. Most Recent Audit or Financial Statement (if federal expenditures are > \$750,000/year, an Audit complying with Single Audit Act OMB Circular 2 §200.501 is required)
7. Signed Certifications (see attached)



Department of the Treasury  
Internal Revenue Service

CINCINNATI OH 45999-0038

In reply refer to: 0248221235  
July 15, 2016 LTR 4168C 0  
86-0917897 000000 00  
00021720  
BODC: TE

GOOD NEIGHBORS ALLIANCE  
% KATHY CALABRESE  
420 N 7TH ST  
SIERRA VISTA AZ 85635



031557

Employer ID Number: 86-0917897  
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated July 06, 2016, regarding your tax-exempt status.

We issued you a determination letter in December 1998, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

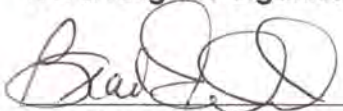
If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

**CITY OF SIERRA VISTA  
RELIGIOUS/FAITH-BASED ORGANIZATION CERTIFICATION**

In addition to, and not in substitution for, other provisions of this agreement regarding the provision of Community Development Program/activity activities pursuant to the Community Development Block Grant Program/activity, the Contractor:

- 1) Represents that it is, or may be deemed to be, a religious or denominational institution or organization or an organization operated for religious purposes.
- 2) Agrees that, in connection with such community development activities and operational costs:
  - a. It will not discriminate against any persons seeking community development services and/or related services on the basis of religion or religious belief; and
  - b. It will not use CDBG funds to support any inherently religious activities, such as worship, religious instruction, or proselytization.

**Not a religious organization:**

  
\_\_\_\_\_  
Signature

March 5, 2021  
\_\_\_\_\_  
Date

Brad Roland Operations Director  
\_\_\_\_\_  
Printed Name and Title

**A religious or faith-based organization and agree to follow terms above:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title



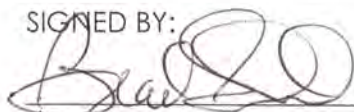
**CITY OF SIERRA VISTA  
DRUG-FREE WORKPLACE ACT CERTIFICATION**

1. Applicant certifies that it shall provide a drug-free workplace by:
  - (a) Publishing a statement notifying employees that unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance in the workplace is prohibited and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing a drug-free awareness program to inform employees about:
    - (1) The dangers of drug abuse in the workplace;
    - (2) The company's policy of maintaining a drug-free workplace;
    - (3) Any drug counseling, rehabilitation, and employee assistance programs that are available; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the Agreement be given a copy of the statement required by paragraph (a).
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the Agreement, the employee shall:
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employee's employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction;
  - (e) Notifying City within ten (10) days after receiving notice under subparagraph (d)(2), from an employee or otherwise receiving actual notice of such conviction;
  - (f) Taking one of the following actions, within thirty (30) days of receiving notice under subparagraph (d) (2), with respect to any employee so convicted:
    - (1) Taking appropriate personnel action against such an employee, up to and including termination; or
    - (2) requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency;
  - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
  
2. Applicant's headquarters are located at the following address. The addresses of all other workplaces, if any, shall be provided on an accompanying list.

Street Address: 420 N. 7th Street,

City: Sierra Vista County: Cochise State: AZ Zip Code: 85638

SIGNED BY:



Signature

Brad Roland Operations Director

Printed Name and Title

March 5, 2021

Date

**CITY OF SIERRA VISTA  
CONFLICT OF INTEREST STATEMENT**

The conflict of interest provisions will apply to any person who is an employee, agent, consultant, officer, elected or appointed official of the recipient, of any designated public agencies, or sub recipients that are receiving CDBG funds.

- |   |       |              |
|---|-------|--------------|
|   | Yes   | No           |
| A. Are you or any staff members a City of Sierra Vista employee?  | _____ | <u>  X  </u> |
| B. Are you or any staff members elected officials with the City of Sierra Vista, related to anyone employed by the City of Sierra Vista, related to elected officials of City of Sierra Vista | _____ | <u>  X  </u> |

If yes, please list below.

<u>Name</u>	<u>Relationship</u>
_____	_____
_____	_____
_____	_____
_____	_____

- |  |       |              |
|--|-------|--------------|
| C. Does your organization do any other business with any person or department with the City of Sierra Vista? | _____ | <u>  X  </u> |
|--|-------|--------------|

If yes, please list below.

<u>Name</u>	<u>Department</u>
_____	_____
_____	_____
_____	_____

  
Signature

  3-5-21    
Date

Brad Roland Operations Director  
Printed Name and Title

**CITY OF SIERRA VISTA  
ANTI-LOBBYING STATEMENT**

**The anti-lobbying provisions will apply to any person who is an employee, agent, consultant, officer, elected or appointed official of the subrecipient that is receiving CDBG funds.**

Applicant certifies that:

1. No Federal funds have been paid or will be paid, by or on behalf of the applicant agency, to any person for influencing or attempting to influence an officer or employee of the awarding of any Federal, state or municipal contract, the making of any Federal or municipal grant, the making of any Federal or municipal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal, state or municipal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal or municipal agency/department, Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, Mayor, City Council member, or employee of the Mayor or a City Council member in connection with this application, contract, grant, loan or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subcontractor awards at all tiers.

  
\_\_\_\_\_  
Signature

March 5, 2021  
\_\_\_\_\_  
Date

Brad Roland Operations Director  
Printed Name and Title



**CITY OF SIERRA VISTA  
SECTION 3 STATEMENT**

1. The Subrecipient agrees to comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, the regulations set forth in 24 C.F.R. Part 135, and all applicable rules and orders. Subrecipient understands that compliance shall be a condition of the federal assistance provided under this Agreement and binding upon the Grantee, the Subrecipient and any sub-Subrecipients. Failure to comply with these requirements shall subject the Grantee, the Subrecipient and any sub-Subrecipients, their successors and assigns, to those sanctions specified by the Agreement through which federal assistance is provided, and as set out in 24 C.F.R. Part 135, Subpart O. The Subrecipient agrees that no contractual or other disability exists which would prevent compliance with these requirements. The Subrecipient shall include the following language in all subcontracts executed under this Agreement:

"The work to be performed under this contract is a project assisted under a program providing direct federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701. Section 3 requires that, to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part, by persons residing in the areas of the project."

2. The Subrecipient shall send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or understanding, if any, a notice advising said labor organization or worker's representative of its commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
3. The Subrecipient shall include this Section 3 clause in every subcontract and will take appropriate action pursuant to the subcontract upon a finding that the sub-Subrecipient is in violation of regulations issued by the Grantee. The Subrecipient will not subcontract with any sub-Subrecipient where it has notice or knowledge that the latter has been found in violation of regulations under 24 C.F.R. Part 135 and will not let any subcontract unless the sub-Subrecipient has first provided it with preliminary statement of ability to comply with the requirements of these regulations.

  
Signature

March 5, 2021  
Date

Brad Roland Operations Director  
Printed Name and Title

**CITY OF SIERRA VISTA  
OTHER CDBG-RELATED CERTIFICATIONS**

**Overall Benefit:** The agency certifies that the CDBG funds awarded by the City of Sierra Vista will be used only for the benefit of Sierra Vista residents – those residing within the actual City Limits of Sierra Vista– and that at least 90% of those receiving benefit are low- to moderate-income.

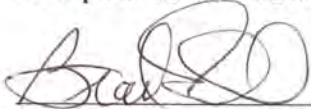
**Compliance with Anti-discrimination laws:** The programs funded in part or totally by CDBG will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act (42 USC 3601-3619, and implementing regulations, as amended.

**Affirmatively Furthering Fair Housing:** The agency will take appropriate actions when applicable to overcome the effects of any impediments identified through the City's Analysis of Impediments to Fair Housing Choice and the City's Fair Housing Plan, and maintain records reflecting the actions taken.

**Anti-displacement and Relocation Plan:** In the event that the agency conducts housing acquisition, demolition or rehabilitation with CDBG funds that require the relocation of residents, the agency will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and the regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan as required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the Sierra Vista CDBG program.

**Lead-Based Paint:** Any activities concerning lead-based paint will comply with the requirements of part 34, subparts A, B, J, K and R of Title 24 of the Code of Federal Regulations.

**Compliance with Laws:** The agency will comply with all applicable local, state and federal laws.



Signature

March 5, 2021

Date

Brad Roland Operations Director

Printed Name and Title



**GOOD NEIGHBOR ALLIANCE  
BOARD ROSTER (7)  
February 24 2021**

**Office #: 439-0776**

**Mignonne Hollis (President)**

750 E. Bartow Drive  
Sierra Vista, Az 85635  
Cell: 520-226-6019  
Work: 520-458-6948  
[Hollism@aredf.org](mailto:Hollism@aredf.org)  
Joined: July 2019  
Fund Raising Committee

**Fr. Greg Adolf (Vice President)**

St. Andrews Catholic Church  
800 Taylor Drive  
Sierra Vista, AZ 85635  
Hm: 458-2925  
fr.greg@standrewsv.org  
Joined: May 2013  
Fund Raising Committee

**Michelle Menninger (Treasurer)**

4908 La Canada  
Sierra Vista, Az 85365  
Cell: 520-678-6549  
Work: 520-626-1702  
[michelle.menninger@hotmail.com](mailto:michelle.menninger@hotmail.com)  
Joined November 2020

**Bruce Johnson (Secretary)**

1784 Via Socorro  
Sierra Vista, AZ 85635  
Hm: 459-5256  
Cell: 226-2581  
[bruce4795@gmail.com](mailto:bruce4795@gmail.com)  
Joined 1998  
Executive/Facilities Committee

**William Cain**

6191 Indigo Sky  
Hereford, Az 85615  
Cell: 520-255-1044  
Work: 520-803-0063  
[willsouthwestdesert@gmail.com](mailto:willsouthwestdesert@gmail.com)  
Joined: March 2020  
Facilities Committee

**Susan Papatrefon**

4355 Calle Albuquerque  
Sierra Vista, Az 85635  
Cell: 520-249-0660  
[hawaiiisox@gmail.com](mailto:hawaiiisox@gmail.com)  
Joined: April 2020

**Kayla Johnson**

2101 Carmelita Drive  
Sierra Vista, Az 85635  
Cell: 520-661-9664  
[kayla.flannery18@gmail.com](mailto:kayla.flannery18@gmail.com)  
Joined May 2020

**STAFF**

**Brad Roland (Operations Director)**

5410 Shawnee Drive  
Sierra Vista, Az 85650  
Cell: 520-508-3065  
[bradroland@goodneighboralliance.com](mailto:bradroland@goodneighboralliance.com)  
Joined: February 2020

**Lilla DeLuca, Psy.D. (Program Director)**

P.O. Box 274  
Tombstone, Az 85638  
Cell: 520-457-8043  
[ldeluca@goodneighboralliance.com](mailto:ldeluca@goodneighboralliance.com)  
[lilladeluca@aol.com](mailto:lilladeluca@aol.com)  
Joined: August 2020

**Other Supporting People**

**Former Board Member**

**Attorney as needed**

**Bruce Houston**

2903 Braeburn  
Sierra Vista, AZ 85650  
Hm: 378-4238  
Wk: 803-3262  
[bh100@msn.com](mailto:bh100@msn.com)

Board of Directors

Program Director- seeks new streams of funding (grant applications/management, fundraising activities, build and maintain policies for operations of overall program)

Operations Director - Oversees the day to day operations at the facility, building management, employee supervision

Grant Funded  
Personnel- PATH  
program, My Home  
program

Office Coordinator- manage payroll, file management for Director and Manager, Human Resources tasks (hiring requirements, insurance documents)

Shelter staff- supply management and ordering, scheduling for on site staff

# Good Neighbor Alliance

## Statement of Activity January - December 2020

	TOTAL
Revenue	
4030 Contributions Income	9,288.00
4050 Restricted	91,508.20
Unrestricted Contribution	58,915.36
4070 Group and Individual	195,583.95
Social Media Donations	700.00
<b>Total 4070 Group and Individual</b>	<b>196,283.95</b>
AZ Charitable Tax Credit	15,960.00
Business	9,295.86
Church	10,434.00
Society of Samaritans	2,640.00
<b>Total Unrestricted Contribution</b>	<b>293,529.17</b>
<b>Total 4030 Contributions Income</b>	<b>394,325.37</b>
4190 Reimbursed Income	179,589.14
Sales	1,718.80
Uncategorized Revenue	5,271.26
<b>Total Revenue</b>	<b>\$580,904.57</b>
GROSS PROFIT	<b>\$580,904.57</b>
Expenditures	
6180 Insurance	2,620.00
6185 Liability Insurance	13,905.00
6190 Directors & Officers Insurance	4,206.00
Workers Comp	404.00
<b>Total 6180 Insurance</b>	<b>21,135.00</b>
6240 Miscellaneous Expense	150.00
Auto	309.28
<b>Total 6240 Miscellaneous Expense</b>	<b>459.28</b>
6670 Program Expense	
guest transportation	100.00
Rent Assistance	930.25
<b>Total 6670 Program Expense</b>	<b>1,030.25</b>
67000 Professional Service Fees	
67200 Accounting	950.00
67300 Legal & Attorney	2,000.00
<b>Total 67000 Professional Service Fees</b>	<b>2,950.00</b>
Administration	250.63
6120 Bank Service Charges	11.93
6200 Interest Expense	374.10
6250 Postage and Delivery	301.71

# Good Neighbor Alliance

Statement of Activity  
January - December 2020

	TOTAL
6550 Office Supplies	1,977.62
Advertising	914.96
Website Maintenance	813.26
<b>Total Advertising</b>	<b>1,728.22</b>
Computer and software	3,761.15
Office Equipment	247.35
Office Equipment Purchases	808.37
<b>Total Office Equipment</b>	<b>1,055.72</b>
Reimbursed Expense	16,384.15
<b>Total Administration</b>	<b>25,845.23</b>
child support	90.00
Employee Benefits	976.20
Facility	
6390 Utilities	1,264.26
6340 Telephone	269.43
6400 Gas	2,901.74
6410 Water	1,078.34
Cable	752.57
Electric	9,094.28
Internet Service	6,383.92
Sewer and Sanitation	1,190.30
<b>Total 6390 Utilities</b>	<b>22,934.84</b>
Building Maintenance	68.53
Unplanned Maintenance	997.40
<b>Total Building Maintenance</b>	<b>1,065.93</b>
Pest Control	432.00
Safety compliance	185.00
Shelter Supplies	954.21
<b>Total Facility</b>	<b>25,571.98</b>
Grant Spending	
HPRP Grant	
Rapid Rehousing	685.63
<b>Total HPRP Grant</b>	<b>685.63</b>
<b>Total Grant Spending</b>	<b>685.63</b>
Kitchen/Training Facility	
Electric - Kitchen	798.74
Kitchen Equipment	17.98
Repairs/Maintenance	1,655.83
<b>Total Kitchen/Training Facility</b>	<b>2,472.55</b>
Maintenance and Repairs	3,426.48

# Good Neighbor Alliance

Statement of Activity  
January - December 2020

	TOTAL
Miscellaneous Fees	
6160 Dues and Subscriptions	150.00
<b>Total Miscellaneous Fees</b>	<b>150.00</b>
Other Expense	24.00
PayPal Fees	427.90
Payroll Expenses	
Taxes	20,859.03
Wages	256,416.56
<b>Total Payroll Expenses</b>	<b>277,275.59</b>
Personnel	
6350 Travel	2,690.15
Hotel & Lodging	536.28
<b>Total 6350 Travel</b>	<b>3,226.43</b>
6560 Payroll	
Payroll Service Fee	1,663.95
<b>Total 6560 Payroll</b>	<b>1,663.95</b>
<b>Total Personnel</b>	<b>4,890.38</b>
Training/Conference	247.00
Uncategorized Expenditure	12,126.84
Vehicles Expense	980.59
<b>Total Expenditures</b>	<b>\$380,764.90</b>
NET OPERATING REVENUE	<b>\$200,139.67</b>
NET REVENUE	<b>\$200,139.67</b>



**SECTION 3 – CERTIFICATIONS**

**MUST BE COMPLETED FOR ALL APPLICATIONS**

**AGENCY CERTIFICATION**

I certify that all information reported in this application and attached is true, accurate and complete to the best of my belief and knowledge.

I certify that I am authorized to make this application on behalf of the Agency and have been designated as such by the Board of Directors.

I will provide written notice of any changes or additions to this information. I also understand the agency may need to provide additional information during the application process and if funded.

I understand a written contract will be required between the Agency and City upon award of funds.

I am aware that the submission of this application does not guarantee funding by the City of Sierra Vista;

I am aware that Public Facility & Infrastructure projects in excess of \$2,000 must adhere to labor standards in compliance with the requirements imposed by the Equal Employment Opportunity Act, Davis-Bacon Act, Section 3 (contracting with or employing low-income) and related federal legislation.

I am aware that all construction, rehabilitation and renovation projects must pass all applicable environmental reviews.

All required documentation, including attachments, have been included in the original application.

***I understand that applications received after 4:00 PM on March 5, 2021 will not be accepted or considered.***

Date: March 5, 2021 DUNS NUMBER 006333087

Name Brad Roland

Signature 

Title Operations Director



# Social Service Contractors Indemnity Pool

## COMMON COVERAGES DECLARATIONS

Policy # 6000412-3  
Replaces Policy # 6000412-2SSCP

THIS DECLARATIONS PAGE FOR INSURANCE COMPLETES THIS COVERAGE.

**Item 1. NAMED INSURED AND MAILING ADDRESS:**

Good Neighbor Alliance  
420 N 7th St  
Sierra Vista, AZ 85635

**Item 2. CONTINUOUS COVERAGE PERIOD:**

12:01 A.M. Standard Time at Named Insured  
Mailing Address  
Rating Period From: 12/01/2020 To: 12/01/2021

**Item 3. NAMED INSURED IS:** SOCIAL SERVICE CONTRACTOR

**Item 4. SCHEDULE OF COVERAGES:**

IN RETURN FOR THE PAYMENT OF PREMIUM, THE POOL AGREES TO PROVIDE THE INSURED WITH THE FOLLOWING COVERAGES FOR WHICH PREMIUM IS SHOWN, SUBJECT TO ALL THE TERMS AND CONDITIONS OF THE POOL'S MEMBERSHIP AGREEMENT AND THE APPLICABLE COVERAGE FORMS AND ENDORSEMENTS:

<u>Coverages</u>	<u>Premium</u>
PROPERTY	\$ 4,065
INLAND MARINE	Not Covered
EQUIPMENT BREAKDOWN	\$ 76
GENERAL LIABILITY	\$ 4,611
AUTO LIABILITY	\$ 2,376
AUTOMOBILE PHYSICAL DAMAGE	\$ 157
CRIME	Not Covered
TOTAL	\$ 11,285

**Item 5. PREMIUM IS DUE AND PAYABLE:** QUARTERLY

**SOCIETY OF ST. VINCENT de PAUL,**  
**ST ANDREWS CONFERENCE**

**PY 2021 APPLICATION FOR CDBG  
FUNDING**

**SECTION 1 – GENERAL INFORMATION**

*Applications are due to the Community Development Department  
by  
March 5, 2021 at 4:00 PM (local time). Applications submitted after  
the deadline will not be accepted or eligible for funding.*

**Please include the following information:**

**Checklist of Inclusions (please check all that have been included):**

- This Cover Sheet, completed (**Keep this on ONE PAGE**)
- Remaining application form completed (use as many pages as needed)
- 501(c)(3) IRS designation letter
- Professional Liability Policy
- Board of Directors – Name, Address, Bus. Affiliation, Race/Ethnicity, Term of Office (dates)
- Organization Chart
- Agency Budget by Program/ Activity
- Process for Determining Unduplicated Sierra Vista Residents..
- Most recent Audit or Financial Statement (if federal expenditures are > \$750,000/year, an Audit complying with Single Audit Act OMB Circular 2 CFR §200.501 if required)
- Signed Certifications (see attached)
- Project Site Photos

**Name of Organization:** Society of St. Vincent de Paul, St. Andrew Conference

**Contact Person:** Pauline Fredericks **Title:** Vice-President

**Address:** 2159 Remington Dr., Sierra Vista, AZ 85635

**Phone #:** (520) 234-5788 **Email address:** Aiello.fredericksphoto@hotmail.com

**FUNDING REQUEST**

**Activity for which funding is requested:** Paved Parking for Barrier-Free Access and  
Client Safety

**Amount of funding requested:** \$32,455.00



## Program/Activity Budget

- a. **Total budget for this program/activity, regardless of geographic area:**  
\$32,455.00
- b. **Subsequently, provide total budget for this program/activity for Sierra Vista residents specifically:**  
\$32,455.00 (Per BNR paving proposal in attachments.)

## Beneficiaries

- a. **Total number of unduplicated clients to be served by this program/activity:** \_  
Approx. 33,732 (see Table 1.)
- b. **Subsequently, provide total number of unduplicated Sierra Vista residents specifically to be served by this program/activity:** \_  
Approx. 32,045 (see Table 1.)

## Agency Information – Capacity

1. **Briefly describe the agency’s mission statement and history, length of time the agency has been in operation, purpose of the agency, experience and capacity in receiving and expending CDBG funds as well as other federal funds, the target population and service area.**

Our Mission: We are a private, non-profit organization that provides, on a person-to-person (face-to-face) basis, emergency aid to the needy of our community, regardless of race, color, religion, sex, economic status, and/or ethnic origin.

For 47 years our organization has been providing a safety net for the needy in Sierra Vista. We help those in need with food from our food bank, financial assistance for delinquent utility bills and back rent to avoid eviction and homelessness. Depending on available funds, we provide blankets, tents and sleeping bags to the homeless. We also provide clothing and basic household items from our thrift store for those who have nothing.

Per the FY2020 Annual Accomplishment Report that we submit to our national organization, we provided a total of \$275,113.00 in actual cash assistance to our clients for utility bills, rent and a wide range of needs including food valued at \$635,881.00 and over \$18,000.00 in other in-kind assistance such as clothing and household goods.

Table 1. People served, in-kind values and actual cash expended.

Assistance Given	Total # People Served	Undup'd. People Served	Undup'd. Sierra Vista Residents	In-Kind Value	Actual Cash Expended
Rent, Utilities, Temporary shelter, fuel, transportation, IDs, Rx, etc.	3390	3390	3,220		\$275,113.00
Food	40,000	30,000	28,500	\$635,881.00	
Furnishings	57	57	54	\$4,076.00	
Clothing	208	208	198	\$14,494.00	
Other	77	77	73	\$3,549.00	
<b>TOTAL</b>	<b>44,242</b>	<b>33,732</b>	<b>32,045</b>	<b>\$658,000.00</b>	<b>\$275,113.00</b>

We receive and manage donations, grants, partnered funding, and store revenue of over one-half million dollars annually.

Our organization serves Sierra Vista, Huachuca City and Whetstone. More than 95% of our clients live in Sierra Vista.

2 **Briefly describe the staffing structure of the organization**

The Officers and Board are all volunteers. Three managers are salaried and currently we employ 15 minimum-wage employees. Terms of office are three-years. The President obtains advice and consent from the Board. All officers and Committee Chairpersons report to the President. Managers report to Committee Chairpersons. Managers supervise their respective volunteers and employees. (See Organization Chart in Attachments.)

## SECTION 2B – PUBLIC FACILITIES APPLICATION

**IMPORTANT NOTE:** Public Facility projects may be subject to Davis-Bacon Wage Requirements.

### Project Information

1. **Provide the project name:** Paved Parking for Barrier-Free Access and Client Safety
2. **Identify the precise street address:** 614 Bartow Dr.
3. Check the benefit category that addresses the project to be conducted with the City of Sierra Vista CDBG funds, if awarded:

**General Low - to Moderate-Income Clientele:** The public facility is available to any resident of Sierra Vista who is low - to moderate-income, regardless of where within the City the client resides. Low- to moderate-income limits are included in this application for reference.

**Provide a clear and concise description of the scope of work for the project. Briefly describe how the repairs/improvements will benefit low- to moderate-income residents of the City of Sierra Vista.**

The proposed project entails grading and paving the dirt area in front of the fenced truck parking and refrigerated food storage area that will match the elevation of the existing concrete areas in front of the building and the driveway to the west. The project includes sidewalk, curb and gutter along Bartow Drive. There is a drainage improvement project being planned by the City for Bartow Drive so the City's Engineering Department will be consulted regarding sidewalk, curb and gutter elevations for this proposed project. The existing dirt parking area has an uneven surface and presents obstacles to older and infirm clients and is extremely difficult for wheelchairs to navigate, particularly during wet weather (see Photo #6 in Attachments). The finished project will provide safe, barrier-free access to the food bank and to the Conference offices where clients meet with case workers. The project is located within the low- to moderate-income Block Group #1, Census Tract #15.1. One hundred percent (100%) of our clients are low- to moderate-income families, many of whom are only a paycheck away from eviction and homelessness. Our clients also include physically disabled, elderly and single-parent families with small children.

4. **Who will be responsible for implementing the project? Briefly describe the experience and capacity of the agency in managing similar projects. If the agency does not have experience with this type of project, how do you propose to acquire the needed knowledge?**

Our existing staff will solicit bids and contract for the work to be done. We have members with experience in contracting, project management and inspection.

5. **Clearly and concisely describe the program goals and how quantifiable outcomes will be measured.**

The goal is to have a 10,256 sq. ft. parking lot that meets ADA barrier-free criteria to serve the 15,000-plus clients visiting our Food Bank and Conference each year. The size of the paved area will be measured and the number of people served will be counted.

6. **List measurable outcomes including number of people accessing the facility; how the improvements improve the neighborhood or services provided to Sierra Vista residents.**

Measurable outcomes are the size of the paved area (10,256 sq. ft.) and the number of Sierra Vista clients served (estimate 15,000 residents enter the building and at 3.33 persons per household approximately 32,000 Sierra Vista residents are served).

All of our clients meet low- to moderate-income criteria.

The businesses on either side of our facility have paved drives and parking. Paving our lot will improve functionality and visual esthetics of the project area.



**SECTION 3 – CERTIFICATIONS**

**MUST BE COMPLETED FOR ALL APPLICATIONS 0 777666**

**AGENCY CERTIFICATION**

I certify that all information reported in this application and attached is true, accurate and complete to the best of my belief and knowledge.

I certify that I am authorized to make this application on behalf of the Agency and have been designated as such by the Board of Directors.

I will provide written notice of any changes or additions to this information. I also understand the agency may need to provide additional information during the application process and if funded.

I understand a written contract will be required between the Agency and City upon award of funds.

I am aware that the submission of this application does not guarantee funding by the City of Sierra Vista.

I am aware that Public Facility & Infrastructure projects in excess of \$2,000 must adhere to labor standards in compliance with the requirements imposed by the Equal Employment Opportunity Act, Davis-Bacon Act, Section 3 (contracting with or employing low-income) and related federal legislation.

I am aware that all construction, rehabilitation and renovation projects must pass all applicable environmental reviews.

All required documentation, including attachments, have been included in the original application.

***I understand that applications received after 4:00 PM on March 5, 2021 will not be accepted or considered.***

Date: 5/19/2020 DUNS NUMBER 969177695

Name: St. Vincent de Paul Society, St Andrew Conference

Signature Pauline Fredericks

Title Pauline Fredericks, Vice-President

**CITY OF SIERRA VISTA  
RELIGIOUS/FAITH-BASED ORGANIZATION CERTIFICATION**

In addition to, and not in substitution for, other provisions of this agreement regarding the provision of Community Development Program/activity activities pursuant to the Community Development Block Grant Program/activity, the Contractor:

- 1) Represents that it is, or may be deemed to be, a religious or denominational institution or organization or an organization operated for religious purposes.
- 2) Agrees that, in connection with such community development activities and operational costs:
  - a. It will not discriminate against any persons seeking community development services and/or related services on the basis of religion or religious belief; and
  - b. It will not use CDBG funds to support any inherently religious activities, such as worship, religious instruction, or proselytization.

**Not a religious organization:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

**A religious or faith -based organization and agree to follow terms above:**

Pauline Fredericks

Signature

5 Mar 2021

Date

Pauline Fredericks, Vice President

Printed Name and Title

**CITY OF SIERRA VISTA  
DRUG-FREE WORKPLACE ACT CERTIFICATION**

1. Applicant certifies that it shall provide a drug -free workplace by:
- (a) Publishing a statement notifying employees that unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance in the workplace is prohibited and specifying the actions that will be taken against employees for violation of such prohibition; Establishing a drug-free awareness program to inform employees about:
    - (1) The dangers of drug abuse in the workplace;
    - (2) The company's policy of maintaining a drug-free workplace;
    - (3) Any drug counseling, rehabilitation, and employee assistance programs that are available; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (b) Making it a requirement that each employee to be engaged in the performance of the Agreement be given a copy of the statement required by paragraph (a).
  - (c) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the Agreement, the employee shall:
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employee's employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction;
  - (d) Notifying City within ten (10) days after receiving notice under subparagraph (d)(2), from an employee or otherwise receiving actual notice of such conviction;
  - (e) Taking one of the following actions, within thirty (30) days of receiving notice under subparagraph (d) (2), with respect to any employee so convicted:
    - (1) Taking appropriate personnel action against such an employee, up to and including termination; or
    - (2) requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency;
  - (f) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
2. Applicant's headquarters are located at the following address. The addresses of all other workplaces, if any, shall be provided on an accompanying list.

Street Address: 614 Bartow Drive

City: Sierra Vista County: Cochise State: AZ Zip Code: 85635

SIGNED BY:

Pauline Fredericks

5 Mar 2021

Signature

Date

Pauline Fredericks, Vice President

Printed Name and Title



**CITY OF SIERRA VISTA  
CONFLICT OF INTEREST STATEMENT**

The conflict-of-interest provisions will apply to any person who is an employee, agent, consultant, officer, elected or appointed official of the recipient, of any designated public agencies, or sub recipients that are receiving CDBG funds.

- |   | Yes | No       |
|---|-----|----------|
| A. Are you or any staff members a City of Sierra Vista employee?  | ___ | <u>X</u> |
| B. Are you or any staff members elected officials with the City of Sierra Vista, related to anyone employed by the City of Sierra Vista, related to elected officials of City of Sierra Vista | ___ | <u>X</u> |

If yes, please list below.

<u>Name</u>	<u>Relationship</u>

- C. Does your organization do any other business with any person or department with the City of Sierra Vista?      \_\_\_      X

If yes, please list below.

<u>Name</u>	<u>Department</u>

Pauline Fredericks  
Signature

5 Mar 2021  
Date

Pauline Fredericks, Vice President  
Printed Name and Title



**CITY OF SIERRA VISTA  
ANTI-LOBBYING STATEMENT**

**The anti -lobbying provisions will apply to any person who is an employee, agent, consultant, officer, elected or appointed official of the subrecipient that is receiving CDBG funds.**

Applicant certifies that:

1. No Federal funds have been paid or will be paid, by or on behalf of the applicant agency, to any person for influencing or attempting to influence an officer or employee of the awarding of any Federal, state or municipal contract, the making of any Federal or municipal grant, the making of any Federal or municipal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal, state or municipal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal or municipal agency/department, Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, Mayor, City Council member, or employee of the Mayor or a City Council member in connection with this application, contract, grant, loan or cooperative agreement, it will complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and,
3. It will require that the language of paragraph 1 and 2 of this anti -lobbying certification be included in the award documents for all subcontractor awards at all tiers.

Pauline Fredericks  
Signature

5 Mar 2021  
Date

Pauline Fredericks, Vice President  
Printed Name and Title

**CITY OF SIERRA VISTA  
SECTION 3 STATEMENT**

1. The Subrecipient agrees to comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, the regulations set forth in 24 C.F.R. Part 135, and all applicable rules and orders. Subrecipient understands that compliance shall be a condition of the federal assistance provided under this Agreement and binding upon the Grantee, the Subrecipient and any sub-Subrecipients. Failure to comply with these requirements shall subject the Grantee, the Subrecipient and any sub-Subrecipients, their successors and assigns, to those sanctions specified by the Agreement through which federal assistance is provided, and as set out in 24 C.F.R. Part 135, Sub part O. The Subrecipient agrees that no contractual or other disability exists which would prevent compliance with these requirements. The Subrecipient shall include the following language in all subcontracts executed under this Agreement:

"The work to be performed under this contract is a project assisted under a program providing direct federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701. Section 3 requires that, to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part, by persons residing in the areas of the project."

2. The Subrecipient shall send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or understanding, if any, a notice advising said labor organization or worker's representative of its commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
3. The Subrecipient shall include this Section 3 clause in every subcontract and will take appropriate action pursuant to the subcontract upon a finding that the sub-Subrecipient is in violation of regulations issued by the Grantee. The Subrecipient will not subcontract with any sub-Subrecipient where it has notice or knowledge that the latter has been found in violation of regulations under 24 C.F.R. Part 135 and will not let any subcontract unless the sub-Subrecipient has first provided it with preliminary statement of ability to comply with the requirements of these regulations.

Pauline Fredericks  
Signature

5 Mar 2021  
Date

Pauline Fredericks, Vice President  
Printed Name and Title

**CITY OF SIERRA VISTA  
OTHER CDBG-RELATED CERTIFICATIONS**

**Overall Benefit:** The agency certifies that the CDBG funds awarded by the City of Sierra Vista will be used only for the benefit of Sierra Vista residents – those residing within the actual City Limits of Sierra Vista– and that at least 90% of those receiving benefit are low - to moderate -income.

**Compliance with Anti -discrimination laws:** The programs funded in part or totally by CDBG will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act (42 USC 3601- 3619, and implementing regulations, as amended.

**Affirmatively Furthering Fair Housing:** The agency will take appropriate actions when applicable to overcome the effects of any impediments identified through the City's Analysis of Impediments to Fair Housing Choice and the City's Fair Housing Plan, and maintain records reflecting the actions taken.

**Anti-displacement and Relocation Plan:** In the event that the agency conducts housing acquisition, demolition or rehabilitation with CDBG funds that require the relocation of residents, the agency will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and the regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan as required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the Sierra Vista CDBG program.

**Lead-Based Paint:** Any activities concerning lead -based paint will comply with the requirements of part 34, subparts A, B, J, K and R of Title 24 of the Code of Federal Regulations.

**Compliance with Laws:** The agency will comply with all applicable local, state and federal laws.

Pauline Fredericks  
Signature

5 Mar 2021  
Date

Pauline Fredericks, Vice President  
Printed Name and Title

CITY OF SIERRA VISTA

**SECTION 4 – ATTACHMENTS**

Please include the following attachments in the order listed with the original application only:

1. IRS 501c(3) determination letter.
2. Proof of insurance.
3. Board of Directors: - 2021 Annual AZ Corporation Commission Report showing our Directors/Officers
4. Organization Chart
5. BNR Paving Proposal (There are no SVdP St. Andrew Conference funds budgeted for this project – Project Proposal is for CDBG funds for the entire project cost.)
6. Process for Determining Unduplicated Sierra Vista Residents.
7. No attachment because an audit is not required. We have not received any federal funding. Our President and Treasurer do conduct a financial review in conjunction with preparation of the Annual Accomplishment Report that is submitted to the National Society of St. Vincent de Paul.
8. Project Site Photos



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

**JUN 10 2019**

ST VINCENT DE PAUL SOCIETY ST  
ANDREWS CONFERENCE OF SIERRA VISTA  
616 BARLOW DR  
SIERRA VISTA, AZ 85603

Employer Identification Number:  
86-0291351  
DLN:  
17053243330038  
Contact Person:  
NAVINESH R MISHRA ID# 94001  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
September 30  
Public Charity Status:  
509(a)(2)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
October 1, 2018  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

Our records show you were previously tax exempt as a subordinate under group exemption number 5496. Because you applied for and were granted your own individual tax-exempt status, you no longer rely on your affiliation with a parent organization for recognition of your tax exemption and you'll be listed individually in the Tax Exempt Organization Search.

If, in the future, you choose to become a subordinate under a group ruling, you'll lose your individual recognition of tax-exempt status and you'll no longer appear in the Tax Exempt Organization Search. Moreover, if you become a subordinate under a group ruling and your parent organization loses its tax-exempt status, you also will lose your exempt status. To reestablish your individual tax exemption after rejoining a group exemption, you'll be required to reapply and pay the appropriate use fee.

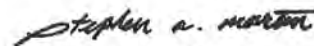
If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

We sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,



Director, Exempt Organizations  
Rulings and Agreements



**CHRISTIAN  
BROTHERS  
SERVICES**

**Risk Pooling Trust BENEFICIARY COPY**

1205 Windham Parkway  
Kennesaw, IL 60146-1679  
630-378-2900 / 800-807-0300  
Fax 630-378-2908

Beneficiary Number	Benefit Period	
	From	To
1134008	06/15/2020	06/15/2021

Transaction	
RENEWAL DECLARATION	
Beneficiary Name and Address	Agent/Mail To
BLANCA CORDOVA SAINT VINCENT DE PAUL SOCIETY SAINT ANDREWS CONFERENCE 616 BARTON DR SIERRA VISTA, AZ 85635-1812	Telephone:
Business Description	
ST. VINCENTS DEPAUL CD'S	

CONTRIBUTIONS SHOWN REFLECT THE DEDUCTIBLE DISCOUNT, IF ANY. PAYMENT OF THE CONTRIBUTIONS ACKNOWLEDGE THE ACCEPTANCE OF ALL TERMS AND CONDITIONS CONTAINED WITHIN THE PLAN DOCUMENT. THE FOLLOWING COVERAGES MAYBE SUBJECT TO DEDUCTIBLES, COMBINED SINGLE LIMITS AND ANNUAL AGGREGATE LIMITS AS STATED IN THE PLAN DOCUMENT.

COVERAGE DESCRIPTION	LIMIT	NUMBER OF UNITS	CONTRIBUTION
AUTO COVERAGE	\$ 1,000,000	3	\$ 5,112
EXCESS LIABILITY COVERAGES	\$ 5,000,000		\$ 3,000
GENERAL LIABILITY COVERAGE	\$ 1,000,000		\$ 5,999
BOILER & MACHINERY COVERAGE	\$300,000,000		\$ 500
TIME ELEMENT COVERAGE	\$ 220,000		\$ 600
PERSONAL CONTENTS	\$ 108,500		\$ 488
PROPERTY COVERAGE	\$ 820,000		\$ 2,384
Current Contribution for 06/15/2020 to 06/15/2021			\$ 18,083

ONLY THOSE COVERAGES HAVING A CORRESPONDING CONTRIBUTION ARE IN FORCE.

**\*\*\*Payment Terms\*\*\***

YOUR CONTRIBUTION IS SCHEDULED ON A NINE INSTALLMENT PLAN.  
 PAYMENTS ARE DUE IN ONE MONTH INTERVALS;  
 1ST INSTALLMENT DUE JULY 15, 2020, LAST INSTALLMENT DUE MARCH 15, 2021.

COVERAGES ARE SUBJECT TO CANCELLATION IF PAYMENTS ARE NOT RECEIVED BY THE ABOVE STATED DUE DATES.

FOR BILLING OR COVERAGE INQUIRIES, PLEASE CALL 1-800-807-0300.

THANK YOU FOR PARTICIPATING IN THE RISK POOLING TRUST.

Issued Date: 06/01/2020

## 2021 ANNUAL REPORT

### ENTITY INFORMATION

**ENTITY NAME:** ST. VINCENT DE PAUL SOCIETY, ST. ANDREWS  
CONFERENCE OF SIERRA  
**ENTITY ID:** 01220807  
**ENTITY TYPE:** Domestic Nonprofit Corporation  
**CHARACTER OF BUSINESS:** CHARITABLE  
**AUTHORIZED SHARES:**  
**ISSUED SHARES:**

### STATUTORY AGENT INFORMATION

**STATUTORY AGENT NAME:** Glenn McDaniel  
**PHYSICAL ADDRESS:** 616 Bartow Dr, SIERRA VISTA, AZ 85635  
**MAILING ADDRESS:**

### KNOWN PLACE OF BUSINESS

616 BARTOW DR , SIERRA VISTA, AZ 85635

### PRINCIPAL OFFICE ADDRESS

### PRINCIPAL INFORMATION

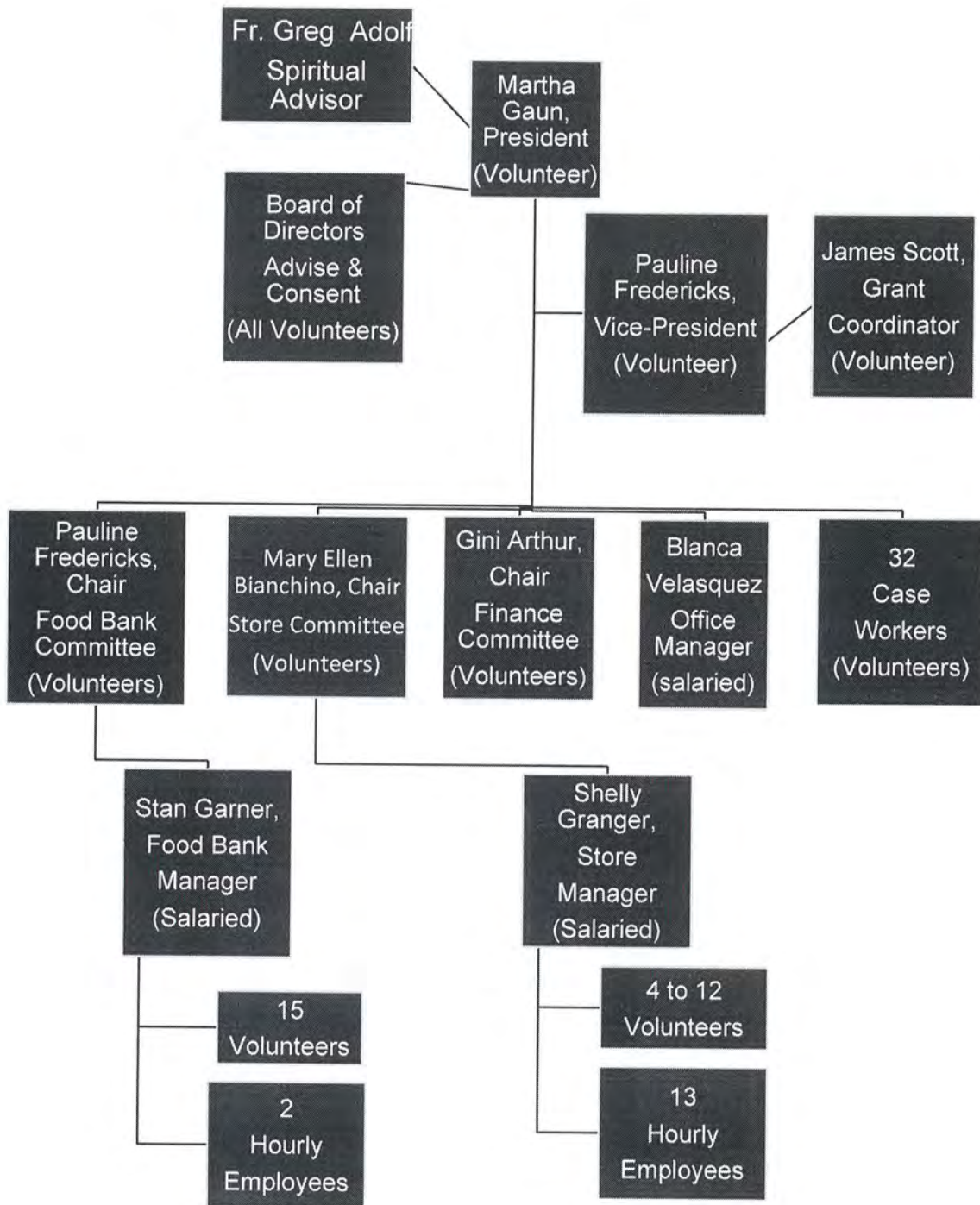
**Director:** GINI ARTHUR - 616 CAMELOT DR, SIERRA VISTA, AZ, 85635, USA -- Date of Taking Office: 10/01/2019  
**Director:** MARTHA GAUN - 1030 CANTERBURY DRIVE, SIERRA VISTA, AZ, 85635, USA -- Date of Taking Office: 10/01/2020  
**Director:** MARY SKINNER - 2427 MENDOCINO CT., SIERRA VISTA, AZ, 85635, USA -- Date of Taking Office: 06/01/2020  
**Director:** PAULINE FREDERICKS - 2159 REMINGTON DR, SIERRA VISTA, AZ, 85635, USA -- Date of Taking Office: 02/04/2019  
**President:** MARTHA GAUN - 1030 CANTERBURY DRIVE, SIERRA VISTA, AZ, 85635, USA -- Date of Taking Office: 10/01/2020  
**Secretary:** MARY SKINNER - 2427 MENDOCINO CT., SIERRA VISTA, AZ, 85635, USA -- Date of Taking Office: 06/01/2020  
**Treasurer:** GINI ARTHUR - 616 CAMELOT DR, SIERRA VISTA, AZ, 85635, USA -- Date of Taking Office: 10/01/2019  
**Vice-President:** PAULINE FREDERICKS - 2159 REMINGTON DR, SIERRA VISTA, AZ, 85635, USA -- Date of Taking Office: 02/04/2019

### SIGNATURE

President: Martha Gaun - 12/16/2020

## 2021 Annual Report to AZ Corporation Commission Displaying Current Board/Officers





**Society of St. Vincent de Paul, St. Andrew Conference Organization Chart  
FY2020-2021**





(520) 456-0493  
FAX: (520) 413-2107

Mailing Address:  
Sierra Enterprises LLC  
dba BNR Paving &  
dba Sierra Striping  
14040 S. Burnt Corral Ct.  
Vail, AZ. 85641

## PROPOSAL

2/10/2021

Submitted by: Lance Clawson

Proposal #: S0210-21C

St. Vincent de Paul  
ATTN: Pauline Fredricks  
614 Bartow Dr.  
Sierra Vista, AZ 85635  
Phone: (520) 234-5788

Res Lic: ROC253524  
Com Lic: ROC253524  
144

We hereby propose to furnish all the materials and perform all the labor necessary for the completion of the project located at: **Same as above**

### Asphalt Paving

1. Grade, condition, and compact existing base material.
2. Import, condition, grade, and compact up to 60 tons of AB.
3. Import and place approximately 960 square feet of ¾- stone at an average depth of 2"
4. Apply tack oil to vertical abutments as necessary.
5. Pave approximately 10,256 square feet to an average compacted depth of 2.5" with ½" hot mix asphalt.
6. Compact the asphalt with one or more steel drum rollers.
7. Clean up any debris resulting from the above operations.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner.

**Proposal Total (Includes MRRRA Tax): \$29,255.00**

**Payment Due Upon Completion.** (A late fee of 1.5% will be applied monthly on balances past 15 days).

### Sidewalk Option

1. Grade, condition, and compact base material.
2. Form and pour approximately 480 square feet (96'x5') of 4" concrete sidewalk.
3. Clean up any debris resulting from the above operations.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner.

**Proposal Total (Includes MRRRA Tax): \$3,200.00**

**Payment Due Upon Completion.** (A late fee of 1.5% will be applied monthly on balances past 15 days).

Any alteration or deviation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control.

## CITY OF SIERRA VISTA

### **Process for Determining Unduplicated Sierra Vista Residents:**

Our food bank provided 12,011 food boxes feeding 40,000 individuals in FY 2020 (average household size of those we serve is 3.33). If 25% of the food box recipients return every month for a food box and only 95% of all food box recipients are residents of Sierra Vista then the total number of unduplicated Sierra Vista residents served by our foodbank annually is approximately 28,500 individuals. In addition, during FY2019 (by expending donations from our regular donors, contributions from local churches, emergency COVID relief grants and partnering with other agencies) we assisted 967 Sierra Vista families or 3,220 individuals (1,018 total families assisted X .95 from Sierra Vista X 3.33 people per family = 3,220 individuals) pay back rent and delinquent utility bills. Another 342 people obtained other assistance such as vouchers for clothing and household goods from our thrift store. All this adds up to over 32,000 unduplicated Sierra Vista residents assisted.





**Photo 1. Project site viewed from Bartow Drive from in front of the lot to the east.**



**Photo 2. Project site viewed from Bartow Drive from in front of the driveway to the east.**



**Photo 3. Project site looking south from Bartow Drive.**



**Photo 4. Project site viewed from Bartow Drive from in front of Food Bank.**



**Photo 5. Project site viewed from paved area in front of Food Bank.**



**Photo 6. View of project site from its southeast corner showing gravel, ruts and mud barriers.**

# Project Area Photos

**SOUTHWEST FAIR HOUSING COUNCIL**



## COVER LETTER

To Whom it May Concern,

Thank you for the opportunity to apply for Sierra Vista 2021/22 CDBG funding. Southwest Fair Housing Council is excited about the opportunity to partner with the City of Sierra Vista to advance fair housing.

Regards,

*Jay Young*

Executive Director

### Checklist of Inclusions

- This Cover Sheet, completed
- Remaining application form completed
- 501(c)(3) IRS designation letter
- Professional Liability Policy
- Board of Directors – Name, Address, Business Affiliation, Race/Ethnicity, Term of Office (dates)
- Organizational Chart
- Agency Budget by Program/Activity
- Most recent Audit or Financial Statement
- Signed Certifications (see attached)

**Name of Organization:** Southwest Fair Housing Council

**Contact Person:** Jay Young

**Title:** Executive Director

**Address:** 177 N. Church Ave., Suite 1104; Tucson, AZ 85701

**Phone #:** (520) 798-1568 ext. 17

**Email address:** jyoung@swfhc.com

### FUNDING REQUEST

**Activity for which funding is requested:** Fair Housing Outreach and Media Campaign

**Amount of funding requested:** \$10,000.00

CITY OF SIERRA VISTA CDBG FUNDING APPLICATION 2021 PROGRAM YEAR

**Program/Activity Budget**

a. Total budget for this program/activity, regardless of geographic area: \$

\$10,000.00

b. Subsequently, provide total budget for this program/activity for Sierra Vista residents specifically:

\$36,762.00

**Beneficiaries**

a. Total number of unduplicated clients to be served by this program/activity: 5,000

b. Subsequently, provide total number of unduplicated Sierra Vista residents specifically to be served by this program/activity: 5,000

**Agency Information**

**Capacity**

1. Briefly describe the agency's mission statement and history, length of time the agency has been in operation, purpose of the agency, experience and capacity in receiving and expending CDBG funds as well as other federal funds, the target population and service area.

Southwest Fair Housing Council (SWFHC)'s mission is to provide comprehensive services to achieve and preserve equal access to housing for all people. WFHC has been advancing fair housing in Arizona for over 30 consecutive years. SWFHC is a regular Fair Housing Initiatives Program grand recipient from the US Department of Housing and Urban Development. SWFHC staff that will be responsible for the delivery of this grant have over 40 years combined fair housing experience and have each successfully completed several projects of similar length and scope. All of the staff working on this project have worked on similar CDBG projects and federally funded projects throughout the State of Arizona, including work in Sierra Vista, making the transition into this project seamless. The SWFHC Finance Director has over 30 years of nonprofit financial management, which includes the financial management of CDBG and federally funded fair housing projects. SWFHC also has two education and enforcement staff bilingual in English and Spanish. The Enforcement Director who will directly oversee testing and fair housing counseling deliverables has over 20 years of fair housing enforcement experience. The Education and Outreach Director, who will directly oversee the PSA's, training, and community event has over 15 years of fair housing outreach experience. SWFHC has completed a similar CDBG grant in the City of Tucson and Pima County for over 15 years.

2. Briefly describe (and/or include an organizational chart) the staffing structure of the organization.

Organizational Chart is attached.

CITY OF SIERRA VISTA CDBG FUNDING APPLICATION 2021 PROGRAM YEAR SECTION 2A - PUBLIC SERVICES APPLICATION

Program/Activity Information

1. Provide the program/activity name.

Fair Housing Outreach and Media Campaign

2. Check the benefit category below that addresses the project to be conducted with the City of Sierra Vista CDBG funds, if awarded:

*General Low- to Moderate-Income Clientele: The public service is available to any resident of Sierra Vista who is low- to moderate-income, regardless of where within the city the client resides. Low- to moderate-income limits are included in this application for reference.*

- Provide a clear and concise description of the program/activity for which funding is being requested and how it will address one of the three HUD National Objectives.

SWFHC is proposing a Fair Housing Outreach and Media Campaign that will include 2 Public Service Announcements, 2 virtual fair housing trainings for housing providers, consumers, and/or professionals, and 1 fair housing outreach event or Facebook Live event, depending on Covid-19 restrictions. Though the fair housing project will serve all residents in Sierra Vista, all outreach events and media deliverables will be targeted to low-moderate income residents. SWFHC will raise awareness in Sierra Vista about fair housing rights and responsibilities, which in turn will increase website hits and call volume from the area. SWFHC is funded to provide full service fair housing counseling and enforcement in the area, which is part of the leveraged dollars for this proposal. SWFHC will address the HUD National Objective to benefit low to moderate income persons.

3. Briefly describe the experience and capacity of the agency in managing the proposed program/activity.

SWFHC has completed several similar CDBG grants with other jurisdictions. For over 15 years, SWFHC has maintained a CDBG contract with Pima County to conduct testing and fair housing education. All deliverables have always been met on time and within the allocated budget. In 2020 SWFHC partnered with the City of Yuma to conduct a similar project that has been successful.

4. Is this a new program or activity?

Yes

- If yes, briefly describe the how the agency determined a need for the new program/activity and how the new program/activity fits with the agency's mission statement.

SWFHC is currently funded to provide fair housing enforcement, which includes fair housing counseling, intake, and referral services in Sierra Vista. However, SWFHC has limited capacity to conduct media and outreach in Sierra Vista. SWFHC hopes that by partnering with local jurisdictions and advocacy agencies to conduct targeted training and advertising, community awareness of fair housing rights and responsibilities will increase. This in turn will increase call volume and SWFHC enforcement activities in the area.

5. Are you a first-time applicant for CDBG funding from the City of Sierra Vista or is this a new program for your agency?

Yes

6. Is this a quantifiable increase in the level of service for an existing program/activity?

Yes

- If yes, briefly describe how the agency determined the need and how the agency will increase the level of services by adding more services or increasing the number of unduplicated Sierra Vista clients served. Provide statistics on increase in number served.

SWFHC will be conducted targeted media campaigns and outreach events that will track all impressions and participants. SWFHC will be able to see the number of website views and calls that increase from Sierra Vista by comparing with previous years logs. All clients and outreach deliverables are tracked in online forms that will allow for easy quantifiable analysis.

7. Describe the program goals and how quantifiable outcomes will be measured. List measurable outcomes including units of service (meals provided, class hours provided, service contacts/hours provided, etc.) per each Sierra Vista client.

SWFHC will conduct 2 Public Service Announcements, 1 in person event or Facebook Live event (depending on Covid restrictions) and 2 virtual fair housing trainings. Each PSA will be estimated to reach a minimum of 2000 individuals and will be targeted for low to moderate income areas. A recent Facebook Live event in Yuma recorded over 5,000 individual impressions and a similar event can be planned in Sierra Vista. Sign in sheets at trainings will track specific demographic information that can be reported. Demographics are also tracked for every client who contacts SWFHC.



CITY OF SIERRA VISTA CDBG FUNDING APPLICATION 2021 PROGRAM YEAR

LEVERAGE

8. List all funding sources for this program/activity. Add more rows if necessary. Funding Source Amount of Award Applied for (Date) Awarded (Date)

The leverage chart is attached.

9. List the entire agency's fundraising events and activities. Indicate what portion will go toward the proposed program/activity. Add more rows if necessary.

SWFHC does not have any fundraising events planned.

CITY OF SIERRA VISTA CDBG FUNDING APPLICATION 2021 PROGRAM YEAR PUBLIC SERVICES BUDGET

1. Budget must be complete, accurate, and numbers provided below must be consistent throughout the application.

Project Budget is attached.

2. Provide a detailed timeline/schedule for this program/activity as an attachment to your application.

Project Timeline is attached.

**PUBLIC SERVICES BUDGET**

**Budget must be complete, accurate, and numbers provided below must be consistent throughout the application.**

Provide a detailed timeline/schedule for this program/activity as an attachment to your application.

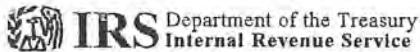
I understand that the program/activity must be completed, and all funds expended, no later than **June 30, 2021**. x Yes  No

<b>A – Budget Item</b> <i>Detailed Items or staff positions for which funding requested</i>	<b>B—Calculation for CDBG Request</b> <i>Brief explanation/formula for how CDBG request amount derived (Ex: Salary = total salary x % applied to Sierra Vista CDBG)</i>	<b>C – Sierra Vista CDBG Request</b> <i>Amount of Sierra Vista CDBG funds requested</i>	<b>D – Agency Share of Budget</b> <i>Funded from other sources</i>	<b>E – Total Cost</b> <i>Sum of Columns C and D – total project cost for clients</i>
<b>PERSONNEL</b>				
<b>Salaries</b>				
Executive Director	\$ 72,467 x .58%	\$ 418.00	\$ 836	\$ 1,254
Finance Director	\$ 59,093 x 1.15%	\$ 682.00	\$ 1,364	\$ 2,046
Project Director	\$ 52,957 x 1.15%	\$ 611.00	\$ 1,222	\$ 1,833
E&O Specialist	\$ 37,128 x 1.73%	\$ 643.00	\$ 1,286	\$1,929
Intake Specialist	\$ 37,128 x 1.15%	\$ 428.00	\$ 856	\$1,284
<b>Total Salaries</b>		\$ 2,782.00	\$ 5,564.00	\$ 8,346.00
<b>Fringe Benefits</b>		\$ 659.00	\$ 1,318.00	\$ 1,977.00
<b>PERSONNEL TOTAL</b>		\$ 3,441.00	\$ 6,882.00	\$10,323.00
<b>OPERATING COSTS</b>				
RENT, COMMUNICATION		\$ 2,559.00	\$14,000.00	\$16,559.00
INSUR, AUDIT, SUPPLIES			\$ 3,000.00	\$ 3,000.00
<b>OPERATING COSTS TOTAL</b>		\$ 2,559.00	\$ 17,000.00	\$ 19,559.00
<b>DIRECT CLIENT SERVICES</b>				
PSA'S		\$ 4,000.00	\$ 2,880.00	\$ 6,880.00
<b>DIRECT SERVICES TOTAL</b>		\$ 4,000.00	\$ 2,880.00	\$ 6,880.00
<b>BUDGET TOTAL</b>		\$ 10,000.00	\$ 26,762.00	\$ 36,762.00

Sierra Vista Media Campaign Project Timeline

<b>Deliverable</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>
<b>PSA</b>	X	X		
<b>Facebook Live/Outreach Event</b>				X
<b>Virtual Trainings</b>		X	X	





Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248358237  
Mar. 25, 2014 LTR 4168C 0  
86-0530355 000000 00

00021524  
BODC: TE

THE SOUTHWEST FAIR HOUSING COUNCIL  
2030 E BROADWAY BLVD STE 101  
TUCSON AZ 85719



023744

Employer Identification Number: 86-0530355  
Person to Contact: Mr. Kammerer  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Mar. 14, 2014, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in FM.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

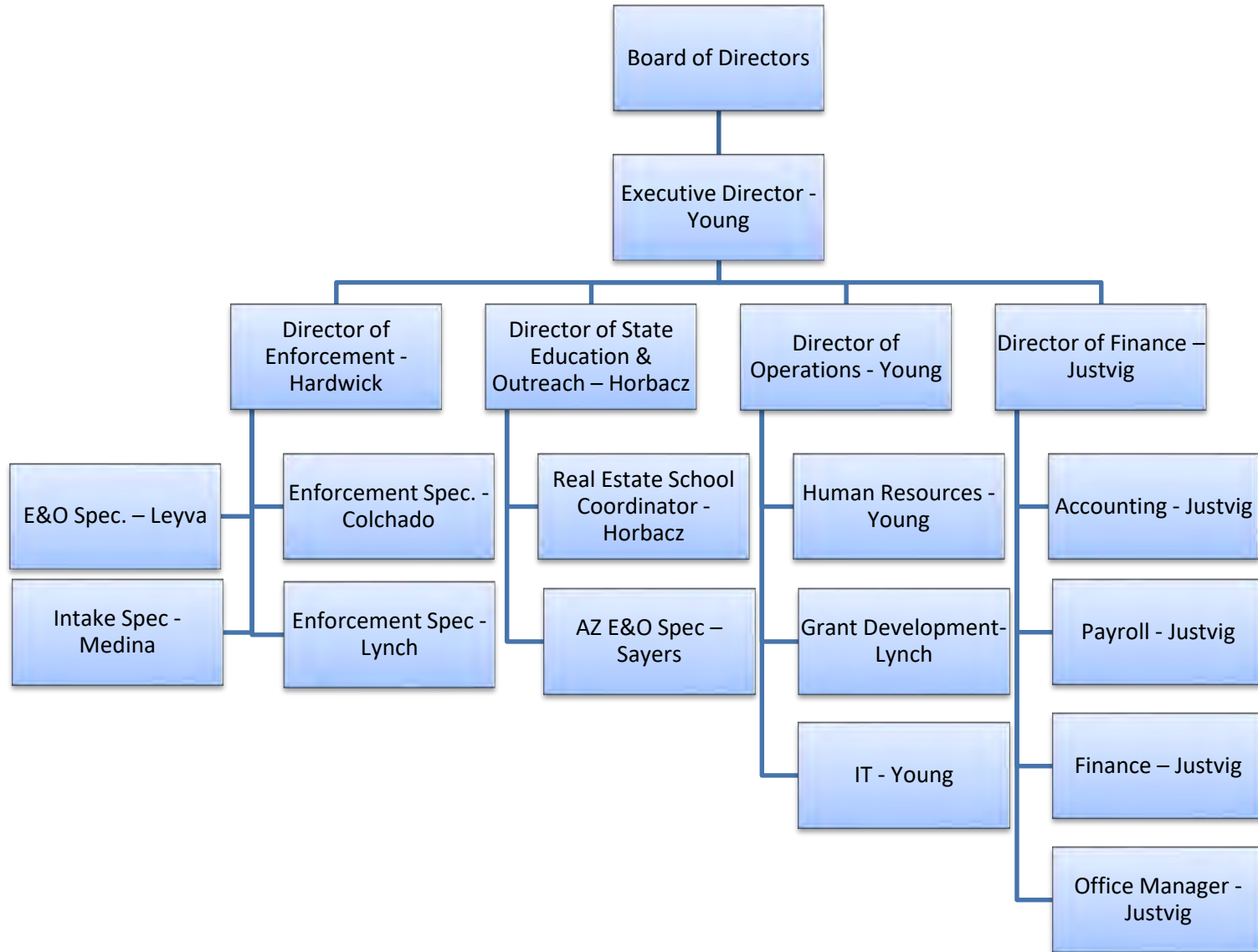


**Board of Directors  
Southwest Fair Housing Council**

Name	Position	Address	City	ST	Zip	Race	Ethnicity	Gender	Org
Jean-Paul Genet	Vice President	6336 N Oracle Rd Suite 326	Tucson	AZ	85704	W	W	M	N/A
Marcos Ysmael	President	5614 W. Wyoming	Tucson	AZ	85746	W	Hisp	M	Pima County
Serena Unrein	President-elect			AZ		W	W	F	Arizona Partnership for Healthy Communities
Maya Abela			Tucson	AZ		W	Hisp	F	Arizona Center for Disability Law
Deirdre Pfeiffer			Phoenix	AZ		W	W	F	ASU
Xiaoqian Hu	Treasurer		Tucson	AZ		A	A	F	U of A
Alex Alvarez	Secretary		Tucson	AZ		W	Hisp	M	Arizona Families First



# Southwest Fair Housing Council Organizational Chart



**SWFHC 2021-2022 ESTIMATED AGENCY BUDGET:**

SALARY 9 STAFF MEMBER AND TESTERS	\$ 481,350.00
ERE: TAXES AND BENEFITS 24%	\$ 115,750.00
RENT/PARKING	\$ 60,000.00
COMMUNICATION	\$ 41,600.00
TRAVEL	\$ 27,000.00
SUPPLIES	\$ 5,000.00
AUDIT	\$ 8,000.00
OPERATING SERVICES	\$ 25,000.00
<b>TOTAL EST. BUDGET 2021-2022</b>	<b>\$ 763,700.00</b>



SOUTHWEST FAIR HOUSING COUNCIL, INC.

Audited Financial Statements

For the Years Ended June 30, 2020 and 2019

SOUTHWEST FAIR HOUSING COUNCIL, INC.

For the years ended June 30, 2020 and 2019

TABLE OF CONTENTS

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of  
Southwest Fair Housing Council, Inc.

We have audited the accompanying financial statements of Southwest Fair Housing Council, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2020 and 2019, and the related statements of activities and changes in net assets, cash flows, and functional expenses for the years then ended, and the related notes to the financial statements.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Southwest Fair Housing Council, Inc. as of June 30, 2020 and 2019, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

*C. Wesley Addison, P.C.*

Tucson, Arizona  
January 28, 2021

SOUTHWEST FAIR HOUSING COUNCIL, INC.  
 Statements of Financial Position  
 For the years ended June 30, 2020 and 2019

	Years ended June 30,	
ASSETS	2020	2019
Current Assets		
Cash	\$ 218,470	\$ 300,093
Grants receivable, net allowance of \$0	289,171	110,922
Other receivable	3,828	3,827
Prepaid expenses and other current assets	1,717	10,641
Total Current Assets	513,186	425,483
Furniture and Equipment	73,534	61,338
Less: Accumulated depreciation	40,433	34,718
Net Property, Buildings and Equipment	33,101	26,620
Total Assets	\$ 546,287	\$ 452,103
<u>LIABILITIES AND NET ASSETS</u>		
Current Liabilities		
Accounts payable	\$ 132	\$ 21,494
Accrued expenses	39,305	18,178
Accrued payroll liabilities	11,166	7,273
Accrued vacation	33,523	29,398
Total Current Liabilities	84,126	76,343
Total Liabilities	84,126	76,343
Net Assets Without Donor Restrictions	462,161	375,760
Total Liabilities and Net Assets	\$ 546,287	\$ 452,103

The accompanying notes are an  
 integral part of the financial statements.

SOUTHWEST FAIR HOUSING COUNCIL, INC.  
 Statements of Activities and Changes in Net Assets  
 For the years ended June 30, 2020 and 2019

	Years ended June 30,	
	2020	2019
Revenues		
Governmental grant and contract revenue	\$ 662,416	\$ 519,297
Other contract and project revenue	1,274	-
Miscellaneous income	169,131	32,047
Total revenues and support	832,821	551,344
Expenses		
Program services	686,023	612,897
General and administrative services	60,397	95,062
Total functional expenses	746,420	707,959
Total Expenses	746,420	707,959
Increase & (Decrease) in Net Assets Without Donor Restrictic	86,401	(156,615)
Net Assets Without Donor Restrictions, Beginning of Year	375,760	532,375
Net Assets Without Donor Restrictions, End of Year	\$ 462,161	\$ 375,760

The accompanying notes are an  
 integral part of the financial statements.



SOUTHWEST FAIR HOUSING COUNCIL, INC.

Statements of Cash Flows

For the years ended June 30, 2020 and 2019

	Years ended June 30,	
	2020	2019
Cash flows from operating activities		
Increase & (Decrease) in net assets	\$ 86,401	\$ (156,615)
Adjustments to reconcile increase in net assets to cash provided by operating activities:		
Depreciation	5,715	3,968
(Increase) decrease in assets:		
Grants receivable	(178,249)	227,881
Other accounts receivable	(1)	201
Prepaid expenses	8,926	12,157
Increase (decrease) in liabilities:		
Accounts payable	(21,365)	8,604
Accrued expense	21,128	8,000
Accrued payroll and related taxes	3,893	352
Accrued vacation	4,125	9,208
Deferred revenue	-	-
	(69,427)	113,756
Cash flows from investment activities		
Purchase of fixed assets	(12,196)	(5,482)
	(12,196)	(5,482)
Net cash flows (used in) provided by operating activities	(69,427)	113,756
	(81,623)	108,274
(Decrease) Increase in cash		
Cash, beginning of year	300,093	191,819
Cash, end of year	\$ 218,470	\$ 300,093
<u>Supplemental cash flow disclosures:</u>		
Amounts paid during the year:		
Interest	\$ -	\$ -
Income taxes	\$ -	\$ -

The accompanying notes are an integral part of the financial statements.

## SOUTHWEST FAIR HOUSING COUNCIL, INC.

## Statement of Functional Expenses

For the year ended June 30, 2020

	<u>Program</u>	<u>General and Administrative</u>	<u>Total</u>
Personnel:			
Salaries and wages	\$ 429,654	\$ 9,208	\$ 438,862
Payroll taxes and benefits	88,747	9,594	98,341
Total personnel expenses	<u>518,401</u>	<u>18,802</u>	<u>537,203</u>
Advertising	7,092	814	7,906
Equipment	15,162	13,937	29,099
Insurance	3,377	375	3,752
Materials and supplies	5,982	2,128	8,110
Occupancy	49,611	2,759	52,370
Other expenses	-	1,369	1,369
Postage and printing	482	132	614
Professional services	14,564	9,377	23,941
Telephone and communications	25,942	1,188	27,130
Dues and subscriptions	50	716	766
Travel and transportation	42,505	267	42,772
Training, workshops and seminars	2,855	2,818	5,673
Depreciation	-	5,715	5,715
	<u>167,622</u>	<u>41,595</u>	<u>209,217</u>
 Total expenses	 <u>\$ 686,023</u>	 <u>\$ 60,397</u>	 <u>\$ 746,420</u>

The accompanying notes are an integral part of the financial statements.

SOUTHWEST FAIR HOUSING COUNCIL, INC.  
Statement of Functional Expenses  
For the year ended June 30, 2019

	<u>Program</u>	<u>General and Administrative</u>	<u>Total</u>
Personnel:			
Salaries and wages	\$ 350,978	\$ 38,867	\$ 389,845
Payroll taxes and benefits	<u>78,245</u>	<u>16,862</u>	<u>95,107</u>
Total personnel expenses	429,223	55,729	484,952
Advertising	6,163	-	6,163
Equipment	7,964	899	8,863
Insurance	3,752	-	3,752
Materials and supplies	7,113	3,409	10,522
Occupancy	53,642	6,856	60,498
Other expenses	221	7,461	7,682
Postage and printing	1,364	325	1,689
Professional services	16,636	12,131	28,767
Telephone and communications	11,517	956	12,473
Dues and subscriptions	1,194	797	1,991
Travel and transportation	59,185	2,523	61,708
Training, workshops and seminars	14,923	8	14,931
Depreciation	-	3,968	3,968
	<u>183,674</u>	<u>39,333</u>	<u>223,007</u>
 Total expenses	 <u>\$ 612,897</u>	 <u>\$ 95,062</u>	 <u>\$ 707,959</u>

The accompanying notes are an  
integral part of the financial statements.

SOUTHWEST FAIR HOUSING COUNCIL, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2020 and 2019

---

1. Organization and Purpose

Southwest Fair Housing Council, Inc. (SWFHC) is an Arizona non-profit organization whose purpose is to promote fair housing services, including referrals, education, outreach and research. SWFHC (the Organization) promotes its activities and accomplishes its objectives through interaction with the private housing industry, sponsorship of housing seminars and public service announcements through various media.

2. Summary of significant accounting policies

*Basis of accounting*

The financial statements of the Organization have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other liabilities.

*Financial statement presentation*

The Organization is required to report information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions. None of the assets are subject to donor-imposed restrictions. Accordingly, all net assets are accounted for as net assets without donor restrictions under FASB ASC 958-210-50-3.

*Restricted and Unrestricted Revenue and Support*

Contributions received are recorded as with donor restrictions and without donor restrictions, depending on the existence and/or nature of any donor restrictions.

Support that is restricted by the donor is reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in net assets with donor restrictions, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished). Federal grant awards are classified as refundable advances until expended for the purpose of the grants since they are conditional promises to give.

*Use of estimates*

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

*Revenue recognition*

The Organization is funded through various grants and contracts. Restricted funds are deemed to be earned and reported as revenues when the Agency has incurred expenditures in compliance with specific grant conditions or provided the required services as stated by the grant or contract. Funding sources may, at their discretion, request reimbursement for expenses or return of funds, or both, as a result of noncompliance by the Organization with terms of the contract.

SOUTHWEST FAIR HOUSING COUNCIL, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2020 and 2019

---

2. Summary of significant accounting policies - continued

*Cash and cash equivalents*

For purposes of the Statement of Cash Flows, the Organization considers all unrestricted highly liquid investments with an initial maturity of three months or less to be cash equivalents. SWFHC maintains its cash in bank deposit accounts which, at times, may exceed federally insured limits. Management has not experienced any losses in such accounts. Management believes the Organization is not exposed to any significant credit risk on cash and cash equivalents. At June 30, 2020 and 2019, the Organization has cash in banks which exceeds the FDIC insurance limit by \$0 and \$0 respectively.

*Property and equipment*

Property and equipment are stated at cost. Depreciation is calculated using the straight-line method over the assets' estimated useful lives. The estimated useful life for furniture and equipment is five to ten years. Acquisitions of property and equipment greater than \$500 are capitalized. When furniture and equipment are sold or otherwise disposed of, the asset accounts and related accumulated depreciation accounts are relieved, and any gain or loss is include in operations.

*Vacation pay*

Vacation pay is accrued as a liability when earned by the employees since the employees receive vested rights to this employee benefit.

*Income taxes and uncertain tax positions*

Southwest Fair Housing Council, Inc. is exempt from income taxes under Section 501(c)(3) of the federal Internal Revenue Code. In addition, the Agency qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as an organization that is not a private foundation under Section 509(a)(2). The Agency is also exempt from Arizona state income taxes.

Management's opinion is that no uncertain income tax positions have been taken and no adjustments have been recorded for potential related tax liabilities. Any penalties or interest which may be charged on tax examinations would be deducted as general and administrative expenses in the year the assessment was made. The Agency's tax returns remain subject to examination by the taxing authorities generally for a period of three years from the filing date.

*Management and General*

A majority of the Organization's administrative personnel spend their time in direct administration of the various programs. Therefore, in the accompanying financial statements, their time and associated costs have been reflected in the program in which their time was devoted. The category of "General and Administrative" in the accompanying financial statements indicates only those costs which are not specifically identifiable with a particular program but provide for the overall support and direction of the Organization.

*Expense allocation*

The costs of providing various programs and other activities have been summarized on a functional basis in the Statements of Activities and in the Statement of Functional Expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited.



SOUTHWEST FAIR HOUSING COUNCIL, INC.  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 2020 and 2019

2. Summary of significant accounting policies - continued

*Advertising*

Advertising costs are expensed as incurred. The Organization does not participate in direct-response advertising, which requires the capitalization and amortization of related costs. Total advertising expense for the years ended June 30, 2020 and 2019 was \$7,906 and \$6,163, respectively.

3. Grants receivable

Grants receivable represent amounts due under federal and local government grants and other nonprofit organizations. The following, summarized by source, represents grants receivable:

	June 30,	
	2020	2019
City of Tucson	\$ 5,735	\$ 8,378
Pima County	37,721	19,286
Tempe	8,942	12,500
Arizona Department of Commerce	24,273	23,395
Arizona Department of Housing	-	3,852
U.S. Department of Housing and Urban Development	212,500	34,511
Other Grants	-	9,000
	\$ 289,171	\$ 110,922

The above amounts are considered fully collectable and therefore no allowance for uncollectible amounts has been provided.

4. Deferred grant revenue

Deferred grant revenue represents amounts billed and/or received in excess of expenses incurred under U.S. Department of Housing and Urban Development grants or contracts.

5. Revolving line-of-credit

The Organization has a \$50,000 unsecured revolving line-of-credit arrangement with Compass Bank. The line-of-credit bears interest at 8.25% per annum. The balance owed at June 30, 2020 and 2019, was \$0 and \$0, respectively.

SOUTHWEST FAIR HOUSING COUNCIL, INC.  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 2020 and 2019

6. Lease commitments

At June 30, 2020 and 2019, several buildings are occupied and various equipment is leased under operating lease agreements. Rent expense for the year ended June 30, 2020 and 2019 totaled \$52,370 and \$60,498, respectively.

Future minimum lease payments under the non-cancelable leases are as follows:

Year ending June 30

Year	Total
2021	\$ 53,832
2022	55,859
2023	30,023
2024	3,153
Thereafter	-0-
Total	\$ 142,867

7. Contingencies

*Equipment*

Equipment was purchased with federal funds passed through from the City of Tucson and directly from the Department of Housing and Urban Development. SWFHC may be required to return the equipment if program activities are terminated, or to reimburse the funding source if the equipment is disposed of.

*Federal and state assistance*

SWFHC participates in a number of Federal and State assisted grant and contract programs, and a significant reduction in the level of this support, if it were to occur, would have a material effect on the programs and activities of the Organization. The governmental agency fundings are also subject to compliance audits. Assessments from such audits, if any, are recorded when the amounts of such assessments are reasonably determinable.

8. Concentrations of Risk

*Risk of Significant Grantor*

The Organization receives approximately 51% of its revenue from the federal government (coming from the U.S. Department of Housing and Urban Development's various grants). These grants are awarded on a year by year basis, and there is no guarantee that these programs will continue to be funded in the future. If funding were to be reduced or eliminated, it could have a material negative impact on the Organization.

9. Fair Value of Financial Instruments

Financial instruments are petty cash, cash and cash equivalents, receivables, accounts payable, and accrued expense. The recorded values of cash and cash equivalents, accounts receivable, and accounts payable and accrued expense approximates their fair values based on their short-term nature.

SOUTHWEST FAIR HOUSING COUNCIL, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2020 and 2019

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10. Pension Plan

The Organization has a SIMPLE IRA pension plan for the benefit of eligible employees. The plan covers all employees who expect to receive at least \$5,000 in compensation during the calendar year and who have attained the age of twenty-one. The Organization will contribute a matching contribution up to 3% of the participant's compensation. Pension expense was \$9,889 for 2020 and \$9,842 for 2019.

11. Liquidity and Availability

As of June 30, 2020, Southwest Fair Housing Council, Inc. has \$513,186 of financial assets available within one year of the statement of financial position date to meet cash needs for general expenditures, consisting of cash of \$218,470, \$1,717 of prepaid expenses, and accounts receivable of \$292,999. None of these amounts are subject to donor or other contractual restrictions that make them unavailable for general expenditure within one year of the statement of financial position.

Southwest Fair Housing Council, Inc. manages liquidity needed for operations primarily through budgeted monthly cash inflows and outflows. Cash inflows can be easily predicted since they are comprised mostly of grants. Cash outflows are planned accordingly so as not to exceed those expected inflows. A minimal amount of excess cash is on hand in the event of unexpected outflows.

12. Date of management's review

In accordance with ASC 855, Southwest Fair Housing Council, Inc. has evaluated events and transactions for potential recognition or disclosure through January 28, 2021, the date that the financial statements were available to be issued.

In December 2019, an outbreak of a novel strain of coronavirus (COVID-19) originated in Wuhan, China and has since spread to other countries, including the U.S. On March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic. In addition, multiple jurisdictions in the U.S. have declared a state of emergency. It is anticipated that these impacts will continue for some time. There has been no immediate impact to the Organization's operations. Changes to the operating environment may increase operating costs. The future effects of these issues are unknown.

**SECTION 3 – CERTIFICATIONS**

**MUST BE COMPLETED FOR ALL APPLICATIONS**

**AGENCY CERTIFICATION**

I certify that all information reported in this application and attached is true, accurate and complete to the best of my belief and knowledge.

I certify that I am authorized to make this application on behalf of the Agency and have been designated as such by the Board of Directors.

I will provide written notice of any changes or additions to this information. I also understand the agency may need to provide additional information during the application process and if funded.

I understand a written contract will be required between the Agency and City upon award of funds.

I am aware that the submission of this application does not guarantee funding by the City of Sierra Vista;

I am aware that Public Facility & Infrastructure projects in excess of \$2,000 must adhere to labor standards in compliance with the requirements imposed by the Equal Employment Opportunity Act, Davis-Bacon Act, Section 3 (contracting with or employing low-income) and related federal legislation.


I am aware that all construction, rehabilitation and renovation projects must pass all applicable environmental reviews.

All required documentation, including attachments, have been included in the original application.

*I understand that applications received after 4:00 PM on March 5, 2021 will not be accepted or considered.*

Date: 3/1/21 DUNS NUMBER 872788260

Name Jay Young

Signature 

Title Executive Director

**CITY OF SIERRA VISTA  
ANTI-LOBBYING STATEMENT**

The anti-lobbying provisions will apply to any person who is an employee, agent, consultant, officer, elected or appointed official of the subrecipient that is receiving CDBG funds.

Applicant certifies that:

1. No Federal funds have been paid or will be paid, by or on behalf of the applicant agency, to any person for influencing or attempting to influence an officer or employee of the awarding of any Federal, state or municipal contract, the making of any Federal or municipal grant, the making of any Federal or municipal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal, state or municipal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal or municipal agency/department, Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, Mayor, City Council member, or employee of the Mayor or a City Council member in connection with this application, contract, grant, loan or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subcontractor awards at all tiers.

  
Signature

3/1/21  
Date

Jay Young, Executive Director  
Printed Name and Title



**CITY OF SIERRA VISTA  
ANTI-LOBBYING STATEMENT**

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Applicant certifies that:

1. No Federal funds have been paid or will be paid, by or on behalf of the applicant agency, to any person for influencing or attempting to influence an officer or employee of the awarding of any Federal, state or municipal contract, the making of any Federal or municipal grant, the making of any Federal or municipal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal, state or municipal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal or municipal agency/department, Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, Mayor, City Council member, or employee of the Mayor or a City Council member in connection with this application, contract, grant, loan or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subcontractor awards at all tiers.

  
\_\_\_\_\_  
Signature

3/1/21  
\_\_\_\_\_  
Date

Jay Young, Executive Director  
\_\_\_\_\_  
Printed Name and Title

**CITY OF SIERRA VISTA  
ANTI-LOBBYING STATEMENT**

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2. If any funds other than Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal or municipal agency/department, Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, Mayor, City Council member, or employee of the Mayor or a City Council member in connection with this application, contract, grant, loan or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subcontractor awards at all tiers.

  
\_\_\_\_\_  
Signature

3/1/21  
\_\_\_\_\_  
Date

Jay Young, Executive Director  
\_\_\_\_\_  
Printed Name and Title

**CITY OF SIERRA VISTA  
CONFLICT OF INTEREST STATEMENT**

The conflict of interest provisions will apply to any person who is an employee, agent, consultant, officer, elected or appointed official of the recipient, of any designated public agencies, or sub recipients that are receiving CDBG funds.

- |   |       |        |
|---|-------|--------|
|   | Yes   | No     |
| A. Are you or any staff members a City of Sierra Vista employee?  | _____ | _____X |
| B. Are you or any staff members elected officials with the City of Sierra Vista, related to anyone employed by the City of Sierra Vista, related to elected officials of City of Sierra Vista | _____ | _____X |

If yes, please list below.

<u>Name</u>	<u>Relationship</u>
_____	_____
_____	_____
_____	_____

- |  |       |        |
|--|-------|--------|
| C. Does your organization do any other business with any person or department with the City of Sierra Vista? | _____ | _____X |
|--|-------|--------|

If yes, please list below.

<u>Name</u>	<u>Department</u>
_____	_____
_____	_____
_____	_____



Signature

3/1/2021  
\_\_\_\_\_

Date

ELIZABETH A. JUSTVIG FINANCE DIRECTOR  
\_\_\_\_\_  
Printed Name and Title

**CITY OF SIERRA VISTA  
DRUG-FREE WORKPLACE ACT CERTIFICATION**

1. Applicant certifies that it shall provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance in the workplace is prohibited and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing a drug-free awareness program to inform employees about:
    - (1) The dangers of drug abuse in the workplace;
    - (2) The company's policy of maintaining a drug-free workplace;
    - (3) Any drug counseling, rehabilitation, and employee assistance programs that are available; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the Agreement be given a copy of the statement required by paragraph (a).
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the Agreement, the employee shall:
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employee's employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction;
  - (e) Notifying City within ten (10) days after receiving notice under subparagraph (d)(2), from an employee or otherwise receiving actual notice of such conviction;
  - (f) Taking one of the following actions, within thirty (30) days of receiving notice under subparagraph (d) (2), with respect to any employee so convicted:
    - (1) Taking appropriate personnel action against such an employee, up to and including termination; or
    - (2) requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency;
  - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
2. Applicant's headquarters are located at the following address. The addresses of all other workplaces, if any, shall be provided on an accompanying list.

Street Address: 177 N. CHURHC AVE. #1104

City: TUCSON County: PIMA State: AZ Zip Code: 85701

SIGNED BY:



Signature  
ELIZABETH A. JUSTVIG, FINANCE DIRECTOR

Printed Name and Title

3/1/2021  
Date

**CITY OF SIERRA VISTA  
RELIGIOUS/FAITH-BASED ORGANIZATION CERTIFICATION**

In addition to, and not in substitution for, other provisions of this agreement regarding the provision of Community Development Program/activity activities pursuant to the Community Development Block Grant Program/activity, the Contractor:

- 1) Represents that it is, or may be deemed to be, a religious or denominational institution or organization or an organization operated for religious purposes.
- 2) Agrees that, in connection with such community development activities and operational costs:
  - a. It will not discriminate against any persons seeking community development services and/or related services on the basis of religion or religious belief; and
  - b. It will not use CDBG funds to support any inherently religious activities, such as worship, religious instruction, or proselytization.

**Not a religious organization:**

  
Signature \_\_\_\_\_

3/1/21  
Date \_\_\_\_\_

Jay Young, Executive Director  
\_\_\_\_\_  
Printed Name and Title

**A religious or faith-based organization and agree to follow terms above:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title



**CITY OF SIERRA VISTA  
SECTION 3 STATEMENT**

1. The Subrecipient agrees to comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, the regulations set forth in 24 C.F.R. Part 135, and all applicable rules and orders. Subrecipient understands that compliance shall be a condition of the federal assistance provided under this Agreement and binding upon the Grantee, the Subrecipient and any sub-Subrecipients. Failure to comply with these requirements shall subject the Grantee, the Subrecipient and any sub-Subrecipients, their successors and assigns, to those sanctions specified by the Agreement through which federal assistance is provided, and as set out in 24 C.F.R. Part 135, Subpart O. The Subrecipient agrees that no contractual or other disability exists which would prevent compliance with these requirements. The Subrecipient shall include the following language in all subcontracts executed under this Agreement:

"The work to be performed under this contract is a project assisted under a program providing direct federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701. Section 3 requires that, to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part, by persons residing in the areas of the project."

2. The Subrecipient shall send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or understanding, if any, a notice advising said labor organization or worker's representative of its commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
3. The Subrecipient shall include this Section 3 clause in every subcontract and will take appropriate action pursuant to the subcontract upon a finding that the sub-Subrecipient is in violation of regulations issued by the Grantee. The Subrecipient will not subcontract with any sub-Subrecipient where it has notice or knowledge that the latter has been found in violation of regulations under 24 C.F.R. Part 135 and will not let any subcontract unless the sub-Subrecipient has first provided it with preliminary statement of ability to comply with the requirements of these regulations.

  
\_\_\_\_\_  
Signature

3/1/21  
\_\_\_\_\_  
Date

Jay Young, Executive Director  
\_\_\_\_\_  
Printed Name and Title

**CITY OF SIERRA VISTA  
OTHER CDBG-RELATED CERTIFICATIONS**

**Overall Benefit:** The agency certifies that the CDBG funds awarded by the City of Sierra Vista will be used only for the benefit of Sierra Vista residents – those residing within the actual City Limits of Sierra Vista– and that at least 90% of those receiving benefit are low- to moderate-income.

**Compliance with Anti-discrimination laws:** The programs funded in part or totally by CDBG will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act (42 USC 3601-3619, and implementing regulations, as amended.

**Affirmatively Furthering Fair Housing:** The agency will take appropriate actions when applicable to overcome the effects of any impediments identified through the City’s Analysis of Impediments to Fair Housing Choice and the City’s Fair Housing Plan, and maintain records reflecting the actions taken.

**Anti-displacement and Relocation Plan:** In the event that the agency conducts housing acquisition, demolition or rehabilitation with CDBG funds that require the relocation of residents, the agency will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and the regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan as required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the Sierra Vista CDBG program.

**Lead-Based Paint:** Any activities concerning lead-based paint will comply with the requirements of part 34, subparts A, B, J, K and R of Title 24 of the Code of Federal Regulations.

**Compliance with Laws:** The agency will comply with all applicable local, state and federal laws.

  
\_\_\_\_\_  
Signature

3/1/21  
\_\_\_\_\_  
Date

Jay Young, Executive Director  
Printed Name and Title