

RESOLUTION 2020-065

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, COCHISE COUNTY, ARIZONA; TO APPROVE SUBSTANTIAL AMENDMENTS TO THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FIVE-YEAR CONSOLIDATED PLAN (2019-2023) AND THE PY 2019 ANNUAL ACTION PLAN; TO SUBMIT TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD); AND AUTHORIZING AND DIRECTING THE CITY MANAGER, CITY CLERK, CITY ATTORNEY OR THEIR DULY AUTHORIZED OFFICES AND AGENTS TO CARRY OUT THE PURPOSES AND INTENT OF THIS RESOLUTION.

WHEREAS, the Community Development Block Grant (CDBG) Five-Year Consolidated Plan (2019-2023) and the PY 2019 Annual Action Plan, which delineates the CDBG funding allocations for Program Year 2019, as adopted by the Sierra Vista City Council and was approved by the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, on March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, was signed into law by President Trump; and

WHEREAS, the CARES Act made available \$5 billion in Community Development Block Grant Coronavirus (CDBG-CV) funds; and

WHEREAS, HUD informed the Mayor that the City would be receiving a second allocation of \$239,351 in CDBG-CV funds to help prevent, prepare for, and respond to the coronavirus (COVID-19); and

WHEREAS, substantial amendments to the Sierra Vista CDBG Five-Year Consolidated Plan (2019-2023) and PY 2019 Annual Action Plan are necessary to program and administer the CDBG-CV funds; and

WHEREAS, on October 18, 2020, public notice was published in the local newspaper of general circulation regarding the proposed funding allocations, public hearing date, and the five day public comment period on the proposed substantial amendments to the Community Development Block Grant (CDBG) Five-Year Consolidated Plan (2019-2023) and the PY 2019 Annual Action Plan.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, ARIZONA AS FOLLOWS:

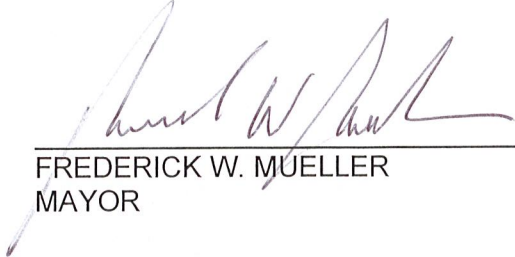
SECTION 1

The Substantial Amendments to the City of Sierra Vista, Arizona, CDBG Five-Year Consolidated Plan (2019-2023) and the PY 2019 Annual Action Plan, attached hereto as Exhibit "A" and incorporated herein by reference, is hereby adopted by the City of Sierra Vista City Council and approved to be submitted to HUD.

SECTION 2

That the City Manager, City Clerk, City Attorney, or their duly authorized officers and agent are hereby authorized and directed to take all steps necessary to carry out the purposes and intent of this Resolution.


PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, ARIZONA, THIS 12<sup>TH</sup> DAY OF NOVEMBER 2020.



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FREDERICK W. MUELLER  
MAYOR

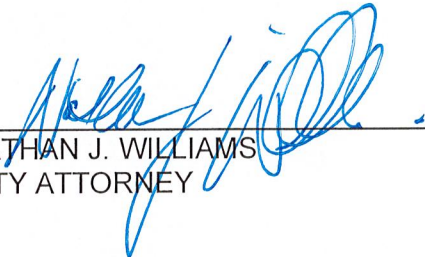
ATTEST:



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JILL ADAMS  
CITY CLERK

APPROVED AS TO FORM:



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NATHAN J. WILLIAMS  
CITY ATTORNEY

Prepared by:  
Matt McLachlan, Director of Community Development

**Five-Year Consolidated Plan**  
**Program Years 2019-2023**  
**&**  
**Annual Action Plan**  
**Program Year 2019-2020**

Community Development Block Grant (CDBG) Funds



**City Council Approval Date:**  
**June 13, 2019**  
**May 12, 2020 - Amendment #1**  
**November 12, 2020 – Amendment #2**

City of Sierra Vista  
Cochise County, AZ

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**PROPOSED SUBSTANTIAL  
AMENDMENT #2 TO PROGRAM  
CARES ACT SUPPLEMENTAL CDBG  
FUNDING (SECOND CY ALLOCATION)**

## **SUMMARY OF PROPOSED AMENDMENTS** **(2<sup>nd</sup> Allocation of CARES Act Funding)**

### **Five-Year Consolidated Plan**

1. **PR-15, Citizen Participation**, adds process summary for adopting substantial amendments (page 21)
2. **SP-35, Anticipated Resources**, amends Annual Allocation and Total Amount to add second allocation of CARES Act funding in Table 52, Anticipated Resources (page 131)

PY 2019 Regular Allocation (\$271,174)  
PY 2019 CARES Act (1<sup>st</sup> Allocation (\$159,897)  
PY 2019 CARES Act (2<sup>nd</sup> Allocation (\$239,351)  
Total = \$670,422

3. **SP-45, Goals Summary**, amends Five-Year Goals Summary Information to add second round CARES Act funding allocation (\$239,351) plus remainder from Small Business Assistance Grant (\$33,950) to Goal 3: Provision of Needed Services with revised total of 3,500 persons to be assisted; lowers funding allocated to Small Business Assistance Grant to actual amount (\$86,050) and businesses assisted (11) in Table 55, Goals Summary (pages 137, 138).

### **PY 2019 Annual Action Plan**

1. **AP-15, Expected Resources**, add summary of substantial amendments to introduction section (pages 147)
2. **AP-15, Expected Resources**, add second allocation of CARES Act funding to Table 56, Anticipated Resources (page 149)
3. **AP-20, Annual Goals and Objectives**, amends goal summary information in Tables 57 and 58 to add second allocation of CARES Act funding to Goal 3: Provision of Needed Services; and revises funding allocation and quantity under Goal 5: Economic Development to reflect actual amounts. (page 151)
4. **AP 38, Project Summary**, amends Table 60, Project Summary Information, to state actual funding amount for Emergency Small Grant Assistance Program and revised funding amount for Public Service Programs (pages 155, 156)

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# Executive Summary



## ES-05 Executive Summary

### INTRODUCTION

The City of Sierra Vista, Arizona has completed the planning process for the 2019-2023 Five-Year Consolidated Plan (Consolidated Plan) as required by the U.S. Department of Housing and Urban Development (HUD). The purpose of the Consolidated Plan is to identify goals, objectives and strategies for addressing housing and community development needs, including those of the homeless and other special needs populations. The Consolidated Plan guides the use of City resources to address these needs over a five-year period. This amount totaled an average of approximately \$227,549 per year over the previous five-years or a total of \$1,137,748. In the most recent program year (2018), the City received an annual allocation of approximately \$260,000 Community Development Block Grant (CDBG) funds.

The Consolidated Plan is developed in a manner specified by HUD, and the City has followed the prescribed format in completing the plan. The Consolidated Plan was developed using HUD and U.S. Census data for demographics and housing, input from public meetings, City Council meetings, Non-Profit Agency workshop and past program performance. During the planning process, the City conducted public meetings with citizens and stakeholders, meetings and consultation with Non-profit groups, public meetings, and two public hearings with the City Council. The purpose of this process was to receive citizen input on the current housing and community development needs of the City.

There are four major areas of focus in the Consolidated Plan: Housing, Homelessness, Non-Housing Community Development and Non- Homeless Special Needs. The Consolidated Plan process requires the City to identify priority needs for each area and prepare an Annual Action Plan to address the priorities. For every priority, there are goals, objectives and strategies established to measure progress. The citizen input was critical in developing the goals, objectives and strategies of this Consolidated Plan. This Consolidated Plan not only presents goals to address the priority needs of the City, but also to address the statutory goals established by Federal law:

***Decent Housing:***

- Assist homeless persons to obtain affordable housing
- Assist persons at risk of becoming homeless
- Retain affordable housing stock
- Increase the availability of affordable housing in standard condition to low- and moderate-income families, particularly to economically disadvantaged persons (and without discrimination on the basis of race, creed, religion, color, age, sex, marital status, familial status, national origin, disability, gender identity or sexual orientation)
- Increase the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence
- Provide affordable housing that is accessible to job opportunities.

***A Suitable Living Environment:***

- Improve the safety and livability of neighborhoods Increase access to quality public and private facilities and services.

***Expanded Economic Opportunities:***

- Job creation and retention for low-income persons
- Availability of mortgage financing for low-income persons at reasonable rates using nondiscriminatory lending practices
- Empowerment and self-sufficiency for low-income persons to reduce generational poverty in federally assisted housing.

**SUMMARY OF THE OBJECTIVES AND OUTCOMES IDENTIFIED IN THE PLAN NEEDS ASSESSMENT OVERVIEW**

The Five-Year Consolidated Plan identifies five goals, along with corresponding objectives and strategies, to address the City of Sierra Vista's housing and community development needs. These goals are summarized as follows:

**GOAL: Public Infrastructure/Facility Improvements**

*Provide ADA improvements/public facility improvements, and infrastructure.*

**GOAL: Neighborhood Stabilization**

*Eliminate slum and blight*

**GOAL: Housing Rehabilitation & Services**

*Provide housing rehabilitation and accessibility*

**GOAL: Provision of Needed Services**

*Provide community services for special needs populations (primarily for seniors and youth), mental health services, and homeless services.*

**GOAL: Economic Development**

*Assist private, for-profit businesses through grant and other needed technical assistance programs that aid in the creation or retention of jobs held by low to moderate income persons or otherwise meet HUD’s mandatory public benefit standards.*

**GOAL: Fair Housing**

*Eliminate discrimination in housing.*

**EVALUATION OF PAST PERFORMANCE**

The previous five years have shown significant progress in the City of Sierra Vista’s efforts to implement HUD entitlement programs. The City complies with HUD regulations and continues to deliver community development services in an efficient manner.

The City has been successful in implementing infrastructure projects, blight elimination, emergency home repair, and several public services activities. The City will use CDBG funds to make these programs successful and to meet the goals and objectives identified in the Consolidated Plan.

**SUMMARY OF CITIZEN PARTICIPATION PROCESS AND CONSULTATION PROCESS**

Comments and concerns raised during the citizen participation process were taken into consideration when developing the Consolidated Plan's goals, objectives and strategies. The Consolidated Plan is a collaborative process that involves interviews with stakeholders and meetings with the public to

determine areas of need. As part of this process, the City sought to identify the priority needs and strategies to address those needs. Priority needs were identified based on available housing data, public input, stakeholder consultation, and public meetings, and past program performance. In addition, the City consulted with the Carmichael Neighborhood Association, West End Commission, Commission on Disability Issues, City Departments, and the City Council to identify priority needs and develop corresponding strategies.

## **SUMMARY OF PUBLIC COMMENTS**

Based on input and data received through an extensive citizen participation process, the following summarizes the public comments:

### ***Comments Regarding Community Needs***

Although there are many issues that the public felt are important, there are a few items that were stressed throughout the meeting as being of the highest priority:

#### *Carmichael Neighborhood Association*

At their meeting on February 7, 2019, the Carmichael Neighborhood Association ranked their top priorities as being (1) renovating Theater Drive to provide proper drainage and sidewalks; (2) removing blight/increasing code enforcement; (3) public facility improvements to neighborhood parks.

#### *The West End Commission*

At their meeting on February 11, 2019, the West End Commission ranked their top priorities by category as being: (1) public infrastructure; (2) slum blight remediation activities; (3) public facility improvements, and (4) public services. They further expressed support for the update to the Plan for Prosperity which includes West End Revitalization as one of six objectives.

#### *Community Survey Results*

There were 67 respondents to an online survey prepared and posted by the City on a range of housing and community issues. The vast majority were residents (61), followed by social service agency (4) and rental housing provider (3). Three-quarters of survey takers own their own home and identified as being white. Two-thirds of the survey takers have lived in Sierra Vista for more than 10 years.

**Q: Please rank the most common housing problems our community faces using the choices below:**

(Very Important, Important, Somewhat Important, Not a Concern)

- ✓ Homelessness
- ✓ Availability of affordable housing
- ✓ Unsafe/poor housing
- ✓ Code violations
- ✓ Unsafe or poor neighborhood conditions
- ✓ Other

Results: Three-quarters of respondents rated unsafe or poor neighborhood conditions; availability of affordable housing; and homelessness as very important or important housing problems confronting our community. Just over two-thirds of respondents (64%), felt that unsafe/poor housing and code violations are important or very important issues.

General Comments: *Septic systems in Town & Country; open lots and washes near schools used by homeless...need shelter for them...; improving trailer parks off of 7<sup>th</sup> Street and behind Fry McDonald's; yard house maintenance, cars parking next to the house/property line; a cross walk leading from the residential area to Tompkins park is needed (crossing 7<sup>th</sup> Street is dangerous); branding a city and bike racks are not as important as adding safety precautions; eyesores between nice neighborhoods; new developments; up keep of housing and landscaping; backyard hoarders; clean out the unsafe and falling down mobile home parks near the west end; multi-use paths need maintenance; stop pandering to the lazy; follow up on the code violations; the rentals are too high for the conditions of the house, condo, or townhouse – need more affordable housing for seniors; negligent landlords are a problem.*

**Q: Listed below are the general types of activities addressed by various City programs. Please share your opinion about how important the activities are to the low-and-moderate income persons in Sierra Vista:**

(Very Important, Important, Somewhat Important, Not a Concern)

- |                      |                             |
|----------------------|-----------------------------|
| ✓ Crime prevention   | ✓ Public Facilities         |
| ✓ Health Services    | ✓ Employment training       |
| ✓ Affordable Housing | ✓ Substance abuse treatment |

- ✓ Public Infrastructure
- ✓ Economic Development
- ✓ Community Services
- ✓ Homeless Assistance
- ✓ Services for persons with disabilities
- ✓ Child care
- ✓ Planning
- ✓ Blight elimination
- ✓ Housing counseling
- ✓ Other

Results: Three-quarters of respondents rated the above issues as being important or very important. Crime prevention, health services, affordable housing, and public infrastructure scored the highest.

General Comments: Improve street lighting along Fry Blvd. for safety; common sense planning; eliminate backyard hoarding; ability for competition at the farmers market to help lower prices; concerned about recycling program failing; need small homes for seniors that are \$80-90k; general health advisement on proper bathing and cleaning techniques.

#### **Q. Homeownership Needs**

- ✓ Down payment assistance
- ✓ Rehabilitation assistance under \$15,000
- ✓ Rehabilitation assistance over \$15,000
- ✓ Affordable new housing construction
- ✓ Energy efficiency improvements
- ✓ Modifications for persons with disabilities
- ✓ Lead-based paint screening/abatement
- ✓ Green building for new construction

Results: The highest level of importance for homeownership needs (important or very important) are (1) modifications for persons with disabilities (94%); energy efficiency (76%); rehabilitation assistance under \$15,000 (62%); and green building for new construction (61%).

General Comments: Retire the septic systems in Town and Country; rehabilitation of existing housing options prioritized over new construction; glad that the City and HUD are moving forward with affordable new houses for lower wage earners and lower rank military members.

**Q. Affordable Rental Housing Needs**

- ✓ Rehabilitation assistance under \$15,000
- ✓ Rehabilitation assistance over \$15,000
- ✓ Affordable new construction
- ✓ Section 8 rental assistance
- ✓ Preservation of existing affordable rental units
- ✓ Energy efficiency improvements
- ✓ Lead-based paint screening/abatement
- ✓ Rental housing for elderly
- ✓ Rental housing for disabled
- ✓ Rental housing for single persons
- ✓ Rental housing for small families (2-4 persons)
- ✓ Rental housing for large families (5 or more persons)

Results: The highest level of importance for affordable rental housing needs (important or very important) are: (1) rental housing for disabled (88%); rental housing for elderly (86%); preservation of existing affordable rental units (80%) and Section 8 rental assistance (71%).

General Comments: Splash pads in city parks for summer relief; families would be better served with affordable purchasing/ownership options; making it easier to get help with landlord issues.

**Q. Housing for persons with special needs.**

- ✓ Assisted living for the elderly
- ✓ Housing for persons with HIV/AIDS
- ✓ Housing for persons with alcohol/drug addiction
- ✓ Housing for persons with developmental disabilities
- ✓ Housing for persons with mental illness
- ✓ Other housing needs for persons with special needs

Results: The highest level of importance for housing for persons with special needs (important or very important) are: (1) assisted living for the elderly (88%); (2) other housing needs for a person with special needs (83%); and housing for persons with mental illness (80%).

General Comments: Seniors living on social security, affordable small home community.



## Q. Economic Development

- ✓ Land (sites, business/industrial parks, etc.) for business
- ✓ Buildings for business development
- ✓ Loan programs
- ✓ Job training programs
- ✓ Technical assistance for small businesses
- ✓ West End revitalization
- ✓ Job development/creation
- ✓ Retail development
- ✓ Small business loans
- ✓ Façade improvements
- ✓ Lending for community redevelopment

Results: The highest level of importance for economic development (important or very important are: (1) job development/creation (86%); (2) job training programs (84%); (3) land for business (78%); and (4) lending for community redevelopment (72%).

General Comments: Do not place Fry on a lane diet; find ways to incentivize use of existing empty retail space v building more strip malls that will sit empty; bring in businesses people actually want and not restaurants and special interest businesses; the West End more than any other area represents what visitors and investors see in our City's image.

## Q. Infrastructure

- ✓ Improve existing water and sewer lines
- ✓ Expand or improve sewer treatment facilities
- ✓ Improve water supply and treatment facilities
- ✓ Provide or improve fire protection
- ✓ Improve telecommunications for public services
- ✓ Improve telecommunications for business and residents
- ✓ Improve streets or sidewalks
- ✓ Pave new roads
- ✓ Improve existing roads
- ✓ Improve existing storm drainage
- ✓ Construct new storm drainage systems
- ✓ Street lighting

Results: Over two-thirds of the respondents rated all the infrastructure categories as being important or very important with improving existing roads (90%); improving water supply and treatment facilities (88%); improving fire protection (86%) and improving telecommunications (86%) receiving the strongest support.

General Comments: Retire septic systems in the city; connect Town and County to sewer, expand natural gas to all neighborhoods; need additional cable provider; more highway lights on S.R. 90; our water management is one of the examples for the other cities in our state and others with lower rainfalls; keep streets and storm drains clean and clear of debris.

**Q. Community Services for low - and moderate-income persons.**

- ✓ Childcare services
- ✓ After-school care
- ✓ Youth counseling/mentoring programs
- ✓ Senior programs
- ✓ Adult daycare
- ✓ Physical health services
- ✓ Mental health services
- ✓ Drug/alcohol rehabilitation programs
- ✓ Prescription drug assistance
- ✓ Domestic violence/child abuse services
- ✓ Food banks/nutritional support
- ✓ Prenatal services
- ✓ Job training
- ✓ Employment assistance
- ✓ Financial training/counseling
- ✓ Case management
- ✓ Fair housing services
- ✓ Public safety programs
- ✓ Transportation to human services or jobs

Results: All community services are deemed to be relatively important or very important on the scale with senior programs (96%); job training (92%); domestic violence/child abuse services (90%); mental health services (88%); and youth counseling/mentoring programs (88%) receiving the strongest support.

General Comments: Improve lighting at transit center; connect public transportation to post on weekends express loop to mall post and Charleston crossings area; more bus stops especially at Tompkins park; after school programs and domestic child abuse have influence not only for our children, but for the City's future...we want our families to stay in our city.

**Q. Public Facilities for low- and moderate-income neighborhoods.**

- ✓ Public safety facilities
- ✓ Health facilities
- ✓ Training centers
- ✓ Libraries
- ✓ Community centers
- ✓ Childcare facilities
- ✓ Senior centers or adult daycare centers
- ✓ Playgrounds and green spaces
- ✓ Accessibility of public buildings to the disabled
- ✓ Public transportation
- ✓ Beautification/enhanced public space

Results: With the exception of beautification, all public facilities were deemed to be important or very important by more than two-thirds of respondents with accessibility of public buildings to the disabled (88%); health facilities (86%); public safety facilities (84%) and public transportation (84%) receiving the strongest support.

General Comments: Fix cove waves and larger splash interaction for kids; a healthy and beautiful city is a thriving city; we are in need of a convention center (of course an appropriate size) for concerts, conferences, expos, shows and may other events to draw people to our beautiful city.

**Q. Homeless needs**

- ✓ Homeless prevention
- ✓ Emergency shelters for families
- ✓ Emergency shelters for men
- ✓ Emergency shelters for women
- ✓ Transitional housing for families
- ✓ Transitional housing for men
- ✓ Transitional housing for women
- ✓ Supportive services for families
- ✓ Supportive services for men
- ✓ Supportive services for women
- ✓ Operation/maintenance of existing facilities
- ✓ Job training for homeless
- ✓ Case management
- ✓ Life skills training
- ✓ Substance abuse treatment
- ✓ Mental health care
- ✓ Physical health care
- ✓ Housing placement
- ✓ Emergency financial assistance.

Results: All homeless needs were deemed to be important or very important by more than two-thirds of respondents with operation and maintenance of existing facilities (96%); homeless prevention (90%); emergency shelters for families (88%); mental health care (88%) receiving the strongest support.

**Q. Elimination of blight**

- ✓ Building code enforcement
- ✓ Demolition of commercial and industrial structures
- ✓ Demolition of residential structures

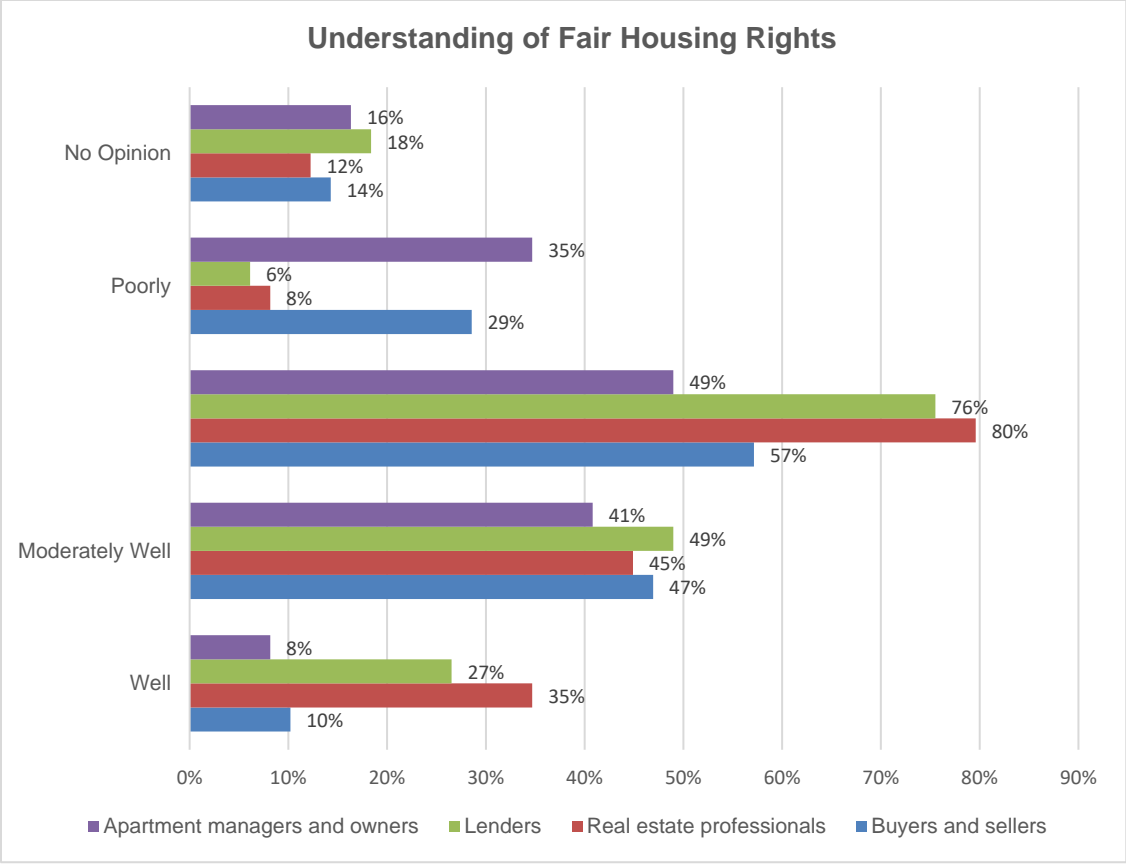
Results: Three-quarters of respondents rated building code enforcement as important or very important while just over half of respondents believe that demolition of commercial (58%) and residential (54%) is important or very important.

**Q. Have you personally experienced housing discrimination in Sierra Vista?**

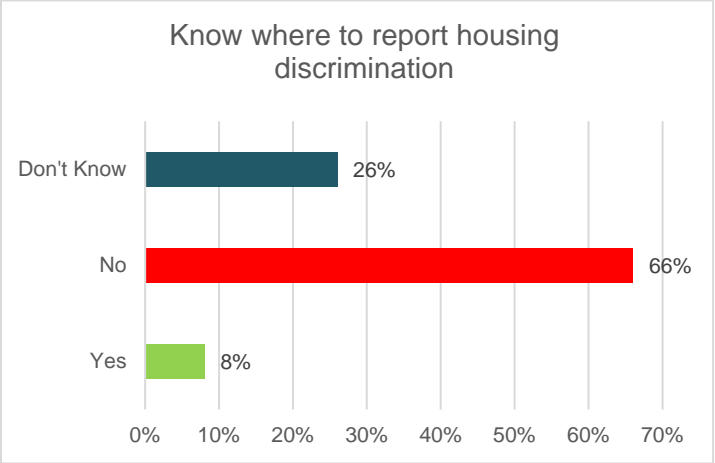
Results: The vast majority (98%) of survey respondents have not experienced housing discrimination in Sierra Vista. Of the 13 respondents that did, none reported this housing discrimination. Of those, eight did not think it would make a difference or were not sure of their rights; one was afraid of retaliation, and one did not know where to report it. Areas reported to have housing discrimination problems are trailer parks, Fry Townsite; upper area near Tompkins park; Busby; lower income neighborhoods with rentals. Five respondents feel that housing discrimination in the community has become more of a concern.

**Q. How well do you feel that the following types of persons in your community understand fair housing rights?**

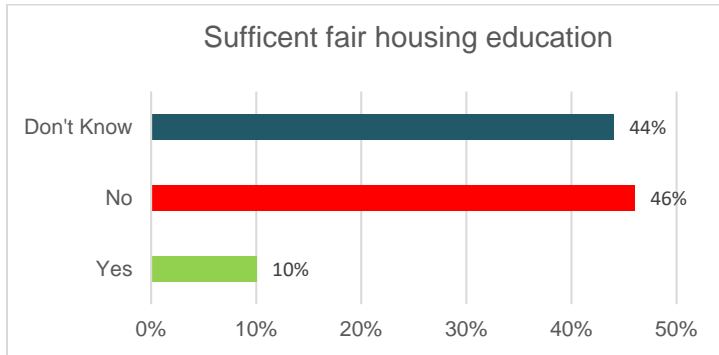
As shown in the following chart, survey respondents believe that more than three-quarters of real estate professionals and lenders understand fair housing rights well or moderately well. About a third of survey takers believe that buyers and sellers and apartment managers and owners have a poor understanding of fair housing laws.



**Q. If residents in your community experienced housing discrimination, do you think they would know where or how to report it?**



**Q. Is there sufficient fair housing outreach and education in your community?**



**Q. Are you familiar with fair housing laws and regulations?**

Results: About two-thirds (64%) of survey respondents indicated that they are not familiar with fair housing laws and regulations suggesting that more education is needed.

**SUMMARY OF COMMENTS OR VIEWS NOT ACCEPTED AND THE REASONS FOR NOT ACCEPTING THEM**

All comments received by the City of Sierra Vista were considered and are, generally or specifically, addressed by the Strategic Plan and/or Annual Action Plan.

**SUMMARY**

The Five-Year Consolidated Plan for years 2019-2023 identifies goals, objectives and strategies to address the City of Sierra Vista’s housing and community development needs. These needs were identified through an extensive citizen participation process that involved neighborhood residents, service providers and other community partners. The Consolidated Plan guides the City's use of CDBG resources through five goals. These goals are summarized as Public Infrastructure/Facility Improvements, Housing Rehabilitation and Services, Provision of Needed Services, Neighborhood Stabilization, and Fair Housing. Over the next five years, the City of Sierra Vista will continue to deliver housing and community development services.

## PR-05 Lead & Responsible Agencies

### AGENCY/ENTITY RESPONSIBLE FOR PREPARING/ADMINISTERING THE CONSOLIDATED PLAN

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

**TABLE 1: RESPONSIBLE AGENCIES**

Agency Role	Name	Department/Agency
Lead Agency	CITY OF SIERRA VISTA	Community Development Department

**Table 1 – Responsible Agencies**

### NARRATIVE

The City of Sierra Vista, AZ is the lead agency responsible for overseeing the development of the Five-Year Consolidated Plan and Annual Action Plan. The Department of Community Development is the internal department that is responsible for the day-to-day administration of CDBG funding.

The development of the Consolidated Plan and Annual Action Plan was based on the previous Consolidated Plan and The Department of Community Development works closely with Public Works and the Finance Departments, as well as any other pertinent City Departments.

To maximize citizen participation, the City conducted outreach through a series of public notices, hearings, and meetings, as well as a community survey. As part of these efforts, low- and moderate-income residents, as well as service providers, were encouraged to provide input on the Consolidated Plan and Annual Action Plan.

### CONSOLIDATED PLAN PUBLIC CONTACT INFORMATION

Inquiries, comments or complaints concerning the Consolidated Plan, any amendments, or performance reports, can be conveyed by contacting City staff at:

*Mr. Matt McLachlan, Director*

*Community Development Department*

*City of Sierra Vista*

*1011 N. Coronado Drive*

*Sierra Vista, Arizona 85635*

*Telephone: (520) 417-4413*

*Fax: (520) 452-7023*

*Matt.mclachlan@sierravistaaz.gov*

*Business hours: 8:00 a.m. – 5:00 p.m., Monday through Thursday*

Inquiries, comments or complaints on the programs may also be offered at the public hearings. Written responses to all written complaints may also be made to the Arizona Office of the U.S. Department of Housing and Urban Development (HUD) at the following address:

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

*Community Planning and Development Division*

*One North Central Avenue, Suite 600*

*Phoenix, Arizona 85004*

*Phone: 602-379-7100*

*Fax: 602-379-3985*

*TTY: 602-379-7181*



## **PR-10 Consultation**

### **SUMMARY OF THE JURISDICTION'S ACTIVITIES TO ENHANCE COORDINATION BETWEEN PUBLIC AND ASSISTED HOUSING PROVIDERS AND PRIVATE AND GOVERNMENTAL HEALTH, MENTAL HEALTH AND SERVICE AGENCIES**

Institutional coordination of the Consolidated Plan establishes a unified vision for community development. The City uses a collaborative process to shape various programs into effective, coordinated strategies. This process also facilitates the opportunity for planning and citizen participation to take place in a comprehensive context, attempting to reduce duplication of effort at the local level.

The City will execute this Consolidated Plan in harmony with public, private and nonprofit agencies. Nonprofit agencies may include, but are not limited to, service providers and community housing development organizations. Private sector partners may include, but are not limited to, local financial institutions, developers and local businesses. The City works closely with its partners to design programs that address identified needs.

**Table 2** outlines the types of agencies and organizations consulted throughout the program year and during the development of the City of Sierra Vista Consolidated Plan and Annual Action Plan.

### **DESCRIBE COORDINATION WITH THE CONTINUUM OF CARE AND EFFORTS TO ADDRESS THE NEEDS OF HOMELESS PERSONS (PARTICULARLY CHRONICALLY HOMELESS INDIVIDUALS AND FAMILIES, FAMILIES WITH CHILDREN, VETERANS, AND UNACCOMPANIED YOUTH) AND PERSONS AT RISK OF HOMELESSNESS**

The City participates in Continuum of Care activities or programs, but does not fund any activities. The City has limited direct experience with not-for-profit community service providers and housing providers. Efforts have begun to build contacts and relationships with local, county and regional entities to support and implement CDBG programs. This has been done through the establishment of a Public Service Agency list. The City provides notices to agencies for the purposes of gathering input through meetings and surveys and the Notice of Funding Availability process.

In addition, completed surveys and input received at meetings is pivotal input in preparing the Needs Assessment and Strategic Plan components of the Consolidated Plan.

**DESCRIBE CONSULTATION WITH THE CONTINUUM(S) OF CARE THAT SERVES THE JURISDICTION'S AREA IN DETERMINING HOW TO ALLOCATE ESG FUNDS, DEVELOP PERFORMANCE STANDARDS AND EVALUATE OUTCOMES, AND DEVELOP FUNDING, POLICIES AND PROCEDURES FOR THE ADMINISTRATION OF HMIS.**

As noted above, the City participates in Continuum of Care activities or programs but does not fund any activities. The City has limited direct experience with not-for-profit community service providers and housing providers. Continued efforts will begin to build contacts and relationships with local, county and regional entities to support and implement CDBG programs.

The City does not receive ESG funds, and no agencies received ESG funds.

**IDENTIFY ANY AGENCY TYPES NOT CONSULTED AND PROVIDE RATIONALE FOR NOT CONSULTING**

The City follows HUD rules and regulations for Citizen Participation, and therefore offers a number of participation and comment venues. Citizens are provided information via Notices published in the local newspaper, City website, and postings. The City has made a concerted effort to contact all known agencies and organizations involved in activities that are relevant to CDBG activities and programs. All Notices are sent directly to the Continuum of Care participants and an e-mail list of local social service agencies.

**DESCRIBE COOPERATION AND COORDINATION WITH OTHER PUBLIC ENTITIES, INCLUDING THE STATE AND ANY ADJACENT UNITS OF GENERAL LOCAL GOVERNMENT, IN THE IMPLEMENTATION OF THE CONSOLIDATED PLAN (91.215(L))**

As noted above, the City will coordinate with a range of public entities in the development and execution of a range of programs and activities.

A wide range of stakeholders was consulted to determine the level of infrastructure, housing and social service needs. This included housing and social service agencies in addition to public agencies and private nonprofit organizations whose missions included the provision of affordable housing and human services to low- and moderate- income households and persons.

**Table 2** indicates the wide range of entities consulted during the planning process through meetings, focus group sessions, e-mails, or telephone contact.

**TABLE 2: AGENCIES, GROUPS, ORGANIZATIONS WHO PARTICIPATED**

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
City of Sierra Vista	Local Government	Slum and Blight Removal/Public Facility and Infrastructure Needs	Department Head Meetings/Discussions with Pertinent Staff
Carmichael Neighborhood Association (BG 3, CT 15.02, BG 1, CT 15.02, BG 2, CT 15.02)	Neighborhood Association (Residents/Churches)	Priority Needs	Public Meetings
West End Commission (Target Areas west of 7 <sup>th</sup> Street)	City Council appointed Commission	Priority Needs	Public Meetings
Commission on Disabilities Issues	City Council appointed Commission	Priority Needs	Public Meeting
Continuum of Care	Regional Public Service Providers	Public Service Needs	Public Meeting
Social Service Agencies/ Non-Profits*	Housing and Non-Housing Social Service	Public Service Needs	Public Meeting

\*Agencies consulted:

- |  |  |  |
|--|--|--|
| <i>Catholic Community Services of Southern Arizona, Inc.</i> | <i>Cenpatico Integrated Care</i>                   | <i>National Alliance of Mental Illness</i>   |
| <i>Lori's Place (Cochise Family Advocacy Center)</i>         | <i>Cochise County Reentry Coalition</i>            | <i>P. R. A. I. S. E. Ministries</i>          |
| <i>Arizona at Work</i>                                       | <i>Community Food Bank</i>                         | <i>Peach's Pantry</i>                        |
| <i>Arizona's Children Association</i>                        | <i>Discovery Forum Alliance</i>                    | <i>Real Wishes Foundation</i>                |
| <i>Arizona Community Foundation</i>                          | <i>First Things First</i>                          | <i>Salvation Army</i>                        |
| <i>Arizona Counseling and Treatment Services</i>             | <i>Good Neighbor Alliance</i>                      | <i>Sierra Vista Dream Center</i>             |
| <i>BNL Skill Builders</i>                                    | <i>Saint Andrews Church</i>                        | <i>Sierra Vista Unified School District</i>  |
| <i>Boys and Girls Club of Sierra Vista</i>                   | <i>Healthy Families Arizona</i>                    | <i>Southern Arizona Children Association</i> |
| <i>Calvary's Rock Church</i>                                 | <i>Housing Authority of Cochise County</i>         | <i>Veteran Affairs</i>                       |
|  | <i>Premier Alliances, Inc.</i>                     | <i>Wellness Connections</i>                  |
|  | <i>Southeastern Arizona Council of Governments</i> |  |
|  | <i>Legacy Foundation</i>                           |  |

At a minimum, implicit in these goals is the City’s commitment to providing coordinated community, housing and supportive services to its low-income residents. These services are provided through partnerships with government and quasi-government agencies, as well as respective planning efforts shown in **Table 3**. The City of Sierra Vista will continue to encourage building partnerships between governments and advocates for low-income persons.

Many of the programs and activities that will be carried out by the City during the next five (5) years will involve coordination with a number of agencies and organizations.

**TABLE 3: OTHER CONSULTATIONS & COORDINATION**

Organization/Agency	Coordination
Southeastern Arizona Governments Organization	Integrate efforts with regional planning initiatives
Cochise County Comprehensive Plan	Comprehensive Plan provides overall direction for County growth

**Table 3 – Other Consultations & Coordination**

## **PR-15 Citizen Participation**

### **SUMMARY OF CITIZEN PARTICIPATION PROCESS/EFFORTS MADE TO BROADEN CITIZEN PARTICIPATION**

The development of the Consolidated Plan requires extensive citizen participation. For the 2019– 2023 Consolidated Plan, the City of Sierra Vista, AZ underwent an in-depth citizen participation process. HUD requires local jurisdictions to provide for citizen participation which encourages the development of the Consolidated Plan in cooperation with residents from every walk of life. In particular, HUD believes it is important to obtain the views of residents who live in low- and moderate-income areas, as well as service providers who deliver services to low-income and special needs residents.

The following section describes the public participation process that was completed for the City of Sierra Vista, AZ 2019 – 2023 Consolidated Plan. A summary of the public participation process is shown in **Table 4**.

**TABLE 4: CITIZEN PARTICIPATION OUTREACH**

Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons
City Council Work Session	Non-Targeted/Broad Community	January 22, 2019;	Provided guidance and direction on Con Plan process	All comments addressed by Strategic Plan
Notice of Funding Availability Published	Non-Targeted/Broad Community	February 5, 2019		Received applications for funding
Carmichael Neighborhood Association – CDBG Priorities Discussion	Carmichael Neighborhood	February 7, 2019; 17 Attendees	Concentrate on improving public facilities and infrastructure (Theater Drive); ADA improvements; remediating slum blight.	All comments addressed by Strategic Plan
Public Online Survey and Funding Announcement in City Email Newsletter	Non-Targeted/Broad Community	February 11, 2019; 67 Responses	Summary provided on pages 4 through 13.	All comments addressed by Strategic Plan
West End Commission Meeting - CDBG Priorities Discussion	West End Neighborhood	February 11, 2019; 12 Attendees	Focus on (1) public infrastructure; (2) slum-blight removal; (3) public facilities; (4) public services. Implement Plan for Prosperity.	All comments addressed by Strategic Plan
Commission on Disabilities Issues	Disabled Population	February 13, 2019	Continue implementing ADA accessibility projects throughout City.	All comments addressed by Strategic Plan
Public Meeting with Social Services Providers	Social Service providers	February 15, 2019; 1 Attendee	Provided information to Arizona Community Foundation regarding CDBG funding application process and schedule.	All comments addressed by Strategic Plan
CM Staff Meeting – Discussion on Recommended City Projects	Non-Targeted/Broad Community	March 5, 2019	Recommend undertaking fewer, larger infrastructure projects to reduce administrative burden on Staff.	All comments addressed by Strategic Plan
City Council Public Hearing – Tentative Selection of 2019-2020 Projects	Non-Targeted/Broad Community	March 14, 2019	Presentations from NAMI and Boys and Girls Club on PY 2019 funding requests.	All comments addressed by Strategic Plan
Public Hearing on Draft Consolidated Plan (Open 30-Day Public Comment Period)	Non-Targeted/Broad Community	May 9, 2019	TBD	To be received
Authorize Submission to HUD	Non-Targeted/Broad Community	June 13, 2019	TBD	Adoption of the Consolidated Plan and Annual Action Plan

**Table 4 – Citizen Participation Outreach**

A Substantial Amendment to the PY 2019 Annual Action Plan, providing for newly funded activities, normally require a thirty (30) day public comment period, however, HUD has waived this requirement provided that no less than five (5) days are provided for public comments on each substantial amendment involving the use of CDBG-CV funds. Public comments regarding proposed activities to respond to or mitigate the impact of COVID-19 are encouraged and should be submitted to Matt McLachlan, Director, at [Matt.McLachlan@SierraVistaAZ.gov](mailto:Matt.McLachlan@SierraVistaAZ.gov); by phone at (520) 439-2177; or be regular mail addressed to Department of Community Development, 1011 N. Coronado Drive, Sierra Vista, Arizona, 85635. The City will ~~hold~~ ~~held~~ a PUBLIC HEARING on Tuesday, May 5, 2020, at 3:00 P.M. at the Council Chambers in City Hall or in an online virtual format depending on public health restrictions in place at the time of the hearing. The public hearing was advertised in the local newspaper no less than five days prior to the meeting date, and notice was posted on the City's website with instructions on how to participate. The Public Comment Period ~~runs~~ ~~ran~~ from Wednesday, May 6, 2020, through Monday, May 11, 2020. The proposed substantial amendments were available for download from the City's website during the public comment period.

On September 11, 2020, the U.S. Department of Housing and Urban Development notified the City that Sierra Vista's special allocation for the third round of CDBG-CV funds is \$239,351. The City is exercising the additional flexibility provided by the CARES Act to expedite the funding for coronavirus response. Therefore, substantial amendment process will conform to the amended citizen participation plan which provides for a five day public comment period during a declared emergency.

### **SUMMARIZE CITIZEN PARTICIPATION PROCESS AND HOW IT IMPACTED GOAL-SETTING**

Comments and concerns raised during the citizen participation process were taken into consideration when developing the Consolidated Plan's goals, objectives and strategies. The Consolidated Plan is a collaborative process that involves interviews with stakeholders and meetings with the public to determine areas of need. As part of this process, the City sought to identify the priority needs and strategies to address those needs. Priority needs were identified based on available housing data, public input, non-profit agency meetings, questionnaires and past program performance. In addition, the City consulted with various City Departments to identify priority needs and develop corresponding strategies.

# Needs Assessment



## NA-05 Overview

### NEEDS ASSESSMENT OVERVIEW

The Needs Assessment section of the Five-Year Consolidated Plan identifies the City of Sierra Vista's communitywide housing and community development needs. Data from the Comprehensive Housing Affordability Strategy (CHAS) database and the U.S. Census Bureau's American Community Survey (ACS) database are referenced in this section. Additionally, this section is supported with data from the local Public Housing Authority and other documentation from the City of Sierra Vista and its partners.

The Needs Assessment section evaluates the demand for housing and community development assistance by the following income groups based on Area Median Income (AMI):

- Extremely Low Income (60% of Section 8 very low-income limits)
- Very Low Income (30%-50% AMI)
- Low Income (50%-80% AMI)

AMI is based on the 2018 HUD Income Limits Documentation System, which is outlined in **Table 5(A)**. The median income is that in which one-half of incomes are above and one-half are below the figure. HUD makes adjustments to these figures based upon family size for specific areas across the country.

**TABLE 5(A): 2018 HUD INCOME LIMITS**

FY 2018 Income Limit Area	Median Income	FY 2018 Income Limit Category	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Sierra Vista- Douglas, AZ MSA	\$58,400	Extremely Low (*)	12,250	16,460	20,780	25,100	29,420	33,740	36,250	38,550
		Very Low (50%)	20,450	23,400	26,300	29,200	31,550	33,900	36,250	38,550
		Low (80%)	32,700	37,400	42,050	46,700	50,450	54,200	57,950	61,650

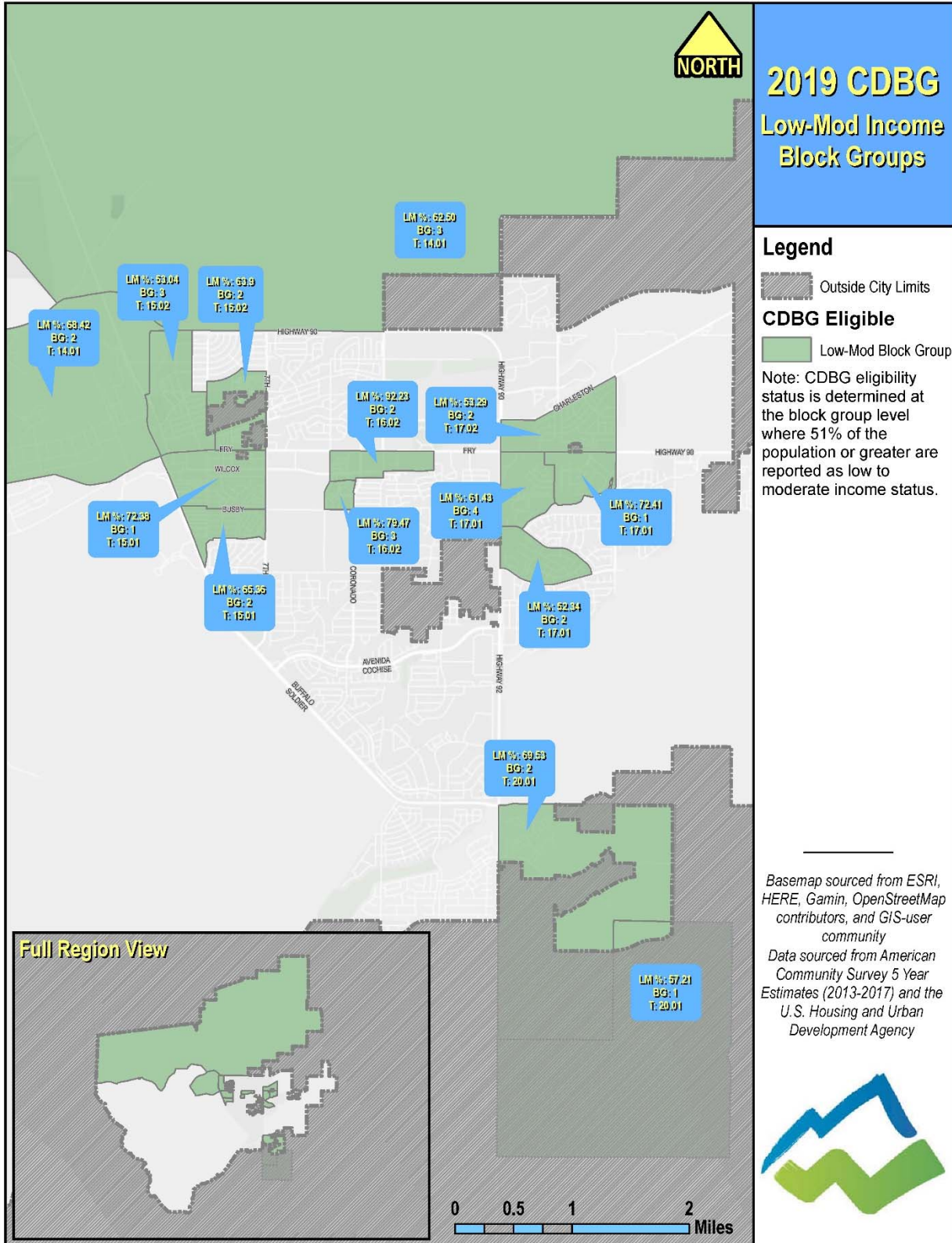
2018 HUD Income Limits Documentation System (2018); \*Calculated as 30/50ths (60 %) of the Section 8 very low-income limits

**Table 5(A) – 2015 HUD Income Limits**

**Map 1** shows the 2010 Census Block Groups where 51% or more of the population is within the low- or moderate- income limit categories.



MAP 1 – CDBG Eligible Areas



Callout Label	LM %	BG	T
LM %: 68.42	68.42	2	14.01
LM %: 59.04	59.04	3	15.02
LM %: 63.9	63.9	2	15.02
LM %: 62.60	62.60	3	14.01
LM %: 72.38	72.38	1	15.01
LM %: 65.56	65.56	2	15.01
LM %: 92.23	92.23	2	15.02
LM %: 63.29	63.29	2	17.02
LM %: 61.43	61.43	4	17.01
LM %: 79.47	79.47	3	15.02
LM %: 72.41	72.41	1	17.01
LM %: 62.34	62.34	2	17.01
LM %: 69.53	69.53	2	20.01
LM %: 57.21	57.21	1	20.01

## NA-10 Housing Needs Assessment

### ***SUMMARY OF HOUSING NEEDS***

The data in the Housing Needs Assessment subsection provides the estimated number and type of households in need of housing assistance by income level, tenure type (owner or renter), household type, and housing problem (cost burdened, severely cost burdened, substandard housing, overcrowding, or geographic concentration of racial/ethnic groups). This section also integrates the needs identified during consultation and public outreach.

The Housing Needs Assessment includes the following sections:

1. Summary of Housing Needs
2. Demographics
3. Number of Households
4. Housing Problems 1
5. Housing Problems 2
6. Cost Burden > 30%
7. Cost Burden > 50%
8. Crowding Table (More than One Person Per Room)

This subsection also describes the characteristics of the City of Sierra Vista's households and housing stock.

### ***Demographics***

**Table 5(B)** displays the population, number of households, and median income for the base year and most recent year, and the percentage of change over time. This data shows an overall population increase from 37,775 in the year 2000 to 43,585 at the time of the 2013-2017 ACS, an estimated 15% increase in population.

Moreover, the number of households increased by 2,857 households from 14,196 households in the year 2000 to 17,053 households at the time of the 2013-2017 ACS. This represents an estimated 20% increase in the number of households during that time.

**Table 5(B)** also identifies an estimated 53% increase in the median income, from \$38,427 to \$58,839.

**TABLE 5(B): HOUSING NEEDS ASSESSMENT DEMOGRAPHICS**

	Base Year	Interim Year	Most Recent Year	Percent Change
	2000	2010	2017 ACS	
Population	37,775	43,888	43,585	15.4%
Households	14,196	17,059	17,053	20.1%
Median Income	\$38,427	\$54,059	\$58,839	53.1%

*Source:*  
2000 Census (Base Year), 2006-2010 ACS and 2010 Census (Interim Year); 2013-2017 ACS (Most Recent Year)

**Table 5(B) – Housing Needs Assessment Demographics**

**NUMBER OF HOUSEHOLDS AND TYPES**

**Table 6** shows the number and type of households by HUD Adjusted Median Family Income (HAMFI). The default data source is the 2009-2013 CHAS database, developed by HUD.

The largest number of households is in the greater than 100% HAMFI group with 10,070 households. The second largest group is the >50-80% HAMFI group (2,370). This means that approximately 30.7% of all households in the City of Sierra Vista are below 80% of HAMFI.

Small family households are households that have a family with two to four members. The largest number of small family households is within the >100% HAMFI group (5,090). The second-largest number of small family households is within the >50-80% HAMFI group (975). There are 935 small family households below 50% HAMFI.

Large family households are households that have a family of five or more members. Again, the largest number of large family households is within the >100% HAMFI group (585). The second-largest number of large family households is within the >50-80% HAMFI group (235) and the third-largest number is

within the >80-100% HAMFI group (230). There are 235 large family households in the 0-30% and >30-50% income groups.

**Table 6** also provides data on households that contain at least one person considered to be elderly. The data suggest that among income groups, the largest numbers of households with a person 62-74 years of age are within the >100% HAMFI income group (2,045). The largest number of households with a person 75 years or older (1,190) is also within the >100% HAMFI income group.

Finally, data provided in **Table 6** shows the number of households with one or more children 6 years old or younger. Among the household income groups identified, the largest number of households with children 6 years or younger (1,090) is within the >100% HAMFI income category. The second largest number of households with children 6 years old or younger is within the >50-80% HAMFI group (525).

**TABLE 6: TOTAL HOUSEHOLDS TABLE**

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80- 100% HAMFI	>100% HAMFI
Total Households *	1,660	1,130	2,370	1,545	10,070
Small Family Households *	530	405	975	555	5,090
Large Family Households *	130	105	235	230	585
Household contains at least one person 62-74 years of age*	253	295	405	280	2,045
Household contains at least one-person age 75 or older*	205	100	440	215	1,190
Households with one or more children 6 years old or younger *	390	350	525	295	1,090

\* the highest income category for these family types is >80% HAMFI

Source: HUD IDIS Output, December 2018: 2009-2013 CHAS

**Table 6 – Total Households Table**

## HOUSING NEEDS SUMMARY TABLES FOR SEVERAL TYPES OF HOUSING PROBLEMS

### *Housing Problems 1*

**Table 7** displays the number of households with housing problems by tenure and HUD Adjusted Median

Family Income (HAMFI) according to the 2009-2013 Comprehensive Housing Affordability Strategy (CHAS) data developed by HUD.

As defined by HUD, housing problems include:

- Substandard housing lacking complete plumbing facilities
- Substandard housing lacking complete kitchen facilities
- Overcrowded households with 1.01 to 1.5 people per room, excluding bathrooms, porches, foyers, halls, or half-rooms
- Households with housing cost burden greater than 30% of income

As shown in **Table 7**, among the “housing problem” categories, households within Sierra Vista are most commonly impacted by severe housing cost burden (greater than 50% of income) and housing cost burden (greater than 30% of income).

Substandard housing is defined as a household without hot and cold piped water, a flush toilet and a bathtub or shower, and kitchen facilities that lack a sink with piped water, a range or stove, or a refrigerator. **Table 7** identifies 75 renter households and 0 owner households that live in “substandard housing, lacking complete plumbing or kitchen facilities”.

There are two forms of overcrowding defined by HUD and identified in **Table 7**:

1. Severely overcrowded is defined as a household having complete kitchens and bathrooms but housing more than 1.51 persons per room excluding bathrooms, porches, foyers, halls, or half-rooms.
2. Overcrowded is defined as a household having complete kitchens and bathrooms but housing more than 1.01 to 1.5 persons per room excluding bathrooms, porches, foyers, halls, or half-rooms

As shown in **Table 7**, 205 renter households are experiencing some form of overcrowding while 65 owner occupied households are experiencing some form of overcrowding.

The final housing problem identified is cost burden. Cost burden is a fraction of a household’s total gross income spent on housing costs. For renters, housing costs include rent paid by the tenant plus utilities.

For owners, housing costs include mortgage payment, taxes, insurance, and utilities. Cost burden is broken into two categories based on severity:

- Severe housing cost burden greater than 50% of income
- Housing cost burden greater than 30% of income

As shown in **Table 7**, renter tenure households earning >50%-80% AMI (865) have a higher number of households with housing cost burden greater than 30% than those households in any other income group. Renter households earning 0%-30% AMI (800) have a higher number of households with housing cost burden greater than 50% than those households in any other income groups. Approximately, 1,630 renters are experiencing a cost burden greater than 30% of income and 1,250 renters are experiencing a cost burden greater than 50% of income.

Owner tenure households earning >80%-100% (245) have a higher number of households with housing cost burden greater than 30% than those households in any other income group. While owner tenure households earning >50%-80% AMI (245) have a higher number of households with housing cost burden greater than 50% than those households in any other income group. Approximately, 545 owners are experiencing a cost burden greater than 30% of income and 525 owners are experiencing a cost burden greater than 50% of income.

Overall, 2,175 households in the City of Sierra Vista are experiencing a cost burden greater than 30% of income and 1,775 households are experiencing a cost burden greater than 50% of income. Renters appear to be greatly affected by the cost of housing within the City of Sierra Vista. Of the 3,950 households experiencing a cost burden of some kind, 2,880 are renters.

**TABLE 7: HOUSING PROBLEMS TABLE (HOUSEHOLDS WITH ONE OF THE LISTED NEEDS)**

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Substandard Housing - Lacking complete plumbing or kitchen facilities	20	15	40	0	75	0	0	0	0	0
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	40	0	40	35	115	0	0	0	0	0
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	30	30	30	0	90	0	0	35	30	65
Housing cost burden greater than 50% of income (and none of the above problems)	800	410	40	0	1,250	180	70	245	30	525
Housing cost burden greater than 30% of income (and none of the above problems)	95	390	865	280	1,630	85	25	190	245	545
Zero/negative Income (and none of the above problems)	60	0	0	0	60	130	0	0	0	130

Source: HUD IDIS Output, December 2018: 2009-2013 CHAS

**Table 7 – Housing Problems Table**

## Housing Problems 2

**Table 8** displays the number of households with no housing problems, one or more housing problems, and negative income by tenure and HUD Area Median Income (AMI). The Default Data

Source is the 2009-2013 Comprehensive Housing Affordability Strategy (CHAS) data developed by HUD.

As the data reveals in **Table 8**, renters in the 0%-30% AMI group have the highest number of households (890) with one or more of housing problems identified. A total of 1,070 households below 30% AMI experience some form of housing problem. This is over half of all households experiencing housing problems. Among owner households, the 50%-80% AMI group has the highest number of households (275) with one or more of housing problems. Additionally, 60 renter households and 130 owner households within the 0%-30% AMI group have negative income but none of the other four identified housing problems.

**TABLE 8: HOUSING PROBLEMS 2 (HOUSEHOLDS WITH ONE OR MORE SEVERE HOUSING PROBLEMS: LACKS KITCHEN OR COMPLETE PLUMBING, SEVERE OVERCROWDING, SEVERE COST BURDEN)**

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Having 1 or more of four housing problems	890	455	150	35	1,530	180	70	275	60	585
Having none of four housing problems	265	475	1,240	765	2,745	135	130	705	685	1,655
Household has negative income, but none of the other housing problems	60	0	0	0	60	130	0	0	0	130

Source: HUD IDIS Output, December 2018: 2009-2013 CHAS

**Table 8 – Housing Problems 2**



### ***Cost Burden > 30% and > 50%***

**Tables 9 and 10** display the number of households with housing cost burdens greater than 30% of income and greater than 50% of income, respectively, by household type, tenure, and household income (expressed as a percentage of Area Median Income (AMI)). The Default Data Source is the 2009-2013 Comprehensive Housing Affordability Strategy (CHAS) data developed by HUD.

Households are broken into four categories:

1. Small related – Family households with two to four related members
2. Large related – Family households with five or more related members
3. Elderly – A household whose head, spouse, or sole member is a person who is at least 62 years of age
4. Other – All other households

As shown in **Tables 9**, “Small Related” households are experiencing the highest degree of housing cost burden greater than 30% of income. Approximately 1,454 “Small Related” households have a cost burden greater than 30% of income. Most of these are renters (1,265). Additionally, 865 “Other” households and 934 “Elderly” households have a cost burden greater than 30% of income. Comparatively, “Large Related” households have the lowest degree of cost burden.

For renter households, the 0% - 30% AMI Income group has the most households (985) with a cost burden greater than 30% of income. Among owner households, the 50% - 80% AMI group has the most households (430) with a cost burden greater than 30% of income.

**TABLE 9: COST BURDEN > 30%**

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Small Related	355	370	540	1,265	75	14	100	189
Large Related	95	90	15	200	25	10	70	105
Elderly	190	175	170	535	130	54	215	399
Other	345	200	220	765	40	15	45	100
<b>Total need by income</b>	<b>985</b>	<b>835</b>	<b>945</b>	<b>2,765</b>	<b>270</b>	<b>93</b>	<b>430</b>	<b>793</b>

Source: HUD IDIS Output, December 2018: 2009-2013 CHAS

**Table 9 – Cost Burden > 30%**

As shown in **Table 10**, when compared to other types of households, more “Small Related” households are experiencing severe cost burden greater than 50% of income. Approximately 675 “Small Related” households experience a cost burden greater than 50% of income. Most of these are renters (595). Additionally, 450 “Other” households and 480 “Elderly” households have a cost burden greater than 50% of income. Comparatively, “Large Related” households have the lowest degree of cost burden.

For renter households, the 0% - 30% AMI income group has the most households (890) with a cost burden greater than 50% of income. Among owner households, the >50% - 80% AMI group has the most households (240) with a cost burden greater than 50% of income.

**TABLE 10: COST BURDEN > 50%**

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Small Related	305	260	30	595	35	10	35	80
Large Related	95	75	0	170	25	10	55	90
Elderly	155	25	30	210	100	35	135	270
Other	335	50	10	395	25	15	15	55
<b>Total need by income</b>	<b>890</b>	<b>410</b>	<b>70</b>	<b>1,370</b>	<b>185</b>	<b>70</b>	<b>240</b>	<b>495</b>

Source: HUD IDIS Output, December 2018: 2009-2013 CHAS

**Table 10 – Cost Burden > 50%**

### **Crowding**

**Table 11** displays the number of households that are overcrowded, defined as households with more than one person per room, excluding bathrooms, porches, foyers, halls, or half-rooms. The data is displayed by household type, tenure, and household income (expressed as a percentage of Area Median Income (AMI)). The Default Data Source is 2009-2013 Comprehensive Housing Affordability Strategy (CHAS) data developed by HUD.

As shown in **Table 11**, overcrowding is most prevalent in single family households. Approximately 149 single family renter households and 35 owner-occupied single-family homes experience overcrowding.

Multiple, unrelated family renter households experience the second-highest degree of crowding with a total of 59 households. This figure is higher than every category of owner-occupied households, suggesting that renters experience overcrowding more than owners.

Among owner-occupied households, the only households with overcrowding issues have incomes between 50% and 80% AMI and 80-100% AMI. There are no Other, non-family households, among renters or owners, that suffer from overcrowding in the City of Sierra Vista.

**TABLE 11: CROWDING INFORMATION (MORE THAN ONE PERSON PER ROOM)**

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Single family households	70	4	40	35	149	0	0	35	0	35
Multiple, unrelated family households	0	29	30	0	59	0	0	0	30	30
Other, non-family households	0	0	0	0	0	0	0	0	0	0
<b>Total need by income</b>	<b>70</b>	<b>33</b>	<b>70</b>	<b>35</b>	<b>208</b>	<b>0</b>	<b>0</b>	<b>35</b>	<b>30</b>	<b>65</b>

Source: HUD IDIS Output, December 2018: 2009-2013 CHAS

**Table 11 – Crowding Information**

**DESCRIBE THE NUMBER AND TYPE OF SINGLE PERSON HOUSEHOLDS IN NEED OF HOUSING ASSISTANCE.**

According to the 2012 American Community Survey (ACS) data the City has a relatively high percentage of persons living alone (4,660 which is 27.3%), and less than half of these numbers are elderly (1,566). The HUD provided data shows that there are 114 Small Family Households in the 0 to 80 percent HAMFI categories. In addition, there are 345 elderly households in the 0-30% HAMFI range who could need housing assistance and 200 elderly in the 30-50% HAMFI category as well. Applying the 26.9 percent figure for single person households in the City to these figure yields 458 single person households who could need housing assistance.

**ESTIMATE THE NUMBER AND TYPE OF FAMILIES IN NEED OF HOUSING ASSISTANCE WHO ARE DISABLED OR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING.**

The City’s Police Department is the lead agency in addressing the issues of domestic violence and sexual assault. The Department does not maintain records about those possibly in need of housing assistance, but typically if one spouse is arrested, the other spouse and family will remain in the residence, at least

in the short-term. According to the Arizona Department of Economic Security, the average length of shelter stay for domestic violence victims is 40 days. Several organizations in the region serve victims of domestic violence, including Catholic Community Services of Southern Arizona, which provides some housing assistance in the form of emergency shelter and transitional housing at Forgach House in Sierra Vista.

## **WHAT ARE THE MOST COMMON HOUSING PROBLEMS?**

HUD has identified four housing problems, which are (1) overcrowding, (2) lack of complete kitchen, (3) lack of complete plumbing, and (4) cost burden. Overcrowding means that more than one person per room lives in a housing unit. The lack of complete kitchen or lack of plumbing are straightforward. By HUD's definition, when households spend over 30 percent of their income on shelter they are "cost burdened," and when they spend over 50 percent of their income for shelter, they are "severely cost burdened." Expenditures for shelter include rent or mortgage payments and utility costs. An examination of the data presented above shows that "cost burden" is the most common housing problem in Sierra Vista. There are 985 extremely low-income renter households, 835 very low-income renter households, and 945 low-income renter households facing a cost burden of greater than 30 percent of income. At the same time there are 793 owner households facing a cost burden, and 50.3 percent of these households are elderly. These numbers far exceed the number of households affected by overcrowding or lack of kitchen or plumbing.

## **ARE ANY POPULATIONS/HOUSEHOLD TYPES MORE AFFECTED THAN OTHERS BY THESE PROBLEMS?**

Cost burden is relatively well distributed throughout renter households, who are the most severely affected by cost burden. At the same time, extremely low-, very low-, and low-income owner households all face cost burden. In terms of household types, the data shows that Small Related Renter households constitute the largest number of households with a cost burden (>30%) and a severe cost burden (>50% at 1,265 and 595 respectively. "Other" households constitute 27.6 percent of renter households with a cost burden greater than 30%. Among owner households facing a severe cost burden, Small Related and Elderly households constitute 74.1 percent of the total households facing this problem.

**DESCRIBE THE CHARACTERISTICS AND NEEDS OF LOW-INCOME INDIVIDUALS AND FAMILIES WITH CHILDREN (ESPECIALLY EXTREMELY LOW-INCOME) WHO ARE CURRENTLY HOUSED BUT ARE AT IMMEDIATE RISK OF EITHER RESIDING IN SHELTERS OR BECOMING UNSHELTERED 91.205(C)/91.305(C)). ALSO DISCUSS THE NEEDS OF FORMERLY HOMELESS FAMILIES AND INDIVIDUALS WHO ARE RECEIVING RAPID RE-HOUSING ASSISTANCE AND ARE NEARING THE TERMINATION OF THAT ASSISTANCE**

Low-income households at imminent risk of homelessness often have recently lost a job, seen their hours cut if still working, or have encountered a medical emergency, the effect of which is to cause them to spend any savings they might have and reduce or eliminate income. Such households may not have any support from friends or family, who may be in the same economic situation. Lacking education or skills, or facing medical situations, or lack of transportation, these persons cannot readily obtain new, better paying positions. Households facing the termination of re-housing assistance are in a similar situation. In order to obtain a stable housing situation, they need full-time employment, affordable child care, affordable housing, and transportation. Access to healthcare, life skills training, and additional education and/or training are valuable, if not necessary, in most situations.

**IF A JURISDICTION PROVIDES ESTIMATES OF THE AT-RISK POPULATION(S), IT SHOULD ALSO INCLUDE A DESCRIPTION OF THE OPERATIONAL DEFINITION OF THE AT-RISK GROUP AND THE METHODOLOGY USED TO GENERATE THE ESTIMATES.**

Persons at risk of homelessness are defined as individuals or families facing immediate eviction and who cannot relocate to another residence. Statistics on this population cannot be provided directly, but an examination of the data on overcrowding and upon cost burdened households provides some insight into the extent of the problem in Sierra Vista. Particular attention is accorded to households in the extremely low-income range as these represent the most stressed and vulnerable group. The data indicate that there are a total 170 low-income renter households with overcrowding (more than 1.01 persons per room), or severe overcrowding (> 1.51 persons per room). The situation among owner households is not as extreme – there are 65 low-income Owner households with overcrowding or severe overcrowding. It is interesting to note that there are no overcrowded conditions reported among the extremely low- and very low-income categories.

However, the number of extremely low-income Renter households with severe cost burden is 800 and another 410 very low-income renter households face a severe cost burden. Extremely low-income Owner households facing a severe cost burden number 180, another 70 very low-income owner

households, and 245 low-income owner households face a severe cost burden. Any of these households could be at risk of homelessness or other burdens.

**SPECIFY PARTICULAR HOUSING CHARACTERISTICS THAT HAVE BEEN LINKED WITH INSTABILITY AND AN INCREASED RISK OF HOMELESSNESS.**

Lack of affordable housing, especially among extremely low- and very low-income renters, is the principal risk linked to housing instability in Sierra Vista. However, poor housing maintenance can result in housing violations or findings of inhabitable living conditions among rental properties can force renters into homelessness. The issue of code violations and habitability standards can affect homeowners as well, especially the elderly who do not have the resources to maintain their homes. Lack of accessibility features can force both homeowners and renters out of their living situations.

**DISCUSSION**

Data from the 2013-2017 American Community Survey, made available in CHAS Table 6, indicates that there are 4,325 (42.9%) Sierra Vista owner households that contain persons with either an elderly person (62 or older) or a child under the age of six. Table 7 indicates that 3,950 households in the City of Sierra Vista are experiencing some level of cost burden. These households, particularly those with an income less than 80% HAMFI are more susceptible to risks, including homelessness. They are also those who are likely in greatest need of housing assistance.

## NA-15 Disproportionately Greater Need: Housing Problems

### INTRODUCTION

A disproportionately greater need exists when the members of racial or ethnic groups at a specified income level experience housing problems at a greater rate (10 percentage points or more) than the income level as a whole. For example, assume that 60% of all low-income households within a jurisdiction have a housing problem and 70% of low-income Hispanic households have a housing problem. In this case, low-income Hispanic households have a disproportionately greater need.

Per the regulations at 91.205(b)(2), 91.305(b)(2), and 91.405, a grantee must provide an assessment for each disproportionately greater need identified. Although the purpose of these tables is to analyze the relative level of need for each race and ethnic category, the data also provide information for the jurisdiction as a whole that can be useful in describing overall need.

Again, as defined by HUD, housing problems include:

- Substandard housing lacking complete plumbing facilities
- Substandard housing lacking complete kitchen facilities
- Overcrowded households with 1.01 to 1.5 people per room, excluding bathrooms, porches, foyers, halls, or half-rooms
- Households with housing cost burden greater than 30% of income

The Disproportionately Greater Needs: Housing Problems section covers the following:

1. Introduction
2. Disproportionately Greater Need—Housing Problems 0-30% Area Median Income (AMI)
3. Disproportionately Greater Need—Housing Problems 30-50% AMI
4. Disproportionately Greater Need—Housing Problems 50-80% AMI
5. Disproportionately Greater Need—Housing Problems 80-100% AMI
6. Discussion

This section has four tables that capture the number of housing problems by income, race, and ethnicity. Each table provides data for a different income level (0–30%, 30–50%, 50–80%, and 80–100%



AMI). The default data source is the 2009-2013 Comprehensive Housing Affordability Strategy (CHAS) data developed by HUD.

### **0% - 30% OF AREA MEDIAN INCOME**

Of all the income levels within the City of Sierra Vista, households within the 0%-30% AMI category have the second-highest number of households (1,250) with one or more of four housing problems.

Approximately 75.3% of households in this income category have housing problems.

As shown in **Table 12**, when considering race by number for the 0%-30% AMI income category, White households have the highest number of households (690) with housing problems while American Indian, Alaska Native households have the second-highest number of households (70) with housing problems.

When considering race by rate for the 0%-30% AMI income category, American Indian, Alaska Native households (100%) have the highest rate of households with housing problems and White households (73.8%) have the second-highest rate of households with housing problems. Additionally, 38.7% of all Black/African American households earning 0%-30% AMI have housing problems.

When considering ethnicity for the 0%-30% AMI income category, 370 Hispanic households identify as experiencing one or more of four housing problems (86% of all Hispanic households earning 0%-30% AMI).

**TABLE 12: DISPROPORTIONALLY GREATER NEED 0 - 30% AMI**

Housing Problems	Has one or more of four housing problems*		Has none of the four housing problems*		Household has no/negative income, but none of the other housing problems		Total Households
	Total	%	Total	%	Total	%	
Jurisdiction as a whole	1,250	75.3%	220	13.3%	190	11.4%	1,660
White	690	73.8%	155	16.6%	90	9.6%	935
Black / African American	60	38.7%	0	0.0%	95	24.7%	155
Asian	0	0.0%	4	28.6%	10	71.4%	14
American Indian, Alaska Native	70	100%	0	0.0%	0	0.0%	70
Pacific Islander	0	0.0%	0	0.0%	0	0.0%	0
Hispanic	370	86%	60	14%	0	0.0%	430

Source: HUD IDIS Output, December 2018: 2009-2013 CHAS

\*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

**Table 12 – Disproportionally Greater Need 0 - 30% AMI**

**30% - 50% OF AREA MEDIAN INCOME**

Of all the income levels within the City of Sierra Vista, households within the 30%-50% AMI category have the third-highest number of households (940) with one or more of four housing problems.

Approximately 83.2% of households in this income category have housing problems.

As shown in **Table 13**, when considering race by number for the 30%-50% AMI income category, White households have the highest number of households (670) with housing problems and Black/African American households have the second-highest number of households (59) with housing problems.

When considering race by rate for the 30%-50% AMI income category, Black/African American households (100%) and Asian households (100%) have the highest rate of households with housing problems. Additionally, 79.3% of all White households and 40% of all Pacific Islander households earning 30%-50% AMI have housing problems.

When considering ethnicity and this income category, 175 Hispanic households have housing problems (100% of all Hispanic households earning 30%-50% AMI).

**TABLE 13: DISPROPORTIONALLY GREATER NEED 30 - 50% AMI**

Housing Problems	Has one or more of four housing problems*		Has none of the four housing problems*		Household has no/negative income, but none of the other housing problems		Total Households
	Total	%	Total	%	Total	%	
Jurisdiction as a whole	940	83.2%	190	16.8%	0	0%	1,130
White	670	79.3%	175	20.7%	0	0%	845
Black / African American	59	100%	0	0%	0	0%	59
Asian	15	100%	0	0%	0	0%	15
American Indian, Alaska Native	0	0%	0	0%	0	0%	0
Pacific Islander	10	40%	15	60%	0	0%	25
Hispanic	175	100%	0	0%	0	0%	175

*Source: HUD IDIS Output, December 2018: 2009-2013 CHAS*

\*The four housing problems are: 1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

**Table 13 – Disproportionally Greater Need 30 - 50% AMI**

**50% - 80% OF AREA MEDIAN INCOME**

Of all the income levels within the City of Sierra Vista, households within the 50%-80% AMI category have the highest number of households (1,480) with one or more of four housing problems.

Approximately 62.5% of households in this income category have housing problems.

As shown in **Table 14**, when considering race by number for the 50%-80% AMI income category, White households have the highest number of households (790) with housing problems and Black/African American households have the second-highest number of households (95) with housing problems.

When considering race by rate for the 50%-80% AMI income category, Pacific Islander households (100%) have the highest rate of households with housing problems, Black/African American households (82.6%) have the second-highest rate, and White households (57.7%) have the third highest rate of

households with housing problems. Additionally, 50% of all Asian households, 50% of all American Indian, Alaska Native households earning 30%-50% AMI have housing problems.

When considering ethnicity and this income category, 500 Hispanic households have housing problems (69% of all Hispanic households earning 50%-80% AMI).

**TABLE 14: DISPROPORTIONALLY GREATER NEED 50 - 80% AMI**

Housing Problems	Has one or more of four housing problems*		Has none of the four housing problems*		Household has no/negative income, but none of the other housing problems		Total Households
	Total	%	Total	%	Total	%	
Jurisdiction as a whole	1,480	62.5%	889	37.5%	0	0%	2,369
White	790	57.7%	579	42.3%	0	0%	1,369
Black / African American	95	82.6%	20	17.4%	0	0%	115
Asian	45	50%	45	50%	0	0%	90
American Indian, Alaska Native	10	50%	10	50%	0	0%	20
Pacific Islander	25	100%	0	0%	0	0%	25
Hispanic	500	69%	225	31%	0	0%	725

*Source: HUD IDIS Output, December 2018; 2009-2013 CHAS*

*\*The four housing problems are:*

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

**Table 14 – Disproportionally Greater Need 50 - 80% AMI**

### 80% - 100% OF AREA MEDIAN INCOME

Of all the income levels within the City of Sierra Vista, households within the 80%-100% AMI category have the lowest number of households (620) with one or more of four housing problems.

Approximately 40% of households in this income category have housing problems.

As shown in **Table 15**, when considering race by number for the 80%-100% AMI income category, White households have the highest number of households (320) with housing problems and Black/African American households have the second-highest number of households (35) with housing problems.

When considering race by rate for the 80%-100% AMI income category, Asian households (44.4%) have the highest rate of households with housing problems and White households (40.3%) have the second-highest rate of household with housing problems. Additionally, 33.3% of all Black/African American households earning 80%-100% AMI have housing problems.

When considering ethnicity and this income category, 250 Hispanic households have housing problems (55.6% of all Hispanic households earning 80%-100% AMI).

**TABLE 15: DISPROPORTIONALLY GREATER NEED 80 - 100% AMI**

Housing Problems	Has one or more of four housing problems*		Has none of the four housing problems*		Household has no/negative income, but none of the other housing problems		Total Households
	Total	%	Total	%	Total	%	
Jurisdiction as a whole	620	40%	925	60%	0	0%	1,545
White	320	40.3%	475	59.7%	0	0%	795
Black / African American	35	33.3%	70	66.7%	0	0%	105
Asian	20	44.4%	25	55.6%	0	0%	45
American Indian, Alaska Native	0	0%	15	100%	0	0%	15
Pacific Islander	0	0%	0	0%	0	0%	0
Hispanic	250	55.6%	200	44.4%	0	0%	450

Source: HUD IDIS Output, December 2018: 2009-2013 CHAS

\*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

**Table 15 – Disproportionally Greater Need 80 - 100% AMI**

## DISCUSSION

Of all households in the 0%-30% AMI category, 75.3% have one or more of four housing problems. In terms of disproportionate need, both the American Indian, Alaska Native (100%) and Hispanic (86%) households have a percentage of housing problems that is more than 10 percentage points higher than the income level as a whole. However, the majority (73.8%) of White households in this income category have housing problems.

Of all households in the 30%-50% AMI category, 83.2% have one or more of four housing problems. In terms of disproportionate need, Black/African American (100%), Asian (100%), and Hispanic (100%) households have a percentage of housing problems that is more than 10 percentage points higher than the income level as a whole. However, the majority (79.3%) of White households in this income category have housing problems.

Of all households in the 50%-80% AMI category, 62.5% have one or more of four housing problems. In terms of disproportionate need, Black/African American (82.6%) and Pacific Islander (100%) households have a percentage of housing problems that is more than 10 percentage points higher than the income level as a whole. However, over half of all Hispanic households (69%) and White households (57.7%) in this income category also have housing problems. Half of all Asian (50%) and American Indian, Alaska Native (50%) households in this income category have housing problems.

Of all households in the 80%-100% AMI category, 40% have one or more of four housing problems. In terms of disproportionate need, only Hispanic (55.6%) households have a percentage of housing problems that is more than 10 percentage points higher than the income level as a whole. However, White (40.3%), Black/African American (33.3%), and Asian households (44.4%) are all within 7% of the jurisdiction as a whole.

## NA-20 Disproportionately Greater Need: Severe Housing Problems

### INTRODUCTION

As noted in the previous section, a disproportionately greater need exists when the members of racial or ethnic group at an income level experience housing problems at a greater rate (10 percentage points or more) than the income level as a whole. Per the regulations at 91.205(b)(2), 91.305(b)(2), and 91.405, a grantee must provide an assessment for each disproportionately greater need identified.

Severe housing problems include:

- Severely overcrowded households with more than 1.5 persons per room, not including bathrooms, porches, foyers, halls, or half-rooms
- Households with severe cost burden of more than 50 percent of income

This section includes:

1. Introduction
2. Disproportionately Greater Need—Severe Housing Problems 0-30% AMI
3. Disproportionately Greater Need—Severe Housing Problems 30-50% AMI
4. Disproportionately Greater Need—Severe Housing Problems 50-80% AMI
5. Disproportionately Greater Need—Severe Housing Problems 80-100% AMI
6. Discussion

This section has four tables that capture the number of severe housing problems by income, race, and ethnicity. Each table provides data for a different income level (0–30%, 30–50%, 50–80%, and 80–100% AMI). The Default Data Source is the 2009-2013 Comprehensive Housing Affordability Strategy (CHAS) data developed by HUD.

## **0% - 30% OF AREA MEDIAN INCOME**

Of all the income levels within the City of Sierra Vista, households within the 0%-30% AMI category have the highest number of households (1,070) with one or more severe housing problems. Approximately 64.5% of households in this income category have severe housing problems.

As shown in **Table 16**, when considering race by number for the 0%-30% AMI income category, White households have the highest number of households (600) with severe housing problems and American Indian, Alaska Native households have the second-highest number of households (70) with severe housing problems. Additionally, 60 Black/African American households have severe housing problems.

When considering race by rate for the 0%-30% AMI income category, American Indian, Alaska Native households (100%) have the highest rate of households with severe housing problems and White households (64.2%) have the second-highest rate of households with severe housing problems. Additionally, 38.7% of all Black/African American households earning 0%-30% AMI have severe housing problems.

When considering ethnicity and this income category, 295 Hispanic households have severe housing problems (68.6% of all Hispanic households earning 0%-30% AMI).



**TABLE 16: SEVERE HOUSING PROBLEMS 0 - 30% AMI**

Housing Problems	Has one or more of four severe housing problems*		Has none of the four severe housing problems*		Household has no/negative income, but none of the other housing problems		Total Households
	Total	%	Total	%	Total	%	
Jurisdiction as a whole	1,070	64.5%	400	24.1%	190	11.4%	1,660
White	600	64.2%	245	26.2%	90	9.6%	935
Black / African American	60	38.7%	0	0%	95	61.3%	155
Asian	0	0%	4	28.6%	10	71.4%	14
American Indian, Alaska Native	70	100%	0	0%	0	0%	70
Pacific Islander	0	0%	0	0%	0	0%	0
Hispanic	295	68.6%	135	31.4%	0	0%	430

Source: HUD IDIS Output, December 2018: 2009-2013 CHAS

\*The four severe housing problems are: 1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

**Table 16 – Severe Housing Problems 0 - 30% AMI**

**30% - 50% OF AREA MEDIAN INCOME**

Of all the income levels within the City of Sierra Vista, households within the 30%-50% AMI category have the second-highest number of households (525) with one or more severe housing problems. Approximately 46.5% of households in this income category have severe housing problems.

As shown in **Table 17**, when considering race by number for the 30%-50% AMI income category, White households have the highest number of households (385) with severe housing and Black/African American households have the second-highest number of households (15) with severe housing problems.

When considering race by rate for the 30%-50% AMI income category, White households (45.3%) have the highest rate of households with sever housing problems and Pacific Islander households (40%) have the second-highest rate of households with severe housing problems. Additionally, 25.4 % of all Black/African American households earning 30%-50% AMI have severe housing problems.

When considering ethnicity and this income category, 105 Hispanic households have severe housing problems (60% of all Hispanic households earning 30%-50% AMI).

**TABLE 17: SEVERE HOUSING PROBLEMS 30 - 50% AMI**

Housing Problems	Has one or more of four severe housing problems*		Has none of the four severe housing problems*		Household has no/negative income, but none of the other housing problems		Total Households
	Total	%	Total	%	Total	%	
Jurisdiction as a whole	525	46.5%	605	53.5%	0	0%	1,130
White	385	45.3%	465	54.7%	0	0%	850
Black / African American	15	25.4%	44	74.6%	0	0%	59
Asian	0	0%	15	100%	0	0%	15
American Indian, Alaska Native	0	0%	0	0%	0	0%	0
Pacific Islander	10	40%	15	60%	0	0%	25
Hispanic	105	60%	70	40%	0	0%	175

*Source: HUD IDIS Output, December 2018: 2009-2013 CHAS*

*\*The four severe housing problems are: 1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%*

**Table 17 – Severe Housing Problems 30 - 50% AMI**

**50% - 80% OF AREA MEDIAN INCOME**

Of all the income levels within the City of Sierra Vista, households within the 50%-80% AMI category have the third-highest number of households (425) with one or more severe housing problems. Approximately 17.9% of households in this income category have severe housing problems.

As shown in **Table 18**, when considering race by number for the 50%-80% AMI income category, White households have the highest number of households (285) with severe housing problems and Pacific Islander households have the second-highest number of households (25) with severe housing problems.

When considering race by rate for the 50%-80% AMI income category, Pacific Islander households (100%) have the highest rate of households with severe housing problems and American Indian, Alaska

Native household (50%) have the second-highest rate of households with severe housing problems. Additionally, 21% of all White households, 11.1% of all Asian households, and 8.7% of all Black/African American households earning 50%-80% AMI have severe housing problems.

When considering ethnicity and this income category, 85 Hispanic households have severe housing problems (11.7% of all Hispanic households earning 50%-80% AMI).

**TABLE 18: SEVERE HOUSING PROBLEMS 50 - 80% AMI**

Housing Problems	Has one or more of four severe housing problems		Has none of the four severe housing problems		Household has no/negative income, but none of the other housing problems		Total Households
	Total	%	Total	%	Total	%	
Jurisdiction as a whole	425	17.9%	1,945	82.1%	0	0%	2,370
White	285	21%	1,074	79%	0	0%	1,359
Black / African American	10	8.7%	105	91.3%	0	0%	115
Asian	10	11.1%	80	88.9%	0	0%	90
American Indian, Alaska Native	10	50%	10	50%	0	0%	20
Pacific Islander	25	100.0%	0	0%	0	0%	25
Hispanic	85	11.7%	640	88.3%	0	0%	725

Source: HUD IDIS Output, December 2018, 2009-2013 CHAS

\*The four severe housing problems are: 1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

**Table 18 – Severe Housing Problems 50 - 80% AMI**

**80% - 100% OF AREA MEDIAN INCOME**

Of all the income levels within the City of Sierra Vista, households within the 80%-100% AMI income category have the lowest number of households (95) with one or more severe housing problems. Approximately 6.1% of households in this income category have severe housing problems.

As shown in **Table 19**, when considering race by number for the 80%-100% AMI income category, White households have the highest number of households (75) with severe housing problems and

Black/African American households have the second-highest number of households (20) with severe housing problems.

When considering race by rate for the 80%-100% AMI income category, Black/African American households (19%) have the highest rate of households with severe housing problems and White households (9.5%) have the second-highest rate of households with severe housing problems. No other race in the 80%-100% AMI income category experiences severe housing problems.

When considering ethnicity and this income category, 0 Hispanic households have severe housing problems (0% of all Hispanic households earning 80%-100% AMI).

**TABLE 19: SEVERE HOUSING PROBLEMS 80 - 100% AMI**

Housing Problems	Has one or more of four severe housing problems*		Has none of the four severe housing problems*		Household has no/negative income, but none of the other housing problems		Total Households
	Total	%	Total	%	Total	%	
Jurisdiction as a whole	95	6.1%	1,450	93.9%	0	0%	1,545
White	75	9.5%	715	90.5%	0	0%	790
Black / African American	20	19%	85	81%	0	0%	105
Asian	0	0%	45	100%	0	0%	45
American Indian, Alaska Native	0	0%	15	100%	0	0%	15
Pacific Islander	0	0%	0	0%	0	0%	0
Hispanic	0	0%	450	100%	0	0%	450

Source: HUD IDIS Output, December 2018, 2009-2013 CHAS

\*The four severe housing problems are: 1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

**Table 19 – Severe Housing Problems 80 - 100% AMI**

**DISCUSSION**

Of all households in the 0%-30% AMI category, 64.5% have one or more severe housing problems. In terms of disproportionate need, only American Indian, Alaska Native households (100%) have a

percentage of severe housing problems that is more than 10 percentage points higher than the income level as a whole. However, the majority of White (64.2%) and Hispanic (68.6%) households in this income category have severe housing problems. Less than half of Black/African American households (38.7%) in this income category have severe housing problems.

Of all households in the 30%-50% AMI category, 46.5% have one or more severe housing problems. In terms of disproportionate need, only Hispanic households (60%) have a percentage of severe housing problems that is more than 10 percentage points higher than the income level as a whole. Less than half of White (45.3%) and Pacific Islander households (40%) and a quarter (25.4%) of Black/African American households in this income category has severe housing problems.

Of all households in the 50%-80% AMI category, 17.9% have one or more severe housing problems. In terms of disproportionate need, Asian (50%) and Pacific Islander (100%) households have a percentage of severe housing problems that is more than 10 percentage points higher than the income level as a whole. However, 21% of White households, 17.7% Hispanic households, 11.1% of Asian households, 8.7% of Black/African American households in this income category have severe housing problems.

Of all households in the 80%-100% AMI category, only 6.1% have one or more severe housing problems. In terms of disproportionate need, only Black/African American (19%) households have a percentage of severe housing problems that is more than 10 percentage points higher than the income level as a whole. A small percentage of White households (9.5%) in this income category have severe housing problems.

## NA-25 Disproportionately Greater Need: Housing Cost Burdens

Again, a disproportionately greater need exists when the members of racial or ethnic group at an income level experience housing problems at a greater rate (10 percentage points or more) than the income level as a whole. Per the regulations at 91.205(b)(2), 91.305(b)(2), and 91.405, a grantee must provide an assessment for each disproportionately greater need identified.

This section includes:

1. Introduction
2. Disproportionately Greater Need—Housing Cost Burden
3. Discussion

**Table 20** displays cost burden information for the City of Sierra Vista and each racial and ethnic group, including no cost burden (less than 30%), cost burden (30-50%), severe cost burden (more than 50%), and no/negative income. The default data source for this data is the 2009-2013 Comprehensive Housing Affordability Strategy (CHAS) data developed by HUD.

As the data in **Table 20** suggests, a small number of households (2,720 or 16.2%) are cost burdened within their current housing situation. White households (1,450) have the highest number of cost burdened households and Hispanic households (865) have the second-highest number of cost burdened households. Hispanic households (26.9%) have the highest rate of cost burdened household and Black/African American households (17.1%) have the second-highest rate of cost burdened households.

An even smaller number of households (1,965 or 11.7%) are severely cost burdened within their current housing situation. White households (1,295) have the highest number of severely cost burdened households and Hispanic households (435) have the second-highest number of severely cost burdened households. American Indian, Alaska Native households (56%) have the highest rate of severely cost burdened households and Pacific Islander households (20%) have the second-highest rate of severely cost burdened households.

**TABLE 20: GREATER NEED: HOUSING COST BURDENS AMI**

Housing Cost Burden	No Cost Burden (<=30%)		Cost Burden (30-50%)		Severe Cost Burden (>50%)		No / Negative Income		Total Households
	Total	%	Total	%	Total	%	Total	%	
Jurisdiction as a whole	11,890	70.9%	2,720	16.2%	1,965	11.7%	190	1.1%	16,765
White	8,205	74.3%	1,450	13.1%	1,295	11.7%	90	0.8%	11,040
Black / African American	814	66.2%	210	17.1%	110	9%	95	7.7%	1,229
Asian	535	81.1%	105	15.9%	10	1.5%	10	1.5%	660
American Indian, Alaska Native	45	36%	10	8%	70	56%	0	0%	125
Pacific Islander	40	80%	0	0%	10	20%	0	0%	50
Hispanic	1,920	59.6%	865	26.9%	435	13.5%	0	0%	3,220

Source: HUD IDIS Output, December 2018: 2009-2013 CHAS

**Table 20 – Greater Need: Housing Cost Burdens AMI**

## DISCUSSION

Within the City of Sierra Vista, 70.9% of households do not presently experience cost burden, while 16.2% experience cost burden, 11.7% experience severe cost burden, and 1.1% have no/negative income.

Overall, 27.9% of households are either cost burdened or severely cost burdened (30%-50% or >50%). Only the American Indian, Alaska Native (64%) and Hispanic (40.4%) households experience a cost burden or severe cost burden in a disproportionate percentage (greater than 10%) to the income level as a whole. It should be noted that Hispanic households (3,220) have the second-highest total number of households. All other households experience approximately a quarter or less percent cost burden or severe cost burdened.

Of all households within the City of Sierra Vista 16.2% are cost burdened (30-50%). Hispanic households (26.9%) are the only racial or ethnic category that experiences a cost burden in a disproportionate percentage (greater than 10%) to the income level as a whole.

Of all households within the City of Sierra Vista, 11.7% experience severe cost burden (>50%). Only the American Indian, Alaska Native households (56%) experiences a severe cost burden in a disproportionate percentage (greater than 10%) to the income level as a whole. It should be noted that this number equates to only 70 households. Additionally, 20% of Pacific Islander households experience severe cost burden. It should be noted that this number equated to only 10 households.

Of all households within the City of Sierra Vista, 1.1% has no/negative income. No race or ethnicity experiences no/negative income in a disproportionate percentage (greater than 10%) to the income level as a whole.



## NA-30 Disproportionately Greater Need: Discussion

### **INCOME CATEGORIES IN WHICH A RACIAL OR ETHNIC GROUP HAS DISPROPORTIONATELY GREATER NEED**

As indicated in the previous sections, several racial or ethnic groups were identified as having a disproportionately greater housing need in comparison to the income level as a whole. As detailed below, these include the Black/African American, Asian, American Indian/Alaska Native, Pacific Islander, and Hispanic racial or ethnic groups.

The Black/African American group experiences a disproportionately greater need in terms of the following:

- Housing problems in the 30-50% AMI category (100% versus 83.2% as a whole)
- Housing problems in the 50-80% AMI category (82.6% versus 62.5% as a whole)
- Severe housing problems 80-100% AMI category (19% versus 6.1% as a whole)

The Asian group experiences a disproportionately greater need in terms of the following:

- Housing problems in the 30-50% AMI category (100% versus 83.2% as a whole)
- Severe housing problems 50-80% AMI category (50% versus 17.9% as a whole)

The American Indian/Alaska Native group experiences a disproportionately greater need in terms of the following:

- Housing problems in the 0-30% AMI category (100% versus 75% as a whole)
- Severe housing problems 0-30% AMI category (100% versus 64.5% as a whole)
- Severe Housing cost burden greater than 50% of income (56% versus 11.7% as a whole)

The Pacific Islander group experiences a disproportionately greater need in terms of the following:

- Housing problems in the 50-80% AMI category (100% versus 62.5% as a whole)
- Severe housing problems 50-80% AMI category (100% versus 17.9% as a whole)

The Hispanic group experiences a disproportionately greater need in terms of the following:

- Housing problems in the 0-30% AMI category (86% versus 75% as a whole)
- Housing problems in the 30-50% AMI category (100% versus 83.2% as a whole)

- Housing problems in the 80-100% AMI category (55.6% versus 40% as a whole)
- Severe housing problems 30-50% AMI category (60% versus 46.5% as a whole)
- Housing cost burden greater than 30% of income (26.9% versus 16.2% as a whole)

There are 4,209 households with one or more of the four identified housing problems. Of these households 2,470 or 58.7% are White households, 249 or 5.9% are Black/African American households, and 1,295 or 30.8% are Hispanic households. White, Black/African American, and Hispanic households account for the majority of households experiencing one or more of the four identified housing problems.

There are 2,050 households experiencing one or more severe housing problems. Of these households, 1,345 or 65.6% are White households, 95 or 4.6% are Black/African American households, and 4485 or 23.6% are Hispanic households. White, Black/African American, and Hispanic households account for the majority of households experiencing one or more severe housing problems.

There are 2,640 households with cost burden (30%-50% of income). Of these households, 1,450 or 55% are White households, 210 or 8% are Black/African American households, and 865 or 32.8% are Hispanic households. White, Black/African American, and Hispanic households account for the majority of households with cost burden.

There are 1,930 households with severe cost burden (>50% of income). Of these households, 1,295 or 67.1% are White households, 110 or 5.7% are Black/African American households, and 435 or 22.5% are Hispanic households. White, Black/African American, and Hispanic households account for the majority of households with severe cost burden.

## **NEEDS NOT PREVIOUSLY IDENTIFIED**

Based on input and data received through an extensive citizen participation process, the greatest housing needs are:

- Housing demolition (e.g. removal of abandoned and blighted housing stock)
- Modifications for persons with disabilities
- Energy efficiency

- Rehabilitation assistance under \$15,000
- Green building for new construction
- Assisted living for the elderly
- Housing needs for a person with special needs
- Housing for persons with mental illness

**ARE ANY OF THOSE RACIAL OR ETHNIC GROUPS LOCATED IN SPECIFIC AREAS OR NEIGHBORHOODS IN YOUR COMMUNITY?**

Approximately 14 of the City’s 38 Block Groups have a low- and moderate-income percentage of 51% or greater, signifying that approximately 36% of the City’s neighborhoods are CDBG-eligible.

As a whole, the City of Sierra Vista has a racial minority population of approximately 42%. A disproportionately greater (10 percentage points more or higher) concentration of racial minority population does not exist within any Census Tract/Block Groups. Each Census Tract/Block Group has a significantly lower percentage of minority population than the overall population, ranging from 0% to approximately 18.5%.

As a whole, the City of Sierra Vista has an ethnic minority population of approximately 25.5%. A disproportionately greater (10 percentage points more or higher) concentration of ethnic minority population exists within the following Census Tract/Block Groups:

- Census Tract 1501.1, 38.7% Hispanic or Latino
- Census Tract 1501.2, 41.2% Hispanic or Latino
- Census Tract 1502.1, 42.9% Hispanic or Latino
- Census Tract 1502.2, 43.4% Hispanic or Latino
- Census Tract 1601.1, 40.5% Hispanic or Latino
- Census Tract 1601.2, 36.2% Hispanic or Latino
- Census Tract 1601.3, 37.2% Hispanic or Latino
- Census Tract 1702.2, 36.5% Hispanic or Latino
- Census Tract 2001.1, 39.7% Hispanic or Latino
- Census Tract 2001.2, 36.1% Hispanic or Latino

*Source: 2013-2017 ACS Data (2013 Census Tracts)*

The block groups 15.01-2,15.01-2,15.02-2,17.02-2, 20.01-1, and 20.01-2 are identified as having high concentrations of minority populations, but also have a high percentage of low- and moderate-income households. The data seem to indicate a correlation between concentrations of low income and minority race or ethnicity. As indicated in the previous sections, a person’s race, income, and disability status are strong indicators for needing housing assistance through various public housing program types. Although a disproportionate need is shown throughout for minority low income households, the data provided show that White, Black/African American, and Hispanic groups have a high demand for supportive housing of different types.

## NA-35 Public Housing

### INTRODUCTION

The Consolidated Plan must provide a concise summary of the needs of public housing residents. Information is collected through consultations with the public housing agency or agencies located within the City’s boundaries. The Public Housing portion of this report contains the following sections:

- Introduction
- Totals in Use
- Characteristics of Residents
- Race of Residents
- Ethnicity of Residents
- Additional Narrative

Currently, there is no public housing authority located in the City of Sierra Vista and there are no low rent public housing authority units located in the City. There are two Place-based Section 8 complexes in the City: Mountain View Apartments (80 units of 2, 3, and 4 bedroom units) and Bonita Vista Apartment (99 one-bedroom units for seniors). However, the City does not have information about the need for accessible units.

The following data provided in this chapter covers several program types and types of vouchers in use. These vouchers are defined below:

- Certificate: The total number of Section 8 certificates administered by the Public Housing Authority (PHA).

- Mod-Rehab: The total number of units in developments that were funded under the moderate rehabilitation program administered locally by PHAs.
- Public Housing: The total number of units in developments operated by the PHAs within the jurisdiction.
- Total: The total number of Section 8 vouchers administered by the PHA (project based plus tenant based)
- Project Based: The total number of project-based Section 8 vouchers administered by the PHA
- Tenant Based: The total number of tenant-based Section 8 vouchers administered by the PHA.
- Special Purpose Veterans Affairs Supportive Housing: The HUD–Veterans Affairs Supportive Housing program combines Housing Choice Voucher rental assistance for homeless veterans with case management and clinical services provided by the U.S. Department of Veterans Affairs (VA).
- Special Purpose Family Unification Program: Family Unification Program funding is allocated through a competitive process; therefore, not all PHAs administer the program.
- Special Purpose Disabled: In this context, disabled includes non-elderly disabled, mainstream 1-year, mainstream 5-year, and nursing home transition.

## TOTALS IN USE

**Table 21** displays the number of vouchers and units by public housing program type. According to the PIH Information Center (PIC), there are a total of 0 public housing units. There are 495 public housing vouchers in use. Tenant-based vouchers are by far the most used program with 482 vouchers currently in use. Veteran Affairs Supportive Housing only accounts for 13 of the vouchers in use. The total number of vouchers in use, excluding project-based vouchers, is 495.

Currently, there is no public housing authority located in the City of Sierra Vista and there are no low rent public housing authority units located in the City. There are two Place-based Section 8 complexes in the City: Mountain View Apartments (80 units of 2, 3, and 4 bedroom units) and Bonita Vista Apartment (99 one-bedroom units for seniors). However, the City does not have information about the need for accessible units.

**TABLE 21: PUBLIC HOUSING BY PROGRAM TYPE**

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled*
# of units vouchers in use	0	0	0	495	0	482	13	0	0

*\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition*

*Source: HUD IDIS Output, December 2018: Public Information Center (PIC) Office of Public and Indian Housing (PIH)*

**Table 21 – Public Housing by Program Type**

**CHARACTERISTICS OF RESIDENTS**

**Table 22** displays the characteristics of public housing residents by public housing program type. As expected, the average income for all programs is very low with the lowest average income at \$4,346 and the highest being \$11,061. The average household size is also very low (two persons per household).

Elderly program participants comprise 25.2% of assisted residents and a large number of assisted families are disabled. All families assisted (495) by are requesting accessibility features. The number of families requesting accessibility features is equivalent to the total number of vouchers in use. These data show that a substantial amount of families (37.5%) need housing assistance/vouchers are also disabled or in need of housing accessibility features. No HIV/AIDS participants or victims of domestic violence were counted.

**TABLE 22: CHARACTERISTICS OF PUBLIC HOUSING RESIDENTS BY PROGRAM TYPE**

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Total	Project-based	Tenant-based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled*
Average Annual Income	0	0	0	10,885	0	11,061	4,346	0	0
Average length of stay	0	0	0	3	0	3	0	0	0
Average Household size	0	0	0	2	0	2	1	0	0
# Homeless at admission	0	0	0	0	0	0	0	0	0
# of Elderly Program Participants (>62)	0	0	0	125	0	125	0	0	0
# of Disabled Families	0	0	0	186	0	176	10	0	0
# of Families requesting accessibility features	0	0	0	495	0	482	13	0	0
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0	0
# of DV victims	0	0	0	0	0	0	0	0	0

*\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition*

*Source: HUD IDIS Output, December 2018: Public Information Center (PIC) Office of Public and Indian Housing (PIH)*

**Table 22 – Characteristics of Public Housing Residents by Program Type**

## RACE OF RESIDENTS

**Table 23** displays the racial composition of residents for each public housing program. The data in **Table 23** show that a high number of tenant-based vouchers or Veterans Affairs Supportive Housing are utilized by White (417 or 84%). Black/African American residents (58) account for 12% of tenant-based vouchers or Veterans Affairs Supportive Housing in use. Less than 5% of the available assistance is utilized by Asian, American Indian/Alaska Native, Pacific Islander, or another race of resident. All of the Asian and Pacific Islander residents assisted by these programs are using tenant-based vouchers.

**TABLE 23: RACE OF PUBLIC HOUSING RESIDENTS BY PROGRAM TYPE**

Race	Certificate	Mod-Rehab	Public Housing	Program Type					
				Total	Project-based	Tenant-based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled*
White	0	0	0	417	0	406	11	0	0
Black/African American	0	0	0	58	0	57	1	0	0
Asian	0	0	0	8	0	8	0	0	0
American Indian/Alaska Native	0	0	0	10	0	9	1	0	0
Pacific Islander	0	0	0	2	0	2	0	0	0
Other	0	0	0	0	0	0	0	0	0

\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Source: HUD IDIS Output, December 2018: Public Information Center (PIC) Office of Public and Indian Housing (PIH)

**Table 23 – Race of Public Housing Residents by Program Type**



## ETHNICITY OF RESIDENTS

**Table 24** displays the ethnic composition of residents for each assisted housing program. The ethnic groups defined as “Not Hispanic” utilize the majority (69%) of units or vouchers available. Residents reporting as “Hispanic” utilize less than a third of the units or vouchers available.

**TABLE 24: ETHNICITY OF PUBLIC HOUSING RESIDENTS BY PROGRAM TYPE**

Race	Certificate	Mod-Rehab	Public Housing	Program Type					
				Total	Project-based	Tenant-based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled*
Hispanic	0	0	0	153	0	151	2	0	0
Not Hispanic	0	0	0	342	0	331	11	0	0

*\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition*

*Source: HUD IDIS Output, December 2018: Public Information Center (PIC) Office of Public and Indian Housing (PIH)*

**Table 24 – Ethnicity of Public Housing Residents by Program Type**

## Section 504 Needs Assessment

### **NEEDS OF PUBLIC HOUSING TENANTS AND APPLICANTS ON THE WAITING LIST FOR ACCESSIBLE UNITS**

Currently, there is no public housing authority located in the City of Sierra Vista and there are no low rent public housing authority units located in the City. There are two Place-based Section 8 complexes in the City: Mountain View Apartments (80 units of 2, 3, and 4 bedroom units) and Bonita Vista Apartment (99 one-bedroom units for seniors). However, the City does not have information about the need for accessible units.

The figures presented above indicate a substantial need for accessibility for households with Housing Choice Vouchers (HCV). There are 186 HCV families with disabilities and 125 elderly HCV families, many of whom likely have some disability. In addition, there are 495 families requesting accessibility features.

Data from the 2013-2017 American Community Survey, indicates that there are 5,921 persons with a disability in Sierra Vista, of which 5,456 are over the age of 18 years. Approximately 19% percent of Sierra Vista's adult population has a disability. The greatest number of these persons have an ambulatory limitation, and the greatest number of households are in the <30% HAMFI income range. Occupied housing units with one or more housing problems comprise 4,773 housing units, or 28% percent of all housing units (17,053) in the City. It is estimated that as many as 1,000 housing units with one or more housing problems may be occupied by a person with a disability.

Please note that the definition of a disability used by the Census Bureau periodically changes and the figures presented in the ACS and CHAS data may not match those in later Census reports.

### **MOST IMMEDIATE NEEDS OF RESIDENTS OF PUBLIC HOUSING AND HOUSING CHOICE VOUCHER HOLDERS**

The most immediate housing needs of Housing Choice Voucher Holders with respect to accessibility issues appear to be for additional accessible units. The increasing number of elderly and younger disabled persons creates additional need for accessible units.

In broader terms, these households often need jobs, improved job skills, and support services, such as access to day care, health care, and transportation to improve their employment situation and

prospects. The Cochise County Housing Authority reports that there are 43 families on the Section 8 waiting list, 37 extremely low-income families and 6 very low-income families.

### **HOW DO THESE NEEDS COMPARE TO THE HOUSING NEEDS OF THE POPULATION AT LARGE**

These needs are like those faced by most low-income households in the City. However, these needs are often exacerbated by having fewer resources and lower- income levels than the population at large.

### **DISCUSSION**

Please see the responses above.

## NA-40 Homeless Needs Assessment

### INTRODUCTION

Homelessness and the prevention of homelessness are on-going problems in Sierra Vista. The homeless population continues to increase because of continued unemployment, high housing costs, the continuing effects of the recession, and recent spending cuts in defense spending. However, the City is working with local and regional organizations to identify and meet the needs of homeless persons and those threatened with homelessness.

The needs of homeless persons are complex and require a wide range of specialized services. The City does not possess its own resources to address this problem. The City continues to rely upon other entities and agencies to provide services such as housing, mental health counseling, employment training, and case work services.

There are two homeless emergency shelters in the City. The Good Neighbor Alliance facility is for men and families, and Forgach House is a Domestic Crisis Shelter serving only women. There is also a children's crisis center, the Cochise County Children's Crisis Center in Huachuca City. The Forgach House has 40 beds and is 75 percent occupied much of the time. The Good Neighbor Alliance facility has a total capacity of 14 persons. There are 6 beds for men and room for three families. Occupancy is 90 to 100 percent and the facility has developed a wait list policy. Within Cochise County, several organizations provide permanent supportive housing or rapid re-housing. These include the American Red Cross, Community Partnership of Southern Arizona, and the Southern Arizona VA Health Care System (VASH Cochise).

### HOMELESS NEEDS ASSESSMENT

In general, there are two types of persons who are homeless in Sierra Vista: 1) Families and individuals who have fallen into homelessness because of financial or personal crises leading to eviction; and 2) Chronically homeless single individuals living on the streets and in shelters. There is also a small number of individuals who have opted to live in the desert, but who come to the City for supplies, and, occasionally, shelter. These persons might be considered chronically homeless. In addition to the

chronically homeless, there is a small, but unknown number of individuals and families living in area motels and hotels.

**TABLE 25(A): HOMELESS NEEDS ASSESSMENT**

Population	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Persons in Households with Adult(s) and Child(ren)	N/A	1	N/A	N/A	N/A	N/A
Persons in Households with Only Children	N/A	N/A	N/A	N/A	N/A	N/A
Persons in Households with Only Adults	N/A	77	N/A	N/A	N/A	N/A
Chronically Homeless Individuals	N/A	33	N/A	N/A	N/A	N/A
Chronically Homeless Families	N/A	1	N/A	N/A	N/A	N/A
Veterans	N/A	12	N/A	N/A	N/A	N/A
Unaccompanied Child	N/A	0	N/A	N/A	N/A	N/A
Persons with HIV	N/A	0	N/A	N/A	N/A	N/A

*Source: January 23, 2018 PIT Survey, supplied by the Arizona Balance of State Continuum of Care*

**Table 25(A) – Homeless Needs Assessment**

## **HOMELESS POPULATION TYPES INCLUDING CHRONICALLY HOMELESS INDIVIDUALS AND FAMILIES, FAMILIES WITH CHILDREN, VETERANS AND THEIR FAMILIES, AND UNACCOMPANIED YOUTH)**

The 2018 PIT was conducted between January 23, 2018 and January 28, 2018. Respondents interviewed for the PIT were specifically asked about where they were physically staying and their personal status on the night of Tuesday, January 23, 2018.

The 2018 AZBoSCoC identified 2,187 persons experiencing homelessness in Balance of State Communities. This is a 24% increase over the prior year count. 1,085 of all persons (49.6%) were unsheltered, a 53% increase over 2017's PIT results. 2018 PIT count numbers were up for almost every sub population compared to 2017.

The data in the County reports is focused on the individuals and their household members who were unsheltered on the night of January 23, 2018. The 2018 PIT resulted in 78 households completed surveys within Cochise County. More specifically, 44 households reside within the City of Sierra Vista. The 2018 PIT county specifically states that 33 persons within Cochise County are chronically homeless.

### ***Chronically homeless***

HUD defines a person as chronically homeless if they have been homeless for one year or longer or have had four or more episodes of homelessness within the past three years and have a disabling condition. National studies have found that when all costs are factored in, chronically homeless persons account for approximately 50 percent of the total expenditures for homeless services. This percent of expenditure is based on a national average of just fewer than 24% of all homeless persons being considered as chronically homeless. The 2018 PIT report identifies 43 households as having been without a home for more than a year. Additionally, seven households stated that they have been they have experienced homelessness four or more times.

### ***Families***

The vast majority of households counted during the 2018 PIT count were individuals. Only one household identified as having a child.

### **Veterans**

The 2018 PIT count identifies 12 persons that are homeless and have served in the military within Cochise County.

### **Unaccompanied Youth**

There were no unaccompanied youth counted in the 2018 PIT count within Cochise County.

### **FAMILIES IN NEED OF HOUSING ASSISTANCE**

The 2018 PIT count shows that the vast majority of homeless household within Cochise County are individuals and not families.

### **NATURE AND EXTENT OF HOMELESSNESS BY RACIAL AND ETHNIC GROUP**

The 2018 PIT county provides data specific to the homeless population and the racial/ethnic group they identify with. Of the 78 households that response 69 identified as White, 3 are African American, 1 is Asian, 3 are Native American, and 2 are multi-racial households. This is a total of 83 persons.

**TABLE 25(B): HOMELESSNESS BY RACIAL AND ETHNIC GROUP**

<b>Race</b>	<b>Sheltered</b>	<b>Unsheltered</b>
White	N/A	74
Black or African American	N/A	3
Asian	N/A	1
American Indian or Alaska Native	N/A	3
Pacific Islander	N/A	N/A
Multi-Racial	N/A	2
<b>Ethnicity</b>	<b>Sheltered</b>	<b>Unsheltered</b>
Hispanic	N/A	21
Not Hispanic	N/A	62

*Source: January 23, 2018 PIT Survey, supplied by the Arizona Balance of State Continuum of Care.*

**Table 25(B) – Homelessness by Racial and Ethnic Group**

**Table 26 – RESERVED**

**Table 27 – RESERVED**

**NATURE AND EXTENT OF UNSHELTERED AND SHELTERED HOMELESSNESS**

The Arizona Balance of State counts included in the HUD 2018 Continuum of Care Homeless Assistance Programs Homeless Populations and Subpopulations Report and Department of Economic Security Annual Reports identify 19 persons being sheltered. This is 5.25% of the sheltered population in the State of Arizona. The number of unsheltered homeless persons for Coshise County is 83. This comprises 7.65% of the unsheltered population in the State of Arizona.

**DISCUSSION**

Please reference above responses.



## NA-45 Non-Homeless Special Needs Assessment

### INTRODUCTION

Non-Homeless Special Needs is a broad category that applies to any population that is presumed to be low to moderate income and in need of public services, non-homeless special needs include those of the mentally ill, developmentally disabled, at-risk youth, elderly, and other groups such as persons with HIV/AIDS. These special needs are often addressed by non-profit agencies, usually in coordination with the City of Sierra Vista or Cochise County.

Certain population groups require supportive services and/or supportive housing, either on a permanent basis, or on a temporary basis. Many special needs populations are very low-income households (below 50% of Median Family Income) because they are not able to work or can only work on a part-time basis. Special population groups include the elderly and frail elderly, the physically and developmentally disabled, severely mentally ill persons, and those with substance abuse issues.

Many disabled individuals rely on Supplemental Security Income (SSI) for financial support. SSI provides income support to persons 65 years and over, the blind, and the disabled. Since many disabled persons have limited incomes, finding affordable and accessible housing is often a serious challenge. Even when new affordable rental housing is developed, the rental rates for the housing units are often too high for many disabled persons.

In addition, these persons often require various types of special assistance, program activities to enhance their quality of life, and respite care for their caregivers. Support for municipal programs as well as assistance to not-for-profit organizations is necessary for the implementation of these types of activities.

HUD has identified special needs populations and has provided data on several of these through the data. However, detailed information on some special needs populations is often not available from census or HUD data sources. This document has used information from reliable sources or calculations from entities such as ARC (for the developmentally disabled), the National Institutes of Mental Health, or the National Institute of Alcohol and Alcohol Abuse to estimate the numbers of persons in those categories. Where possible, figures from reliable local sources are used to support these analyses.

While the City’s resources are insufficient to address the needs of all these groups, the City is committed to supporting other entities in their efforts to provide needed resources. At this time, the City is developing relationships with community service organizations, not-for-profit service providers, housing developers, and other state and regional agencies to determine how the City can best assist in providing needed resources to the special needs population.

## **CHARACTERISTICS OF SPECIAL NEEDS POPULATIONS**

Understanding the characteristics of its special needs populations will help the City of Sierra Vista to better evaluate public facilities and services directed toward such needs.

### ***Elderly & Frail Elderly***

According to HUD’s Comprehensive Housing Affordability Strategy (CHAS), HUD defines “elderly” as individuals over the age of 62 and “frail elderly” as individuals over the age of 75. The elderly, especially in very low-income households, face housing difficulties based upon their housing needs (size of units, and types of fixtures and amenities), and based on the cost burden they bear for housing and the fact that most are limited by fixed incomes. The Frail Elderly, those 75 and over, may need additional assistance to live independently and have additional requirements for their housing, such as elevators, grab bars in the bathroom, and special types of kitchen and bathroom fixtures.

According to the 2013-2017 ACS 5-Year Estimates, there are 3,555 individuals over the age of 75 living in City of Sierra Vista. Due to age, the frail elderly may be unable to care for themselves adequately and may have one or more disabilities or need assistance to perform the routine activities of daily life. There are 1,045 individuals between 65 and 74 years of age with disabilities and 1,731 frail elderly individuals over the age of 75 with disabilities.

### ***Youth and Young Adults***

Approximately 10,976 children live in the City of Sierra Vista. According to the 2013-2017 ACS 5-Year Estimates, 25% of the City of Sierra Vista’s population is less than 18 years of age. Of the population less than 18 years of age, 20% or 2,205 children are living in poverty. Approximately 32.3% of households within the City are households with children. According to the 2017 ACS 1-Year Supplemental Estimates, female-headed households comprise 20% of family households living within the City and 20% of female-headed households are below poverty level.

### ***Physically & Developmentally Disabled***

According to the 2013-2017 ACS 5-Year Estimates, disabilities are categorized into six types: hearing difficulty, vision difficulty, cognitive ability, ambulatory difficulty, self-care difficulty, and independent living difficulty. Data from 2013-2017 ACS estimates that 6,639 or 15% of people in City of Sierra Vista reported having a disability. While most disabled persons (3,483 people) are between 65 years and older, a high percentage (nearly 38%) of persons 18-64 years are disabled. The 2013-2017 figures for disability indicate that 15.2 percent of the City's population has some disability. This represents 6,639 persons.

The preferred housing options for the developmentally and physically disabled are those that present a choice and integrate them into the community. This includes supervised apartments, supported living, skilled development homes, and family care homes.

Physical disabilities can be defined as hearing difficulty, vision difficulty, or ambulatory difficulty. The number of persons under the age of 18 with a physical disability is 205, while the number of persons aged 18 to 64 with physical disabilities is 2,470, or 11.5% of the total number of persons in that age group. The number of persons 65 and over with a physical disability is 3,487 or 48.4 percent of that age group.

Deducting the number of physically disabled persons from the census figure for disabled persons gives an approximate figure of 477 persons who may be developmentally disabled. Persons that claim to have a disability may have a combination of physical and developmental disabilities. Developmental disabilities include a cognitive difficulty, self-care difficulty, or independent-living difficulty.

Persons with physical disabilities may require assistance with daily living, and additional requirements for their housing including, for example, special types of kitchen and bathroom fixtures and special fire alarms.

### ***Mental Illness & Substance Abuse***

The Department of Housing and Urban Development, in the Comprehensive Housing Affordability Strategy (CHAS) manual, defines severe mental illness as a persistent mental or emotional impairment

that significantly limits a person's ability to live independently. According to the national statistics, approximately one percent of the adult population meets the definition of severely mentally ill.

Persons with Alcohol and Drug Dependencies - The City has no direct data upon which to reliably estimate the number of persons with alcohol/other drug addiction problems. However, various organizations and bodies have supplied figures on this topic from a national perspective.

The National Institute of Alcohol Abuse and Alcoholism (accessed February 2019) estimates that 8.4 percent of the men population over the age of 18 has a drinking problem and that 4.2 percent of women over the age of 18 has this problem. Therefore, it can be estimated that there are approximately 1,316 men and 710 women in the City of Sierra Vista need supportive services for alcohol alone.

## **HOUSING AND SUPPORTIVE SERVICE NEEDS AND DETERMINATION**

Please see the preceding responses.

## **PUBLIC SIZE AND CHARACTERISTICS OF POPULATION WITH HIV / AIDS**

Figures for HIV/AIDS are not available for Sierra Vista specifically. However, data from the Arizona Department of Health Services provides information about the prevalence and incidence of HIV/AIDS at the County level. As of 2017, there are 228 cases of HIV/AIDS in Cochise County. Since 2007, the prevalence of HIV/AIDS has risen by 82 cases from 146 to 228. Similar data from AIDSvu.org for the year 2015 indicates that 172 of every 100,000 people in Cochise County are living with HIV/AIDS; therefore, the estimated population with HIV/AIDS in Sierra Vista is approximately 75 persons.

Cochise County was a recipient of HOPWA grant funding through February 28, 2018. During their grant expenditure period, the County primarily served people with an income of 0-30% AMI. As of February 2019, Cochise County is not an active participant of HOPWA programming.

## **DISCUSSION**

Non-Homeless Special Needs is a broad category that applies to any population that is presumed to be low to moderate income and in need of public services. The category covers a large population, including the mentally ill, developmentally disabled, elderly, and other groups.

Based on input and the data received through the citizen participation process, the highest priorities identified by the public are:

- Senior programs
- Job training
- Domestic violence/child abuse services
- Mental health services
- Youth counseling/mentoring programs

Services to address these needs are often provided by non-profit agencies, usually in coordination with the City of Sierra Vista or Cochise County; however, many of these agencies are overburdened and continue to need funding assistance for service delivery.

## NA-50 Non-Housing Community Development Needs

### **PUBLIC FACILITIES NEEDS**

The primary objective of the City's non-housing community development activities is the provision of a suitable living environment and the provision of services for low- and moderate-income persons. This definition includes a wide range of programs and activities, focusing on housing conditions and infrastructure improvements. The City possesses several relatively new public facilities and parks as well as older public facilities and parks that require improvements. For example, Soldier Creek Park would benefit from the creation of a community event/gathering space, and James Landwehr Plaza needs general updating/improvements toward usability, including the property to the north of the plaza. Improvements to these two existing public facilities would also help to bolster the City's West End revitalization effort. However, the City does not have a pressing need or the resources for the development of new public facilities.

### **PUBLIC FACILITIES NEED DETERMINATION**

Non-housing Community Development needs and priorities were identified in the course of preparing this Consolidated Plan through the input of community leaders, citizen participation, and requests and ideas from service providers and public agencies. These inputs were provided in meetings and public hearings, as well as the survey, described in the public participation section of this Plan.

Further, the Community Development Department is in contact with County and State departments and agencies that often raise issues and concerns or make requests about improvements or conditions in the low/mod neighborhoods.

The City will consider the many and varied needs, and the funding and project selection process reflects the input and weighing of needs and requests considering the overall objective.

### **PUBLIC IMPROVEMENTS NEEDS**

The City has been active in developing and maintaining public improvements considering the many needs of the City and the limited resources available. Public improvements and infrastructure receive a High priority ranking here because they are a means to make significant improvements in the quality of life in the distressed neighborhoods. These improvements include Americans with Disabilities Act (ADA) improvements, including ADA ramps and sidewalk installation in the City's CDBG-eligible neighborhoods.

## **PUBLIC IMPROVEMENTS NEED DETERMINATION**

Public Improvement needs and priorities were identified through the input of community leaders, citizen participation, and requests and ideas from service providers and public agencies. These inputs were provided in the meetings and public hearings, as well as staff input. Information from County and State departments and agencies helps to leverage resources and coordinate efforts for improvements in the low/mod neighborhoods.

The City will consider the many and varied needs, and the funding and project selection process will reflect the input and weighing of needs and requests considering the overall objective.

## **PUBLIC SERVICES NEEDS**

The City wishes to do all that it can to improve the quality of life for its most vulnerable low- and moderate-income populations, including the elderly, the disabled, and the homeless. As noted in the meeting, hearings, and survey discussion, there is a significant need for programs and assistance for homeless activities including prevention and mental health care, and public service programs including youth, elderly, domestic violence, job opportunity, and mental health services.

## **PUBLIC SERVICES NEED DETERMINATION**

Discussions at the public hearings and meetings, as well as information collected by survey, noted the wide range of needs for different segments of the population and relatively small amount of funds to work with. Leveraging of resources was a common theme in many of the meetings, but it is difficult to determine priorities with limited funds and organizational structure. As a new entitlement community, the City does not yet possess the network of contacts or the administrative capacity to solicit and evaluate applications and to monitor projects from community development entities. The necessary policies and procedures, as well as the establishment of the necessary knowledge about these providers, will be developed during the period of this Consolidated Plan.

# Housing Market Analysis



## MA-05 Overview

### HOUSING MARKET ANALYSIS OVERVIEW

The purpose of the Market Analysis is to provide a clear picture of the environment in which Sierra Vista must administer its programs over the course of the Consolidated Plan. In conjunction with the Needs Assessment, the Market Analysis will provide the basis for the Strategic Plan and the programs and projects to be administered. Most of the data tables in this section are populated with a default data set based on the most recent data available. Additional data has been obtained from various sources, including more current American Community Survey (ACS) estimates and local data sources such as the City of Sierra Vista and Cochise County. This section covers the following broad topics:

- General Characteristics of the Housing Market: The general characteristics of the City's housing market, including supply, demand, and condition and cost of housing, are described in the following sections: Number of Housing Units (MA-10); Cost of Housing (MA-15); and, Condition of Housing (MA-20).
- Lead-based Paint Hazards: The Condition of Housing (MA-10) section provides an estimate of the number of housing units within Sierra Vista that are occupied by low-income families or moderate-income families that contain lead-based paint hazards.
- Public and Assisted Housing: A description and identification of the public housing developments and public housing units in Sierra Vista is provided in the Public and Assisted Housing (MA-25) section. This narrative details the physical condition of such units, the restoration and revitalization needs, Section 504 needs, and the public housing agency's strategy for improving the management and operation of public housing and the living conditions of low- and moderate-income families in public housing.
- Assisted Housing: The information collected in the Number of Housing Units (MA-10) section describes the number and targeting (income level and type of family served) of units currently assisted by local, state, or Federally funded programs and an assessment of whether any such units are expected to be lost from the assisted housing inventory for any reason, such as expiration of Section 8 contracts.



- *Facilities, Housing, and Services for Homeless Persons:* A brief inventory of facilities, housing, and services that meet the needs of homeless persons within the City is provided in the Homeless Facilities and Services (MA-30) section. A particular emphasis is given to chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. The inventory includes services directly targeted to homeless persons, as well as mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons.
- *Special Need Facilities and Services:* The Special Needs Facilities and Services (MA-35) section describes the housing stock available to serve persons with disabilities and other low-income persons with special needs, including persons with HIV/AIDS and their families. The section further describes the facilities and services that assist persons who are not homeless, but who require supportive housing and programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing.
- *Barriers to Affordable Housing:* This section (MA-40) provides an assessment of the regulatory barriers to affordable housing that exist within Sierra Vista. These regulatory barriers may include tax policies affecting land and other property, land use controls, zoning ordinances, building codes, fees and charges, growth limits, and policies that affect the return on residential investment.

Population growth follows job growth and the demand for housing will be influenced by the location, type, and wage levels of the City. The affordability component of housing demand, however, is based upon local wages and salaries that are translated into household incomes. The availability of an existing supply of various housing types and price levels must be maintained to meet the housing demand of the variety of occupations that comprise the local economic base. The following market analysis will demonstrate that low incomes and limited job opportunities for “living wage” jobs keep household incomes low in the face of increasing rents. The rent figures continue to increase as the population grows and the supply of units remains stable. At the same time, demands for increased down payment and stricter lending criteria keep many households from purchasing homes, which also increases the pressure on the rental market.

## MA-10 Number of Housing Units – 91.210(a) & (b) (2)

### INTRODUCTION

The total number of housing units in Sierra Vista has increased over the past decade. The City had a total of 17,158 housing units at the time of the 2007 U.S Census and 20,012 housing units at the time of the 2017 U.S. Census. Between 2007 and 2017, the total number of housing units in the City grew by approximately 16%. According to data provided in the 2013-2017 ACS, an estimated total of 20,012 housing units are located within Sierra Vista presently.

**TABLE 28: ALL RESIDENTIAL PROPERTIES BY NUMBER OF UNITS**

Property Type	Number	%
1-unit detached structure	13,330	67%
1-unit, attached structure	872	4%
2-4 units	884	4%
5-19 units	1,287	7%
20 or more units	2,442	12%
Mobile Home, boat, RV, van, etc.	1,197	6%
<b>Total</b>	<b>20,012</b>	<b>100%</b>

*Data Source: 2013-2017 ACS*

**Table 28 – Residential Properties by Unit Number**

As shown in **Table 28**, data from the 2013-2017 ACS show that the majority of residential properties are single units (a total of 14,202 or 71%). Single-unit properties are either detached structures (13,330 or 67%) or attached structures (872 or 4%). Residential properties are further categorized into properties within 2-4 unit structures (884 or 4. %), properties within 5-19 unit structures (1,287 or 7%), and properties within 20 or more unit structures (2,442 or 12 %). These categories comprise 94% of the City’s housing stock. The remainder of residential properties in the City is classified as mobile home, boat, RV, van, etc. (1,197 or 6%).

**TABLE 29: UNIT SIZE BY TENURE**

	Owners		Renters	
	Number	%	Number	%
No bedroom	42	0.45%	498	6.51%
1 bedroom	74	0.79%	1,136	14.86%
2 bedrooms	1,190	12.65%	1,802	23.57%
3 or more bedrooms	8,103	86.12%	4,208	55.05%
<b>Total</b>	<b>9,409</b>	<b>100% *</b>	<b>7,644</b>	<b>100%</b>

*Data Source: 2013-2017 ACS*

*\* Equals more than 100% due to rounding.*

**Table 29 – Unit Size by Tenure**

As shown in **Table 29**, there are an estimated 17,053 occupied housing units within the City. Of this total, 9,409 or 55% are owner-occupied and 7,644 or 45% are renter-occupied.

Of all owner-occupied units, most contain 2 or 3 or more bedrooms (6,433 or 68.37%). Only a small number of owner-occupied units have 1 bedroom (74 or 0.79%) or are without bedrooms (42 or 0.45%). Of all renter-occupied units, most contain 2 or 3 or more bedrooms (5,005 or 65.48%). In contrast to owner-occupied units, a significant percentage of renter-occupied units have 1 bedroom (1,136 or 14.86%). Only a small percentage of renter-occupied units are without bedrooms (498 or 6.51%).

**DESCRIBE THE NUMBER AND TARGETING (INCOME LEVEL/TYPE OF FAMILY SERVED) OF UNITS ASSISTED WITH FEDERAL, STATE, AND LOCAL PROGRAMS.**

At this time, as a new entitlement community, the City is developing relationships with community service organizations, not-for-profit service providers, housing developers, housing lenders, and other state and regional agencies to determine how the City can best assist in providing needed housing assistance and programs to the City’s low/mod population.

The current housing programs in Sierra Vista are administered by the County. There are 495 Housing Choice Vouchers of which 482 are Tenant-based and 13 are Veterans Supportive Housing according to the HUD provided figures. All are extremely low- or very low-income households. Approximately 125 (25%) of the voucher holders are elderly and 186 (38%) of the voucher holders are disabled.

**PROVIDE AN ASSESSMENT OF UNITS EXPECTED TO BE LOST FROM THE AFFORDABLE HOUSING INVENTORY FOR ANY REASON, SUCH AS EXPIRATION OF SECTION 8 CONTRACTS.**

Approximately 30 percent of Cochise County’s Housing Choice Vouchers are administered within the City of Sierra Vista. There are two Section 8 complexes in Sierra Vista: Bonita Vista Apartments (99 assisted units, one-bedroom units only, expires May 2023 – FY 2023) and Mountain View Apartments (60 assisted units – 2, 3, and 4 bedroom units, expires December 2024 – FY 2025).

**DOES THE AVAILABILITY OF HOUSING UNITS MEET THE NEEDS OF THE POPULATION?**

The percentages of units by property type in Sierra Vista are very close to national figures, though Sierra Vista has a slightly higher percentage of one-unit structures, with 70% compared to the United States 67.5%. However, ACS figures indicate that the ratio of owner-occupied units to renter-occupied units varies from the national figures in that the percentage of renter units in Sierra Vista is 10 percent more than the national figures of 34.5%. This may reflect the presence of the military base and the presence of off-base personnel and of contractors and consultants for the base operations. Overcrowding is not a major concern for either renter or owner households. Thus, the availability of units appears to meet the needs of the population.

**DESCRIBE THE NEED FOR SPECIFIC TYPES OF HOUSING:**

Considering the apparent balance, there is no need for any specific types of housing.

**DISCUSSION**

Please see the preceding responses.

## MA-15 Housing Market Analysis: Cost of Housing – 91.210(a)

### INTRODUCTION

This section provides an overall picture of housing costs within the City of Sierra Vista. Specifically, the section describes housing cost trends, rent trends, fair market rents, and affordability.

**TABLE 30: COST OF HOUSING**

	Base Year: 2000	Most Recent Year: 2017	% Change
Median Home Value	\$105,300	\$180,400	71%
Median Contract Rent	\$460	\$810	76%

*Data Source: 2000 Census (Base Year), 2013-2017 ACS (Most Recent Year)*

**Table 30 – Cost of Housing**

**TABLE 31: RENT PAID**

Rent Paid	Number	%
Less than \$500	357	5%
\$500-999	3,890	52%
\$1,000-1,499	2,714	36%
\$1,500-1,999	431	6%
\$2,000 or more	77	1%
<b>Total</b>	<b>7,469</b>	<b>100%</b>

*Data Source: 2013-2017 ACS (Most Recent Year) Table 31 – Rent Paid*

The costs of housing trends for Sierra Vista are displayed in **Table 30**. According to the 2013-2017 ACS, the current median home value for Sierra Vista is estimated to be \$180,400. This figure represents a 71% increase from the 2000 U.S. Census median home value of \$105,300. Between the 2000 U.S. Census and the 2013-2017 ACS, the median contract rent within the City increased by 76%, from \$460 to \$810.

The distribution of estimated rents paid within Sierra Vista is detailed in **Table 31**, according to 2013-2017 ACS data. Of all 7,469 rental units within the City, the majority (3,890 or 52%) have a rent between \$500 and \$999. A significant percentage of rental units have a rent between \$1,000 and \$1,499 (2,714 or 36%), while 508 or 7% have a rent that exceeds \$1,500. Only 5% of the City’s rental units have a rent less than \$500.

**TABLE 32: HOUSING AFFORDABILITY**

<b>% Units affordable to Households</b>	<b>Renter</b>	<b>Owner</b>
30% HAMFI	300	No Data
50% HAMFI	1,135	200
80% HAMFI	4,149	895
100% HAMFI	No Data	1,770
<b>Total</b>	<b>5,584</b>	<b>2,865</b>

Data Source: 2009-2013 CHAS

**Table 32 – Housing Affordability**

The overall housing affordability within Sierra Vista is detailed in **Table 32**. According to HUD, a unit is considered affordable if gross rent, including utilities, is no more than 30% of the household income. The table, based on 2009-2013 CHAS data, first divides households into four income ranges: less than or equal to 30% HUD Adjusted Median Family Income (HAMFI), less than or equal to 50% HAMFI, less than or equal to 80% HAMFI, and less than or equal to 100% HAMFI. The table also separates housing units into either rental units or owner units.

For households with incomes less than or equal to 30% HAMFI, a total of 300 available rental units are considered to be affordable, while no data is available for owner units. For households with incomes less than or equal to 50% HAMFI, a total of 1,135 affordable rental units are available, while 200 affordable owner units are available. For households with incomes less than or equal to 80% HAMFI, a total of 4,149 affordable rental units are available, while 895 affordable owner units are available. Finally, for households with incomes less than or equal to 100% HAMFI, a total of 1,770 affordable owner units are available, while no data is provided for affordable rental units.

As noted previously in **Table 29**, an estimated 7,644 renter-occupied housing units are located within Sierra Vista (2013-2017 ACS). Of this total, only 4% of renter-occupied housing units are affordable to the lowest income households (less or equal to 30% AMFI) and 15% are affordable to households earning less than or equal to 50% AMFI. A much larger percentage (54%) of renter-occupied housing units are affordable to households earning less than or equal to 80% AMFI.

An estimated 9,409 owner-occupied housing units are located within Sierra Vista (see **Table 29**). Of this total, 2% are affordable to households earning less than or equal to 50% HAMFI, 9.5% are affordable to

households earning less than or equal to 80% HAMFI, and 18.8% are affordable to households earning less than or equal to 100% HAMFI.

**TABLE 33: MONTHLY RENT**

Monthly Rent (\$)	Efficiency (no)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent	\$638	\$642	\$823	\$1,190	\$1,446
High HOME Rent	\$617	\$621	\$779	\$1,009	\$1,106
Low HOME Rent	\$511	\$548	\$657	\$759	\$847

*Data Source: HUD FY2019 FMR and 2018 HOME Rents for Sierra Vista-Douglas, AZ MSA*

**Table 33 – Monthly Rent**

**Table 33** shows HUD Fair Market Rents and HUD HOME Rents within the Sierra Vista-Douglas, AZ Metropolitan Statistical Area (MSA). Fair Market Rents (FMRs) are gross rent estimates that include rent plus the cost of all tenant-paid utilities. FMRs are set to the dollar amount at which 40% of the standard-quality rental housing units are rented, excluding non-market rental housing (e.g. public housing). High HOME Rents are equal to the FMR or 30% of the adjusted income of a family whose income equals 65% AMI, whichever is lower. Low HOME Rents are equal to 30% of the adjusted income of a family whose income equals 50% AMI.

**IS THERE SUFFICIENT HOUSING FOR HOUSEHOLDS AT ALL INCOME LEVELS?**

A comparison of the total number of households at the various income levels (see **Table 6**) and the total number of affordable housing units available for the various income levels (see **Table 32**) can reveal surpluses or shortages of affordable housing.

According to 2009-2013 CHAS data, there are 1,635 units available to households in the extremely low- (30% HAMFI) and very low-income (50% HAMFI) categories and there are about 2,790 households in those lower income ranges. Thus, there is a significant shortage of units affordable to those households in the extremely low- and very low-income ranges. This shortage does not exist for households with moderate income (80% HAMFI).

**HOW IS AFFORDABILITY OF HOUSING LIKELY TO CHANGE CONSIDERING CHANGES TO HOME VALUES AND/OR RENTS?**

The estimated median home value within the City of Sierra Vista increased from \$105,300 in 2000 to \$180,400 in 2017 according to the ACS for those years. Moreover, the long-term trend in housing value

has been positive growth, as evidenced by the City's 71% increase in median home value between the 2000 U.S. Census and the 2013-2017 ACS. Over this same period, the City's median contract rent increased 76% from \$460 to \$810. The median contract rent in Sierra Vista was \$810 in 2017, which was only slightly lower than the national median contract rent of \$827.

The City's median household income has increased 53.1% between the 2000 Census and the 2013-2017 ACS, increasing from \$38,427 to \$58,839. If trends continue, where the median housing values increase at a slightly faster rate than median household incomes, it can be anticipated that housing within the City will generally become less affordable to households.

**HOW DO HOME RENTS / FAIR MARKET RENT COMPARE TO AREA MEDIAN RENT? HOW MIGHT THIS IMPACT YOUR STRATEGY TO PRODUCE OR PRESERVE AFFORDABLE HOUSING?**

The City's current median contract rent is estimated to be \$810 (according to the 2013-2017 ACS). This median contract rent is lower than the Fair Market Rents for 2, 3, and 4 bedroom units, but is higher than the Fair Market Rents for efficiency and 1 bedroom units. The median contract rent is higher than the High HOME Rent for efficiency, 1 bedroom, and 2 bedroom units. The median contract rent is higher than the Low HOME Rent for all unit sizes listed except for 4 bedroom units.

**DISCUSSION:**

Within the City of Sierra Vista, there is a potential shortage of units affordable to very low- and low-income households. While household incomes have increased by 53.1 percent, the cost of housing has increased by over 70% during the past decade. As housing costs outpace household incomes, housing may become less affordable to low- and moderate-income households.



## MA-20 Housing Market Analysis: Condition of Housing – 91.210(a)

### INTRODUCTION

This section describes the significant characteristics of the housing market in terms of supply, demand, condition, and the cost of housing. Additionally, it provides a summary of the housing stock available to serve persons with disabilities and persons with HIV/AIDS and their families.

### DEFINITIONS

The following definitions pertain to this section:

- “Standard condition” – A housing unit that meets HUD Housing Quality Standards (HQS) and all applicable state and local codes.
- “Substandard condition but suitable for rehabilitation” – A housing unit that contains one or more housing condition (defined below), contains a lead-based paint hazard, and/or is condemned as unfit for human habitation but is both structurally and financially feasible to rehabilitate.
- “Substandard condition not suitable for rehabilitation” – A housing unit that contains one or more housing condition (defined below), contains a lead-based paint hazard, and/or is condemned as unfit for human habitation and is not structurally or financially feasible to rehabilitate.

Additionally, the term “abandoned vacant unit” is defined by HUD as:

- A housing unit that has been foreclosed upon and vacant for at least 90 days.
- A housing unit where no mortgage or tax payments have been made by the property owner for at least 90 days.
- A housing unit where a code enforcement inspection has determined that the property is not habitable, and the owner has taken no corrective actions within 90 days of the notification of the deficiencies.

**TABLE 34: CONDITION OF UNITS**

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	1,515	16%	3,082	40%
With two selected Conditions	0	0%	176	2%
With three selected Conditions	0	0%	0	0%
With four selected Conditions	0	0%	0	0%
No selected Conditions	7,894	84%	4,386	57%
<b>Total</b>	<b>9,409</b>	<b>100%</b>	<b>7,644</b>	<b>100% *</b>

Data Source: 2013-2017 ACS Table 34 – Condition of Units

\*Equals less than 100% due to rounding.

**Table 34** shows the condition of occupied housing units within Sierra Vista, with a breakdown of owner-occupied units and renter-occupied units. As defined by HUD, a housing “condition” includes the following:

- A housing unit that lacks complete plumbing facilities
- A housing unit that lacks complete kitchen facilities
- A housing unit with more than one person per room
- A housing unit with a cost burden greater than 30% of the occupant’s household income

According to 2013-2017 ACS data, the majority (7,894 or 84%) of owner-occupied housing units have no housing conditions. Of the remaining owner-occupied housing units, all feature one housing condition (1,515 or 16%). No owner-occupied housing units have more one housing conditions.

Of the estimated 7,644 renter-occupied housing units in the City, the majority (4,386 or 57%) have no housing conditions. Less than half (3,082 or 40%) of renter-occupied units have one housing condition. Only 2% of renter-occupied units have two housing conditions. No renter-occupied housing units have more than two housing conditions.

**TABLE 35: YEAR UNIT BUILT**

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	3,186	33.9%	2,226	29.1%
1980-1999	3,146	33.4%	2,967	38.8%
1950-1979	3,035	32.3%	2,379	31.1%
Before 1950	42	.04%	72	<1%
<b>Total</b>	<b>9,409</b>	<b>100%</b>	<b>7,644</b>	<b>100%</b>

Data Source: 2013-2017 ACS

**Table 35 – Year Unit Built**

The age of housing within Sierra Vista is detailed in **Table 35**. Of the 9,409 owner-occupied housing units, 3,035 or 32.3% were built between 1950 and 1979, 3,146 or 33.4% were built between 1980 and 1999, and 3,186 or 33.9% were built during 2000 or later. A very small number (42 or .04%) of owner-occupied housing units were built before 1950.

Of the 7,644 renter-occupied housing units, 2,379 or 31.1% were built between 1950 and 1979, 2,967 or 38.8% were built between 1980 and 1999, and 2,226 or 29.1% were built during 2000 or later. A very small number (72 or less than 1%) of renter-occupied units were built before 1950.

**TABLE 36: RISK OF LEAD-BASED PAINT HAZARD**

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	3,077	33%	2,451	32%
Housing Units built before 1980 with children present	435	4.6%	445	5.8%

Data Source: 2013-2017 ACS (Total Units); 2009-2013 CHAS (Units with Children present)

**Table 36 – Risk of Lead-Based Paint**

The risk of lead-based paint hazards within Sierra Vista is estimated in **Table 36**. Because the actual number of housing units in the City with lead-based paint is not available, an assumption must be made. For the purposes of this plan, a housing unit built before 1980 is presumed to have a higher risk of lead-based paint. Therefore, the table shows the total number of owner-occupied and renter-occupied units that were built before 1980, as well as those built before 1980 with children present. The data for this table is from the 2013-2017 ACS and 2009-2013 CHAS.

As shown in **Table 36**, 3,047 or 32% of owner-occupied housing units in the City were built prior to 1980, while 435 or 4.6% were built before 1980 and have children present. For renter-occupied housing units, 2,451 or 32% were built prior to 1980, while 445 or 5.8% were built prior to 1980 and have children present.

**TABLE 37: VACANT UNITS**

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units	-	-	2,959
Abandoned Vacant Units	-	-	-
REO Properties	-	-	-
Abandoned REO Properties	-	-	-

*Data Source: 2013-2017 ACS*

**Table 37 – Vacant Units**

According to 2013-2017 ACS data, there are a total of 20,012 housing units within Sierra Vista. Of these, 2,959 or 14.8% are vacant. As defined in the American Community Survey a housing unit is vacant if no one is living in it at the time of interview. Units occupied at the time of interview entirely by persons who are staying two months or less and who have a more permanent residence elsewhere are considered to be temporarily occupied and are classified as “vacant.” Units suitable for rehabilitation are those units which were constructed prior to 1980.

According to the foreclosure database maintained by RealtyTrac.com, as accessed in February 2019, a total of 60 properties are in some state of foreclosure (i.e., default, auction, pre-foreclosure or bank owned). The foreclosure rate in Sierra Vista was 29% lower than the previous month, and 9% lower than the same time last year. The rates are lower than countywide foreclosure rates but are comparable to statewide and national foreclosure rates.

**NEED FOR OWNER AND RENTAL REHABILITATION**

In terms of housing quality, 16% of owner-occupied housing units in the City have at least one housing condition, while 40% of renter-occupied housing units have at least one housing condition (see **Table 34**). Relative to the age of housing, less than 1% of the City’s owner- and renter-occupied units were built prior to 1950 (see **Table 35**). Although the exact number of homes with lead-based paint is not known, it is assumed that housing units in the City built prior to 1980 have a higher risk of lead-based

paint hazards. About 33% of owner-occupied homes and about 32% of renter-occupied homes were built prior to 1980. Generally, these statistics point toward the need for Sierra Vista to facilitate both owner-unit and rental-unit rehabilitations within its jurisdiction where necessary.

### **ESTIMATED NUMBER OF HOUSING UNITS OCCUPIED BY LOW- OR MODERATE-INCOME FAMILIES WITH LBP HAZARDS**

**Table 36** notes that, in Sierra Vista, 3,077 owner-occupied housing units were built prior to 1980 and 2,451 renter-occupied housing units were built prior to 1980. These units are assumed to have a higher risk of lead-based paint hazards.

As of the 2013-2017 ACS, there are an estimated 17,053 occupied housing units within Sierra Vista. Approximately 5,528 occupied units or 32% of occupied housing units are assumed to have a higher risk of lead-based paint hazards, having been built prior to 1970. According to HUD 2009-2013 CHAS data, 5,160 low- or moderate-income households (earning less than or equal to 80% HAMFI) reside in Sierra Vista. Therefore, approximately 1,651 housing units, or 32% of housing units occupied by low- and moderate-income families, may have a higher risk of lead-based paint hazards.

The 2013-2017 ACS estimates that in Sierra Vista there are 20,012 housing units (either occupied or vacant). Studies have shown that the lead-based paint hazard lessens with newer construction. That is, a unit constructed between 1960 and 1979 has a 62 percent chance of having this hazard; units built from 1940 to 1959 have an eighty (80) percent chance; units built prior to 1940 have a ninety (90) percent chance. Using this formula, the City has approximately 6,688 housing units with the presence of lead-based paint in them, but it should be noted that the bulk of these units (68%) were constructed after 1970 and have the lowest possibility of lead-based paint. However, the CHAS data provided in **Table 36** indicates that there are 880 pre-1980 housing units with children present.

### **DISCUSSION**

In terms of housing conditions, owner-occupied units have more housing conditions than renter-occupied units. The majority of the City's housing units were built after 1980. Due to, primarily, the housing conditions there is a need for Sierra Vista to facilitate both owner-unit and rental-unit rehabilitations. It is estimated that approximately 1,651 housing units, or 32% of housing units occupied by low- and moderate-income families, may have a higher risk of lead-based paint hazards.

## MA-25 Public and Assisted Housing – 91.210(b)

### INTRODUCTION:

The City does not have any public housing developments. The Housing Authority of Cochise County administers the Housing Choice Vouchers in the City, which total approximately 518 vouchers, including some Veterans Affairs Supportive Housing vouchers (93).

**TABLE 38: TOTALS NUMBER OF UNITS**

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project-based	Tenant-based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled*
# of units vouchers available				518		482	93		
# of accessible units									

*Data Source: PIC (PIH Information Center)*

*\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition*

**Table 38 – Total Number of Units by Program Type**

### DESCRIBE THE SUPPLY OF PUBLIC HOUSING DEVELOPMENTS:

The City does not have any public housing developments. The Housing Authority of Cochise County administers the Housing Choice Vouchers in the City, which total approximately 518 vouchers, including some Veterans Affairs Supportive Housing vouchers (93).

### DESCRIBE THE NUMBER AND PHYSICAL CONDITION OF PUBLIC HOUSING UNITS IN THE JURISDICTION, INCLUDING THOSE THAT ARE PARTICIPATING IN AN APPROVED PUBLIC HOUSING AGENCY PLAN:

The City does not have any public housing developments. The Housing Authority of Cochise County administers the Housing Choice Vouchers in the City, which total approximately 500 vouchers, including some Veterans Affairs Supportive Housing vouchers.

**TABLE 39: PUBLIC HOUSING CONDITION**

Public Housing Development	Inspection Score
N/A	N/A

Table 39 – Public Housing Condition

**DESCRIBE THE RESTORATION AND REVITALIZATION NEEDS OF PUBLIC HOUSING UNITS IN THE JURISDICTION:**

Not applicable.

**DESCRIBE THE PUBLIC HOUSING AGENCY'S STRATEGY FOR IMPROVING THE LIVING ENVIRONMENT OF LOW- AND MODERATE-INCOME FAMILIES RESIDING IN PUBLIC HOUSING:**

Not applicable.

**DISCUSSION:**

Not applicable.

## MA-30 Homeless Facilities and Services – 91.210(c)

### INTRODUCTION

The needs of homeless persons are complex and require a wide range of specialized services and the City of Sierra Vista does not possess the resources to address this problem. The City continues to rely upon other entities and agencies to provide services such as housing, mental health counseling, employment training, and case work services. The City is within the Arizona Balance of State Continuum of Care (CoC) which includes Sierra Vista as well as other areas of Arizona not within major metropolitan regions.

There are two homeless emergency shelters in Sierra Vista. The Good Neighbor Alliance serves men and families, and the Forgach House is a Domestic Crisis Shelter operated by Catholic Community Services of Southern Arizona. There is a children’s crisis center, the Cochise County Children’s Crisis Center in Huachuca City. Other services for the homeless are in Bisbee and Benson. Cochise County has two permanent supportive housing facilities by the Community Partnership of Southern Arizona and the Southern Arizona VA Health Care System (VASH Cochise). Additionally, the American Red Cross has a Rapid Re-Housing program in Cochise County.

Priorities related to homelessness identified during the citizen participation process included improved operation and maintenance of existing homeless facilities, homeless prevention activities, emergency shelters for families, and mental health care.



**TABLE 40: FACILITIES AND HOUSING TARGETED TO HOMELESS HOUSEHOLDS**

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	17	0	0	106	0
Households with Only Adults	13	0	0	136	0
Chronically Homeless Households	0	0	0	76	0
Veterans	0	0	0	155	0
Unaccompanied Youth	0	0	0	0	0

**Table 40 – Facilities and Housing Targeted to Homeless Households**

**Data Source:** January 23, 2018 PIT Survey, supplied by the Arizona Balance of State Continuum of Care, and HUD 2018 Continuum of Care Homeless Assistance Programs Housing Inventory County Report. \*Permanent Supportive Housing is provided within Cochise County; count includes Rapid Re-Housing beds. \*\*While no emergency shelter beds are specifically allocated to veterans, several organizations list veterans as a secondary target population.

**DESCRIBE MAINSTREAM SERVICES, SUCH AS HEALTH, MENTAL HEALTH, AND EMPLOYMENT SERVICES TO THE EXTENT THOSE SERVICES ARE USED TO COMPLEMENT SERVICES TARGETED TO HOMELESS PERSONS.**

The city has only a limited number of services and these often provide some level of services to the homeless. This includes providing food, clothing, meals, financial assistance and transportation.

**Medical/Healthcare Resources**

- *Benson Community Center (705 W. Union St. Benson, AZ)* – provides free meals to those in need.
- *Benson Area Food Bank (370 S. Huachuca St. Denson, AZ)* – donates emergency food boxes for people in need.
- *Catholic Community Services of Southern Arizona, Inc. (Sierra Vista)* – Senior Nutrition and home delivered meals.

**Employment Resources**

- *Cochise County Reentry Coalition* – Provides resources for gaining employment and provides shelter.
- *Arizona@Work Southeastern Arizona (2600 E. Wilcox Drive, Sierra Vista)* – provides resources and services to pursue employment opportunities.

- *Fort Huachuca Army Community Service* – provides information about social services available on base and in the community to active duty and retired military personnel.

**LIST AND DESCRIBE SERVICES AND FACILITIES THAT MEET THE NEEDS OF HOMELESS PERSONS, PARTICULARLY CHRONICALLY HOMELESS INDIVIDUALS AND FAMILIES, FAMILIES WITH CHILDREN, VETERANS AND THEIR FAMILIES, AND UNACCOMPANIED YOUTH. IF THE SERVICES AND FACILITIES ARE LISTED ON SCREEN SP-40 INSTITUTIONAL DELIVERY STRUCTURE OR SCREEN MA-35 SPECIAL NEEDS FACILITIES AND SERVICES, DESCRIBE HOW THESE FACILITIES AND SERVICES SPECIFICALLY ADDRESS THE NEEDS OF THESE POPULATIONS.**

As noted in the preceding response, the City possesses limited services for the homeless. However, the Cochise County Resources Guide lists several organizations and agencies that provide food, clothing, financial assistance, healthcare and transportation assistance. These include State and county agencies, and organizations such as the St. Vincent DePaul Society, the Salvation Army, Family to Family Sierra Vista, Catholic Community Services Meals Programs, and St. Andrew the Apostle Church.

Facilities and programs serving the homeless in the City of Sierra Vista or Cochise County include Forgach House by Catholic Community Services of Southern Arizona; Samaritan Station by Good Neighbor Alliance; S+C Rural Cochise by Community Partnership of Southern Arizona; VASH Cochise by Southern Arizona VA Health Care System; and RRH-SSVF Cochise County by American Red Cross.

## MA-35 Special Needs Facilities and Services – 91.210(d)

### INTRODUCTION

This section describes facilities and services that assist persons who are not homeless but require supportive housing and programs. These populations may include elderly and frail elderly, persons with disabilities, persons with alcohol or drug addictions, persons with HIV/AIDS, or other groups. Such facilities and services include units that are barrier-free and physically accessible, units with on-site supportive services such as case management, counseling and healthcare, and units that are affordable to persons on a fixed or limited income.

The City has a range of facilities and services to assist persons and families with special needs. As discussed above, these include State and county agencies, and organizations such as the St. Vincent de Paul Society, the Salvation Army, Catholic Community Services of Southeastern Arizona, and St. Andrew the Apostle Church. These organizations provide financial assistance, shelter, counseling, meals and food, and other aid.

**INCLUDING THE ELDERLY, FRAIL ELDERLY, PERSONS WITH DISABILITIES (MENTAL, PHYSICAL, DEVELOPMENTAL), PERSONS WITH ALCOHOL OR OTHER DRUG ADDICTIONS, PERSONS WITH HIV/AIDS AND THEIR FAMILIES, PUBLIC HOUSING RESIDENTS AND ANY OTHER CATEGORIES THE JURISDICTION MAY SPECIFY, AND DESCRIBE THEIR SUPPORTIVE HOUSING NEEDS.**

#### ***Elderly & Frail Elderly***

The elderly, and particularly the frail elderly, require supportive housing, including units that are barrier-free and accessible to the disabled, units with on-site supportive services, and units that are affordable to persons on a fixed-income. Please reference the preceding response.

#### ***Persons with Disabilities (Mental, Physical, Developmental)***

Disabled persons require barrier-free housing that is also affordable. Accessibility retrofits tend to be expensive and homes with such features tend to be higher in value. In contrast, income levels for the disabled (mentally, physically or developmentally) tend to be lower than median area income, resulting in affordability concerns. While new multi-family units are required to have accessibility for such populations, older units tend to be lacking such features. Moreover, persons with mental or developmental disabilities often require supportive housing that includes on-site services.

### ***Persons with Alcohol or Drug Addictions***

Persons with addictions may require temporary housing and treatment. This type of housing can include beds for extended stay and counseling rooms for on-site services. The primary agencies serving those with addictions in Sierra Vista are Southeastern Arizona Behavioral Health Services, Inc, Arizona Counseling and Consultation Services, and Community Bridges. Arizona Counseling and Consultation Services, and Southeastern Arizona Behavioral Health Services both have a location within the City of Sierra Vista, and other treatment centers are in surrounding areas within the County. Each of these treatment centers specialize in the rehabilitation of alcohol and drug abuse.

### ***Persons with HIV/AIDS***

Persons living with HIV/AIDS face particular challenges with regard to supportive housing. Many are experiencing physical disability, loss of employment, and lack of income resulting in a need for more stable housing. There are currently very limited services for persons with HIV/AIDS within the City of Sierra Vista. Cochise County Department of Health and Social Services offers information/resources on HIV and other sexually transmitted diseases.

### ***Other Groups***

Persons leaving a violent domestic situation are often homeless at first. The availability of emergency and transitional housing is critical to prevent their return to such a situation. Most of the needs for this group are related to shelter and counseling. Runaway youth require similar housing and counseling services.

## **DESCRIBE PROGRAMS FOR ENSURING THAT PERSONS RETURNING FROM MENTAL AND PHYSICAL HEALTH INSTITUTIONS RECEIVE APPROPRIATE SUPPORTIVE HOUSING**

Households with mental or physical health issues face barriers to safe, decent and affordable housing. Often, persons with mental or physical issues are discharged from institutions but are then unable to find independent housing that they can afford or reasonably maintain. Neither the City nor any of the organizations mentioned above are involved in supportive housing for discharged persons.

**SPECIFY THE ACTIVITIES THAT THE JURISDICTION PLANS TO UNDERTAKE DURING THE NEXT YEAR TO ADDRESS THE HOUSING AND SUPPORTIVE SERVICES NEEDS IDENTIFIED IN ACCORDANCE WITH 91.215(E) WITH RESPECT TO PERSONS WHO ARE NOT HOMELESS BUT HAVE OTHER SPECIAL NEEDS. LINK TO ONE-YEAR GOALS. 91.315(E)**

The City will consider pursuing activities to address the housing and supportive service needs of persons who are not homeless but have other special needs. However, at this time, the city does not have the procedures, policies or mechanisms in place to assist organizations providing these types of services.

**FOR ENTITLEMENT/CONSORTIA GRANTEEES: SPECIFY THE ACTIVITIES THAT THE JURISDICTION PLANS TO UNDERTAKE DURING THE NEXT YEAR TO ADDRESS THE HOUSING AND SUPPORTIVE SERVICES NEEDS IDENTIFIED IN ACCORDANCE WITH 91.215(E) WITH RESPECT TO PERSONS WHO ARE NOT HOMELESS BUT HAVE OTHER SPECIAL NEEDS. LINK TO ONE-YEAR GOALS. (91.220(2))**

Not applicable.

## MA-40 Barriers to Affordable Housing – 91.210(e)

### **DESCRIBE ANY NEGATIVE EFFECTS OF PUBLIC POLICIES ON AFFORDABLE HOUSING AND RESIDENTIAL INVESTMENT.**

This section requires the jurisdiction to explain whether the cost of housing or the incentives to develop, maintain, or improve affordable housing are affected by public policies, particularly those of the local jurisdiction. Such policies include land use controls, zoning ordinances, building codes, and policies that affect the return on residential investment. Sierra Vista does not put any limitations on growth. Through vehicles such as zoning ordinances, subdivision controls, permit systems, and housing codes and standards, the City has attempted to ensure the health, safety, and quality of life of its residents while minimizing the barriers that may impede the development of affordable housing.

The most important impediment to affordable housing revolves around the lack of Federal and State resources for affordable housing initiatives. The lack of programs and resources to reduce excessive rent or mortgage burdens to qualified persons is a key factor. The City has used, and is willing to make available, a range of incentives and assistance to developers wishing to build affordable housing. These elements include the use of Low-Income Housing Tax Credits, the waiver of development and re-zoning fees, and the phasing of impact fees. However, the State application process favors urban projects as additional points are available for meeting transportation requirements, which a community such as Sierra Vista cannot easily do.

Despite the recent slowdown in the housing market nationally and locally, housing prices, both purchase and rental, remain relatively high, especially for lower income households.

The Housing Needs Assessment noted that criteria in the mortgage origination process, have made ownership increasingly difficult for persons at all income levels. This factor is outside the scope and control of City policy. In some instances, issues revolving around personal finances (lack of down payment, credit history, employment history) affect the availability of affordable housing for Sierra Vista lower income residents.

## MA-45 Non-Housing Community Development Assets – 91.215 (f)

### INTRODUCTION

The Consolidated Plan provides a concise summary of the City's priority non-housing community development needs that are eligible for assistance. The following section describes the economic development needs of the City.

This section also provides data regarding the local economic condition of the jurisdiction and compares the ability of the local work force to satisfy the needs of local businesses. Much of this data can be used to describe the level of housing demand in the local market.

This section discusses the following topics:

- Business by Sector
- Labor Force
- Occupations by Sector
- Travel Time to Work
- Educational Attainment
- Median Earnings in the Past 12 Months
- Additional Narrative

The City has a number of needs in order to support economic development, which is critical to the growth and revitalization of Sierra Vista. As noted in the Housing Needs Assessment and the Housing Market Analysis, good, well-paying jobs are the means to secure economic stability, improve neighborhoods and obtain decent housing. The City's economic development needs center upon obtaining new jobs and providing the workforce to take those jobs. Education and job training (and retraining) are crucial to having a competitive workforce. At the same time, the City needs to make some investments in infrastructure to be competitive in attracting new businesses.

## ECONOMIC DEVELOPMENT MARKET ANALYSIS

**TABLE 41: BUSINESS ACTIVITY**

Business by Sector	Number of Workers	Number of Jobs	Share of Workers	Share of Jobs	Jobs less workers
			%	%	%
Agriculture, Forestry, Fishing, Hunting, And Mining, Oil & Gas Extraction	36	1	0%	0%	0%
Arts, Entertainment, Recreation Accommodations, and Food Service	1,580	1,831	10%	14%	4%
Construction	503	502	3%	4%	1%
Education, Health Care Services, and Social Assistance	3,297	3,935	21%	30%	9%
Finance, Insurance, Real Estate, and Rental and Leasing	737	745	5%	6%	1%
Information	249	173	2%	1%	0%
Manufacturing	596	57	4%	0%	-3%
Other Services, except public administration	545	283	3%	2%	-1%
Professional, Scientific, Management Services, Administrative, and Waste Management	2,500	2,977	16%	23%	7%
Public Administration	3,217	299	21%	2%	-18%
Retail Trade	1,642	1,946	11%	15%	4%
Transportation, Warehousing, and utilities	440	261	3%	2%	-1%
Wholesale Trade	249	166	2%	1%	0%
<b>Total</b>	<b>15,591</b>	<b>13,176</b>	<b>100%</b>	<b>100%</b>	<b>-</b>

*Data Source: 2013-2017 ACS (Workers), 2015 Longitudinal Employer-Household Dynamics (Jobs)*

*\*Equals more than 100% due to rounding.*

**Table 41 – Business Activity**

Information provided in **Table 41** identifies workers and jobs within Sierra Vista by sector. This information is divided into 13 sectors by number of workers, number of jobs and then calculations of the ratio of workers to jobs by business sector. According to 2013-2017 ACS, there are 15,591 workers within all business sectors identified in Sierra Vista. The number of jobs within all sectors is estimated to be 13,176 according to 2015 Longitudinal Employer-Household Dynamics data published by the U.S. Census Bureau.

The largest percentages of workers are within the Education and Health Care Services sector (21%) and Public administration (21%). Workers in the Retail Trade sector comprise 11% and workers in the Arts, Entertainment, and Accommodations sector comprise 10%. Workers in the Agriculture, Mining, Oil and Gas Extraction sector comprise the smallest percentage of workers (0.2%).



In regard to the share of jobs, the largest share of jobs is within the Education and Health Care Services sector (30%). Jobs in the Professional, Scientific, Management Services, Administrative, and Waste Management Services (23%); Retail Trade (15%); and Arts, Entertainment, and Accommodations (14%) sectors are also well-represented. The Public Administration; Agriculture, Mining, Oil and Gas Extraction; Information; and Manufacturing sectors account for the smallest percentages of jobs.

By comparing the share of workers to share of jobs, it can be determined within which sectors there are deficiencies to be addressed. The data below identifies the “jobs less workers.” This is determined by the percentage of jobs less the percentage of workers. A negative number reflects an oversupply of labor for the sector. As **Table 41** shows, within Sierra Vista there are fewer jobs than workers within four (4) business sectors: Manufacturing; Other Services except Public Administration; Public Administration; and Transportation, Warehousing, and Utilities. This means that workers in these four (4) business sectors may have more difficulty finding a job that matches their skillset. In contrast, there may be more jobs than workers in six (6) business sectors: Arts, Entertainment, Recreation, Accommodations, and Food Service; Construction; Education, Health Care Services, and Social Assistance; Finance, Insurance, Real Estate, and Rental and Leasing; Professional, Scientific, Management Services, Administrative, and Waste Management Services; and Retail Trade. This means that workers from outside Sierra Vista may be meeting the needs of the local job market in these six (6) business sectors.

**TABLE 42: LABOR FORCE**

Total Population in the Civilian Labor Force*	16,795
Civilian Employed Population 16 years and over	15,591
Unemployment Rate	7.2%
Unemployment Rate for Ages 16-24	16.2%
Unemployment Rate for Ages 25-65	5.9%

*Data Source: 2013-2017 ACS*

*\*Universe: population 16 years and over*

**Table 42 – Labor Force**

**Table 42** portrays the labor force within Sierra Vista. According to the 2013-2017 ACS the total population within the City in the civilian labor force is 16,795. This number includes the number of civilian workers plus those actively seeking employment and does not include those who are not actively seeking employment.

The number of the civilian population 16 years and over who are employed totals 15,591. According to 2013-2017 ACS estimates, the City’s unemployment rate is 7.2%. The unemployment rate for ages 16-24 is much higher than for the City as a whole. The unemployment rate for those between the ages of 16-24 is approximately 16.2% while for ages 25-65 the unemployment rate is approximately 5.9%.

**TABLE 43: OCCUPATIONS BY SECTOR**

Occupations by Sector	Number of People*	Median Earnings
Management, business and financial	2,018	\$76,500
Farming, fisheries and forestry occupations	4	No Data
Service	3,545	\$20,706
Sales and office	3,759	\$25,410
Construction, extraction, maintenance and repair	1,022	\$35,000
Production, transportation and material moving	1,036	\$29,032

*Data Source: 2013-2017 ACS*

*\*Universe: Civilian employed population 16 years and over with earnings (past 12 months)*

**Table 43 – Occupations by Sector**

**Table 43** displays occupations by Sector within Sierra Vista according to the 2013-2017 ACS: Sales and office (3,759), Service (3,545), and Management, business and financial (2,018) occupations are well-represented in the City. The least represented occupations in Sierra Vista are Farming, fisheries and forestry occupations (4). Of these occupations, median earnings are highest in the Management, business, science, and arts occupations (\$76,500), whereas median earnings are lowest in the Service occupations (\$20,706).

**TABLE 44: TRAVEL TIME**

Travel Time	Number*	Percentage
< 30 Minutes	15,544	87%
30-59 Minutes	1,588	9%
60 or More Minutes	703	4%
<b>Total</b>	<b>17,835</b>	<b>100%</b>

Data Source: 2013-2017 ACS

\*Universe: population not working at home

**Table 44 – Travel Time**

As shown in **Table 44**, the vast majority of Sierra Vista residents commute less than 30 minutes to work (87%). A small percentage travel 30-59 minutes (9%) and a small percentage commuting more than one hour (4%). In Sierra Vista, 77% of workers drive to work alone and 9% carpool. According to 2013-2017 ACS estimates, for those who commute to work the average travel time is 17.9 minutes one-way.

**EDUCATION:****TABLE 45: EDUCATIONAL ATTAINMENT BY EMPLOYMENT STATUS (POPULATION 16 AND OLDER)**

Educational Attainment*	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	540	56	644
High school graduate (includes equivalency)	1,887	181	1,295
Some college or Associate’s degree	6,138	451	2,113
Bachelor’s degree or higher	4,599	143	1,046

Data Source: 2013-2017 ACS

\*Universe: population 25 to 64 years (Civilian)

**Table 45 – Educational Attainment by Employment Status**

**Table 45** displays Educational Attainment by Employment Status. Within Sierra Vista, the highest numbers of employed are those with some college or an Associate’s degree (6,138) and with a Bachelor’s degree or higher (4,599). A significant number of employed also are high school graduates (1,887). About 540 or 4% of the civilian employed population never graduated from high school.

The highest number of unemployed are those with some college or an Associate’s degree (451). High school graduates account for 22% of the unemployed population; and 17% of the unemployed population has a Bachelor’s degree or higher. Approximately 7% of the unemployed population never graduated from high school.

When looking at the civilian labor force ages 16 years and over, 15,591 are employed, 1,204 are unemployed, and 13,149 are not in the labor force and are not actively seeking employment.

**TABLE 46: EDUCATIONAL ATTAINMENT BY AGE**

	Age*				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9 <sup>th</sup> grade	28	35	44	297	410
9 <sup>th</sup> to 12 <sup>th</sup> grade, no diploma	460	97	113	662	415
High school graduate, GED, or alternative	1,778	1,139	724	1,581	1,600
Some college, no degree	1,505	2,372	1,377	2,719	2,213
Associate’s degree	212	961	971	1,186	722
Bachelor’s degree	267	1,644	1,291	1,587	1,032
Graduate or professional degree	0	677	425	1,077	966

*Data Source: 2013-2017 ACS*

*\*Universe: population age 18 years and over*

**Table 46 – Educational Attainment by Age**

**Table 46** shows Educational Attainment by Age. A small population over the age of 18 (2,561 or 8%) in Sierra Vista did not graduate from high school. A significant number of adults (17,008 or 52.2%) graduated from high school or have some college education but no college degree. Combined, nearly 51.6% of the population 18 years or older (16,181 adults) have an Associate’s degree, or higher.

**TABLE 47: EDUCATIONAL ATTAINMENT – MEDIAN EARNINGS IN THE PAST 12 MONTHS**

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	\$19,470
High school graduate (includes equivalency)	\$26,790
Some college or Associate’s degree	\$36,652
Bachelor’s degree	\$63,849
Graduate or professional degree	\$62,423

*Data Source: 2013-2017 ACS*

*\*Universe = population 25 years and over w/earnings*

*\*\*2013 inflation-adjusted dollars*

**Table 47 – Median Earnings in the Past 12 Months**

**Table 47** identifies income over a 12-month period as it relates to educational attainment in Sierra Vista. The data shown is based on 2013-2017 ACS estimates. Greater educational attainment strongly correlates with increased income over a 12-month period, except once a Bachelor’s degree is attained. In Sierra Vista, persons having a graduate or professional degree have an estimated median income of \$62,423 and persons having a Bachelor’s degree have a median income of \$63,849. In Sierra Vista, once

a Bachelor's degree is attained, attaining a graduate or professional degree does not guarantee an increase in income. In contrast, persons with some college or an Associate's degree have a median of \$36,652. Similarly, those with a high school diploma or equivalency have a median income of \$26,790 and those without a high school diploma or equivalency have a median income of \$19,470.

**BASED ON THE BUSINESS ACTIVITY TABLE ABOVE, WHAT ARE THE MAJOR EMPLOYMENT SECTORS WITHIN YOUR JURISDICTION?**

The major employment sectors within the City of Sierra Vista are Management, Business, and Financial; Sales and Office; and Service.

**DESCRIBE THE WORKFORCE AND INFRASTRUCTURE NEEDS OF THE BUSINESS COMMUNITY:**

The greatest need for the City in terms of economic development is the creation or attraction of new jobs for City residents that pay a living wage. However, these jobs can only be created if there is an adequate, trained workforce in place to fill them. To this end the City supports education and job training programs, and the assisting young persons in the development of life skills, though the City lacks resources to undertake or financially support such programs. The City's infrastructure is relatively new and not in need of major upgrades.

**DESCRIBE ANY MAJOR CHANGES THAT MAY HAVE AN ECONOMIC IMPACT, SUCH AS PLANNED LOCAL OR REGIONAL PUBLIC OR PRIVATE SECTOR INVESTMENTS OR INITIATIVES THAT HAVE AFFECTED OR MAY AFFECT JOB AND BUSINESS GROWTH OPPORTUNITIES DURING THE PLANNING PERIOD. DESCRIBE ANY NEEDS FOR WORKFORCE DEVELOPMENT, BUSINESS SUPPORT OR INFRASTRUCTURE THESE CHANGES MAY CREATE.**

The City's economic development efforts are focused on diversification, tourism, and revitalizing the West End. Historically, the City has channeled a large percentage of Community Development Block Grant funds towards improving the West End, which formed the original settlement of the town when it was first incorporated in 1956. The West End has struggled to compete with more modern suburban type retail and office centers on Highways 90 and 92 that followed the City's residential growth (with more affluent households) to the south and east. Because the area developed prior to the City's development codes taking effect, much of the public investment in the West End has been directed towards "fixing the basics" – correcting drainage problems, constructing missing sidewalks and making them handicapped accessible, adding street lights, extending sewer service, and turning dirt lots into usable parks. In recent years, the City has been more proactive in enforcing minimum building and

property maintenance codes to eliminate public nuisances. Still, there has not been the major transformational type investment needed to reposition or elevate the West End's status in the local marketplace. The average commercial building was constructed 50 years ago, which is generally the age that buildings need to be substantially renovated or replaced. The West end has the highest commercial vacancy rate in the City. Fifteen percent of the 3.3 million square feet of commercial floor area located in the West End is currently vacant, which represents more than half of the vacant square footage in the City as a whole.<sup>1</sup>

On November 9, 2017, the City Council declared a finding of necessity to establish a redevelopment area covering 23-acres of property along Fry Boulevard, between North Garden Avenue and South Carmichael Avenue. On February 14, 2019, the City Council authorized an expansion to the boundaries of the redevelopment area to include 29-acres of contiguous property to the originally approved redevelopment area. On March 28, 2019, the City Council adopted the West Sierra Vista Redevelopment Area Plan – approving a course of action to correct negative conditions and encourage economic reuse and redevelopment. The City has funded the “West Sierra Vista Partnership Program”, which provides matching grant assistance to property owners and tenants for projects such as storefront improvements, building and site infrastructure, quality signage, ADA accessibility, landscaping and public art, and other beneficial improvements.

The City's Economic Development Staff is active in business retention and recruitment activities that aid in diversifying the City's economic base. In 2017, the Defense Department awarded the City of Sierra Vista a grant of more than \$720,000, to carry out two initiatives dedicated to diversifying the local economy to make it less reliant on the defense sector over the next two years.

That grant total includes a local match of nearly \$80,000, which is being provided by the City of Sierra Vista largely through the use of existing staff to support the new initiatives. These initiatives are the Sierra Vista Airport Diversification Study and Strategy and the Sierra Vista Technical Assistance Program.

The airport study and strategy, which has been completed, explored how to foster better commercial use of the Sierra Vista Municipal Airport to enhance job creation. The study provides direction on how the City can best use about 10 acres of unused or underused land, as well as analyze ways in which existing buildings could be best used for economic development. The study assessed potential users for

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<sup>1</sup> City of Sierra Vista Business Inventory, Conducted by the City of Sierra Vista Community Development Department in November 2018

the City's portion of the joint-use airport as shared with Libby Army Airfield, identified potential infrastructure improvements, and outlined market-driven strategies for increasing commercial aviation-related activities.

The Sierra Vista Technical Assistance Program, which is in the final stage, offers technical support to local companies seeking to expand in areas not tied to the defense sector. Companies were selected through a competitive application process, with an emphasis on technology-based businesses and those that can create local jobs. The consultant, Sun Corridor Inc. will be providing a final report to City Staff and Council regarding new projects that were pursued, employees that were added, and growth that was achieved as a result of the program in the Fall 2019.

### **HOW DO THE SKILLS AND EDUCATION OF THE CURRENT WORKFORCE CORRESPOND TO EMPLOYMENT OPPORTUNITIES IN THE JURISDICTION?**

The skills and education of the City's workforce match well to the economic structure of the City in that there is a good supply of educated workers, as well as workers with specific skill sets. There may be an oversupply of labor in industries such as Manufacturing; Services; Public Administration; and Transportation, Warehousing, and Utilities. Industries with employment needs that are unmet by the City's current population include Arts, Entertainment, Recreation, Accommodations, and Food Services; Construction; Education, Health Care Services and Social Assistance; Finance, Insurance, Real Estate, and Rental and Leasing; Professional, Scientific, Management Services, Administrative, and Waste Management Services; and Retail Trade. Job training and employment assistance toward these industries may benefit the City's low- and moderate-income population.

### **DESCRIBE ANY CURRENT WORKFORCE TRAINING INITIATIVES, INCLUDING THOSE SUPPORTED BY WORKFORCE INVESTMENT BOARDS, COMMUNITY COLLEGES AND OTHER ORGANIZATIONS. DESCRIBE HOW THESE EFFORTS WILL SUPPORT THE JURISDICTION'S CONSOLIDATED PLAN.**

The Arizona workforce Connection aids persons seeking employment in Sierra Vista, and the Small Business Development Center of Cochise College as recently received a grant to provide cyber-security training to youth. These programs are the key element in the City's efforts to eliminate poverty and create jobs.

**DOES YOUR JURISDICTION PARTICIPATE IN A COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS)?**

Yes.

**IF SO, WHAT ECONOMIC DEVELOPMENT INITIATIVES ARE YOU UNDERTAKING THAT MAY BE COORDINATED WITH THE CONSOLIDATED PLAN? IF NOT, DESCRIBE OTHER LOCAL/REGIONAL PLANS OR INITIATIVES THAT IMPACT ECONOMIC GROWTH.**

The Southeast Arizona Government Organization has prepared and updates a CEDS for the Southeast Arizona Economic Development District. Sierra Vista is a member of the organization and provides input for the CEDS. The City's revitalization efforts, while focusing on the needs of the City, are in consonance with the objectives of the CEDS. The City is in the process of hiring an economic development person who will focus on business retention, expansion, and recruitment. The Sierra Vista Development Foundation focuses its efforts on the attraction of large businesses and industry to the area.

**DISCUSSION**

Please see the preceding responses.



## MA-50 Needs and Market Analysis Discussion

### ARE THERE AREAS WHERE HOUSEHOLDS WITH MULTIPLE HOUSING PROBLEMS ARE CONCENTRATED? (INCLUDE A DEFINITION OF “CONCENTRATION”)

Cost burden and severe cost burden represent the most prevalent housing problem in Sierra Vista. Over 30 percent of the City’s households are in the three lowest HUD income categories and face difficulties in obtaining affordable housing that is decent and safe. Small related households, other households, and elderly households report housing problems, primarily cost burden.

Because poverty is spread throughout the City, it may be reasonably asserted that households with multiple housing problems are not concentrated in any area. There is a need for reinvestment through owner and rental housing rehabilitation.

**TABLE 48: CONCENTRATIONS OF HOUSEHOLDS WITH HOUSING PROBLEMS**

% of Households w/Housing Problems	Extremely Low Income Households	Low Income Households	Moderate Income Households
50-75%	1401, 1601, 1602, 2001, 2002	1401, 1602, 1701, 1900, 2001, 2002	1800
>75%	1501, 1502, 1701, 1800	1402, 1601, 1800	none

Source: HUD CPD Maps, Accessed February 2019

**Table 48 – Concentrations of Households with Housing Problems**

Because of the relatively young age of Sierra Vista’s housing stock, housing problems are distributed throughout the City’s limits. Geographically, housing problems affecting extremely low-income households are the most widespread. The majority of extremely low-income households have some type of housing problem, regardless of their location. Housing problems affecting low- and extremely low- income households are *most* concentrated in the city’s center. Housing problems affecting moderate income households are most concentrated in the center as well, but to a much lesser extent.

### ARE THERE ANY AREAS IN THE JURISDICTION WHERE RACIAL OR ETHNIC MINORITIES OR LOW-INCOME FAMILIES ARE CONCENTRATED? (INCLUDE A DEFINITION OF “CONCENTRATION”)

The lowest income areas of Sierra Vista are most affected by housing problems and in need of community investment. Unfortunately, these areas are widespread. 14 of the City’s 38 Census Tracts have a low- and moderate-income population of 51% or greater.

The following Block Groups have populations where racial or ethnic minorities comprise 10% or more of the population:

Hispanic/Latino:

- Census Tract 1401, Block Group 1; 15.0% Hispanic or Latino
- Census Tract 1401, Block Group 2; 25.2% Hispanic or Latino
- Census Tract 1402, Block Group 3; 17.3% Hispanic or Latino
- Census Tract 1501, Block Group 1; 38.7% Hispanic or Latino
- Census Tract 1501, Block Group 2; 41.2% Hispanic or Latino
- Census Tract 1501, Block Group 3; 32.2% Hispanic or Latino
- Census Tract 1502, Block Group 1; 42.9% Hispanic or Latino
- Census Tract 1502, Block Group 2; 43.4% Hispanic or Latino
- Census Tract 1502, Block Group 3; 30.6% Hispanic or Latino
- Census Tract 1601, Block Group 1; 40.5% Hispanic or Latino
- Census Tract 1601, Block Group 2; 36.2% Hispanic or Latino
- Census Tract 1601, Block Group 3; 37.2% Hispanic or Latino
- Census Tract 1602, Block Group 1; 34.0% Hispanic or Latino
- Census Tract 1602, Block Group 2; 23.5% Hispanic or Latino
- Census Tract 1602, Block Group 3; 27.7% Hispanic or Latino
- Census Tract 1602, Block Group 4; 18.1% Hispanic or Latino
- Census Tract 1701, Block Group 1; 31.6% Hispanic or Latino
- Census Tract 1701, Block Group 3; 33.9% Hispanic or Latino
- Census Tract 1701, Block Group 4; 14.6% Hispanic or Latino
- Census Tract 1702, Block Group 1; 28.3% Hispanic or Latino
- Census Tract 1702, Block Group 2; 36.5% Hispanic or Latino
- Census Tract 1703, Block Group 1; 21.4% Hispanic or Latino
- Census Tract 1703, Block Group 2; 24.2% Hispanic or Latino
- Census Tract 1800, Block Group 1; 24.5% Hispanic or Latino
- Census Tract 1800, Block Group 2; 20.5% Hispanic or Latino
- Census Tract 1800, Block Group 3; 22.2% Hispanic or Latino
- Census Tract 1900, Block Group 1; 20.8% Hispanic or Latino

- Census Tract 1900, Block Group 2; 14.5% Hispanic or Latino
- Census Tract 2001, Block Group 1; 39.7% Hispanic or Latino
- Census Tract 2001, Block Group 2; 36.1% Hispanic or Latino
- Census Tract 2002, Block Group 3; 18.4% Hispanic or Latino
- Census Tract 2100, Block Group 3; 10.1% Hispanic or Latino

[Source: 2013-2017 ACS Data]

Black/African American:

- Census Tract 1401, Block Group 1; 10.4% Black or African American
- Census Tract 1401, Block Group 3; 20.0% Black or African American
- Census Tract 1501, Block Group 1; 18.5% Black or African American
- Census Tract 1501, Block Group 3; 10.2% Black or African American
- Census Tract 1602, Block Group 3; 15.0% Black or African American
- Census Tract 1701, Block Group 2; 12.7% Black or African American

[Source: 2013-2017 ACS Data]

### **WHAT ARE THE CHARACTERISTICS OF THE MARKET IN THESE AREAS/NEIGHBORHOODS?**

There are pockets of poverty and poor housing, characterized by older housing, often in need of repair or renovation. Single-family owner units in these areas are available at relatively low prices, but the market is weak because of the need for extensive and expensive renovation in many of the structures, as well as stricter loan standards and higher down payment requirements that limit the number of potential buyers. More affluent buyers will tend to favor newer construction in other more attractive neighborhoods.

The rental market in these neighborhoods is strong in the face of increased demand, especially for more modern or better kept buildings. Rents tend to increase, even for poorer buildings, exacerbating the cost burden issue for low-income households.

### **ARE THERE ANY COMMUNITY ASSETS IN THESE AREAS/NEIGHBORHOODS?**

The City has worked very hard to maintain and improve housing conditions, and to provide community facilities and infrastructure in the low/mod neighborhoods. As noted, the needs are great and diverse

and the resources available are limited. The City has historically used its CDBG resources across these neighborhoods, rehabilitating homes and improving streets, sidewalks, and streetscapes.

**ARE THERE OTHER STRATEGIC OPPORTUNITIES IN ANY OF THESE AREAS?**

The City continues to identify opportunities in these areas.

# Strategic Plan



## SP-05 Overview

### STRATEGIC PLAN OVERVIEW

The Consolidated Plan process requires the City to identify priority needs and a Strategic Plan to meet those needs over the next five years. For every priority, there are goals and objectives established to measure progress, as well as strategies to address them. There are essentially four major topics of focus in the Consolidated Plan:

- Housing
- Homelessness
- Community Development
- Non-Homeless Special Needs

The City of Sierra Vista establishes no specific target areas, as all low- and moderate-income areas citywide have high levels of poverty and the needs for improved housing, public services, and infrastructure or facilities.

The highest priority needs for City's low- and moderate-population are public improvements/ infrastructure, elimination of slum and blight, and public facilities. There is also a need for public service programs, housing rehabilitation, and Fair Housing information.

As a new entitlement community, the City does not have an institutional delivery system in place. However, the City of Sierra Vista Community Development Department does have contacts with many organizations and agencies and will work to enhance its outreach and information efforts; to make its project selection process transparent; and to ensure coordination, collaboration, and information sharing among the various entities responsible for program delivery.

The City of Sierra Vista will develop and implement a set of procedures to monitor all its federal activities, programs, and projects and to ensure long-term compliance with applicable program requirements and comprehensive planning. The goal of the monitoring procedures set forth by the City is to enhance performance of the federally funded activities in order to maximize their benefit the City's

low- and moderate-income community. The City of Sierra Vista Community Development Department will work to ensure that approved projects meet the purpose of the Consolidated Plan and that available funds are distributed in a timely manner. Monitoring includes programs operated directly by the City and those carried out by any sub-recipients.

The program goals, as described in detail below, address the objectives of providing decent affordable housing, creating a suitable living environment, and creating economic opportunity.

### ***Housing Needs***

The City has identified several barriers to affordable housing including the high cost of housing (both rental and owner) relative to income and stringent mortgage criteria.

Based on input and the data received through the citizen participation process, the housing needs and priorities identified are:

- Affordable housing opportunities
- Housing rehabilitation (e.g. modifications for persons with disabilities, energy efficiency, etc.)
- Rental acquisition and rehabilitation (e.g. preservation of existing rental units and rental assistance)
- New rentals
- Fair Housing information

Considering these priorities, the following two goals related to housing are presented:

#### **Goal: Housing Rehabilitation & Services**

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***Provide housing rehabilitation, rental assistance, homeownership, and accessibility.***

#### **Goal: Fair Housing**

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***Eliminate discrimination in housing.***

### ***Homeless Needs & Non-Homeless Special Needs***

Meeting homelessness challenges is a collaborative effort comprising numerous individuals, agencies and organizations. The City's homelessness strategy will be an approach that emphasizes homelessness prevention, immediate assistance and re-housing to those who do become homeless; support for

persons and families as they transition to economic and housing stability; and efforts to prevent those persons from returning to homelessness.

Non-Homeless Special Needs is a broad category that applies to any population that is presumed to be low- and moderate-income and in need of public services. The category covers a large population, including the mentally ill, developmentally disabled, elderly, and other groups.

Based on input and the data received through the citizen participation process, the need and priorities identified by the City's homeless and special needs populations are:

- Homeless activities (e.g. prevention, emergency shelter for families, mental health)
- Affordable housing units for disabled and elderly persons
- Public service programs (e.g. medical, mental health, seniors/youth, domestic violence, etc.)

Considering these priorities, the following goal related to homeless and special needs is presented:

### **Goal: Provision of Needed Services**

---

***Provide community services for special needs populations (primarily for seniors and youth), mental health services, and homeless services.***

### ***Non-Housing Community Development Needs***

Non-Housing Community Development is a broad category of spending that covers many types of public facilities and improvements such as roads, sewer improvements, water improvements, wastewater improvements, lighting, drainage, community centers, parks, and virtually any other public project that benefits low- and moderate-income neighborhoods.

Additionally, the City's anti-poverty strategy will be part of a coordinated effort to create jobs and improve the local economy. The creation of economic opportunities is not an isolated solution to alleviating poverty, and the City will work with community partners to identify educational, life skills and training needs, and provide opportunities for self-empowerment that will enable low- and moderate-income residents to become and continue to be self-sufficient and economically independent.

Based input and the data received through the citizen participation process, the needs and priorities identified for community development are:

- Public improvements/infrastructure (e.g. roads, water/sewer, fire protection, parks, etc.)
- Public facilities improvements (e.g. ADA accessibility, public safety, transportation, etc.)
- Elimination of slum and blight (i.e., unsafe or poor conditions, code violations, etc.)
- Economic development (e.g. job creation, job training, lending and resources)

Considering these priorities, the following two goals related to community development are presented:

### Goal: Public Infrastructure/Facility Improvements

*Provide ADA improvements, public facility improvements, and infrastructure.*

### Goal: Neighborhood Stabilization

*Eliminate slum and blight.*

## SP-10 Geographic Priorities

### GENERAL ALLOCATION PRIORITIES

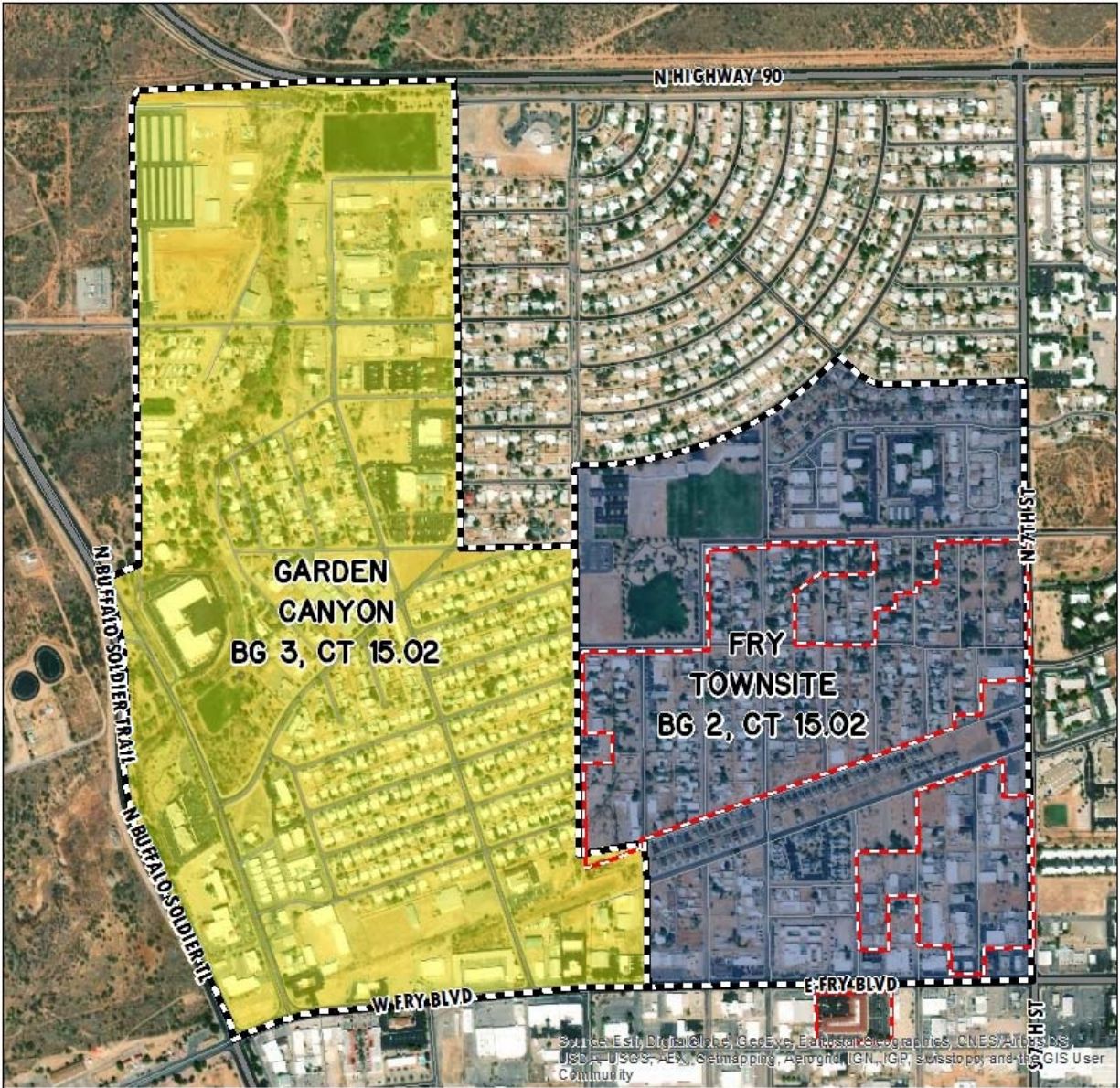
*Describe the basis for allocating investments geographically within the City.*

The City of Sierra Vista establishes no specific Target Areas, as all low- and moderate-income areas citywide have high levels of poverty and the need for improved housing, public services, and infrastructure or facilities. The City will allocate investments geographically to the City's low- and moderate-income areas and to individuals citywide based on income eligibility or special needs status (see **Planning Sector Maps** and **Table 49**).

The City of Sierra Vista will use CDBG funds throughout the jurisdiction to serve low- and moderate-income persons. The City's basis for allocating CDBG funding geographically will be to areas with the highest percentage of low- and moderate-income persons. The City is designated as an entitlement grantee by HUD. For a Census Block Group to qualify as low- and moderate-income, a Block Group in the City must contain 51% or more low- and moderate-income persons. All low- and moderate-income areas citywide have high levels of poverty and the needs for improved housing, public services, and infrastructure or facilities. These areas have been areas of concern in the past and were confirmed by examining the data and public input of this updated Five-Year Consolidated Plan.



# CDBG TARGET AREAS - NORTHWEST PLANNING SECTOR



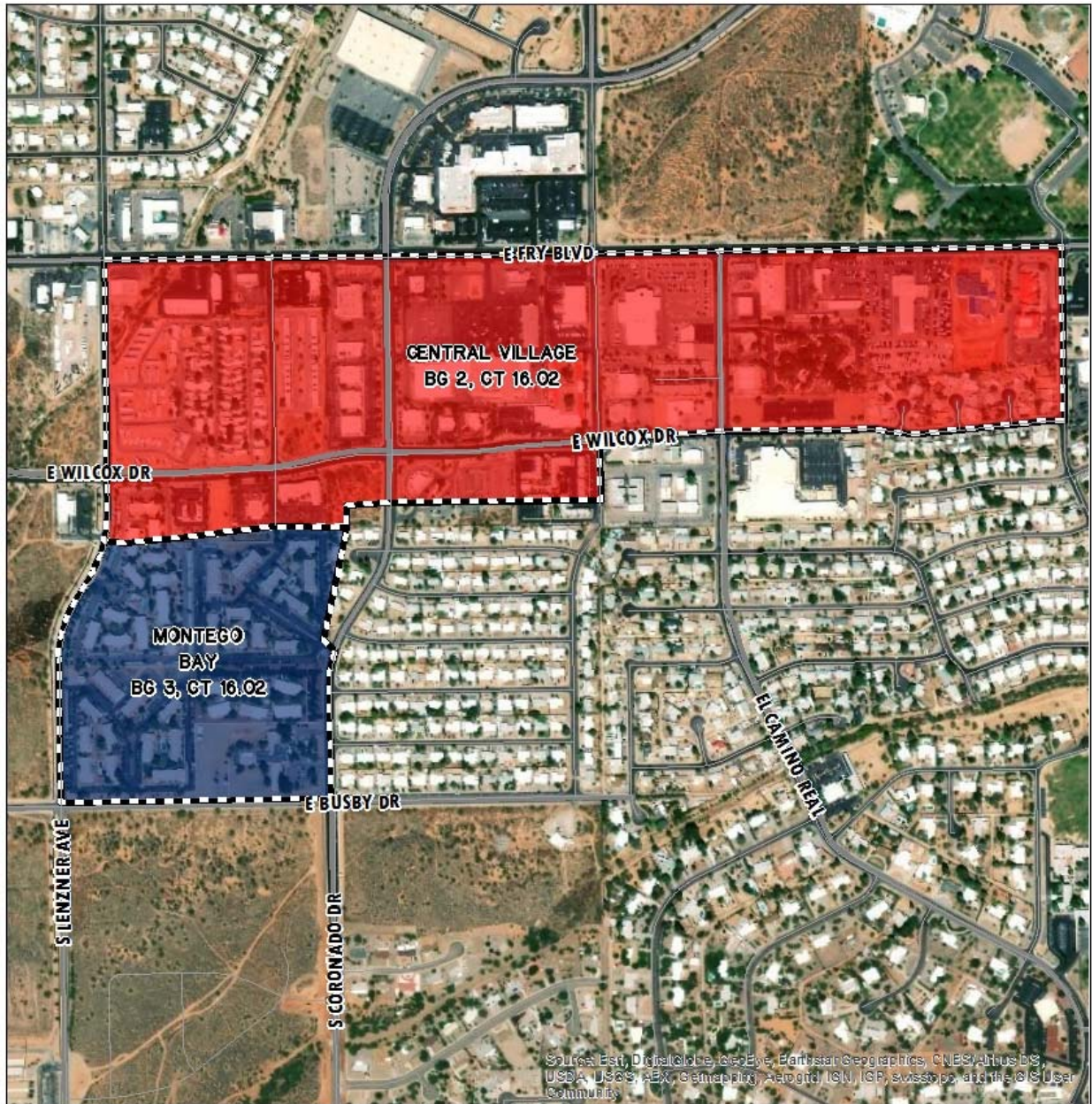
NORTHWEST PLANNING SECTOR							
BLOCK GROUP/CENSUS TRACT (COCHISE, ARIZONA)	NEIGHBORHOOD	PERCENTAGE OF TOTAL POPULATION					LOW-MOD INCOME
		TOTAL POPULATION	AGE 65+	MINORITY	LIMITED	NO VEHICLE	
BG 3, CT 15.02	GARDEN CANYON	1270	14.3%	41.7%	6.1%	15.7%	53.0%
BG 2, CT 15.02	FRY TOWNSITE	1244	2.8%	55.5%	22.7%	7.9%	63.9%

## CDBG TARGET AREAS - SOUTHWEST PLANNING SECTOR



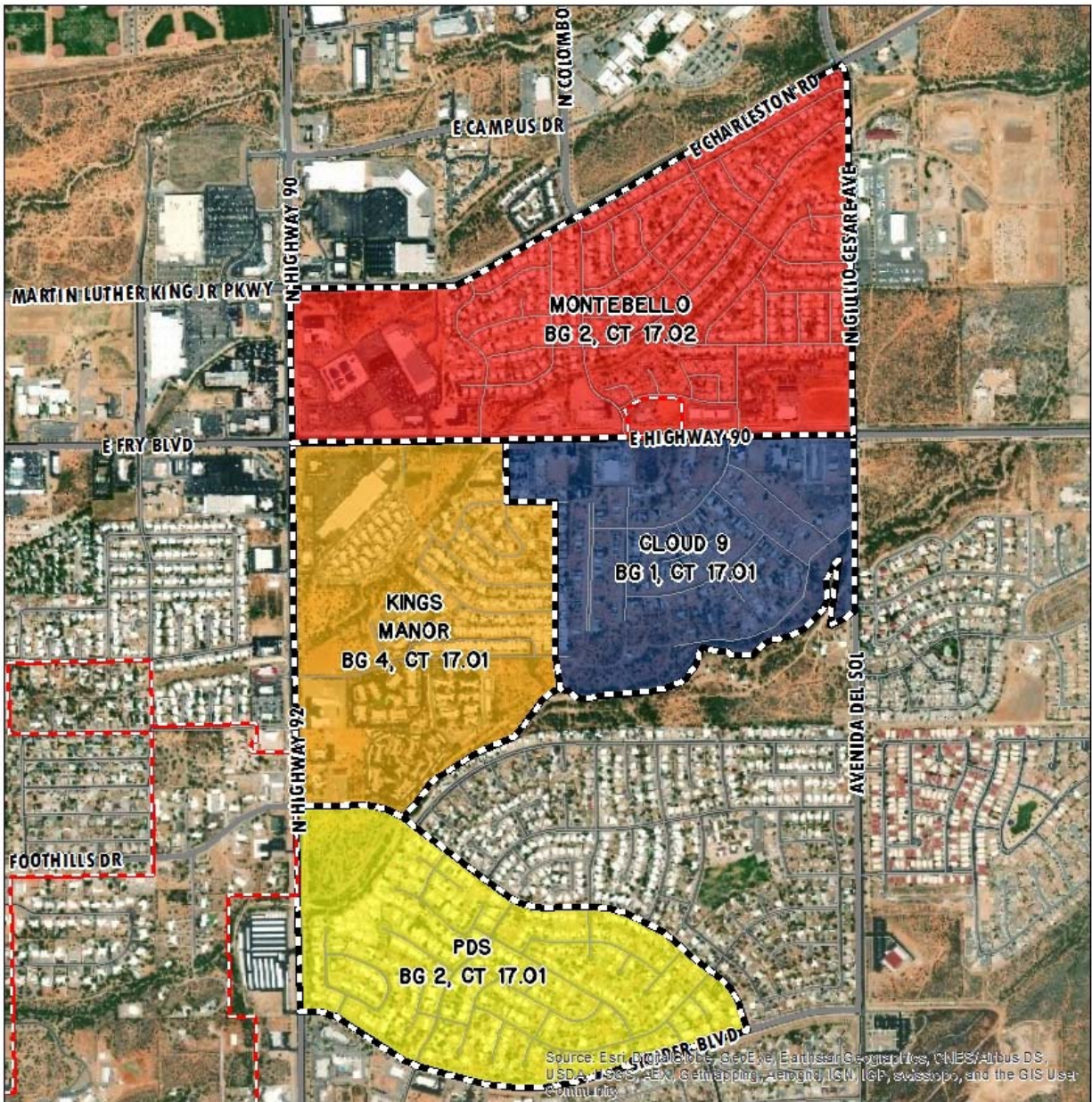
SOUTHWEST PLANNING SECTOR							
BLOCK GROUP/CENSUS TRACT (COCHISE, ARIZONA)	NEIGHBORHOOD	TOTAL POPULATION	PERCENTAGE OF TOTAL POPULATION				LOW-MOD INCOME
			AGE 65+	MINORITY	LIMITED	NO VEHICLE	
BG 1 CT 15.01	VERDE MEADOWS	922	8.0%	53.3%	92%	10.4%	65.4%
BG 2, CT 15.01	SULGER	1090	13.6%	58.6%	6.8%	9.3%	72.4%

## CDBG TARGET AREAS - CENTRAL PLANNING SECTOR



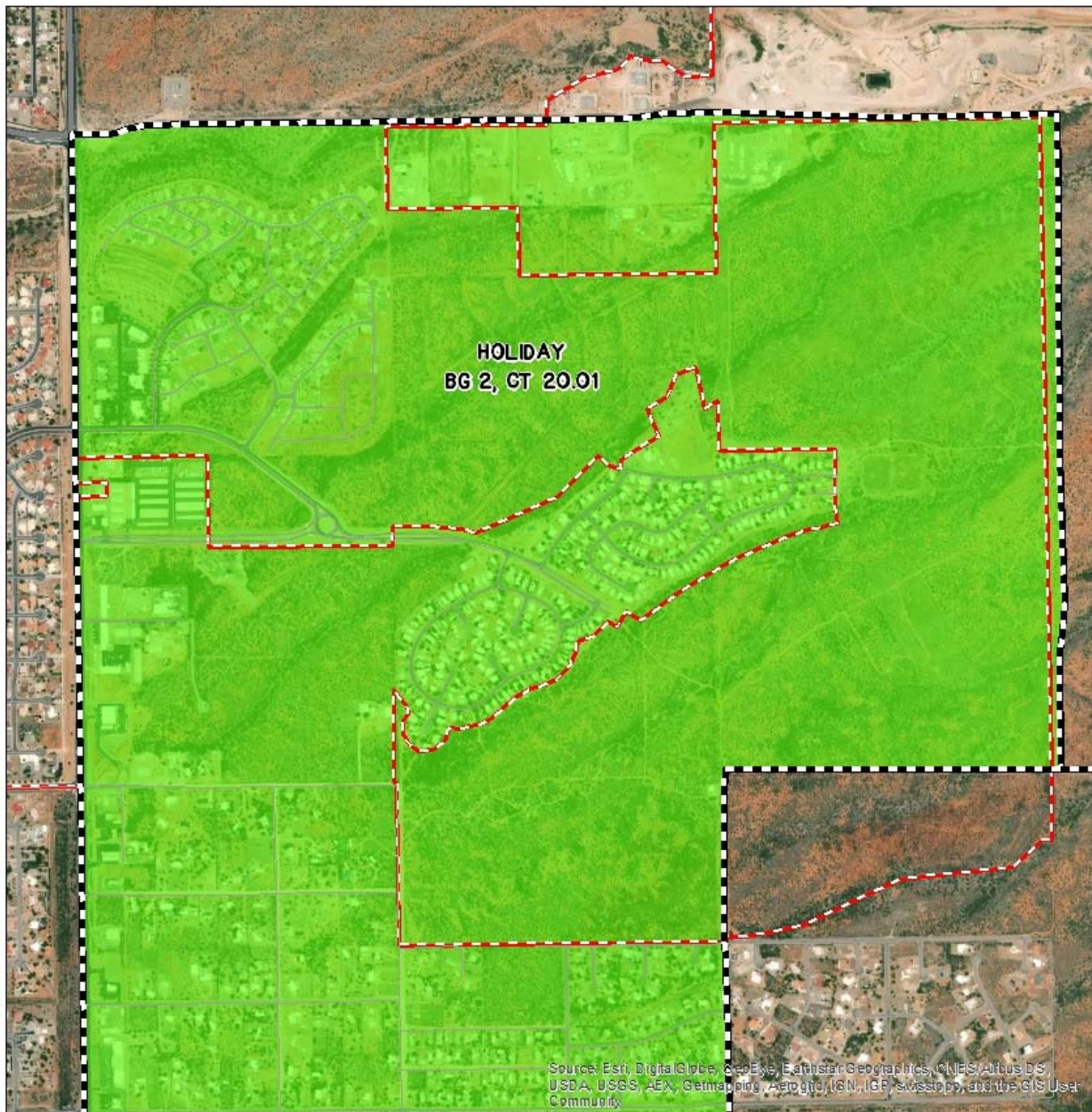
CENTRAL PLANNING SECTOR							
BLOCK GROUP/CENSUS TRACT (COCHISE, ARIZONA)	NEIGHBORHOOD	TOTAL POPULATION	PERCENTAGE OF TOTAL POPULATION				LOW-MOD INCOME
			AGE 65+	MINORITY	LIMITED	NO VEHICLE	
BG 2, CT 16.02	CENTRAL VILLAGE	693	19.2%	49.9%	10.3%	10.3%	92.2%
BG 3, CT 16.02	MONTEGO BAY	748	30.3%	51.7%	10.3%	25.7%	79.5%

# CDBG TARGET AREAS - EAST CENTRAL PLANNING SECTOR



EAST CENTRAL PLANNING SECTOR							
BLOCK GROUP/CENSUS TRACT (COCHISE, ARIZONA)	NEIGHBORHOOD	TOTAL POPULATION	PERCENTAGE OF TOTAL POPULATION				
			AGE 65+	MINORITY	LIMITED	NO VEHICLE	LOW-MOD INCOME
BG 2, CT 17.02	MONTEBELLO	1662	15.4%	52.0%	9.6%	5.4%	53.3%
BG 4, CT 17.01	KINGS MANOR	950	15.3%	47.4%	14.8%	112%	614%
BG 1 CT 17.01	CLOUD 9	146	0.0%	50.7%	0.0%	0.0%	72.4%
BG 2, CT 17.01	PDS	1176	14.2%	50.3%	0.0%	0.0%	52.3%

## CDBG TARGET AREAS - SOUTH PLANNING SECTOR



SOUTH PLANNING SECTOR							
BLOCK GROUP/CENSUS TRACT (COCHISE, ARIZONA)	NEIGHBORHOOD	TOTAL POPULATION	PERCENTAGE OF TOTAL POPULATION				LOW-MOD INCOME
			AGE 65+	MINORITY	LIMITED	NO VEHICLE	
BG 2, CT 20.01	HOLIDAY	2741	15.6%	40.2%	7.5%	10.9%	69.5%

**TABLE 49: GEOGRAPHIC AREA**

<b>1. Area Name: Citywide</b>
<b>Area Type:</b> Other, Other Target Area Description: Benefit low/mod population and all residents
<b>Identify the neighborhood boundaries for this target area.</b> Individuals citywide based on income eligibility or special needs status
<b>Include specific housing and commercial characteristics of this target area.</b> All low- and moderate-income areas citywide have high levels of poverty and the needs for improved housing, public services, and infrastructure or facilities.
<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b> These populations have been populations of need in the past and were confirmed by examining the data and public input of this updated Five-Year Consolidated Plan.
<b>Identify the needs in this target area.</b> The highest priority needs for City’s low- and moderate-income and special needs populations citywide are public improvements/ infrastructure, elimination of slum and blight, and public facilities.
<b>What are the opportunities for improvement in this target area?</b> There is also a need for public service programs, housing rehabilitation, and Fair Housing information citywide.
<b>Are there barriers to improvement in this target area?</b> Lack of funding, resources, lack of institutional delivery structure/system
<b>2. Area Name: Low/Mod Neighborhoods</b>
<b>Area Type:</b> Low- and moderate-income neighborhoods
<b>Identify the neighborhood boundaries for this target area.</b> Block Groups having 51% or more low/mod population.
<b>Include specific housing and commercial characteristics of this target area.</b> All low- and moderate-income areas citywide have high levels of poverty and the needs for improved housing, public services, and infrastructure or facilities.
<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b> These areas have been areas of need in the past and were confirmed by examining the data and public input of this updated Five-Year Consolidated Plan.
<b>Identify the needs in this target area.</b> The highest priority needs for City’s low- and moderate-income neighborhoods are public improvements/ infrastructure, elimination of slum and blight, and public facilities.
<b>What are the opportunities for improvement in this target area?</b> There is also a need for public service programs, housing rehabilitation, and Fair Housing information in low- and moderate-income neighborhoods.
<b>Are there barriers to improvement in this target area?</b> Lack of funding, resources, lack of institutional delivery structure/system

**Table 49 – Geographic Priority Areas**

## SP-25 Priority Needs

The Five-Year Consolidated Plan must indicate the general priorities for allocating investment of available resources among different needs. Priority needs are those that will be addressed by the goals outlined in the Strategic Plan. For each priority, the City of Sierra Vista has indicated one or more populations to be served, as well as an assigned priority level indicating relative importance among the needs listed (see **Table 50**).

**TABLE 50: PRIORITY NEEDS**

Priority Need Name	Priority Level	Population	Geographic Areas	Goals Addressing
Public Improvements/Infrastructure	High	Non-housing Community Development, Moderate Income (80% AMI), Low Income (50% AMI), Extremely Low Income (30% AMI)	Low- and Moderate-Income Neighborhoods	Public Infrastructure/Facility Improvements
Elimination of Slum and Blight	High	Non-housing Community Development, Middle Income (120% AMI), Moderate Income (80% AMI), Low Income (50% AMI), Extremely Low Income (30% AMI)	Citywide	Neighborhood Stabilization
Public Facilities Improvements	High	Non-housing Community Development, Moderate Income (80% AMI), Low Income (50% AMI), Extremely Low Income (30% AMI)	Low- and Moderate-Income Neighborhoods	Public Infrastructure/Facility Improvements
Provide Affordable Housing Opportunities	Low	Low Income (50% AMI), Moderate Income (80% AMI), Extremely Low Income (30% AMI), Elderly, Public Housing Residents, Frail Elderly	Citywide	Housing Rehabilitation and Services
Homeless Activities	Low	Extremely Low Income (30% AMI), Low Income (50% AMI), Families with Children, Elderly, Chronic Homelessness, Homeless Mentally Ill, Homeless Families with Children, Victims of Domestic Violence- Homeless	Citywide	Provision of Needed Services
Public Service Programs	Low	Elderly, Persons with Mental Disabilities, Victims of Domestic Violence, Families with Children, Moderate Income (80% AMI), Low Income (50% AMI), Extremely Low Income (30% AMI)	Citywide	Provision of Needed Services
Rental Acquisition and Owner-Occupied Rehabilitation	Low	Extremely Low Income (30% AMI), Low Income (50% AMI), Large Families, Families with Children, Elderly, Frail Elderly	Citywide	Housing Rehabilitation and Services



Priority Need Name	Priority Level	Population	Geographic Areas	Goals Addressing
Economic Development	Low	Extremely Low Income (30% AMI), Low Income (50% AMI), Moderate Income (80% AMI), Non-housing Community Development	Citywide	Public Infrastructure/Facility Improvements; Special Economic Development For-Profit Businesses; Microenterprise Development
Fair Housing	Low	Extremely Low Income (30% AMI), Low Income (50% AMI), Moderate Income (80% AMI)	Citywide	Fair Housing

**Table 50 – Priority Needs Summary**

### Discussion (Optional)

The needs in the target areas are numerous and varied. The principal needs are public improvements/infrastructure; elimination of slum and blight; and public facilities. Additionally, public service programs; housing rehabilitation; and Fair Housing were also principal needs, although not rated as high.

Public infrastructure and facility improvements receive a High ranking here because they are a means to make significant improvements in the quality of life in the distressed neighborhoods. With proper planning and coordination, the City can leverage CDBG funds with both the State and other federal programs to provide the funds needed for these projects.

The City believes that the elimination of blight and slum is a High priority, as these efforts keep people in affordable neighborhoods and improve the quality of life, especially for extremely low-income and other burdened homeowners.

While the City supports programs for affordable homeownership, the opportunities for homeownership among the City’s low-income residents are limited by the poor economy, job uncertainty, strict lending criteria and significant down payment requirements.

Because of the difficult economic situation in parts of the City, the provision of Public Service Programs receives a Low priority rank. The need for a wide range of services, including programs for the homeless, seniors and youth, feeding programs, and child care, is present in each of these areas. However, the City must develop the necessary policies, procedures and capacity to receive applications, make selections, and monitor activities before undertaking projects in this area.

Rental Acquisition and Rehabilitation and New Rental Construction receive a Low ranking because these are resource intensive types of projects, which, though important, are not practical given the City’s limited resources.

## SP-30 Influence of Market Conditions

**TABLE 51: INFLUENCE OF MARKET CONDITIONS**

Affordable Housing Type	Market Characteristics that will influence the use of funds available for housing type
Tenant Based Rental Assistance (TBRA)	According to the Needs Assessment and Housing Market Analysis, the greatest housing problem in Sierra Vista is cost burden, and many of the households in the lowest income categories are severely cost burdened. Rental assistance thus ranks very high among program strategies.
TBRA for Non-Homeless Special Needs	Rental assistance for the non-homeless special needs group will focus on the elderly and extremely low-income small households as these are the two groups that emerged as most vulnerable both from the analysis of data and from discussion in the public meetings.
New Unit Production	The City does not currently envision supporting new unit production because of the limited resources available.
Rehabilitation	Rehabilitation of both owner and renter units in the City’s low-income areas is a High priority as part of the effort to keep households in affordable housing.
Acquisition, including preservation	Because of the limited funds available, the City will not emphasize the acquisition and rehabilitation of rental units.

**Table 51 – Influence of Market Conditions**

## SP-35 Anticipated Resources

### INTRODUCTION

The Five-Year Consolidated Plan must identify the federal, state, local and private resources expected to be available to the City to address priority needs and specific objectives identified in the Strategic Plan. These resources are summarized in **Table 52**.

The City is faced with the difficult task of meeting increasing needs with limited resources. The figures shown below in the table are estimates. First year figures are based upon the known HUD allocation. The figure for “Expected Amount Available Remainder of Consolidated Plan” multiplies the current figures by four (4) years to arrive at an estimate for the remainder of the Consolidated Plan.

**TABLE 52: ANTICIPATED RESOURCES**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of Consolidated Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Public, Federal	Acquisition; Admin and Planning; Economic Development; Housing; Public Improvements; Public Services	<del>\$431,071</del> \$670,422	\$0	\$0	<del>\$431,071</del> \$670,422	\$868,826	Additional resources for leveraging may include other State and Federal grants, City Departments, public or social service providers or other sources.

**Table 52 – Anticipated Resources**

**EXPLAIN HOW FEDERAL FUNDS WILL LEVERAGE THOSE ADDITIONAL RESOURCES (PRIVATE, STATE AND LOCAL FUNDS), INCLUDING A DESCRIPTION OF HOW MATCHING REQUIREMENTS WILL BE SATISFIED.**

The City will cultivate funding partners who can match the City's investment of CDBG funds. The City administration recognizes that the City's annual entitlement and formula allocations are not enough to meet all its needs. Additional funds need to be raised to ensure that more infrastructure improvements, affordable housing, and community services are available for those in need.

Matching requirements will be satisfied with other eligible financial resources and/or in-kind services, and the City will continue to seek this type of matching as well as financial matches.

The City has received funds from a variety of other sources over the past decade. These include HOME funds, and NADBank grant for a major sewer project, County funds for emergency repairs and other projects, as well as an Energy Efficiency Block Grant for lighting in a low- and moderate-income neighborhood. The Community Partnership of Southern Arizona, based in Tucson, has several programs in Sierra Vista, including assisting two persons receiving HOGAR housing assistance, nine persons receiving Casas Primeras assistance and five persons receiving Shelter Plus Care assistance. The City uses general fund resources for infrastructure and community service activities on a regular basis, but such funds are becoming increasingly limited considering other needs and priorities across the City. While the City actively seeks additional funding from a range of sources, many of these sources are applications for highly competitive grants, and there is no assurance of receiving these funds.

**IF APPROPRIATE, DESCRIBE PUBLICALLY OWNED LAND OR PROPERTY LOCATED WITHIN THE JURISDICTION THAT MAY BE USED TO ADDRESS THE NEEDS IDENTIFIED IN THE PLAN.**

The City does not own any property or land that could be used to address the needs identified in this plan.

**DISCUSSION**

Please see the preceding responses.

## SP-40 Institutional Delivery Structure

**EXPLAIN THE INSTITUTIONAL STRUCTURE THROUGH WHICH THE JURISDICTION WILL CARRY OUT ITS CONSOLIDATED PLAN INCLUDING PRIVATE INDUSTRY, NON-PROFIT ORGANIZATIONS, AND PUBLIC INSTITUTIONS.**

**TABLE 53: INSTITUTIONAL DELIVERY STRUCTURE**

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
City of Sierra Vista Community Development Department	Government	Planning/ Community Development	Jurisdiction
Housing Authority of Cochise County (HACC)	PHA	Affordable Housing/ Rental/Public Housing	Region
Cochise County	Government	Planning/Community Development	Region
State of Arizona	Government	Planning/ Affordable Housing/ Homelessness/ Non-Homeless Special Needs/ Community Development	State
Arizona Balance of State Continuum of Care	Continuum of Care	Homelessness/ Non-Homeless Special Needs	Region/State

**Table 53 – Institutional Delivery Structure**

### ASSESS THE STRENGTHS AND GAPS OF THE INSTITUTIONAL DELIVERY STRUCTURE

As a participant in the state CDBG program, the City has developed relationships and contacts with a number of service providers, not-for-profit organizations, housing developers and lenders, and agencies at the state, regional and local levels. The Community Development Department understands its role in the delivery system and will work to develop and formalize an organized and effective delivery system including as many of the entities responsible for program delivery as possible.

**TABLE 54: AVAILABILITY OF SERVICES TARGETED TO HOMELESS PERSONS AND PERSONS WITH HIV AND MAINSTREAM SERVICES**

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
<b>Homelessness Prevention Services</b>			
Counseling/Advocacy	X	X	
Legal Assistance	X		
Mortgage Assistance	X		
Rental Assistance	X	X	
Utilities Assistance	X		
<b>Street Outreach Services</b>			
Law Enforcement	X		
Mobile Clinics	X		
Other Street Outreach Services	X		
<b>Supportive Services</b>			
Alcohol & Drug Abuse	X		
Child Care	X		
Education	X		
Employment and Employment Training	X		
Healthcare	X		
HIV/AIDS	X		X
Life Skills	X	X	
Mental Health Counseling	X	X	
Transportation	X	X	
<b>Other</b>			
Food Banks/Nutrition Programs	X		
Youth Programs	X		

**Table 54 – Homeless Prevention Services Summary**

**DESCRIBE HOW THE SERVICE DELIVERY SYSTEM INCLUDING, BUT NOT LIMITED TO, THE SERVICES LISTED ABOVE MEET THE NEEDS OF HOMELESS PERSONS (PARTICULARLY CHRONICALLY HOMELESS INDIVIDUALS AND FAMILIES, FAMILIES WITH CHILDREN, VETERANS AND THEIR FAMILIES, AND UNACCOMPANIED YOUTH)**

At present the City does not directly support or coordinate the local homeless program delivery system. Going forward, the City will use a variety of programs and partners to first prevent low-income persons from becoming homeless and, second, to support homeless persons and families in obtaining safe, affordable and sustainable housing. These efforts will include a continuum of programs ranging from emergency shelters to transitional housing to permanent supportive housing services. The extent of activity will be dependent upon the level of funding available in the face of many competing needs. As noted, the City does not directly support these services, though over \$450,000 in CDBG funds from the State have been applied to Good Neighbor Alliance projects over the past fifteen years. The City does know that, despite the availability of these services, they do not completely meet the needs of the homeless in the City.

Most of the prevention and outreach services are available in Sierra Vista. For example, rental and utility assistance are available and the police department is active and involved in addressing domestic violence, homelessness, and homeless persons. However, the most significant concern is that many of the supportive services require the persons or families to travel some distance (e.g., Bisbee) to receive them. Considering the lack of public transportation and the fact that homeless families may not have adequate transportation, there is a significant gap in the ability to provide these services as needed.

**DESCRIBE THE STRENGTHS AND GAPS OF THE SERVICE DELIVERY SYSTEM FOR SPECIAL NEEDS POPULATION AND PERSONS EXPERIENCING HOMELESSNESS, INCLUDING, BUT NOT LIMITED TO, THE SERVICES LISTED ABOVE.**

As noted, there currently is no service delivery system as such for these populations. Local organizations have coordinated their service systems among themselves.



**PROVIDE A SUMMARY OF THE STRATEGY FOR OVERCOMING GAPS IN THE INSTITUTIONAL STRUCTURE AND SERVICE DELIVERY SYSTEM TO ADDRESS PRIORITY NEEDS.**

The City will seek partners in the development of a service delivery system and will seek to enhance the relationship with existing partners in City departments and social service agencies to coordinate the delivery of programs and services. Also, the City will seek opportunities to leverage the limited available resources.

## SP-45 Goals Summary

**TABLE 55: FIVE-YEAR GOALS SUMMARY INFORMATION**

Goal Name	Description	Category	Start Year	End Year	Objective	Outcome	Geographic Area	Priority Needs Addressed	Funding Allocated (Five-Year Total)	Goal Outcome Indicator	Quantity (Five-Year Total)	Unit of Measure (UoM)
Goal 1: Public Infrastructure/Facility Improvements	ADA Improvements, Public Facility Improvements, and Infrastructure	Non-Housing Community Development	2019	2023	Availability/Accessibility	Create Suitable Living Environments	Citywide	Public Improvements/Infrastructure, Public Facilities Improvements	\$ 719,000	Public facility or infrastructure activities other than low/moderate-income housing benefit	10,000	Persons Assisted
Goal 2: Housing Rehabilitation and Services	Housing Rehabilitation and Accessibility	Affordable Housing	2019	2023	Affordability	Provide Decent Affordable Housing	Citywide	Provide Affordable Housing Opportunities	\$ 100,000	Homeowner housing rehabilitated	10	Household/Housing Unit
Goal 3: Provision of Needed Services	Community Services; Special Needs Populations (primarily for seniors and youth); Mental Health and Homeless Services; <b>COVID-19 Response</b>	Non-homeless Special Needs, Non-Housing Community Development, Homeless	2019	2023	Availability/Accessibility	Create Suitable Living Environments	Citywide	Homeless Activities, Public Service Programs	<del>\$89,897</del> \$363,198	Public service activities other than low/moderate income housing benefit	<del>130</del> 3,500	Persons Assisted
Goal 4: Neighborhood Stabilization	Elimination of slum and blight	Non-Housing Community Development	2019	2023	Sustainability	Create Suitable Living Environments	Citywide	Elimination of Slum and Blight	\$ 100,000	Buildings demolished	5	Buildings
Goal 5: Economic Development	Small business assistance grant	Special Economic Development For- Profit Businesses; Microenterprise Development	2020	2021	Economic Development	Job creation and retention for low-moderate income workers/business retention	Citywide	Economic Development	<del>\$120,000</del> \$86,050	Economic Development and Employment Opportunities	<del>10</del> 11	Businesses Assisted
Goal 6: Fair Housing	Eliminate Discrimination in housing	Fair Housing			Availability/Accessibility	Provide Decent Affordable Housing		Fair Housing	\$ 0	N/A	N/A	N/A
Goal 7: Administration/Planning	CDBG Admin	Program Administration	2019	2023	Availability/Accessibility	Create Suitable Living Environments	Citywide	Program Administration	\$ 171,000	Other	1	Year of Admin.

**Table 55 – Goals Summary**

*Note: A cap Of 20% of CDBG Entitlement Grant can be reserved for Administration and Planning Activities*

**ESTIMATE THE NUMBER OF EXTREMELY LOW-INCOME, LOW-INCOME, AND MODERATE-INCOME FAMILIES TO WHOM THE JURISDICTION WILL PROVIDE AFFORDABLE HOUSING AS DEFINED BY HOME 91.315(B)(2)**

The Five-Year Consolidated Plan must summarize the City’s priorities and the specific goals it intends to initiate and/or complete within the five-year term of the Strategic Plan. These goals are described in quantitative terms in this section (SP-45). The City plans to assist 10,000 persons with public facility/infrastructure activities and ~~130~~ **3,500** persons with public service activities. Additionally, the City plans to demolish five (5) buildings to eliminate slum/blight and to help stabilize existing neighborhoods. The City does not currently administer an affordable housing program for new housing units; however, during the five-year period, the City plans to provide housing rehabilitation assistance to 10 eligible low- and moderate-income households to improve the quality of existing housing units. The City plans to assist at least twelve (12) qualified businesses through the emergency small business assistance program.

1	<b>Goal Name</b>	<b>Public Infrastructure/Facility Improvements</b>
	<b>Goal Description</b>	ADA Improvements, Public Facility Improvements, and Infrastructure
2	<b>Goal Name</b>	<b>Housing Rehabilitation and Services</b>
	<b>Goal Description</b>	Housing Rehabilitation and Accessibility
3	<b>Goal Name</b>	<b>Provision of Needed Services</b>
	<b>Goal Description</b>	Community Services; Special Needs Populations (primarily for seniors and youth); Mental Health and Homeless services
4	<b>Goal Name</b>	<b>Neighborhood Stabilization</b>
	<b>Goal Description</b>	Elimination of slum and blight
5	<b>Goal Name</b>	<b>Economic Development</b>
	<b>Goal Description</b>	Small business assistance grant
6	<b>Goal Name</b>	<b>Fair Housing</b>
	<b>Goal Description</b>	Eliminate discrimination in housing
7	<b>Goal Name</b>	<b>Administration/Planning</b>
	<b>Goal Description</b>	CDBG Administration

## **SP-50 Public Housing Accessibility and Involvement**

### **NEED TO INCREASE THE NUMBER OF ACCESSIBLE UNITS (IF REQUIRED BY A SECTION 504 VOLUNTARY COMPLIANCE AGREEMENT)**

Currently, there is no public housing authority located in the City of Sierra Vista and there are no low rent public housing authority units located in the City. The Housing Choice Voucher (HCV) program is administered by the Housing Authority of Cochise County. The figures in the Needs Assessment section of this Plan indicate a need for an increased number of accessible HCV units, but it is beyond the City's capability to increase this number.

### **ACTIVITIES TO INCREASE RESIDENT INVOLVEMENTS**

Not Applicable.

### **IS THE PUBLIC HOUSING AGENCY DESIGNATED AS TROUBLED UNDER 24 CFR PART 902?**

No.

### **IF APPLICABLE, PLAN TO REMOVE THE 'TROUBLED' DESIGNATION**

Not Applicable.

## **SP-55 Barriers to Affordable Housing**

### **BARRIERS TO AFFORDABLE HOUSING**

This section requires the jurisdiction to explain whether the cost of housing or the incentives to develop, maintain, or improve affordable housing are affected by public policies, particularly those of the local jurisdiction. Such policies include land use controls, zoning ordinances, building codes, and policies that affect the return on residential investment.

Sierra Vista does not put any limitations on growth. Through vehicles such as zoning ordinances, subdivision controls, permit systems, and housing codes and standards, the City has attempted to ensure the health, safety, and quality of life of its residents while minimizing the barriers that may impede the development of affordable housing.

The most important impediment to affordable housing revolves around the lack of Federal and State resources for affordable housing initiatives. The lack of programs and resources to reduce excessive rent or mortgage burdens to qualified persons is a key factor. The City has used, and is willing to make

available, a range of incentives and assistance to developers wishing to build affordable housing. These elements include the use of Low-Income Housing Tax Credits, the waiver of development and re-zoning fees, and the phasing of impact fees. However, the State application process favors urban projects as additional points are available for meeting transportation requirements, which a community such as Sierra Vista cannot easily do.

Despite the recent downturn in the housing market nationally and locally, housing prices, both purchase and rental, remain relatively high, especially for lower income households.

The Housing Needs Assessment also noted that stringent criteria in the mortgage origination process due to the foreclosure crisis, have made ownership increasingly difficult for persons at all income levels. This factor is outside the scope and control of City policy. In some instances, issues revolving around personal finances (lack of down payment, credit history, employment history) affect the availability of affordable housing for Sierra Vista residents.

### **STRATEGY TO REMOVE OR AMELIORATE THE BARRIERS TO AFFORDABLE HOUSING**

The most important impediment to affordable housing revolves around the lack of Federal and State resources for affordable housing initiatives. The lack of programs and resources to reduce excessive rent or mortgage burdens to qualified persons is a key factor.

Despite the recent downturn in the housing market nationally and locally, housing prices, both purchase and rental, remain relatively high, especially for lower income households.

The primary means to address this issue in Sierra Vista will be a housing rehabilitation program (and an emergency repair program) for both owner and renter properties in order to keep persons in their homes. The City will provide rental assistance and seek to develop affordable housing projects. The latter efforts will be limited because of the amount of funds available and the many competing needs.

## SP-60 Homelessness Strategy

### **REACHING OUT TO HOMELESS PERSONS (ESPECIALLY UNSHELTERED PERSONS) AND ASSESSING THEIR INDIVIDUAL NEEDS**

The needs of homeless persons are complex and require a wide range of specialized services. Numerous agencies are often involved in the care of a homeless person, providing distinct services such as housing, mental health counseling, employment training, and case work services.

As noted above, the City has several programs and resources, operated by not-for-profit organizations, to assist the homeless. The City itself has not directly provided assistance or services for the homeless but recognizes this as a high priority need.

As the CDBG program develops the City will assess how it can use the limited available CDBG funds to address the needs of the homeless. At present, it appears that the use of CDBG funds to prevent homelessness (housing rehab, emergency assistance, and rental assistance) may be the most judicious approach to this complex issue.

### **ADDRESSING THE EMERGENCY AND TRANSITIONAL HOUSING NEEDS OF HOMELESS PERSONS**

The needs of homeless persons are complex and require a wide range of specialized services. Numerous agencies are often involved in the care of a homeless person, providing distinct services such as housing, mental health counseling, employment training, and case work services.

As noted above, the City has several programs and resources, operated by not-for-profit organizations, to assist the homeless. The City itself has not directly provided assistance or services for the homeless but recognizes this as a high priority need.

As the CDBG program develops the City will assess how it can use the limited available CDBG funds to address the needs of the homeless. At present, it appears that the use of CDBG funds to prevent homelessness (housing rehab, emergency assistance, and rental assistance) may be the most judicious approach to this complex issue.

**HELPING HOMELESS PERSONS (ESPECIALLY CHRONICALLY HOMELESS INDIVIDUALS AND FAMILIES, FAMILIES WITH CHILDREN, VETERANS AND THEIR FAMILIES, AND UNACCOMPANIED YOUTH) MAKE THE TRANSITION TO PERMANENT HOUSING AND INDEPENDENT LIVING, INCLUDING SHORTENING THE PERIOD OF TIME THAT INDIVIDUALS AND FAMILIES EXPERIENCE HOMELESSNESS, FACILITATING ACCESS FOR HOMELESS INDIVIDUALS AND FAMILIES TO AFFORDABLE HOUSING UNITS, AND PREVENTING INDIVIDUALS AND FAMILIES WHO WERE RECENTLY HOMELESS FROM BECOMING HOMELESS AGAIN.**

The needs of homeless persons are complex and require a wide range of specialized services. Numerous agencies are often involved in the care of a homeless person, providing distinct services such as housing, mental health counseling, employment training, and case work services.

As noted above, the City has several programs and resources, operated by not-for-profit organizations, to assist the homeless. The City itself has not directly provided assistance or services for the homeless but recognizes this as a high priority need.

As the CDBG program develops the City will assess how it can use the limited available CDBG funds to address the needs of the homeless. At present, it appears that the use of CDBG funds to prevent homelessness (housing rehab, emergency assistance, and rental assistance) may be the most judicious approach to this complex issue.

**HELP LOW-INCOME INDIVIDUALS AND FAMILIES AVOID BECOMING HOMELESS, ESPECIALLY EXTREMELY LOW-INCOME INDIVIDUALS AND FAMILIES WHO ARE LIKELY TO BECOME HOMELESS AFTER BEING DISCHARGED FROM A PUBLICLY FUNDED INSTITUTION OR SYSTEM OF CARE, OR WHO ARE RECEIVING ASSISTANCE FROM PUBLIC AND PRIVATE AGENCIES THAT ADDRESS HOUSING, HEALTH, SOCIAL SERVICES, EMPLOYMENT, EDUCATION OR YOUTH NEEDS**

The needs of homeless persons are complex and require a wide range of specialized services. Numerous agencies are often involved in the care of a homeless person, providing distinct services such as housing, mental health counseling, employment training, and case work services.

As noted above, the City has several programs and resources, operated by not-for-profit organizations, to assist the homeless. The City itself has not directly provided assistance or services for the homeless but recognizes this as a high priority need.

As the CDBG program develops the City will assess how it can use the limited available CDBG funds to address the needs of the homeless. At present, it appears that the use of CDBG funds to prevent homelessness (housing rehab, emergency assistance, and rental assistance) may be the most judicious approach to this complex issue.

## **SP-65 Lead based paint Hazards**

### **ACTIONS TO ADDRESS LBP HAZARDS AND INCREASE ACCESS TO HOUSING WITHOUT LBP HAZARDS**

Lead was used as a pigment and drying agent in “alkyd” oil-based paint in most homes built before 1978. Lead may be present on any interior or exterior surface, particularly on woodwork, doors, and windows. In 1978, the U.S. Consumer Product Safety Commission lowered the legal maximum lead content in most kinds of paint to 0.06% (a trace amount). According to the Commission, about two-thirds of homes built before 1940, one-half of the homes built from 1940 to 1960, and a large number of homes built after 1960 contain heavily-lead-paint. Using the HUD formula for assessing the extent of lead-based paint in homes, the City of Sierra Vista has approximately 5,528 occupied housing units and 6,688 total housing units with the possible presence of lead-based paint in them. The HUD CHAS data indicates that there are 880 pre-1980 housing units with children in them.

Federal regulations effective September 2000 implemented lead-based paint requirements for all housing activities undertaken by recipients of HUD funds. These regulations require multiple approaches to evaluate, control and/or abate lead-based paint. Since inception of the CDBG program, all homes older than 1978 scheduled for rehabilitation activities receive lead-based paint testing to determine the extent of lead hazards.

### **HOW ARE THE ACTIONS LISTED ABOVE RELATED TO THE EXTENT OF LEAD POISONING AND HAZARDS?**

Approximately ten years ago the Housing Authority of Cochise County conducted a lead-based paint abatement program in the City but could not find housing units that met the criteria (age of structure, presence of children) to execute the program.



## **HOW ARE THE ACTIONS LISTED ABOVE INTEGRATED INTO HOUSING POLICIES AND PROCEDURES?**

The City's housing rehabilitation programs take a number of steps to meet lead-based paint requirements including:

- Distributing the "Protect Your Family from Lead in Your Home" pamphlet to homeowners receiving housing rehabilitation services or homebuyer assistance;
- Identification of potential lead hazards for all houses which were built before 1978 which receive HUD-funded rehabilitation/homebuyer assistance;
- Treatment of lead hazards on HUD funded rehabilitation projects as mandated by HUD and Environmental Protection Agency (EPA) regulations and requirements and;
- Ensuring that all contractors comply with the most recent regulatory changes.

## **SP-70 Anti-Poverty Strategy**

### **JURISDICTION GOALS, PROGRAMS AND POLICIES FOR REDUCING THE NUMBER OF POVERTY-LEVEL FAMILIES**

According to the 2009-2013 American Community Survey (ACS) estimates, 30.4% of people living in the City of Sierra Vista are at poverty level or below. The City of Sierra Vista recognizes that the core of many social and housing problems relates to poverty. The objective of poverty reduction requires programming for broad areas including increased accessibility of resources, job training and placement, public services, education, and basic skills development. It is only through comprehensive, coordinated strategies that nurture skills and provide opportunities to gain and retain employment and thus improve the quality of life that people can improve their situation.

### **HOW ARE THE JURISDICTION POVERTY REDUCING GOALS, PROGRAMS, AND POLICIES COORDINATED WITH THIS AFFORDABLE HOUSING PLAN.**

Because the nature of poverty is complex and multi-faceted, the City will attempt to allocate CDBG funds for services to very low-income households. Research shows that some of these services may have a direct impact on lowering the poverty rate for family households. Therefore, as a primary goal, the City will attempt to fund programs that provide job training, education and other employment related services, and child care services for working families.

CDBG can provide funding for meeting these critical basic needs, but these efforts will be constrained by the amount of funds available and competing priority needs.

The City's anti-poverty efforts complement its plans to preserve and improve existing affordable housing by providing additional stability and resources to low-income households.

## **SP-80 Monitoring**

### **DESCRIBE THE STANDARDS AND PROCEDURES THAT THE JURISDICTION WILL USE TO MONITOR ACTIVITIES CARRIED OUT IN FURTHERANCE OF THE PLAN AND WILL USE TO ENSURE LONG-TERM COMPLIANCE WITH REQUIREMENTS OF THE PROGRAMS INVOLVED, INCLUDING MINORITY BUSINESS OUTREACH AND THE COMPREHENSIVE PLANNING REQUIREMENTS**

Monitoring is an integral management control technique to ensure the effective and proper use of Federal dollars. In addition, it is an ongoing process that assesses the quality of a program participant's performance over a period of time. This program performance relates to external and internal clients, as well as City staff who will be managing the programs. Monitoring provides information about program participants that is critical for making informed judgments about program effectiveness and management efficiency. It also helps in identifying instances of fraud, waste and abuse.

As a newer entitlement community, the City of Sierra Vista has developed monitoring standards and procedures. The City has access to models from other jurisdictions and has begun to develop its own set of monitoring procedures.

The Community Development Department views its monitoring responsibilities as an ongoing process, involving continuing communication, evaluation, and follow-up. The process involves frequent telephone contacts, written communications, the analyses of reports, audits, and periodic meetings with the sub-grantee. The Department's staff will stay informed concerning compliance with program requirements and the extent to which technical assistance is needed. To execute its monitoring program the Community Development Department will develop and implement monitoring procedures to ensure that recipients and sub-recipients of HUD funds are in compliance with Federal regulations and program guidelines.

The overriding goal of monitoring is to identify deficiencies and promote corrections in order to improve and reinforce performance. Deficiencies are corrected through discussion, negotiation, or technical assistance. The three stages utilized for addressing problem areas are early identification of problems, intervention for more serious or persistent problems, and sanctions.

Non-profit organizations that receive CDBG funds will be required to submit monthly financial and performance reports prior to reimbursement of expenditures. These reports will provide sufficient information to document compliance with timely expenditures and performance objectives. Performance objectives and outcomes will be required of all nonprofits receiving funding and will be incorporated in the contract agreement with the City. Monthly reports will allow for monthly “desk monitoring” throughout the program year. The Community Development Department will review these reports on a monthly basis.

If developed in Sierra Vista, Community Housing Development Organizations (CHDOs) will submit monthly performance and matching reports to the department to ensure ongoing compliance and goal accomplishments. These organizations will be subject to annual CHDO certification and annual monitoring when new projects begin, or when deemed necessary through a risk assessment.

City staff will provide technical assistance to social service and housing organizations that receive Federal funds either by phone, email, or on-site visits whenever a change in program staff or other operational concerns develop.

For the initial years of the City’s participation in the CDBG program, the City will manage all CDBG funds from within the City government fiscal system, which complies with OMB and HUD standards for tracking expenses and payments. All HUD and cross cutting requirements will be followed including Davis Bacon wage standards. The City has used state CDBG funds and is familiar with the administrative requirements for documenting Davis Bacon requirements and other HUD policies, procedures and standards.



# Annual Action Plan

## AP-15 Expected Resources

### INTRODUCTION

The Five-Year Consolidated Plan identifies the federal, state, local and private resources expected to be available to the City of Sierra Vista to address priority needs and specific objectives identified in the Strategic Plan. These resources are summarized in **SP-35**.

Allocations for each CDBG entitlement grantee are determined annually by HUD following the adoption of the federal budget by Congress. HUD grants these funds to the communities to carry out a wide range of community development activities directed towards revitalizing neighborhoods, increasing economic development, and improving community facilities and services. Grantees must give maximum priority to activities that benefit low- and moderate-income persons, aid in the prevention or elimination of slums or blight and meet urgent community development needs that pose a serious threat to health or welfare of the community. Grantees have wide flexibility to develop their own programs, activities, and funding priorities so long as they meet one of these national objectives. The City of Sierra Vista City Council establishes the allocations for the use of CDBG funding based on the priorities set forth in the Consolidated Plan.

The City of Sierra Vista anticipates a total allocation of \$271,174 in CDBG funding for the 2019/2020 program year. No program income for CDBG is expected. CDBG funds will be used for community development activities such as public facility, park, sidewalk, and ADA accessibility improvements, as well as public services for low- and moderate-income youth, and administration of the City's CDBG program.

The City of Sierra Vista ~~is anticipating an additional~~ **initial** allocation of 159,897 **and second allocation of \$239,351** in Community development Block Grant - Coronavirus (CDBG-CV) funding **to allocate is to activities that specifically designated to** address COVID-19 related community needs. A Substantial

Amendment to the PY 2019 Annual Action Plan is required for any newly funded activities, and usually a thirty (30) day public comment period is required, however the U.S. Department of Housing and Urban Development (HUD) has waived this requirement provided that no less than five (5) days are provided for public comments on each substantial amendment. In addition, and for the purpose of an expedited use of the CDBG-CV funding, the bill eliminates the cap on the amount of funds a grantee can spend on public services, removes the requirement to hold in-person public hearings in order to comply with national and local social gathering requirements, and allows grantees to be reimbursed for COVID-19 response activities regardless of the date the costs were incurred. The bill also allows grantees to apply the waiver of statutory regulations to 2019 and 2020 CDBG allocations.

The CDBG-CV funds allocated under the CARES Act may be used for a range of eligible activities that prevent and respond to the spread of infectious diseases such as the coronavirus disease 2019 (COVID-19). The proposed activities must meet one of three National Objectives as required by CDBG regulation.

This amendment to the PY 2019 Annual Action Plan describes how these funds will be expended to address urgent needs created by the COVID-19 pandemic. Community development programs recommended for funding in the Amended PY 2019 Action Plan include: (1) **public service programs** that provide direct assistance to individuals who experienced a layoff, furlough, reduction in hours, or inability to work due to COVID-19 or a lack of childcare because of COVID-19 as well as individuals without shelter; and (2) **emergency small business grant assistance program** to keep local businesses open and retain jobs negatively impacted by COVID-19.

Anticipated resources are summarized in **Table 56**.

**TABLE 56: ANTICIPATED RESOURCES**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of Consolidated Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Public, Federal	Acquisition; Admin and Planning; Economic Development; Housing; Public Improvements; Public Services	<del>\$431,071</del> \$670,422	\$0	\$0	<del>\$431,071</del> \$670,422	\$868,826	Additional resources for leveraging may include State and Federal grants, City Departments, public or social service providers, or other sources.

\*HUD 2019 Formula Allocation

**Table 56 – Anticipated Resources**

The Annual Action Plan must summarize the City’s priorities and the specific goals it intends to initiate and/or complete within the first-year of the Strategic Plan. These goals must be described in quantitative terms. City of Sierra Vista has selected goal outcome indicators and quantities based on the anticipated performance measures of the 2019/2023 Annual Action Plan. See **Table 57 and Table 58**.

**EXPLAIN HOW FEDERAL FUNDS WILL LEVERAGE THOSE ADDITIONAL RESOURCES (PRIVATE, STATE AND LOCAL FUNDS), INCLUDING A DESCRIPTION OF HOW MATCHING REQUIREMENTS WILL BE SATISFIED**

The City will cultivate funding partners who can match the City's investment of CDBG funds. The City administration recognizes that the City's annual entitlement and formula allocations are not sufficient to meet all of its needs. Additional funds need to be raised to ensure that more infrastructure improvements, affordable housing, and community services are available for those in need.

Matching requirements will be satisfied with other eligible financial resources and/or in-kind services, and the City will continue to seek this type of matching as well as financial matches.

The City has received funds from a variety of other sources over the past decade. These include HOME funds, and NADBank grant for a major sewer project, County funds for emergency repairs and other projects, as well as an Energy Efficiency Block Grant for lighting in a low-mod neighborhood. The Community Partnership of Southern Arizona, based in Tucson, has several programs in Sierra Vista, including assisting two persons receiving HOGAR housing assistance, nine persons receiving Casas Primeras assistance and five persons receiving Shelter Plus Care assistance. The City uses general fund resources for infrastructure and community service activities on a regular basis, but such funds are becoming increasingly limited in light of other needs and priorities across the City. While the City actively seeks additional funding from a range of sources, many of these sources are applications for highly competitive grants, and there is no assurance of receiving these funds.

**IF APPROPRIATE, DESCRIBE PUBLICALLY OWNED LAND OR PROPERTY LOCATED WITHIN THE JURISDICTION THAT MAY BE USED TO ADDRESS THE NEEDS IDENTIFIED IN THE PLAN**

The City has been instrumental in acquiring slum properties being auctioned, due to non-payment of taxes, and ensuring the properties will be redeveloped into low-income housing or other options that will benefit the low-income neighborhoods.

**DISCUSSION**

Please see the preceding responses.

## AP-20 Annual Goals and Objectives

**TABLE 57: GOALS SUMMARY INFORMATION**

Sort Order	Goal Name	Category	Start Year	End Year	Outcome	Objective	Geographic Area	Needs Addressed	Funding Year 1	Goal Outcome Indicator	Quantity	Unit of Measure (UoM)
1	Public Infrastructure / Facility Improvements	Non-Housing Community Development	2019	2020	Availability/Accessibility	Create Suitable Living Environments	Citywide	Public Improvements/Infrastructure, Public Facilities Improvements	\$ 246,174	Public facility or infrastructure activities other than low/moderate-income housing benefit	2,514	Persons Assisted
2	Housing Rehabilitation and Services	Affordable Housing	2019	2020	Affordability	Provide Decent Affordable Housing	Citywide	Provide Affordable Housing Opportunities	\$0	N/A	N/A	N/A
3	Provision of Needed Services	Non-Homeless Special Needs, Non-Housing Community Development, Homeless	2019	2020	Availability/Accessibility	Create Suitable Living Environments	Citywide	Homeless Activities, Public Service Programs	<del>\$54,897</del> \$363,198	Public service activities other than low/moderate income housing benefit	<del>460</del> 3,500	Persons Assisted
4	Neighborhood Stabilization	Non-Housing Community Development	2019	2020	Sustainability	Create Suitable Living Environments	Citywide	Elimination of Slum and Blight	\$0	N/A	N/A	N/A
5	Economic Development	Special Economic Development For-Profit Businesses; Microenterprise Development	2020	2021	Economic Development	Job creation and retention for low-moderate income workers/business retention	Citywide	Economic Development	<del>\$120,000</del> \$86,050	Economic Development and Employment Opportunities	<del>12</del> 11	Businesses Assisted
6	Fair Housing	Other: Fair Housing	2019	2020	Availability/Accessibility	Provide Decent Affordable Housing	Citywide	Fair Housing	\$0	N/A	N/A	N/A
7	Administration/Planning	Other: Program Administration	2019	2020	Availability/Accessibility	Create Suitable Living Environments	Citywide	Program Administration	\$ 10,000	Other	1	Year of Admin.

**Table 57 – Goals Summary Information**



**TABLE 58: GOAL DESCRIPTIONS**

1	Goal Name	Public Infrastructure/Facility Improvements
	Goal Description	ADA Improvements; Public Facility Improvements, and Infrastructure   CDBG - \$246,174
2	Goal Name	Housing Rehabilitation and Services
	Goal Description	Housing Rehabilitations; Rental Assistance; Homeownership; and Accessibility   CDBG - \$0
3	Goal Name	Provision of Needed Services
	Goal Description	Community Services; Special Needs Populations (primarily for seniors and youth); Mental Health and Homeless Services   CDBG/CDBG-CV - <del>\$54,897</del> <u>\$328,198</u>
4	Goal Name	Neighborhood Stabilization
	Goal Description	Elimination of slum and blight   CDBG - \$0
5	Goal Name	Economic Development
	Goal Description	Small business assistance grant   CDBG-CV - <del>\$120,000</del> <u>\$86,050</u>
56	Goal Name	Fair Housing
	Goal Description	Eliminate discrimination in housing   CDBG - \$0
67	Goal Name	Administration/Planning
	Goal Description	CDBG Admin. - \$10,000

**Table 58 – Goal Descriptions**

## AP-35 Projects

### INTRODUCTION

The first-year program will focus on several public infrastructure/facility improvements projects that will augment the upcoming North Garden Avenue streetscape project and bolster the City’s West End revitalization effort. The City’s Economic Development and Leisure Services staff have developed a conceptual framework plan for creating a community event/gathering space at Solider Creek Park through a series of improvements. The proposed funding for James Landwehr Plaza is envisioned for a general “sprucing up” of the property including the parcel to the north (former funeral home site) that the City will soon own. The first-year program will also focus on ADA improvements as these are a priority Citywide. Needed ADA sidewalk ramps will be constructed at various locations around the City to benefit special needs populations. Additionally, one service project will provide scholarships for After-School programs organized by the Boys & Girls Club. ~~A substantial amendment was approved on May~~

12, 2020, to allocate Public hearings were held on May 12, 2020 (initial CV allocation) and November 12, 2020 (second CV allocation) regarding the approval of substantial amendments designating CARES Act funding to address urgent needs created by the COVID-19 pandemic as follows: (1) public service assistance to individuals who experienced a layoff, furlough, reduction in hours, or inability to work due to COVID-19 or lack of childcare because of COVID-19 as well as individuals without shelter; and (2) emergency small business grant assistance to keep businesses operating and retain qualified jobs negatively impacted by COVID-19.

A total of seven (7) projects (with project administration) will be funded in FY 2019. See Project Information table below.

**TABLE 59: PROJECT INFORMATION**

#	Project Name
1	Soldier Creek Park Improvements
2	James Landwehr Plaza Improvements
3	ADA Ramps/Sidewalks Installation
4	Boys & Girls Club Program Scholarships
5	Emergency Small Business Grant Assistance – COVID-19 Response Activity
6	Public Services – Emergency/Crisis Fund – COVID-19 Response Activity
7	CDBG Program Administration

**Table 59 – Project Information**

## **DESCRIBE THE REASONS FOR ALLOCATION PRIORITIES AND ANY OBSTACLES TO ADDRESSING UNDERSERVED NEEDS**

In the Consolidated Plan, the principal needs identified are: 1) Public Infrastructure/Facility Improvements, 2) Housing Rehabilitation and Services, 3) Provision of Needed Services, 4) Neighborhood Stabilization, 5) Economic Development; and 6) Fair Housing. The 2019 Public Meetings and Public Hearings were instrumental in identifying these principal needs for our community. However, Public Improvements and Infrastructure continue to receive *high* rankings because they are a means to make significant improvements in the quality of life in the distressed neighborhoods.

The development of the Annual Action Plan involved consultation with those agencies involved in delivering housing, housing services, and community improvements. Meetings and discussions were held between the staff of the City's Department of Community Development and other City Departments, as well as conducting meetings with appropriate housing and social service agencies. Public input was also solicited through a public meeting, public hearings, and a web-based survey. All projects selected to receive funding meet objectives and goals set by the City to address the needs of low- and moderate-income persons and special needs populations.

The City's primary obstacle to meeting underserved needs is a lack of funding. In recent years, due to the lingering affects of the Great Recession, reduced revenues have plagued all levels of government (federal, state, and local). These reduced revenues have hindered the City's ability to meet the needs of low-income residents. Another obstacle to meeting underserved needs is the generally increasing demand for public services that is placing an additional burden on public service agencies within the City.

## AP-38 Project Summary

**TABLE 60: PROJECT SUMMARY INFORMATION**

1	<b>Project Name</b>	<b>Soldier Creek Park Improvements</b>
	Target Area	Low/Mod Neighborhoods
	Goals Supported	Public Infrastructure/Facility Improvements
	Needs Addressed	Public Improvements/Infrastructure
	Funding	CDBG: \$ 175,000
	Description	Creation of a community event/gathering space at Soldier Creek Park through a series of improvements
	Planned Activities	Enhance walkway and provide for accessibility, improve driveway access, install electrical service, replace bathrooms, construct pedestrian bridge, general landscape improvements based on priorities established through public consultation process.
2	<b>Project Name</b>	<b>James Landwehr Plaza Improvements</b>
	Target Area	Low/Mod Neighborhoods
	Goals Supported	Public Infrastructure/Facility Improvements
	Needs Addressed	Public Improvements/Infrastructure
	Funding	CDBG: \$ 25,000
	Description	Improvement of the subject property including the parcel to the north (i.e., former funeral home site)
	Planned Activities	Add park amenities/features identified through public consultation process and improve landscape.
3	<b>Project Name</b>	<b>ADA Ramps/Sidewalk Installation</b>
	Target Area	Citywide
	Goals Supported	Public Infrastructure/Facility Improvements
	Needs Addressed	Public Improvements/Infrastructure
	Funding	CDBG: \$ 46,174
	Description	Needed ADA sidewalk ramps and sidewalks will be constructed at various locations around the City
	Planned Activities	Construction of ADA sidewalk ramps and sidewalks
4	<b>Project Name</b>	<b>Boys &amp; Girls Club Program Scholarships</b>
	Target Area	Citywide
	Goals Supported	Provision of Needed Services
	Needs Addressed	Public Service Programs
	Funding	CDBG: \$ 15,000
	Description	Program scholarships for before and after school program services
	Planned Activities	STEM, sports, arts, education, homework help, and more
5	<b>Project Name</b>	<b>Economic Development – Emergency Small Business Assistance Grant Program</b>
	Target Area	Citywide
	Goals Supported	Economic Development
	Needs Addressed	Job Creation and Retention for Low-Moderate Income Workers/Business Retention
	Funding	CDBG-CV: <del>\$120,000</del> \$86,050
	Description	Microenterprise/Special Economic Development For-Profit Business
	Planned Activities	<b>COVID-19 Response</b> - Small Business Grant Assistance

6	<b>Project Name</b>	<b>Public Services – Emergency/Crisis Fund</b>
	Target Area	Citywide
	Goals Supported	Provision of Needed Services
	Needs Addressed	Public Service Programs
	Funding	CDBG-CV: <del>\$ 39,897</del> <b>\$313,198</b>
	Description	<del>Public assistance to individuals impacted by COVID-19</del> <b>COVID-19 Response Emergency Crisis Fund</b>
	Planned Activities	<b>COVID-19 Response</b> - Mental Health Counseling; Basic Services; Hotel/Motel Vouchers; Employment Assistance; <b>Rent/Utility Payment Assistance; Specialized Supplies; Protective Equipment</b>
57	<b>Project Name</b>	<b>CDBG Program Administration</b>
	Target Area	Citywide
	Goals Supported	Administration/Planning
	Needs Addressed	Program Administration
	Funding	CDBG: \$ 10,000
	Description	One Year of CDBG Program Administration
	Planned Activities	Annual action planning, project development, coordination and compliance oversight, and administrative activities

**Table 60 – Project Summary Information**

## AP-50 Geographic Distribution

### DESCRIPTION OF THE GEOGRAPHIC AREAS OF THE ENTITLEMENT (INCLUDING AREAS OF LOW-INCOME AND MINORITY CONCENTRATION) WHERE ASSISTANCE WILL BE DIRECTED

Low- and moderate-income areas in the City will be those areas and locations which have the greatest need for ADA sidewalk ramps and public infrastructure/facility improvements.

For the initial years of the City’s participation in the CDBG program, the City will manage all CDBG funds from within the City government fiscal system, which complies with OMB and HUD standards for tracking expenses and payments. All HUD and cross cutting requirements will be followed including Davis Bacon wage standards. The City has used state CDBG funds and is familiar with the administrative requirements for documenting Davis Bacon requirements and other HUD policies, procedures and standards.

**TABLE 61: GEOGRAPHIC DISTRIBUTION**

Target Area	Percentage of Funds
Citywide	26%
Low/Mod Neighborhoods	74%

**Table 61 – Geographic Distribution**

### RATIONALE FOR THE PRIORITIES FOR ALLOCATING INVESTMENTS GEOGRAPHICALLY

The City has worked closely with the public and civic leaders to ascertain the priority needs within the targeted areas. Meetings with agency providers, neighborhood associations, and the West End Commission guided the prioritization of needs. These priority needs include infrastructure improvements such as proper drainage and sidewalks, removing slum/blight and increasing code enforcement, public facility improvements to neighborhood parks, and public services for youth. The Soldier Creek Park and James Landwehr Plaza projects are site-specific. The ADA Ramps/Sidewalk Installation project will occur at various locations throughout the City. Scholarships for after school programs will be provided to low- and moderate-income youth citywide.

### DISCUSSION

The City of Sierra Vista has identified seven (7) projects to implement the five goals of the Strategic Plan during the final year of the 2019-2023 Consolidated Plan. These projects benefit low- and moderate-income persons Citywide and within the City’s low- and moderate- income areas.

## AP-55 Affordable Housing

### INRODUCTION

As stated previously, the City places a high priority on providing homeownership opportunity in Sierra Vista. This goal shall be addressed, in part, by local non-profit organizations and developers that construct new, modestly priced, affordable houses, or repair existing houses for resale to lower-income, first-time homebuyers. In addition, the City shall seek creative ways in which we can provide affordable housing opportunities and a means for obtaining such.

For the first program year, the City does not plan to directly support any affordable housing activities because the necessary procedures and policies are not in place. Affordable housing programs will likely be initiated in the subsequent program years.

**TABLE 62: ONE YEAR GOALS FOR AFFORDABLE HOUSING BY SUPPORT REQUIREMENT**

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special Needs	0
<b>Total</b>	<b>0</b>

Table 62 – One Year Goals for Affordable Housing by Support Requirement

**TABLE 63: ONE YEAR GOALS FOR AFFORDABLE HOUSING BY SUPPORT TYPE**

One Year Goals for the Number of Households Supported Through:	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
<b>Total</b>	<b>0</b>

Table 63 – One Year Goals for Affordable Housing by Support Type

### DISCUSSION

The City is not prepared to engage in affordable housing activities in the first program year. The City will rely on various partners throughout the jurisdiction, and county in assisting its residents in obtaining affordable housing. Through programs including but not limited to: Owner-Occupied Rehabilitation grants; and Emergency Rehabilitation Grants.

## **AP-60 Public Housing**

### **INTRODUCTION**

The City of Sierra Vista does not have a Public Housing Authority nor does the City own or operate any public housing. Additionally, the City of Sierra Vista does not administer any Section 8 certificates. As a result, the needs of public housing are not within the scope of this Consolidated Plan. In the absence of a locally administered program, the City works cooperatively with the Housing Authority of Cochise County which provides City residents any Section 8 and VASH vouchers.

### **ACTIONS PLANNED DURING THE NEXT YEAR TO ADDRESS THE NEEDS TO PUBLIC HOUSING**

Not Applicable.

### **ACTIONS TO ENCOURAGE PUBLIC HOUSING RESIDENTS TO BECOME MORE INVOLVED IN MANAGEMENT AND PARTICIPATE IN HOMEOWNERSHIP**

Not Applicable.

### **IF THE PHA IS DESIGNATED AS TROUBLED, DESCRIBE THE MANNER IN WHICH FINANCIAL ASSISTANCE WILL BE PROVIDED OR OTHER ASSISTANCE**

Not Applicable.

### **DISCUSSION**

Not Applicable.



## AP-65 Homeless and Other Special Needs Activities

### **INTRODUCTION**

This section of the Annual Action Plan describes the City of Sierra Vista one-year goal and the specific actions steps it will undertake in the program year to carry out the homeless strategy identified in the Strategic Plan. Additionally, this section addresses any activities related to the supportive housing needs of non-homeless populations.

Going forward the City will work to assess the community's homeless needs and develop the policies, procedures and capacity to better assist homeless and other special needs activities. Several avenues already exist and will be expanded upon to achieve these goals. The City has a Commission of Disabilities and is a member of the regional Continuum of Care. Further, a City staff member is on the Governor's Commission on Homelessness and Housing, a Board member of the local United Way, and a Board member of the Southwest Arizona Fair Housing Council.

### **DESCRIBE THE JURISDICTIONS ONE-YEAR GOALS AND ACTIONS FOR REDUCING AND ENDING HOMELESSNESS**

The City will consider pursuing activities to address the housing and supportive service needs of persons who are homeless, and those that have special needs. However, at this time, the City does not have the procedures, policies or mechanisms in place to assist organizations providing these types of services.

### **REACHING OUT TO HOMELESS PERSONS (ESPECIALLY UNSHELTERED PERSONS) AND ASSESSING THEIR INDIVIDUAL NEEDS**

The City government cannot directly assist persons experiencing homelessness; rather it relies on the Good Neighbor Alliance (owns the homeless shelter) and other service-oriented agencies to assist those persons. The Cochise County Resources Guide lists a number of organizations and agencies that provide food, clothing, financial assistance, healthcare, and transportation assistance. These include State and County agencies and organizations such as the St. Vincent DePaul Society, the Salvation Army, the American Red Cross SSVF Program, the Wellness Connection, the Veterans' Administration, services from Fort Huachuca, the Arizona Coalition for Military Families (focused for service providers), and Good Neighbor Alliance.

The City will consider pursuing activities to address the housing and supportive service needs of persons who are homeless, and those that have special needs. However, at this time, the City does not have the

procedures, policies or mechanisms in place to assist organizations providing these types of services.

### **ADDRESSING THE EMERGENCY SHELTER AND TRANSITIONAL HOUSING NEEDS OF HOMELESS PERSONS**

There is one homeless shelter in the City—the Good Neighbor Alliance facility that is for men, women, and families. Good Neighbor Alliance has received a PATH grant for the last several years and has staff and caseworkers performing outreach to those individuals experiencing homelessness throughout Cochise County. Good Neighbor Alliance is an emergency and temporary shelter that offers a walk-in shower program, clothes washing, nightly dinner, AA and NA meetings at the location, and case management to ensure that the clients can access HUD and DES programs.

The Good Neighbor Alliance facility has a total capacity of 20 persons, combination of single men, single women, and families and has an estimated occupancy rate of 90 percent. In 2016 the City allotted \$20,000 of its 2016 CDBG to GNA to fix the roof at the Samaritan Station (dorm) which, without replacing the roof, the building would have become inhabitable and displace all 20 persons. The City was unable to get an eligible roof contractor after three solicitations and paid for the new roof with General Fund money. Good Neighbor Alliance has received ESG and rapid rehousing funding, but due to State cuts didn't receive funding for several years; however, they are now receiving a small amount of funding. They work with agencies like the Legacy Foundation for operating funding and housing clients. GNA also works closely with the mental health providers to ensure the well-being of their clients.

The City will consider pursuing activities to address the housing and supportive service needs of persons who are homeless, and those that have special needs. However, at this time, the City does not have the procedures, policies or mechanisms in place to assist organizations providing these types of services.

### **HELPING HOMELESS PERSONS (ESPECIALLY CHRONICALLY HOMELESS INDIVIDUALS AND FAMILIES, FAMILIES WITH CHILDREN, VETERANS AND THEIR FAMILIES, AND UNACCOMPANIED YOUTH) MAKE THE TRANSITION TO PERMANENT HOUSING AND INDEPENDENT LIVING, INCLUDING SHORTENING THE PERIOD OF TIME THAT INDIVIDUALS AND FAMILIES EXPERIENCE HOMELESSNESS, FACILITATING ACCESS FOR HOMELESS INDIVIDUALS AND FAMILIES TO AFFORDABLE HOUSING UNITS, AND PREVENTING INDIVIDUALS AND FAMILIES WHO WERE RECENTLY HOMELESS FROM BECOMING HOMELESS AGAIN**

This is being discussed at the Cochise County Continuum of Care. For several years, GNA did not receive ESG or rapid rehousing funding, due to State funding cuts. However, GNA does now have a

small amount of funding to assist with rehousing. However, being grant funded, funding is unknown year-to-year.

Furthermore, the City will continue to work with homeless service providers a to implement a cohesive, community-wide discharge coordination policy that can be successfully implemented to ensure that persons being discharged from publicly funded agencies and institutions do not become homeless upon release.

**HELPING LOW-INCOME INDIVIDUALS AND FAMILIES AVOID BECOMING HOMELESS, ESPECIALLY EXTREMELY LOW-INCOME INDIVIDUALS AND FAMILIES AND THOSE WHO ARE: BEING DISCHARGED FROM PUBLICLY FUNDED INSTITUTIONS AND SYSTEMS OF CARE (SUCH AS HEALTH CARE FACILITIES, MENTAL HEALTH FACILITIES, FOSTER CARE AND OTHER YOUTH FACILITIES, AND CORRECTIONS PROGRAMS AND INSTITUTIONS); OR, RECEIVING ASSISTANCE FROM PUBLIC OR PRIVATE AGENCIES THAT ADDRESS HOUSING, HEALTH, SOCIAL SERVICES, EMPLOYMENT, EDUCATION, OR YOUTH NEEDS**

This is being discussed at the Cochise County Continuum of Care. For several years, GNA did not received ESG or rapid rehousing funding, due to State funding cuts. However, GNA does now have a small amount of funding to assist with rehousing. However, being grant funded, funding is unknown year-to-year.

Furthermore, the City will continue to work with homeless service providers a to implement a cohesive, community-wide discharge coordination policy that can be successfully implemented to ensure that persons being discharged from publicly funded agencies and institutions do not become homeless upon release.

**DISCUSSION**

The City does not anticipate funding homeless activities with the FY2019 CDBG award. The City will continue to offer other assistance, advice, and coordination with agencies that provide day facilities, case management, job skills training, vocational tools and other homeless services.

**AP-75 Barriers to affordable housing**

**INTRODUCTION**

This section of the Annual Action Plan summarizes actions the City of Sierra Vista will undertake during the program year to reduce barriers to affordable housing and influence whether the cost of housing or the incentives to develop, maintain, or improve affordable housing are affected by public policies, particularly those of the local jurisdiction. Such policies include land use controls, zoning ordinances,

building codes, and policies that affect the return on residential investment.

**ACTIONS IT PLANNED TO REMOVE OR AMELIORATE THE NEGATIVE EFFECTS OF PUBLIC POLICIES THAT SERVE AS BARRIERS TO AFFORDABLE HOUSING SUCH AS LAND USE CONTROLS, TAX POLICIES AFFECTING LAND, ZONING ORDINANCES, BUILDING CODES, FEES AND CHARGES, GROWTH LIMITATIONS, AND POLICIES AFFECTING THE RETURN ON RESIDENTIAL INVESTMENT**

The City has several strategies that it utilizes to remove or ameliorate the negative effects of public policies that are barriers to affordable housing. In general, the City of Sierra Vista will continue to work with non-profit and for-profit housing developers and providers to increase the amount of affordable housing.

Sierra Vista does not put any limitations on growth. Through vehicles such as zoning ordinances, subdivision controls, permit systems, and housing codes and standards, the City has attempted to ensure the health, safety, and quality of life of its residents while minimizing the barriers that may impede the development of affordable housing.

The City has addressed its zoning and land use regulations to ensure they are as equitable and open as possible. Development standards, though they sometimes add costs to construction or rehabilitation, are necessary for the safety and health of residents. The City continues efforts to streamline and facilitate the permitting process locally. The City reviews building codes to ensure that non-life safety codes are not adding cost.

The City continues to have one of the lowest property tax rates in AZ.

**DISCUSSION**

Public policies can have a direct impact on barriers to affordable housing. Sierra Vista has recognized this fact and is currently undergoing its own processes to expose any barriers or obstacles to developing affordable and fair housing. It is anticipated the documents such as the zoning and building codes and the City Master Plan do not create barriers to affordable housing as there are many affordable units within the City of Sierra Vista.

## AP-85 Other Actions

### INTRODUCTION

This section of the Annual Action Plan describes the City of Sierra Vista' planned actions to carry out the following strategies outlined in the Strategic Plan:

- Foster and maintain affordable housing;
- Evaluate and reduce lead-based paint hazards;
- Reduce the number of poverty-level families;
- Develop institutional structure; and Enhance coordination.

### ACTIONS PLANNED TO ADDRESS OBSTACLES TO MEETING UNDERSERVED NEEDS

The greatest challenge to meeting underserved needs in the coming year will be meeting the increased need for program activities with a limited amount of funding. To overcome this significant challenge, the City will work more efficiently, seek a greater level of collaboration with other agencies and organizations, and aggressively seek opportunities to leverage funds. One activity, scholarships for after school programs organized by the Boys & Girls Club of Sierra Vista, will be offered in the first year. In addition, public service projects and/or programs that can be supported by CDBG funds are limited yet create a large demand for funding. The City will continue to work with public service providers to expand services and become more of a resource for these providers.

Poverty levels have increased between 2000 and 2017 (10.5 percent to 14.2 percent). It can be assumed that between 2000 and 2017 that poverty has increased due to lingering effects of the "Great Recession". Federal program funds being used are not designed to be anti-poverty programs, thus limiting the amount of resources available for such activities. The improvements that occur within Community Development Block Grant eligible areas require that Section 3 area residents are used, when feasible. Sierra Vista, however, is dependent on the availability of funding in order to accomplish infrastructure improvements.

The City, through the Consolidated Plan, shall seek to target federal funds, and other available resources, to residents that have traditionally not been served, or are underserved by previous programs. A strong emphasis will be placed on programmatic restructure that is not only compliant with changing rules and regulations, but make sense for today's economic climate, and ever-changing community structure.

## **ACTIONS PLANNED TO FOSTER AND MAINTAIN AFFORDABLE HOUSING**

As noted above, the City could in later program years provide rental assistance and seek to develop affordable housing projects. The latter efforts will be limited because of the amount of funds available and the many competing needs.

## **ACTIONS PLANNED TO REDUCE LEAD-BASED PAINT HAZARDS**

The City will incorporate all HUD requirements concerning lead-based paint abatement into its housing rehabilitation programs, will see that program participants are informed about lead-based paint hazards and will see that all abatement work is undertaken by qualified contractors who have completed U.S. HUD and EPA lead training courses.

Several years ago, the Housing Authority of Cochise County implemented a lead-based paint rehabilitation program, they were able to abate all the paint in qualified homes when requested.

## **ACTIONS PLANNED TO REDUCE THE NUMBER OF POVERTY-LEVEL FAMILIES**

Because the nature of poverty is complex and multi-faceted, the City will attempt to allocate CDBG funds for services to very low-income households. CDBG can provide funding for meeting these critical basic needs, but these efforts will be constrained by the amount of funds available and competing priority needs. One activity, scholarships for after school programs organized by the Boys & Girls Club of Sierra Vista, will be offered in the first year.

According to the 2013-2017 American Community Survey (ACS) estimates, 14.2% of people living in the City of Sierra Vista are below poverty level. The City of Sierra Vista does not possess the capacity or manpower to directly improve the poverty status of its citizens. However, the City supports non-profit groups, County and State efforts to move low-income persons to economic self-sufficiency or to a maximum level of economic independence.

## **ACTIONS PLANNED TO DEVELOP INSTITUTIONAL STRUCTURE**

The City has in place a strong institutional structure necessary to carry out its housing, community and economic development strategies. The City's Community Development Department will administer the CDBG Program.

In conjunction with other City operating departments, the Community Development Department will also implement any public works project proposed by the 2015-2019 Consolidated Plan or any of the

Annual Action Plans.

Accordingly, the Community Development Department and the City's non-profit agencies have longstanding ties and an effective delivery system for social services to the youth, persons with special needs and low- and moderate-income residents. The Community Development Department will integrate the public service activities and affordable housing proposed in the Action Plan with these on-going operations.

The City will continue to coordinate with various community groups to determine objectives and goals through the public participation process. These groups play a vital role in implementing the Five-Year Consolidated Plan and the Annual Action Plans, annual Performance Reviews, and any proposed Substantial Amendments. All stakeholders are welcomed and encouraged to participate in the implementation of this Consolidated Plan and Action Plan.

#### **ACTIONS PLANNED TO ENHANCE COORDINATION BETWEEN PUBLIC AND PRIVATE HOUSING AND SOCIAL SERVICE AGENCIES**

The City maintains a close relationship with state, regional, and county organizations that provide assistance to low- and moderate-income persons as well as the homeless.

The City will work closely with local non-profit organizations to actively encourage housing programs for low- and moderate-income persons. Also, the Community Development Department will develop and maintain a positive relationship with the builders, developers, and financial institutions in the region.

This collaborative approach will assist in the creation and delivery of effective service delivery programs and affordable housing projects.

#### **DISCUSSION**

The City's actions planned to address obstacles to meeting underserved needs include activities in support of special needs assistance. Additionally, the City's actions to foster and maintain affordable housing include continued funding of programs and agencies that further the affordable housing goals of the City.

### **AP-90 Program Specific Requirements**

#### **INTRODUCTION**

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in

projects to be carried out.

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) REFERENCE 24 CFR 91.220.  
(I)(1)**

**TABLE 64: AVAILABLE PROGRAM INCOME**

Available Program Income	Amount
1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

**Table 64 – Available Program Income**

**TABLE 65: OTHER CDBG REQUIREMENTS**

Available Program Income	Amount
1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100%

**Table 65 – Other CDBG Requirements**

**DISCUSSION**

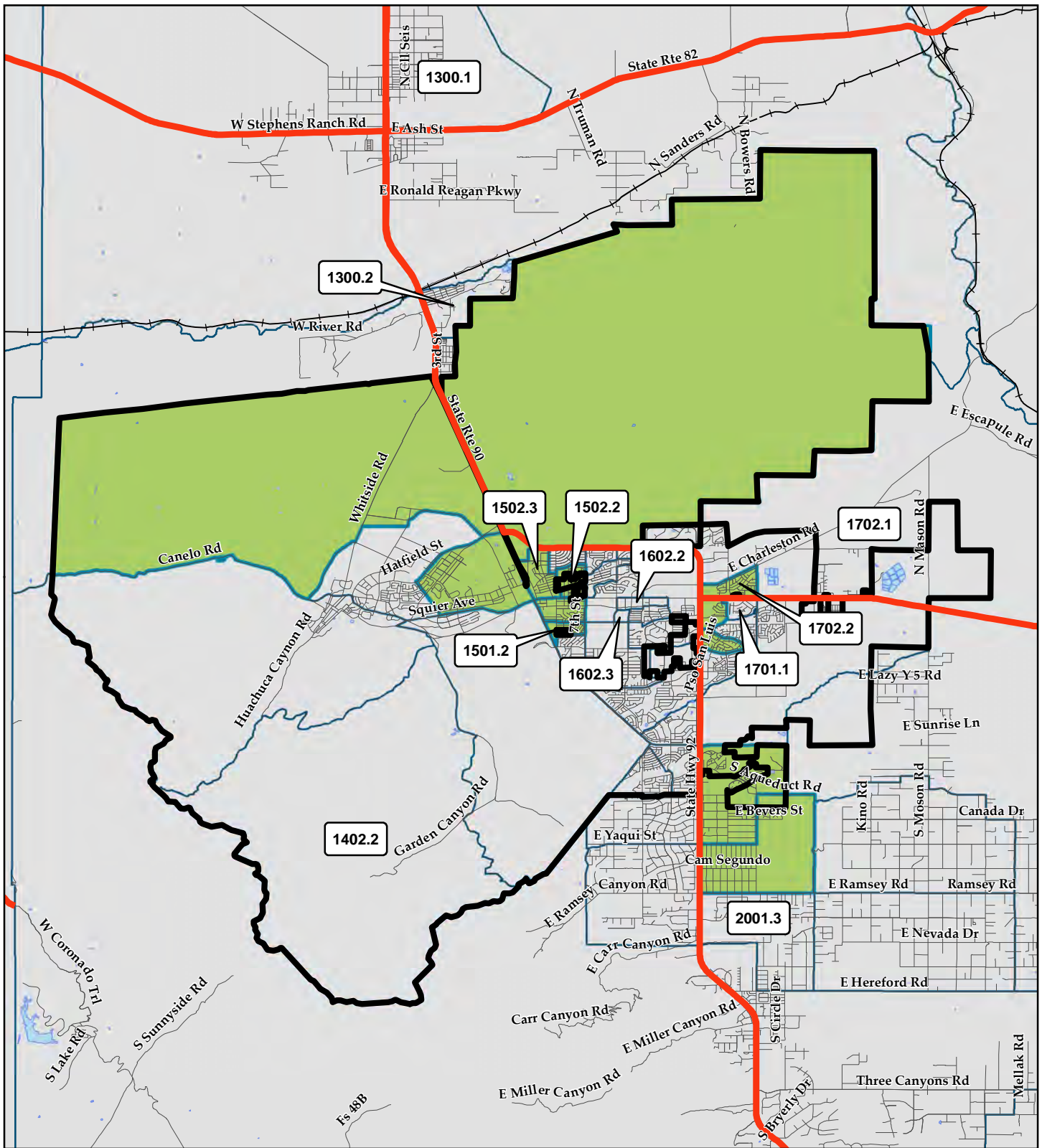
The City estimates 100 percent of CDBG funding will be spent on low- and moderate-income activities.



# Appendix

- 1. Maps**
- 2. Public Participation**
- 3. SF 424 and SF 424D**
- 4. Certifications**
- 5. Citizen Participation Plan**
- 6. 2018 Point-In-Time (PIT) Count**

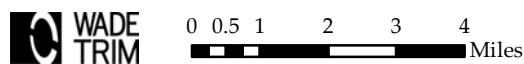
# Maps



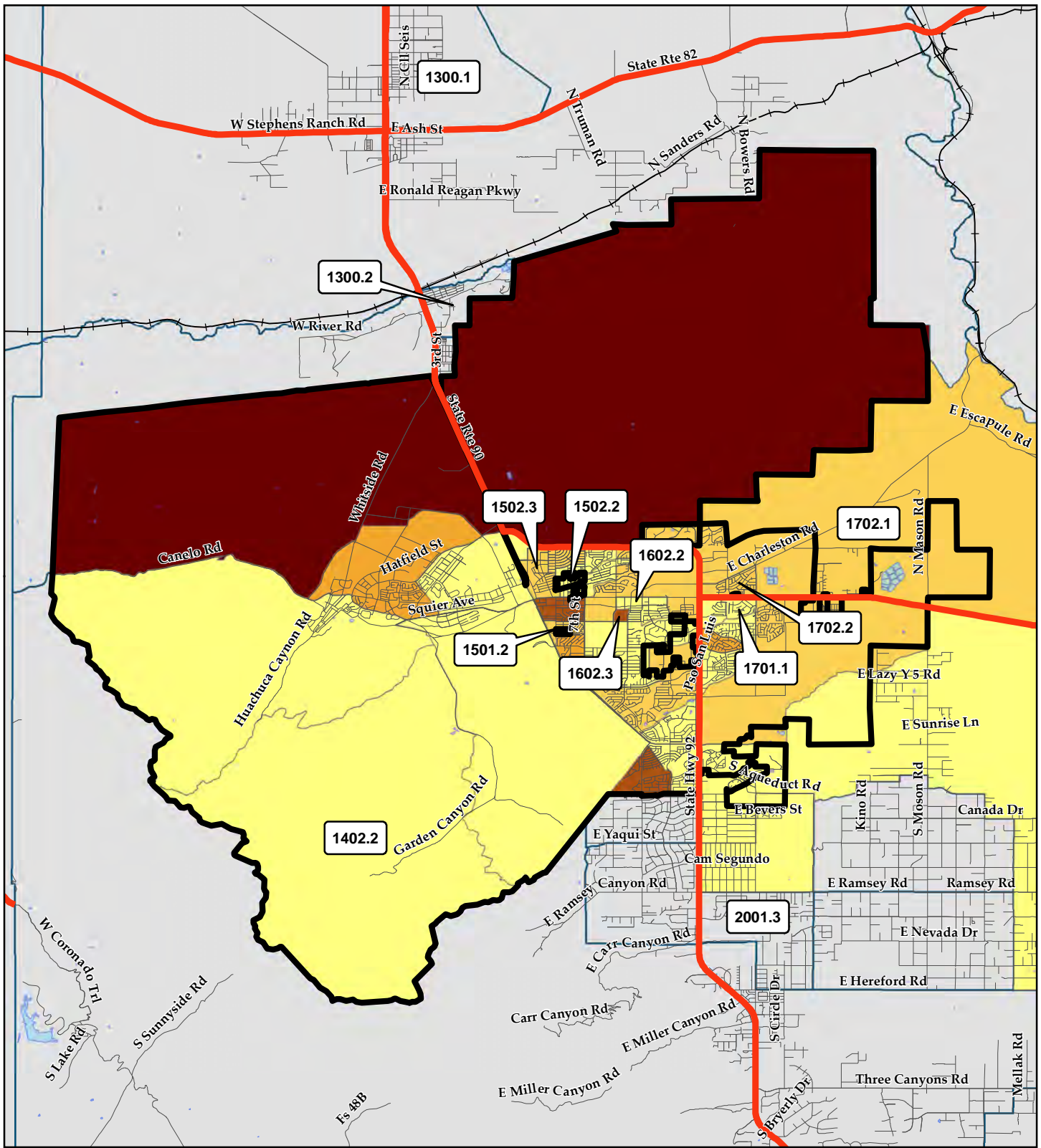
# SIERRA VISTA, ARIZONA

## Low & Moderate Income Areas Map

- City of Sierra Vista Limits
- Low/Mod Income Areas (Block Groups > 51.00%)
- Other Income Areas (All Block Groups)
- Water
- Highways
- Railroads
- Roads

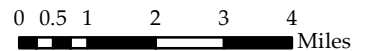
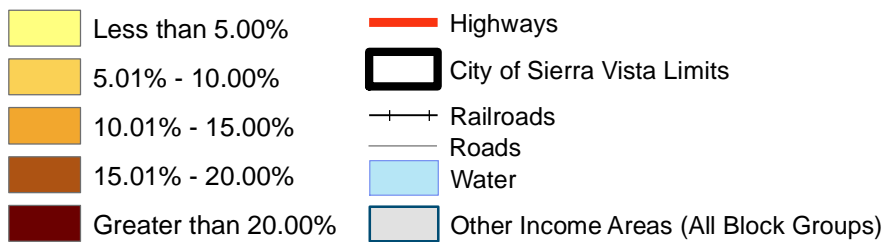


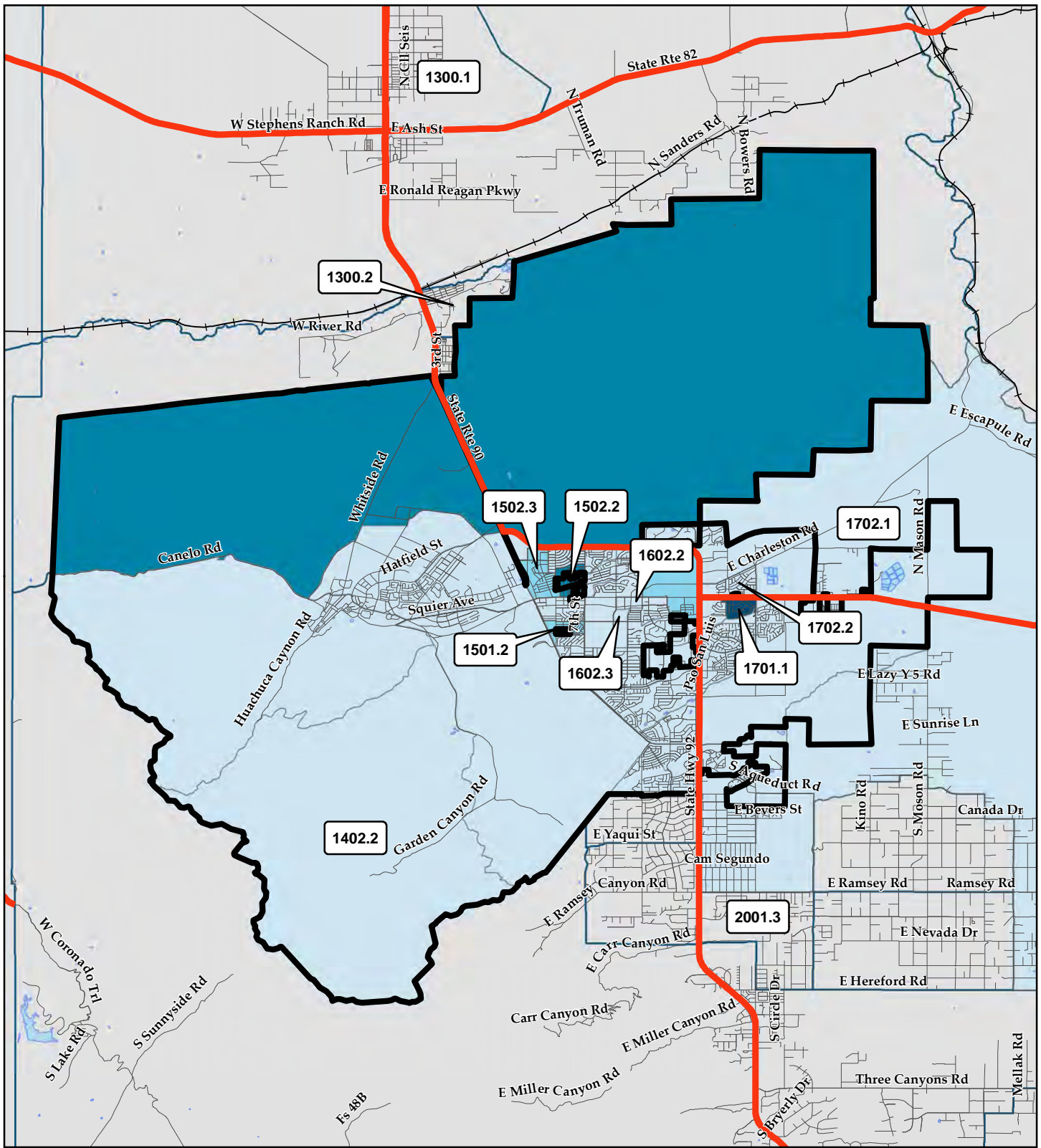
Eligible Areas Source: HUD Low/Mod Summary Data, FY 2019



# SIERRA VISTA, ARIZONA











## Percentage Black or African American Map





# SIERRA VISTA, ARIZONA

## *Percentage Hispanic or Latino Origin Map*

- |   |                     |   |                                       |
|---|---------------------|---|---------------------------------------|
|  | Less than 5.00%     |  | Highways                              |
|  | 5.01% - 15.00%      |  | City of Sierra Vista Limits           |
|  | 15.01% - 25.00%     |  | Railroads                             |
|  | Greater than 25.00% |  | Roads                                 |
|   |                     |  | Water                                 |
|   |                     |  | Other Income Areas (All Block Groups) |



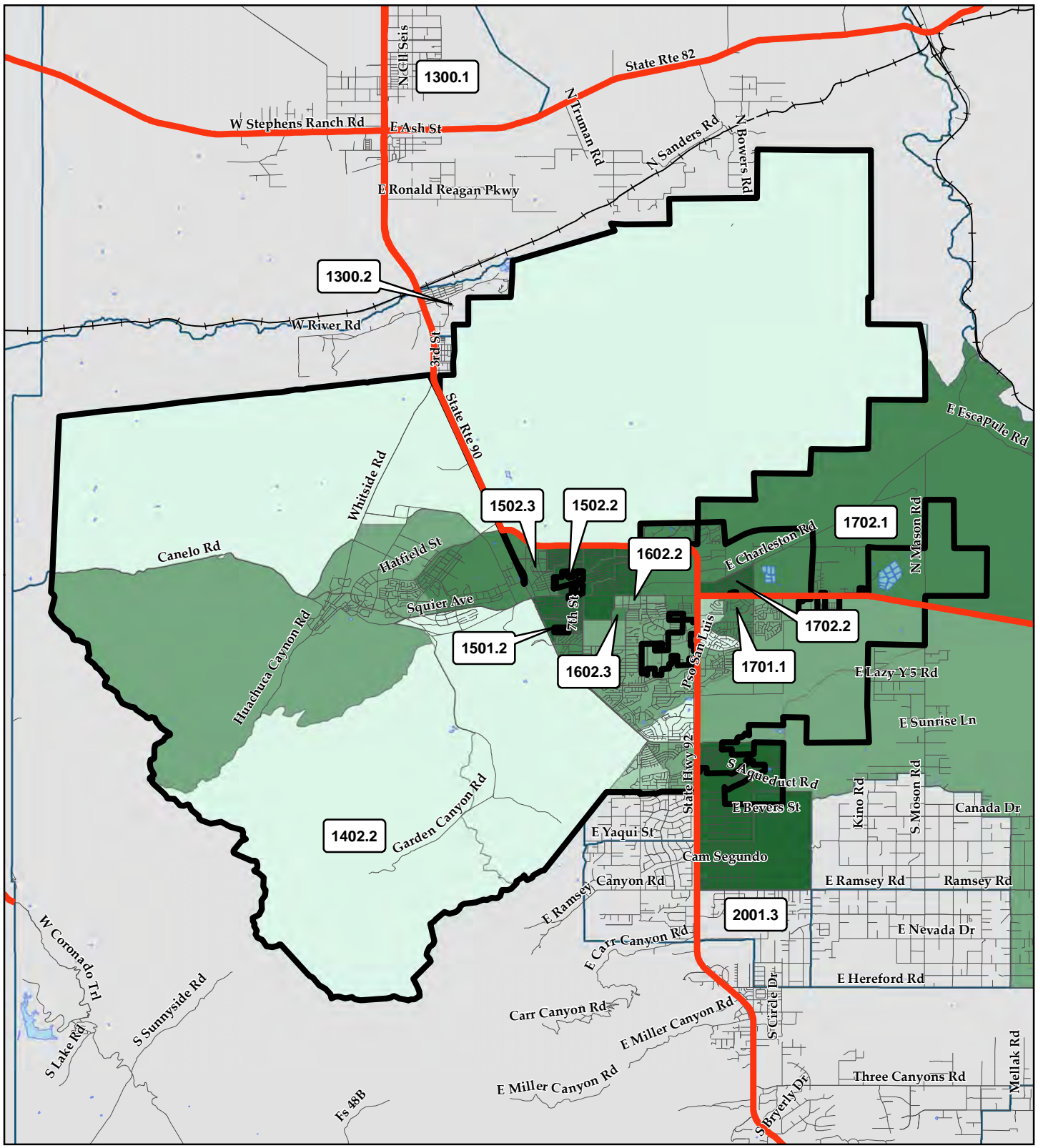
0 0.5 1 2 3 4 Miles



**Sierra Vista**  
American Community Survey 2013-2017 5-Year Estimates



**WADE TRIM**

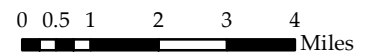


# SIERRA VISTA, ARIZONA

## *Percentage American Indian or Alaska Native Map*



- |   |   |
|---|---|
| <span style="display: inline-block; width: 20px; height: 10px; background-color: #e0f2f1; border: 1px solid black;"></span> Less than 5.00%     | <span style="display: inline-block; width: 20px; height: 2px; background-color: #ff0000; border: 1px solid black;"></span> Highways                               |
| <span style="display: inline-block; width: 20px; height: 10px; background-color: #c8e6c9; border: 1px solid black;"></span> 5.01% - 15.00%      | <span style="display: inline-block; width: 20px; height: 2px; background-color: black; border: 1px solid black;"></span> City of Sierra Vista Limits              |
| <span style="display: inline-block; width: 20px; height: 10px; background-color: #a5d6a7; border: 1px solid black;"></span> 15.01% - 25.00%     | <span style="display: inline-block; width: 20px; border-bottom: 1px solid black;"></span> Railroads   |
| <span style="display: inline-block; width: 20px; height: 10px; background-color: #81c784; border: 1px solid black;"></span> 25.01% - 35.00%     | <span style="display: inline-block; width: 20px; border-bottom: 1px solid black;"></span> Roads   |
| <span style="display: inline-block; width: 20px; height: 10px; background-color: #4db6ac; border: 1px solid black;"></span> Greater than 35.00% | <span style="display: inline-block; width: 20px; height: 10px; background-color: #bbdefb; border: 1px solid black;"></span> Water                                 |
|   | <span style="display: inline-block; width: 20px; height: 10px; background-color: #e0e0e0; border: 1px solid black;"></span> Other Income Areas (All Block Groups) |



American Community Survey 2013-2017 5-Year Estimates

# Public Participation



Sierra Vista City Council  
Work Session Minutes  
January 22, 2019

1. Call to Order

Mayor Mueller called the January 22, 2019 City Council Work Session to order at 3:00 p.m., City Manager's Conference Room, 1011 N. Coronado Drive, Sierra Vista, AZ

Roll Call:

Mayor Rick Mueller – present  
Council Member William Benning – present  
Council Member Gwen Calhoun – present  
Council Member Rachel Gray – present  
Council Member Sarah Pacheco – present  
Council Member Carolyn Umphrey - present  
Council Member Kristine Wolfe – present

Others Present:

Chuck Potucek, City Manager  
Victoria Yarbrough, Assistant City Manager  
Adam Thrasher, Police Chief  
Jodie Ryan, Training Fire Chief  
Jill Adams, City Clerk  
Laura Wilson, Leisure and Library Services Director  
Sharon Flissar, Public Works Director  
Matt McLachlan, Community Development Director  
Tony Boone, Economic Development Chief Officer  
Marty Haverty, Cochise County Facilities Manager

2. Presentation and discussion:

A. January 24, 2019 Council Meeting Agenda Items ([agenda attached](#))

Mayor Mueller stated that the agenda starts off with the Call to Order, Roll Call, Invocation, Pledge of Allegiance, the acceptance of the agenda and City Manager's remarks. He further stated that there are no awards being presented and asked if anyone had comments about the consent agenda, which consists of the regular City Council Minutes of January 10, 2019 and various commission appointments. There was no discussion.

Mayor Mueller noted that Council Member Pacheco will make the motion on Item 3 and Council Member Wolfe will make the motion for Item 4, which will become evident at the meeting as to why this is being done this way.



Item 3 - Public Hearing, Resolution 2019-011, declaring the necessity for and the expansion to the West Sierra Vista Redevelopment Area - Mr. McLachlan stated that in terms of background, in November 2017, the Council designated a 23-acre area along West Fry Boulevard for redevelopment following a year-long public engagement process.

The ultimate direction at that time from Council was to draw the boundaries to only include those owners that wanted to participate in the program. The legal significance of the redevelopment area designation is the authority it conveys to the City to provide economic incentives to private property owners in carrying out the redevelopment objectives in the Plan. It also allows a portion of the Community Development Block Grant funding to be allocated towards the area.

As noted in the Findings of Necessity Study, which is a predicate to designating the area for redevelopment, the West End accounts for more than half of the City's overall commercial vacancy rate as the original settlement area in the City, where it can be found that a great deal of the buildings are approaching 50 years of age or older that poses challenges to their ongoing viability, absentee of investment.

Over the past six months, during the marketing of the West Sierra Vista Partnership Program, the Department has received interest from surrounding property owners and realtors marketing vacant buildings and accessing the grant program. For whatever reason, they did not engage with the Department the first time around; but now wish to be included.

The proposal before Council is to expand the boundary by 29 acres, which will more than double the size of the redevelopment area.

Mr. McLachlan referred to Exhibit A in the Findings of Necessity Study and noted that the original redevelopment area is shaded in red with the expansion area colored in blue (on file with the City Clerk). Some of the more prominent vacant properties in the expansion area include the former Horizon Moving and Storage Facility, the old B&D Lumber Yard on North Avenue, Daisy Maes and Martin Cleaners. He further noted that Daisy Maes was recently acquired by the new owner of the former Sun Canyon Inn that is being converted to a Best Western Plus and that has the most promising potential, which is one of the, if not the most historic buildings in Sierra Vista and seeing that property refurbished and reoccupied has a particular public significance.

In terms of the process, the City is required to present its findings at a public hearing, which has been noticed to each owner by mail. The resolution designee requires at 2/3 votes by Council and if approved, the Department will author the amendments to the Redevelopment Plan to address the expansion area that will go before the Planning and Zoning Commission on February 5, 2019 and then back to Council on February 28, 2019. Following the 30-day effective period, the Department will be able to start taking grant applications for the expansion area, which is all predicated upon Council authorizing staff to proceed.

Mayor Mueller asked if a 2/3 votes is five votes. Mr. McLachlan stated that he is correct.

Mayor Pro Tem Gray asked how much is left in the budget for the fiscal year on the grant. Mr. McLachlan stated that there is over \$50,000.

Mayor Pro Tem Gray asked if anything had been spent during the year. Mr. McLachlan stated that she is correct. Council Member Umphrey stated that she thought Circle K had been done.

Mr. McLachlan stated that it was taken care of with some carryover. There was an application for the West End Gun Pawn Store for signage and there have been a number of conversations with a number of properties; but they have not followed through as they are all pending purchase or lease of the available space.

Council Member Wolfe stated that when this item came up before she did not vote on it and for the same reasons as before, she will not be participating on the discussion/vote.

Mayor Pro Tem Gray asked how that would affect the 2/3 vote. Mayor Mueller stated that five votes are still needed.

Mr. McLachlan stated that he received a call from the Shives last Friday indicating that they were interested so there may be a revised map on Thursday, January 24, 2019. The Shives will provide him with the final decision prior to the Thursday meeting. They own the properties on West Fry Boulevard, the extreme West End that used to be Wellness Connections adjacent to the alley.

Mayor Mueller stated that he thought that Jim's Glass was interested. Mr. McLachlan stated that they were not.

Item 4 is the only item under new business - Resolution 2019-012, Supporting the Purpose and Intent of the 2019 Updated Plan for Prosperity, an Economic Development Framework Commissioned by the City Council

Mr. Boone stated that this resolution formally adopts the Economic Development Framework. He noted that this was the first tasked that he received when he came on board, found in the 2017/2018 Strategic Plan of the previous City Council. He was asked to go back, revise the six-year old Plan for Prosperity, saving roughly \$50,000 on an external consultant.

Staff arrived through the SWOT analysis, internal analysis and by engaging with an advisory group across the community on two separate occasions, in-person meetings, on six objectives that exist within the Plan for Prosperity.

Mr. Boone stated that in August 2018, he briefed it to staff and to the previous Council and during the transition to the new Council Members as well. He added that the good news is that the staff built in the objectives in the previous budget for last year and they have informed the staff as this year's budget is compiled through the planning process.

He added that the entire Plan was included in Council's packets that was put together by Zoe with the objectives that gives the strategy.

Mayor Mueller stated that he hopes everyone has had a chance to read it and asked if anyone had any questions.

Mayor Pro Tem Gray asked if this Plan would guide the County over the next two years. Mayor Mueller stated that this is the Plan until there is another update. Mr. Boone explained that this was built within a two to five-year time from the staff's perspective. The good news is that because it is internally owned, if the environment or the direction changes, the staff will have the ability to recraft it and bring it back to Council.

Mayor Mueller asked Mr. Boone if he plans to go into more detail during his brief to the public on Thursday, January 24, 2019. He noted that there are six Strategic Objectives and although, it is not necessary to go over the SWOT Analysis, the objectives should be briefed.

B. Social Services [Presentation](#) - Lori's Place

Larelle Olmstead thanked Council for the invitation to brief them on the advocacy center, which is not requesting from Council anything other than to allow the Center to brief on what is being done in the community. She explained that many people refer to the Center as Lori's Place; but they are actually Cochise Family Advocacy Center and they are the only advocacy center in Cochise County. If the Center did not exist, many of the victims would need to be taken to Tucson or Phoenix. The Center services all victims of crime; however, the majority of victims are due to child abuse and sexual assault.

The Center's vision is to be a resource facilitator for best practice in the field of abuse prevention, treatment, investigation and prosecution. The mission to compassionately support and promote the well being of children and adult victims through comprehensive services in a neutral, friendly environment.

The Center has a locked facility in Cochise County with very secure bullet-proof windows and doors. There are not many women at the Center; but the Center services victims of domestic violence.

Ms. Olmstead stated that many people assume that in a small city domestic violence is not an issue; but it is and law enforcement can testify to it. This year the Center serviced over 438 people and over 90 percent of those victims are from Sierra Vista and the surrounding area. The following statistics from only cases that are reported are as follows:

- One out of three females will be sexually assaulted;
- One out of four males will be sexually assaulted;
- Children living in rural areas are two time more likely to be identified as victims of child sexual abuse;
- Foster care children are ten times more likely to be sexually abused than children with two parent homes.

There are rural areas where people are not reporting and will not. The Center is somewhere locally where these people can get help. The Center does not have a shelter where they house the victims; however since they are a small organization they work very closely with other organizations in the community and will drive victims to a shelter because law enforcement has their hands full.

The Center offers training, i.e., mandatory reporter, healthy relationships and teen violence, which is currently another problem in the community. Domestic violence is not just about husband/wife, it is happening in high schools, middle school and those numbers are actually increasing.

The Center has been in existence for about three years and due to its outside appearance, many people think that it is a daycare.

Pictures of the forensic interview room were displayed, which is one of the most known things about the Center as well as its exams for DNA, photos and evidence kit that they pass on to law enforcement.

Ms. Olmstead stated that as a former child abuse investigator, she would have to take a victim to a forensic interview and sit at the hospital for the day. She would then have to bring the victim back to the hospital a couple of days later; but the Center provides a place where the victim can go to discreetly for everything at one time.

A picture of the Center's family room was displayed and it was explained that all victims are given a blanket when they come in for the intake process that consists of determining what the victim needs. Every situation is different and the victims are fed and provided the service that they need.

Ms. Olmstead stated that many victims are ashamed to go out and get counseling. Some may not have transportation to go to Tucson for counseling; but at the Center, one of its partners will come in and provide in-home counseling to ensure that the victims are getting the services that they need. The day that the initial trauma happens is one day; but it is something that the victim has to live with for the rest of their life. The Center wants to make sure that they are ok in the long run and to prevent re-traumatization or to be re-victimized.

Ms. Olmstead stated that she has been stationed in a great deal of places and is very impressed with the small community of Sierra Vista. She further noted that in 2016, the Center did 67 forensic interviews and 50 forensic medical examinations. In the last fiscal year, there were 36 exams and 128 forensic interviews, which indicates an increase in numbers. She added that she is glad that there is somewhere for people to go and she is proud that the community works together and are not in competition. They are all there to help out the individuals during their darkest, worst times in their lives.

The total number of individuals serviced in the last 12 months was 438 people from the area. The Center helps people from Graham and Greenlee Counties; but only 27 individuals that were serviced were from those areas. The Center has resources as they work with the Forgach House, Casa De Esperanza, and many others.

Domestic violence does not respect race, ethnicity and social economic status. There are people that come to the Center with a great deal of education and those that did not even have a meal for Thanksgiving that the Center has helped out. The Center goes above and beyond to meet the specific needs of the members in the community.

Ms. Olmstead asked Council Members that if they run across a victim or an organization that needs resources or help, to refer them to the Center. The Center is open 365 days a year, 24 hours and victims will always get a live person at the Center because they never close their doors to victims of crime.

One of the goals is to get into the school districts, work with at risk youth, Operation 3.12, to educate the youngsters and to start there because children learn what they live; but some of these children are not living, many come from single parent households, drug infested communities or with parents that are on drugs or dealing with addiction. If the youth can be educated and taught about healthy relationships, red flags and what to identify, then hopefully that number can be prevented from increasing at the rate that it is and stop that in Sierra Vista.

Mayor Mueller noted that before Lori's Place, it was not uncommon for a person that went to the hospital to get an initial interview from someone who may or may not be qualified to ask the right questions. An hour or two later, a police officer would interview the victim and then two

days later someone else would interview the victim and when someone is emotionally upset, traumatized and injured, this just adds more to the trauma of the individual. In this case, there is one location where people can be taken. It is done right, by a trained person the first time to lessen the impact of the trauma and that alone, is the value of Lori's Place. On top of that they do some other wonderful things and that is why he is a big supporter.

Ms. Olmstead stated that Mayor Mueller is correct and noted that there is a difference between sympathy and empathy. The Center is not there to judge or place blame, the Center is there to help with additional resources. It is a unique business and not necessarily something that will be seen advertised. If the Council knows that the Center exists and sends people to the Center, it can make a difference between someone taking their life or getting them to the Center in a timely manner. It can make the difference between someone walking away and someone being sentenced to 23 years in jail as it recently occurred. The Center is making a difference in the community.

Council Member Benning noted that the Center has the best playground, which was donated by the Rotary Club as well as the inside playroom. Ms. Olmstead stated that the kids absolutely adore the playroom and noted that the Humming Bird Quilting Organization donates blankets, which victims appreciate.

### C. Overview of the Five-Year CDBG Consolidated Plan Update Process and Requirements

Mr. McLachlan stated that over the next months, the Department will be reviewing and updating the Five-Year Consolidated Plan for CDBG funding. Before kicking off the process, staff wanted to provide a basic primer on CDBG and steps that are going to be followed over the next few months. Between now and May 23, 2019, focus-group meetings will be conducted with the City Department Heads, West End Commission and the Carmichael Neighborhood Association to start soliciting and putting on projects and activities. Staff will touch base with the Continuum of Care to reach the social service providers, post an on-line survey for broader community input and through this process, staff will also be preparing the first year 2019 Annual Action Plan, which serves as the funding application to HUD.

There will be at least one grant application workshop held with applications being due on March 1, 2019. As has been the custom, applicants will present their proposals to Council at a work session for evaluation and scoring. The draft plan will be presented to Council on April 11, 2019 and followed by 30-day public comment period, staff will bring back the Plan with any public comments to Council on May 23, 2019 for authorization to submit to HUD.

The time line is predicated upon the regular schedule of releasing official estimates that is typically in March. They have been delayed over the past couple of years and another delay is expected this year. It is quite possible that it will be towards the end of the summer before the final Plan is presented back to Council. The Department needs to know how much is being received in order to finalize the Plan.

The Consolidated Plan will cover years 2019 to 2024 and the program years runs from July 1, 2019 to June 30, 2019 and it coincides with the City's fiscal year. The Consolidated Plan serves as the umbrella document for subsequent annual action plans and it is hoped and expected that by putting the planning analysis up front, the Department will be able to focus its efforts for the next five years to better streamline the process. In addition as serving as the planning document and application for HUD, the Department will be tracking progress as they do every

year through the CAPER Report that is presented to Council in September, which is essentially and auditing of the performance for CDBG activities over the prior year.

The Annual Action Plan carries out the goals that are set forth in the Consolidation Plan and there needs to be consistency between the projects and priorities. CDBG funds can be used for infrastructure, homeowner rehabilitation, public facility improvements and public service projects. Over the past five years, the City has been averaging just over a quarter million dollars and the projects and activities need to principally benefit low to moderate income individuals. Low to moderate income projects are generally the easiest way to qualify a project and 70 percent of the overall CDBG funds must be expended under the LMI categories. This can be done on an area or a limited clientele basis.

Council Member Wolfe asked what qualifies for a low to moderate income. Mr. McLachlan stated that he will be addressing that as part of his presentation.

Mr. McLachlan stated that public service activity, i.e., homeless person, child care or senior citizen centers and the like has a 15 percent cap on that category. In order to qualify for a public service activity, the activity must be either for a new service or a measurable increase to the level of an existing service in the 12-months prior to the request. The second objective, national objective, is the prevention and removal of slum and blight, which can be done on a spot basis addressing conditions with a single structure or a location not in a slum or blight area. Activities are limited to acquisition, clearance, relocation, historic preservation, environmental cleanup and building rehabilitation. There is a 20 percent cap on projects that fall into this category. The third activity is an activity which meets an urgent need where there are existing conditions that pose a serious and immediate threat to the health or welfare of the community. This is a category that is not planned for and is rarely used; but is available if the need ever arises.

The low to moderate income threshold is 80 percent of the area median income. For this year that is \$58,400 for Sierra Vista, Douglas that translates into an upper median income limit for a family of four in Cochise County at \$46,700.

A map was displayed that depicted the low to moderate income areas that are eligible and because the City has few areas in which 51 percent of residents are in a low to moderate income block group, the CDBG law authorizes an exception criterion in order for the City to undertake area-benefit activities.

In response to Mayor Mueller, Mr. McLachlan explained that typically communities are those block groups that are 51 percent or more, households that are within the low to moderate income category. Since there are so few of those block groups, the City is considered an exception grantee and threshold is lower to 42.77 percent. In the prior Consolidated Plan, the City chose to concentrate public invest and for targeted areas that has the highest percentage of low to moderate income households and those percentages are listed on the map.

One of the questions that is proposed to Council during the public process is whether to expand the scope to include additional target areas, beyond the four that were previously identified in the prior Consolidated Plan.

Council Member Calhoun asked if Fry Town site is in the City. Mr. McLachlan stated that there is an enclave that is County and the CDBG funding that the City has expended has been within the incorporated areas. The City has partnered with the County in the past and over \$1.2 Million

over the last 20 years has been expended by the City in the County to upgrade the infrastructure in the Fry Town Site area including sewer improvements, road resurfacing, curb gutter and sidewalk and etc. There is that possibility going forward that the City can continue with that relationship.

Mayor Mueller stated that technically the City spends its money within City limits in Fry Town Site and the County pays the County's portion. The City and County work on a project together and they have done that in the past. Mr. McLachlan stated that Mr. Fisher has gone through background studies and gaps can be seen in the unincorporated area with regard to street lighting.

Mr. McLachlan stated that staff will be consulting with Council and the community to identify the priority needs in conjunction with their base line inventory assessment so that the decision process is data driven; but once the priorities are established, the Department will have goals and identify projects and implement those goals in a five-year time frame. He further stated that in looking back at the last five years, the City has dedicated the bulk of CDBG funding towards public infrastructure-type projects that is very typical of CDBG programs that he has been involved in. The City has been active in identifying and correcting right-of-way deficiencies including drainage, providing for accessibility in parks, managed a few subrecipient agreements dealing with after school programs, employment services and carried out an emergency home repair program as well as a demolition of a long standing problem property in the Montebello Neighborhood.

A list of the priority needs that were established five years ago was displayed to Council so that they can start to ponder as to whether those need to be adjusted. Public improvements and creating affordable housing activities was ranked high followed by homeless activities, public service programs, rental acquisition and rehab, economic development, public facilities and fair housing. Staff will be doing surveying to see if those priorities should be reordered or stay intact.

Mr. McLain stated that from an administrative standpoint, given that he has absorbed the bulk of the administration duties, he recommends that the Council perhaps consider funding fewer, larger projects to cut down on the amount of administrative work. Every project needs environmental clearance and every recipient agreement needs to be drafted and monitored.

In order to rationalize the decision making process, the Department has done background studies and analysis on existing conditions within the eligibility areas and overlaid capital projects that have already been identified as needs.

Mr. Fisher presented to Council an interactive mapping tool that highlights deficiencies that can be pushed out to the public for input and feedback. It is hoped to create an interactive map layer where neighborhood groups and organizations can actually plot problem areas that they want the Department to direct attention to and perhaps coming up with strategies and projects in the five-year planning process.

Council Member Calhoun asked who designated on the priority needs list those listed as high need areas. Mr. McLachlan stated that there is a planning process that resulted in the City Council establishing those priorities.

Council Member Calhoun asked if they fit into what is considered the larger priced projects. Mr. McLachlan stated that projects can be big or small within those categories; but infrastructure tends to be more costly.

Mr. Fisher presented a CDBG Issue Review, web map, a compilation of a lot of different layers that were created or were already on hand that are being utilized to determine a good priority focus for CDBG allocations. He illustrated an area where the City has sidewalks and ramps and areas in the County enclave where there are none. He explained that a lot of the older areas are in the median low income areas and that recently the Department performed a pavement survey with regard to the quality of the roads, which indicated that there is lower quality in the older subdivisions.

Mr. Fisher indicated that the red dots on the map are gaps with regards to street lights. He added that the Department also has information about suggested proposals/plans i.e., Len Robert Park, a proposed multi-use path on Tacoma going all the way to the Carmichael Elementary School's parking lot to help out with safe routes to schools. He further added that this tool is for planners and people in Community Development to identify areas in the community. This provides information about where condemned properties are located, i.e., a property that had a fire in January that cost the City about \$15,000.

In addition, capital improvement projects, safe crossing to schools, Title VI analysis/demographics are all included, which is a way to identify vulnerability in areas, i.e., demographics with high age 65 plus, people without vehicles or disabilities, a factor for areas to be focused on to add more ADA ramps or sidewalks.

Council Member Calhoun asked if the Council has access to the map through the link that was provided. Mr. Fisher stated that it is publicly available.

Council Member Benning stated that this way the public can reach out to the City and provide ideas. Mr. McLachlan stated that he is correct and that will be done through an on-line survey format and interactive map tool.

Mr. Fisher stated that the tool includes some public requests, i.e., a recent request by a citizen regarding lighting in the Montebello area, where there is a huge gap. Mr. McLachlan added that it is a County enclave that was annexed into the City.

Mr. Fisher added that a lot of code fall backs are seen with depreciating infrastructure within the older subdivisions, especially if they were first in the County and then later annexed into the City.

Mayor Mueller noted that this brings up a subject for discussion - should the standards for a new development be the same for old developments. He added that there are plenty of lights; but what is the cost of having that many lights. Mr. McLachlan stated that perhaps having lights only at the intersections or bus stops may be considered and not at the mid block.

Mr. McLachlan stated that staff wanted to provide an overview, a precursor to the Department launching the formal process. There are meetings scheduled for input and interaction.

Council Member Calhoun noted that this is excellent and thanked staff. Mr. McLachlan stated that this can be posted on the web for the public to access and review.



D. Update on [Recycling and Discussion](#) on Options

Mr. Potucek stated that as discussed at previous work sessions, everyone is well aware of the decline in the recycling markets and what that means to the City in terms of the City's recycling plus the County-wide recycling efforts. At the last meeting, staff was given the task of coming up with some options for the Council to consider with regards to the future of recycling.

Ms. Flissar stated that the following presentation will include some review on where the City has been in recognition of the fact that the City has three new Council Members. She proceeded to explain that a year ago the City's issue started because China instituted a policy banning the import of previous recyclable materials and greatly reduced the contamination rate for the loads that they were receiving. The banned materials include mixed paper, i.e., newspapers, magazines, mail and also low quality plastic, number three through seven plastics. The market for those basically dropped to nothing; but plastics did not impact the City a whole lot because the City has never accepted number three through number seven plastics as recyclables. However, paper certainly hurt the City as well as the new contamination rate of 0.5 percent, when considering that the average load of recyclables, mixed stream recycling, could have 20 to 30 percent contamination when it gets to the processing facility.

Ms. Flissar stated that it is important to realize that recyclables can contaminate each other and explained that if the City is trying to hit 0.5 percent on a load of aluminum and the machines cannot do an effective job of separating out the plastic bottles from the load of aluminum, then that becomes contamination even though those plastic bottles are recyclable.

The changes created issues in establishing markets and a crisis for the County. On July 1, 2018, the City switched from once a week green pickups and once a week blue pickups to the blue pickups to only twice per month. The rest of the pickups reverted back to green pickups. Newspaper, office paper and junk mail were eliminated as recyclables and the markets have not improved since July 1, 2018.

This created challenges for Cochise County in trying to find a cost effective way of getting rid of the recyclable materials. The current tipping fee at the County landfill is \$64 per ton and it costs more than \$64 per ton to get rid of the recyclable materials. The most cost effective choice is to dump it all in the landfill, which is a very difficult reality; but it is the reality of the situation. In response to the recent changes, the Department developed three different options:

- Retaining the current recycling program and not the program that the City had prior to July 1, 2018;
- Moving to a drop off facility;

Ms. Flissar stated that for those individuals who have been in town for more than 15 years, they can remember that the City used to have drop off facilities around the City so this would actually go back to what the City used to do; but with some modifications.

- Eliminating recycling in the face of the current market pressures.

Retaining the current recycling program's operational impact is not different than from what the City is currently doing. The biggest pro is that this is what is convenient for the customers, who wheel their recyclables down to the curb; although, there has been a learning curve over the last couple of months in transitioning to twice per month recycling pickups versus every week and there is a good level of understanding now on the programs. The biggest con is in terms of the mixed stream of recyclables. If the cost of recycling is greater than \$64 per ton, then it is more

economical to dispose of it in the landfill.

Mayor Pro Tem Gray asked about the cost to the City to recycle. Ms. Flissar stated that currently the County is charging the City \$64 per ton for recycling. Their costs to actually run that operation are higher.

Mayor Pro Tem Gray asked if the \$100 per ton is to be able to get it to market. Ms. Flissar stated that it is what it would cost to get it to market. The County has been generous to the City in holding the cost at \$64 per ton, knowing that the City continues to make changes to try adapt to the pressure in the markets.

Council Member Calhoun asked if that is the same for the tipping fees for trash. Ms. Flissar stated that she is correct. Mayor Pro Tem Gray noted that it is costing the County more than \$64 per ton. Mr. Potucek added that it could have the effect of increasing pressure on tipping fee rates in the future if it continues that way.

Council Member Pacheco asked if the recyclables are currently being put in the landfill. Ms. Flissar explained that it is a little bit of both and it has been for the last few months. The difficult reality is that when the County can get DOC workers, the labor cost is much lower than the standard municipal employee. When they get DOC workers, it is economical to go through the materials, pull out what has the highest price associated with it and send it to market for recycling. When they cannot get DOC workers, which can happen due to a variety of factors beyond their control, they have the municipal workers spend work hours picking through recyclables to try and find any of the most profitable items and that is where the program breaks down.

Council Member Benning asked about the norm out of those two options. Mr. Haverty stated that the norm would be DOC workers because the County has to keep their costs as low as possible. The market has dropped so far below any kind of recovery, even with the use of DOC workers.

Mr. Potucek asked Mr. Haverty how much revenue was being brought in when they were at the height of making recycling profitable. Mr. Haverty stated that it was about \$800,000 a year; but now, they are being charged to drop off the recycling.

Mr. Potucek stated that Sierra Vista is 95 percent of the recycling. Mr. Haverty stated that it is the County and the City combined, which has been huge. Mayor Mueller added that he wants to make sure that everyone understands that the garbage, both recyclables and trash is in fact a County consortium with other cities and towns. It is not just Sierra Vista with the larger impact. It can affect the entire County's ability to take the refuse and keep rates down.

Ms. Flissar stated that the second point on the cons actually ends up being a very key point and it is that mixed stream recycling has lower revenue potential than single stream. The mixed stream is what is currently going into the blue bins, which is anything and everything that is recyclable; but there is a lot of non-recyclables in the bin. All of the recyclable items are mixed together - mixed stream. Single stream is where each of the items are separated. The Department recently through their research and in talking to people, discovered that if the City leaves the mixed stream, the bottom has dropped out of because of the contamination rate, making the 0.5 percent difficult in getting. If the materials are separated, they have a much higher value associated with them because they are easier to process and move to market with less labor involved and therefore, they can return a higher price.

Option two would be to provide drop off recycling facilities. The operational impact would be that all current curb side pickups would go back to garbage and there would be drop off sites provided around town. The pros, for those that want to continue to recycle, are that recycling can still be an option. Recyclables would be sorted at the drop off sites to minimize contamination and increase resale value. The tipping fees would also be avoided for those materials that are then being recycled. Primary cons is that there is a range of potential costs to operate the facilities.

Mayor Mueller asked how the clean items would be handled. Ms. Flissar stated that the decision to run those items through the County would be open for discussion concerning the specifics of that operation. The primary issue with the drop off sites before was contamination because they were in the middle of commercial parking lots due to the lack of security and control. It was also not popular with the businesses because people would overfill the bins and they would have windblown trash across their parking lot. One of the changes that would need to be made, if the City chooses to move back to this, is that they have to be secured sites. The site has to be controlled, opened between set hours with an employee or volunteer there who can assist people getting stuff into the right containers. Currently the Department has identified two potential sites. The County already has one site out at their transfer station along with the compost facility, which is secure and locked up at the end of each shift. The City would need a site in the West End, a low income area where people may not have access to getting out to the transfer facility. The City's Old Yard is a potential site out in the West End because it is fenced and it was used as recycling center in the past. The great thing about this option is that it is scalable and so other sites can be brought on line; but there has to be a way to secure them.

Council Member Wolfe asked about the blue cans. Ms. Flissar stated that it is an open question. There is no resale value on the cans and they have printed on them, "City of Sierra Vista" and since they have been out there for a couple of years, they are done and they go in the trash. There would be a limited amount of resale value. The Department purposefully held off on ordering more blue cans over the last few months until the outcome of the discussion with Council.

Mr. Potucek stated that the blue cans could be used as green cans.

Council Member Wolfe asked if the cans could be stored because she firmly believes that at some point recycling will come back. Mayor Mueller noted that they could be stored. Council Member Benning suggested using them. Ms. Flissar stated that they could be used and then have new ones ordered.

Ms. Flissar stated that a great deal of the areas south of town are in the County and if the City works in partnership with the County, they could find a secured location as a drop off site.

Mr. Potucek stated that the City could continue to work with the County in having them do the recycling as it would be cleaner and less in terms of labor cost or the City could solicit outside vendors who specialize in either cardboard, plastic and metal recycling. Mayor Mueller stated that he would hope that private folks would come and pick up rather than having to deliver the recycling to Tucson; but he does not know if that is possible. That would be an advantage as it costs money for the County to haul the stuff to Tucson.

Mayor Pro Temp Gray stated that it sounds like the County is leaning very heavily towards not recycling at all based on information that she has heard. Mayor Mueller made the comment that

if the cost is high, why would the County want to. Mr. Potucek stated that the County is losing money and they are currently doing the recycling as a courtesy to the City.

Mayor Pro Tem Gray voiced concerns at privatizing. Ms. Flissar explained that the recycling would not be fully privatized, the City would still own the operation; but the City would contract with a vendor to do some portion of it. Hauling is negotiable as is just about every single aspect of the operation. It could be as simple as having separate dumpsters provided by the vendor so that people can put their materials in them. The vendor then comes to pick them up and hauls them away. This option returns the lowest cost of the recyclables. Any amount of processing that is done on the City's end, i.e., bailing, increases the price and the cost. The City also has the option to haul themselves and those numbers would have to be looked at in order to determine if it really makes sense for the City to haul versus having someone else coming to pick it up.

Council Member Benning asked about the cost to the public. Ms. Flissar stated that there are some cost implications of the job off site, which could help the City. Mr. Potucek added that it would be a cost avoidance.

Ms. Flissar displayed a picture of a recycling drop off site and explained that anything extra that is done by the City would change the revenue picture. The County has a bailer; but if the City were to do the bailing, then that would increase the price that the City could get for the recyclables.

Mayor Pro Tem Gray asked if there is a Plan B for the West End's location because there are plans for the Public Works Yard. Ms. Flissar stated that there is ultimate long term plans to expand Cyr Park; but a portion of that could be fenced off and keep it as a recycling drop off as it will not take up a whole lot of space.

The last option is to eliminate recycling. The operation impact would be that the City would go back to two green pickups per week and there would not be any recycling. Pros would be to be able to focus on other core services that are provided and the big con would be that opportunities for residents to recycle would be reduced. Not completely eliminating it because some stores offer a limited amount of corporate recycling; but significantly reduced.

Ms. Flissar stated that in taking a look at trash versus recyclable last year, recyclables were about 10 percent of the tonnage that was delivered to the County. Based on the current tipping fees, \$64 per ton, the annual cost of picking those materials to the County was about \$121,000. If the City was able to take 1,900 tons and get people to take that to a drop off site, assuming that the City could get 50 percent and if the City were to bail that material and get it to a recycling center, the potential revenue, spot price that was looked up for all of the materials that the City currently takes is about \$122,000 in revenue and it does not include any personnel cost and operational cost associated with the drop off sites.

Ms. Flissar noted that half, 1,900 tons, is a best guess on the City's part because the City has not done drop off sites in years and it is unknown how many people would utilize drop off sites. Also, if the City chooses not to bail it and chooses to have the company provide containers and come out and pick them up, then the spot price is going to be less. The Department still foresees it being positive and the single stream recycling at a drop off site from a financial perspective is a winner.

Ms. Flissar further stated that it is also important to realize that the City does not necessarily

need for it to be positive in order for it to be a winner. As long as it is less than \$120,960, then it is less than it would pay to dump it at the landfill. A good model of this is the City's running of the glass recycling program because it has been increasing in popularity over the last years. The City has a drop off site in the parking lot of the Pete Castro Center. The City does not make money on that operation; but it is more a factor of cost avoidance. For each load of glass that the City takes to the recycler, the City actually pays them; but when it is computed out on the dollars per ton, it is about half of what it would cost to dump it at the landfill. It is a winner even though the City is not making a profit on it. The cost avoidance makes it a good option for the City and it has been increasing in popularity.

Mr. Potucek pointed out that there is still risk there in terms of changing markets and prices. Ms. Flissar noted that those were spot prices as of January 15, 2019.

Mayor Mueller stated that Council needs to be aware of the flexibility when making a decision, it could be a problem; but markets shift and the City should be agile enough to be able to adjust to the market. Mr. Potucek stated that the drop off could afford the City the flexibility of cutting off a certain commodity if it is not paying off.

Mayor Mueller noted that the population needs to realize that this is going on because they need to remain flexible too as the market fluctuates. Mr. Potucek stated that it will be an ongoing education.

Council Member Benning asked if there is a way to mitigate the expense of drop offs, if the City looks at other practices currently being done, i.e., compost as business as using the compost for free. He further explained that a landscape company only needs a receipt for his house to drop off a truck load of compost for free. The City could take fees for that, which should not happen because now the City is supporting business and a home owner, to help pay for a recycling drop off location. He added that he does not know how to do it; but he knows that it is happening. Ms. Flissar stated that they could. Mr. Potucek added that he would have to think that through. Ms. Flissar added that it is not direct, one is compost and the other is recycling. Refuse operates as an enterprise fund, the City tries to make it as easy as possible for people to understand their bill and know what portion is going where and how the City arrived at their bill. Part of it is a charge for compost operation; but it is paying for the recycling and that is questionable.

Ms. Flissar stated that the drop off facility does provide the best potential for recycling revenue and cost avoidance and that is the key. Expenses associated with the operating of the recycling drop off may be offset with higher revenues from single stream recycling that is based on the market prices. The number pulled for spot prices now and what they will be six months from now is unknown and that is always open to anybody's interpretation. The important point is that if the City does move to drop off sites, the City could potentially look at other items that are not currently accepted in the blue bins that may be advantageous. Currently grease recycling is out at the Compost Facility, glass recycling is at the Pete Castro Center and electronics are not accepted, except for when there is a one-day event. The City could find a nixes that presents the best revenue picture.

Council Member Wolfe asked about labor costs with regard to drop off recycling. Ms. Flissar stated that labor costs would be consistent no matter what the City is doing. The difference is the amount of potential revenue that the City could get. There has to be a fair number of materials and they have to be marketable in order for the operation to be able to pay for itself.

Mayor Mueller asked Ms. Flissar when she would like to have a decision by Council. Mr. Potucek stated that July 1, 2019 is a realistic date for starting; but in the meantime, the City is still bleeding some loses and he would prefer a decision sooner. Council Members concurred in that they do not believe that they have to wait until July.

Mayor Mueller asked Council Members if they have a problem with setting up recycling stations around town, which will upset a number of people who are used to rolling out the blue bin every other cycle. Council Members agreed that it is the best compromise given the situation.

Council Member Calhoun stated that the community needs to know. Mayor Mueller stated that Council could give direction to staff to get the word out and start the education process. Council Member Calhoun asked for talking points because those would help when Council talks to people about the situation.

Mayor Pro Tem Gray asked about the time frame. Ms. Flissar stated that she will have to get back to Council. Mayor Mueller suggested that a southern location be considered, i.e., the area by the park at Canyon De Flores. Mr. Potucek noted that there will be costs associated with it.

Ms. Flissar asked about the Mountain Vista Communities that is on Fort Huachuca and noted that they are currently the City's largest residential account. Recycling is very important to Fort Huachuca and that is something where the City will have to go to them. She added that there is nothing in the contract that obligates the City to do the curb side mixed stream recycling pick up. The most obvious solution, based on what Council is looking to do in other areas of the City, is to establish a drop off site; but that will have to be communicated to them on what that might look like and how to handle that.

Mr. Potucek stated that it will probably take staff a couple of months to work out all of the operational, administration and potential contractual obligations. The Fort is very good in terms of how they separate their recycling and if the City can find a suitable place to do drop it off, the Fort may be amenable; but staff will need to talk to the Garrison about how they would like to do that.

Mayor Pro Tem Gray stated that it sounds like there is a lot to what the consensus is and she would like to know if staff will be able to bring back the cost information so that Council can evaluate that because it may change the Council's decision once the cost is known versus eliminating it at this point. Mayor Mueller stated that it is a part of the consensus. Mr. Potucek stated that staff will start working on this issue.

#### E. Discussion of [Council Executive Report](#)

Mr. Potucek reported that SEACOM has taken some time as it moved and transitioned administrative functions over to the City, which have effectively been completed. Now they are in the process of trying to hire and train new dispatchers and working on issues with regards to the technology of the merge of the systems and data that is key in terms of cross training the former County dispatchers to the City and vice versa. Most of the governance issues have been worked out and now the focus is on the personnel, training and getting new members into the system.

Mr. Potucek reported on his meeting with the water attorney in getting ready for trial. The Department of Justice was seeking a delay due to the government shut down in terms of the trial and that was denied by Judge Borane. Mr. Call, Mr. Coffman and himself will be testifying

on March 5, 2019. More and more activity will be seen with regards to the adjudication.

Council Member Wolfe asked if the function of the Little Library Book Store is the same as the Friends of the Library. Ms. Wilson stated that it is a book store that is running the same way as the Friends of the Library. The agreement between the City and the Little Library Book Store does have a few elements with concern to the standards on the books that are taken in, i.e., magazines will no longer be taken. This helps in keeping up to date and current with the fire codes and the book store has to operate within its existing space. The Friends of the Library is continuing to receive donations as well. Mr. Potucek added that the difference between the group that is operating out of the store now versus what was going on before is that the agreement is much tighter in terms of the use of the facility, how it is being used and how the donated funds are disbursed. There is more control by the City concerning the use of the facility.

Mayor Pro Tem Gray stated that she was very sad to see Mertie Stompro retire and noted that he served the City well. She then asked if other fire districts are being looked at to join SEACOM. Mr. Potucek stated that Fry and Whetstone have agreements with the City and they will need to come in. There will be others that will see that need; but there are some others out there that are holding out. They will not be able to provide the service themselves so it will probably start with Fry and Whetstone and then expand.

Mayor Pro Tem Gray stated that she is glad to see that officer assaults have gone down and asked Police Chief Thrasher if that is due to the improved national attitude. Police Chief Thrasher indicated that it is hard to say and noted that aggravated assaults are also down. There are year to year fluctuations; but it is still higher than it was three years ago. There were a couple of more serious injuries to officers with regard to artillery.

Council Member Calhoun stated that a lot has gone down even though it does not exactly represent all of the things going on in the community; those are remarkable drops. Police Chief Thrasher stated that they are and he could not tell what the attributing factor is. The Department usually has three significant individuals that have to do with a great deal of activity concerning property crimes and they were identified quickly. There will always be more to step up so the Department needs to identify them quickly so that they are not out on the street.

Council Member Calhoun asked about the results with regard to the video that was produced by Marketing. Police Chief Thrasher stated that the Department had less applicants last year than the year before. The Department did hire more and the Department got better quality applicants. He then noted that in 2017 there were 250 and only three were hired. Last year there were over 200 and six were hired; but eight were lost. Mr. Potucek stated that the numbers are not yet where they need to be.

Council Member Calhoun asked Chief Ryan about automatic aide and mutual aide. Chief Ryan explained that automatic aide does not require a formal call. Previously through the service of the City's dispatch and now through SEACOM, the City has automatic aide agreements with Fry Fire and Fort Huachuca Fire and so depending on the incident, it is the closest available unit regardless of jurisdiction, that will respond.

Mayor Pro Tem Gray asked Mr. McLachlan about proactive code enforcement. Mr. McLachlan stated that there is an interview scheduled for early next month so that he can fill the vacant position and as soon as he does, the Department will resume.

Council Member Calhoun announced that the Library is seeking bicycles for the rental program that is very successful. She then asked Ms. Wilson if the word is out. Ms. Wilson stated that it is on social media. Mr. Curtis stated that it was also in the news letter about a month and a half ago.

Council Member Umphrey asked Ms. Wilson if people use their card when renting a bicycle. Ms. Wilson stated that they do and it is so popular that they are always checked out.

Council Member Umphrey asked if people are returning the bicycles. Ms. Wilson stated that they are; but they are always checked out. Mayor Mueller asked if there is an end limit where they can only get it for three days. Ms. Wilson stated that he is correct and people can renew it after so many days.

F. Report on Recent Trips, Meetings and Future Meetings

Mayor Mueller stated that on January 23, 2019, he will be attending along with Mr. Boone the Arizona AED as there are three mayors coming out to present. He then reported that on January 17th, there was a call from CJ, Senator McSally's local aide, for a local meeting so that the Senator could talk to the mayors. He further reported that he briefed them on everything that is on the legislative list that Council received. The other mayors talked about specific issues within their cities. He noted that it was a good meeting as the Senator thought it was a good idea to reach out to the mayors first, a good step for her.

Council Member Calhoun stated that she is planning on attending a procurement summit next week. Mayor Mueller noted that he will be in attendance as well as he has been asked to make some opening remarks.

G. Board and Commission Liaison Update - There was no discussion.

H. Future Discussion Items and Council Requests- There was no discussion.

3. Adjourn

Mayor Mueller adjourned the January 22, 2019 work session of the Sierra Vista City Council at 4:34 p.m.

\_\_\_\_\_  
Frederick W. Mueller, Mayor

Minutes prepared by:

Attest:

\_\_\_\_\_  
Maria G. Marsh, Deputy Clerk

\_\_\_\_\_  
Jill Adams, City Clerk



**AFFIDAVIT OF PUBLICATION**

STATE OF ARIZONA )  
                          ) :SS.  
COUNTY OF COCHISE )

Nancy Bernard U Bernard being first  
duly sworn, deposes and says: that (he) (she) is the Agent to the Publisher of  
the HERALD/REVIEW newspaper printed and published five days a week  
in the City of Sierra Vista, County of Cochise, State of Arizona. That the notice, a  
copy of which is hereto attached, described as follows:

**NOTICE OF FUNDING  
AVAILABILITY 2019**

was printed and published correctly in the regular and entire issue of said  
HERALD/REVIEW for 1 issues, that the first was made on the  
5th day of February 2019 and the last publication thereof was made on the  
5th day of February 2019 that said publication was made on each of  
the following dates, to wit:

02/05/2019

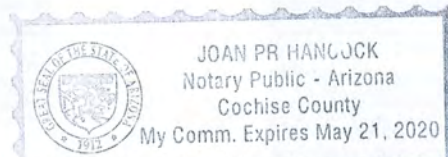
Request of

CITY OF SV (JILL ADAMS)

**HERALD/REVIEW**

By 

Subscribed and sworn to before me this 5th day of February 2019



Notary public in and for the County of Cochise, State of Arizona

My Commission Expires:

5/21/20

**PUBLIC NOTICE  
NOTICE OF PUBLIC MEETINGS  
AND HEARING REGARDING  
THE USE OF COMMUNITY  
DEVELOPMENT BLOCK  
GRANT (CDBG) FUNDING  
FISCAL YEAR 2019**

The City of Sierra Vista, Arizona, is preparing its 2019 (July 1, 2019, through June 30, 2020) Annual Action Plan (AAP) for submission to the U.S. Department of Housing and Urban Development (HUD). The AAP serves as a planning tool and strategic document for the expending the City's CDBG funding. CDBG funding is required to benefit low- and moderate-income persons and areas, alleviate slum and blight, or address urgent need. The purpose of the public meetings/hearing is to allow interested citizens, public agencies, community organizations, and other parties to share their opinions on housing and community development needs in the City and to propose projects for the City to consider funding with the CDBG. The City will

hold the public meetings and public hearings on the following dates:

**PUBLIC MEETING  
FRIDAY, FEBRUARY 15,  
2019, 2:00 P.M.**

City Hall, City Manager's  
Conference Room  
1011 N. Coronado Dr.,  
Sierra Vista, AZ 85635

**PUBLIC HEARING  
THURSDAY, MARCH 14,  
2019, 5:00 P.M.**

City of Sierra Vista  
City Council Meeting, City  
Council Chambers  
1011 N. Coronado Dr.,  
Sierra Vista, AZ 85635

The estimated 2019 fiscal year funding is \$260,000. Generally, the City has accepted projects that comply with the adopted Five-Year Consolidated Plan. Such projects include Infrastructure Improvements, Housing, and Public Services activities which are all CDBG eligible activities. The City considers all information obtained at the meetings/hearing when choosing projects and preparing the AAP. Anyone unable to attend the meetings or hearing may submit written comments to Matt McLachlan prior to 4:00 P.M., **MARCH 5, 2019**. For the Council to consider any project or program, please present the request at one of the meetings, the hearing, or in writing.

For additional information regarding the meetings and hearing, grievances, the CDBG program, or to receive assistance in formulating prospective project or program ideas, please contact Matt McLachlan.

Name: Matt McLachlan, Director  
Organization: City of Sierra Vista  
Address: 1011 N. Coronado Dr.  
City, State, Zip: Sierra Vista,  
AZ 85635

Telephone: 520.439.2177

Fax: 520.452.7023

TTY: Please use Arizona Relay  
at 7-1-1

E-Mail: [Matt.McLachlan@SierraVistaAZ.gov](mailto:Matt.McLachlan@SierraVistaAZ.gov)

The Five-Year Consolidated Plan, Public Participation Plan, and Analysis of Impediments to Fair Housing are available for viewing at Sierra Vista City Hall in the Department of Community Development or on-line at [www.SierraVistaAZ.gov](http://www.SierraVistaAZ.gov) (search CDBG).

Pursuant to the Americans with Disabilities Act (ADA), the City of Sierra Vista does not exclude persons from participation in or deny benefits of services, programs, or activities, or discriminate against any qualified person with a disability. Inquiries regarding compliance with ADA provisions, accessibility, or accommodations may be direct to either of the following contacts. Make any requests for ADA accommodations or language accommodations at least 72 hours in advance.

Jill Adams

520 439 2145

[Jill.Adams@SierraVistaAZ.gov](mailto:Jill.Adams@SierraVistaAZ.gov)

**PUBLISH: February 5, 2019**



COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM MEETING  
FEBRUARY 15, 2019  
CITY MANAGER'S CONFERENCE ROOM  
Meeting Minutes

The Community Development Block Grant Program Meeting was called to order at 2:00 p.m. in the City Council Chambers.

City Staff Present:                    Matt McLachlan, Director, Community Development  
   Jeff Pregler, Senior Planner  
   Blake Fisher-GIS/Planner Tech

Others Present:                        Colin Shannon, Arizona Community Foundation

Mr. McLachlan opened the meeting to the public.

One member from the public, Colin Shannon, from the Arizona Community Foundation spoke at the meeting. He indicated that his Foundation provided grant opportunities for local non-profit organizations ranging from health to public art.

Mr. Shannon asked about the Community Development Block Grant schedule. Mr. McLachlan stated that the City Council will be considering the next Five Year Consolidated Plan at their March 12, 2019 work session, where the Council will discuss services and programs to fund within the next five years. He stated that Continuum of Care public meetings have also been scheduled simultaneously, to allow for additional input about needed services in the community.

Mr. McLachlan also stated that in addition to the process for the 5 Year Consolidated Plan, the City is also asking for solicitations from the community about potential CDBG projects for the 2019 fiscal year. Organizations have until March 1, 2019 to submit their applications for projects to fund.

There being no additional questions, Mr. McLachlan closed the meeting to the public.

Meeting was adjourned at 2:15 pm.

**From:** [Jeff Pregler](#)  
**To:** [Matt McLachlan](#)  
**Subject:** CDBG and CODI  
**Date:** Monday, April 01, 2019 1:56:17 PM  
**Attachments:** [image001.png](#)

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Matt,

Since there are no written minutes, I have provided a summary of the recorded minutes.

At the February 13 CoDI meeting, I provided a summary of the current CDBG projects for the upcoming fiscal year. I then stated that the City will be updating its 5-year consolidated plan and requested that the Commission provide input about future CDBG projects or improvements. No additional comments were provided.

Jeff Pregler, AICP  
Senior Planner  
City of Sierra Vista  
1011 N. Coronado Drive  
Sierra Vista, AZ 85635  
(520) 439-2203  
[Jeff.Pregler@SierraVistaAz.gov](mailto:Jeff.Pregler@SierraVistaAz.gov)



**Carmichael Neighborhood Association**  
**Carmichael Elementary School**  
**February 7, 2019, 5:30 PM,**  
**701 N Carmichael Ave, Sierra Vista, AZ 85635**

Matt:

City embarking 5 year plan CDBG funding block groups (competitive) – Up funding for Fry Town improvements, Block Grant Funding. Soldier improvement next highest. City Council needs information to make decisions.

5 year has prioritized infrastructure, street lights, drainage, and sidewalks

- 1.
2. Fry Town annexation unsuccessful
  - a. Amenities in parks
  - b. Side walk gaps
  - c. County & city together
3. Public Improvements – Beautification – remove slum and blight, murals
  - a. Len Roberts
  - b. Soldier
  - c. Property maintenance
  - d. Proactive enforcement – additional officers
  - e. Dilapidated properties
  - f. Services – eligible households
4. Housing – home repair program assistance, weigh as city, input, interactive, hear from neighborhoods
  - a. ¼ million per year – difference made 1.5 million
  - b. Sewer, curb, gutter, sidewalks, street lights

Think bigger projects, ½ million below. Priorities & goods, Gaps in infrastructure. Blake has maps. How you view Carmichael? What are issues & priorities? Choices?

Rosie:

Infrastructure & ADE accessibility

Theater Drive – address main corridor, safety corridor and access, always has pedestrians, Safety & Children, dark really, appropriate curbs, gutters, sidewalks.

Carmichael & CASS – safety issue for children

Blight along Theater

If Fry Town came onboard – Theater would be selling point, extra lights

More lights needed on Theater to make pedestrians more visible

Do Theater in segments?

Partnerships w/ County and MPO – currently Garden, Project should be starting  
Theater is spine

Encouragement

Requirements and cost – highlighted constraints

Engineer – funding and design, identify sources of funding. Gas tax and other funding

1<sup>st</sup> – Theater Priority – infrastructure

Benches along trails/paths – Rotary?

Trail Las Brisas/multiuse project

Len Roberts/clearance/Spring project/engineering staff – timelines change

2<sup>nd</sup> – Remove Blight

MKC – Soldier Creek Park underutilized, concept phase. Walking ring wider. Taylor/Garden become owned by City.

Cut back walking ring, pedestals for food trucks, manicure wash, path over wash.

Go to Place – Frank Moro – weekends and weekend park use. Allow parking @ Business Park.

Cut back hill. Platforms for simple low key entertainment through parks and leisure service.

2<sup>nd</sup> Saturday of month, example, fix lawn.

Go with family, Frisbee, listen to music.

\$80,000 budget and underground improvement. West end of Park corner, corridor and trash

Manicure

Business on corner – back deck overlooks park – manicure hill and vision of park

P3 – Public Private Partnerships – flat edge of hill – 24ft difference, right trees, left mountains

Starts w/ utilizing park

Matt: links w/ improvements with West End.

High – where does park improvements fall in priorities?

Eye sore 1<sup>st</sup>/Safety

Star 0 so future is insight.

# CNA SIGN IN

February 7, 2018

Name

Email

- | Name                | Email                                   |
|---------------------|---|
| 1 ED GRAVELINE      | EDWARDGRAVELINE@GMAIL.COM               |
| 2 Bryant Sayers     | bryant.sayers@gmail.com                 |
| 3 Wes & Debra Good  | goodw@cox.net                           |
| 4 Carlos Souza      | Carlos.souza@usw.salvationarmy.org      |
| 5 Serafin Caraballo | Serafin.caraballo@usw.salvationarmy.org |
| 6 Blake Fisher      | blake.fisher@SierraVistaAZ.gov          |
| 7 Carolyn Umphrey   | carolynumphrey@gmail.com                |
| 8                   |   |
| 9 Rose Murray       | rmacleef55@gmail.com                    |
| 10 Lydia Crowe      | eversoledia@aol.com                     |
| 11 Gwen Calhoun     | calhouneg87D@msn.com                    |
| 12 FR. GREG         | fr.greg@standrewsv.org                  |
| 13 Dan Coakley      | Toxworth@Cohist.org                     |
| 14 MATT McLAUGHLIN  | MATT.McLAUGHLIN@SO                      |
| 15 Mike Cline       | michael.cline@SIERRAVISTA.AZ.GOV        |
| 16 Janet Cline      | janethiv@hotmail.com                    |
| 17 Andre V. Sexton  | SALVARYSROCK@COX.NET                    |

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# Meeting Summary

2/11/2019

4:30p.m.

Landmark Café, Sierra Vista

Meeting Called By:	<b>Rosie Mackey, Chairperson</b>
Meeting Type:	<b>Monthly</b>
Meeting Facilitators Name:	<b>N/A</b>
Time Keepers Name:	<b>N/A</b>
Attendees/Excused:	<b>ATTENDING: Rosie Mackey, Fr. Greg Adolf, Pamela Anderson, Michele Cotton, Julia McCaa, Carolyn Umphrey, Matt McLachlan, Tait Wilcox EXCUSED: Karen Ginsburg, Joe Ford</b>

Roll Call, Acceptance of Previous Minutes and Agenda , Introductions, Call To the Public

Discussion Summary	<b>Meeting called with a quorum; previous minutes and agenda</b>		
	<b>Introduction of Cara Mybre, Social Work student observing meeting, Elyce Valiquette, Larry McKim and Kathy Calabrese, Commission Applicants, and Police Chief Thrasher</b>		
Conclusions	<b>Previous minutes and agenda unanimously accepted with no further action required</b>		
Items of Action	Responsible Person	Deadline	

15 minutes

**West End Crime Statistics**

Police Chief Thatcher

Discussion Summary	<b>Chief Thatcher reported West End Crime decreased overall and is</b>		
	<b>Is lower than other parts of the city; little stranger crime, most violent crime between people</b>		
	<b>Who know each other; Challenged with providing Safety at West End Fair, protective barrier</b>		
Conclusions :	Commission will take safety direction from PD, Commissioners should consider		
	ALICE Training; continue reporting graffiti (although it is down because of community		
	response		



Items of Action: Research Alice Training	<b>Responsible Person?</b>	Deadline?
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5 minutes

### Council Liaison Comments

Carolyn Umphrey

Discussion Summary	<b>Council discussing Sierra Vista’s recycling challenge. There are many Citizens who still desire to recycle however project not sustainable in current state. Researching changing processes such as having residents which are really serious about Recycling process to go to specified city locations (such as City Yard) instead of City pick up. Question was asked if business vendors could participate? Councilwoman Umphrey stated vendors desire to be part of the process, however they want to control what they can control</b>	
	<b>Businesses are interested in participating in economic development. Councilwoman Umphrey presented a map with a blue area (Grant participants) and a red area (potential participants).</b>	
Conclusions :	<b>Council will vote on West End Strategic plan within near future. Council will Also vote on recycling project and process in the not too distant future</b>	
Items of Action:	N/A	

5 minutes

### Historical Society

[Presenter Name]

Discussion Summary	<b>Buena High School is turning 60, the Class of 1959 is celebrating With a luncheon at La Casita on May 23, when the class will also be recognized as Buena’s First Graduating Class; three members of the class have passed away; The society had a pancake breakfast to raise funds for _____? Society is having series of event to commemorate 100<sup>th</sup> anniversary celebrate around</b>	
Conclusions :		
Items of Action:		

## New Business:

15 minutes

Commissioners

Rosie Mackey

Discussion Summary	<p><b>There are two slots available and three applications. Third applicant invited to participate as Associate. Applicants are Larry McKim, former commissioner; Kathy Calabuse, Good Neighbor Alliance, Elyce Valiquette former associate member of Cultural Diversity and new West End resident.</b></p>	
<p><b>Procedural question regarding voting by Larry McKim who stated votes must be made Publically and not by ballot and cited Open Meeting Law. Motion made to table vote until Research completed on procedural question.</b></p>		
Conclusion:	<p><b>Elyse rescinded her application due to others' experience and procedure Challenge would take too much time</b></p>	
<p><b>She will have to think about becoming an Associate member.</b></p>		
Items of Action: Open Meeting Law Research	Commissioners	Next meeting

15 minutes

CDGB Five Year Consolidated Plan, Update

Matt McLachlan

Discussion Summary	<p><b>City considering updating to consolidate the 2019-2014 CDGB grant;</b></p>	
<p><b>The priorities are to pursue challenges re low income communities; there are three block grant groups: two in the Carmichael area and one Sulgar area. These areas have highest percentage of low income residents per capita. Council wants input regarding areas such as following: Public Infrastructure, Homeowner repairs, Homeless population, Public Facilities, Code Enforcements, or Public Services and Programs. Grant is for \$225,000 and cit prefer to reduce larger projects and increase smaller projects</b></p>		
<p><b>Commissioner Response - Critical needs of the West End include: Public Infrastructure-- Pot holes, Timothy Lane Park ADA access, Sewer service, Street drainage; street sidewalks for area around Carmichael School; Facility Improvement—Murals, Public Parks; Homeowner</b></p>		

**Assistance (Emergency)**-- for those unable to care for or maintain their home without help or properly repair their properties i.e., ADA improvement, A/C change-out, Roof repair;  
**Property Maintenance** – Business assistance; **Public service** -- Wellness Connection, Employee cross-training, scholarships, theater Drive needs sidewalks and drainage renovation

**Other Suggestions: made to inject money into Soldier Creek Park, help electrical service for trucks; Make Soldier Creek Park a site for small concerts; Proactive inspections only in target area; a multiuse path behind Kmart; Reintroduction of impact fees**

**City planning property zoning; contemplating one color or no color. Should West End comply to new rules or leave out of the update?**

**Commission response: Continue to have a color palette which is separate from the Community.**

Conclusion: Have a strategic planning meeting to discuss top to objectives to pursue over the next two years

Items of Action: Open Meeting Law Research	Commissioners	March meeting
<b>Finish the West End rock-walls</b>		
<b>Have a strategic planning meeting</b>	<b>Commissioners</b>	<b>TBD</b>

15 minutes                      **West End Fair**                      Rosie Mackey

Discussion Summary	<b>Flyers (500) need distribution. Vendors and people will be approached for support. Applications already online on City Website</b>	
Suggestion: Requesting Star Wars and Star Trek characters to participate		
Items of Action:	Responsible Person(s)	Update by:
Commissioners to suggest vendors and approach	Commissioners	Next meeting

5 minutes                      **Future Agenda Items, Q&A, Closing**                      Rosie Mackey

Discussion Summary	<b>Where to have plaques on the West Side, Other Community</b>
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<b>Outreach; Mural update,</b>		
<b>Next meeting will be March 11, 4:30p at the Landmark café</b>		
Meeting Ajourned:2/11/29	Rosie Mackey	2/11/19
<b>Submitted by Commissioner Michele Cotton</b>		



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM MEETING  
PUBLIC MEETING SIGN IN-SHEET

FEBRUARY 15, 2019  
2:00 P.M.  
CITY MANAGERS CONFERENCE ROOM

NAME	ORGANIZATION	CONTACT INFORMATION
Colin Shannon	Arizona Community Fund	cshannon@azfoundation.org



## CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minute summary of the regular meeting of the City Council of Sierra Vista held on the 14th day of March, 2019. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 28th day of March, 2019

SEAL

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Maria G. Marsh  
Deputy City Clerk

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Jill Adams  
City Clerk



**Sierra Vista City Council**  
**Meeting Minutes**  
Meeting Agenda  
March 14, 2019

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Mayor Mueller called the March 14, 2019 Regular Meeting to order at 5:00 p.m., City Hall Council Chambers, 1011 N. Coronado Drive, Sierra Vista, Arizona.

Roll Call:

Mayor Rick Mueller – present  
Mayor Pro Tem Rachel Gray – absent  
Council Member William Benning – present  
Council Member Gwen Calhoun – absent  
Council Member Sarah Pacheco – present  
Council Member Carolyn Umphrey - absent  
Council Member Kristine Wolfe – present

Mayor Mueller noted that Ms. Yarbrough, Mayor Pro Tem Gray and Council Members Calhoun and Umphrey are absent due to their attendance at the National League of Cities Conference in Washington, D.C.

Others Present:

Chuck Potucek, City Manager  
Brian Jones, Interim Fire Chief  
Jon Kosmider, Deputy Police Chief  
Laura Wilson, Leisure and Library Services Director  
Matt McLachlan, Community Development Director  
Jill Adams, City Clerk  
Nathan J. Williams, City Attorney  
Mike Cline, Management Analyst  
Judy Hector, Marketing and Public Affairs Chief Officer

Awards and Presentations

Mayor Mueller read a Proclamation declaring March 11 through 17, 2019 as the 107<sup>th</sup> year of Girl Scouts in the United States and presented it to them on behalf of the Mayor and City Council.

Invocation – Reverend Donna Smith, Graceful Passages for Vets, led the City Council Meeting in prayer.

Pledge of Allegiance - The Girl Scout troops (Brownie 419, Junior 104, and Cadette Senior 1224) led the Pledge of Allegiance.

Council Member Pacheco congratulated the Girl Scouts.

Item 1 Acceptance of the Agenda

Council Member Pacheco moved that the agenda for the Regular City Council Meeting of March 14, 2019 be approved. Council Member Wolfe seconded the motion. The motion unanimously carried, 4/0.

City Manager's Report: Mr. Potucek announced that the next regularly scheduled work session is scheduled for March 26, 2019 at 3:00 p.m. in the City Manager's Conference Room with the Council Meeting following on March 28, 2019 at 5:00 p.m. in the Council Chambers. He then reported that the City has bids out for CDBG projects, the Timothy Lane Park improvements and the sidewalks and ADA sidewalk ramps in the Fry District, which are scheduled to be opened on April 2 and 4, 2019. Three bids are in for review for the Street Maintenance Crack Sealing Project and Council will be notified of the outcome. Also under review is the asphalt repair services for annual street maintenance and there are two companies, who have responded. The Library Concessionaries Café received no bids and the City will have to figure out what will be done and probably go back out for that.

Mayor Mueller voiced his pleasure at the knowledge that the City received two bids on the paving project because that is a good sign.

## Item 2 Consent Agenda

Item 2.1 Approval of the City Council Regular Meeting Minutes of February 28, 2019

Item 2.2 Resolution 2019-021, Appointment of William Kennedy and Bruce Phillips to the Environmental Affairs Commission, said terms to expire December 31, 2020

Item 2.3 Resolution 2019-022, Acceptance of Sewer Easement in the Sierra Vista Mobile Home Village

Council Member Pacheco moved that the Consent Agenda consisting of the City Council Regular Meeting Minutes of February 28, 2019, Resolution 2019-021, appointment of William Kennedy and Bruce Phillips to the Environmental Affairs Commission and Resolution 2019-022, acceptance of sewer easement in the Sierra Vista Mobile Home Village, be approved. Council Member Wolfe seconded the motion.

Council Member Pacheco thanked the commissioners for stepping up to serve on commissions.

The motion unanimously carried, 4/0.

## Public Hearing

Item 3 Consideration of funding applications for FY 2019-20 Community Development Block Grant (CDBG) Annual Action Plan

Council Member Wolfe moved that the public hearing for the consideration of funding applications for FY 2019-2020 Community Development Block Grant (CDBG) Annual Action Plan, be continued to the next regularly scheduled meeting of March 28, 2019 in order for the full Council to be present to hear discussion.

Mayor Mueller asked Council if they did not object to having the report first from Mr. McLachlan so that it can go out to the public. Mr. Potucek stated that procedure-wise, if Council tables the item at this point, the Council will not be able to hear the report and any discussion from



members of the public that Council may wish to hear from. He recommended that the Council hear the report/discussion first and then going ahead with tabling the item. Council Member Wolfe concurred.

Mr. McLachlan stated that the purpose of today's public hearing, which was advertised previously with the notice of funding availability, is to provide staff with preliminary feedback and direction on the funding proposal for the upcoming program year. As discussed during the work session, staff is working with a funding estimate as the federal government has not yet completed the appropriation process. For planning purposes, staff is using last year's grant amount of \$260,000 as the basis for developing the Plan. The number will be adjusted to match the official estimate when it is provided to the City later in the spring or summer. The City will have 60 days after the allocations are announced or until August 16, 2019, whichever comes first to submit the Plan to HUD.

There is one funding request from an outside organization this year, NAMI of Southeastern Arizona has requested \$5,000 for a specialist to provide therapeutic activities for youth, who are experiencing mental health issues.

Mr. McLachlan stated that Ms. Kelly Norris from NAMI is present to provide her proposal in detail. In terms of City projects, staff is recommending improvements to Soldier Creek Park and James Landwehr Plaza to augment the scheduled investment to the North Garden Avenue streetscape and bolster the City's West End revitalization effort. Economic Development and Leisure Services staff has developed a conceptual framework plan for creating a community event gathering space at Soldier Creek Park that can serve as a starting basis for preparing a more detailed master plan scope of work. Staff is also proposing a line item of \$40,000 for ADA ramps and sidewalks to fill in the network in the target areas. If the grant comes in above the estimate, staff is recommending that the increase go towards that project. Staff is also recommending that eight percent of the grant or \$20,000 go towards administration. If Council should decide to fund NAMI's request, staff recommends taking that amount from the administration budget.

Mr. McLachlan stated, as previously indicated, he understands that the full Council wants to participate in the selection process; therefore, staff's recommendation is to hold the public hearing as previously advertised and then table the item to Council's March 28, 2019 meeting. The projects that are ultimately recommended will be included in the draft Consolidated Plan that will be presented to Council next month.

Ms. Kelly Norris, Executive Director of NAMI, Southeastern Arizona, the National Alliance on Mental Illness, stated that their mission is to provide advocacy, education and support for anyone affected by a mental illness. They do not charge for any of their services and the programs are educational. They do not want financial situations to be a barrier to the community members from getting resources for mental health. She added that this is not a clinic as they are not therapists nor social workers; but they do provide education. They have a parenting education class that helps parents how to navigate the education and medical systems so that they can be a better advocate for their children. They also teach peer classes, family classes and a lot of different support groups/programs in their organization.

Ms. Norris further stated that the grant request is for a youth, art therapy project. It would be a one-year long youth therapy group project. Every month they would have a different schedule to give more youth in the community the opportunity to attend. In the groups they would have a therapeutic art activity as well as access to resources, help and support for mental health,

mental health illness education, suicide prevention and bullying.

Council Member Pacheco asked if the service is being provided by a therapist. Ms. Norris explained that it will vary throughout the program. They have a retired school physiologist on the board and an intern with a master of social work, who will also work with them. It may not always be by a licensed therapist; but there are members of SEABHS as well as a mental health professional and a NAMI Advocacy Group.

Council Member Pacheco asked how the youth members are identified for the class. Ms. Norris stated that they will not stipulate that any youth can or cannot attend because there are many youth in the community that have gone to their parents, telling them that they have depression or feel anxious, stress and their parents tell them that they are fine and that it is normal. They are being denied help because the parents do not realize that they might have an issue and then there are children that are afraid to talk to their parents. The program would not deny any children because currently there are five-year olds that are being hospitalized for suicide. They are all welcome to attend to get the education, resources, peer support as well as getting to their families the education and resource information.

Council Member Benning thanked Ms. Norris for being present and for what she and NAMI do for the community. He added that he looks forward to Ms. Norris coming back to report to Council on the program and its results.

Mayor Mueller thanked Ms. Norris for applying and noted that NAMI has been a great part of the community and the Council really appreciates their efforts. Ms. Norris thanked Council for joining them on the upcoming Sky Island Tour.

Council Member Benning asked if NAMI is the only outside organization that applied. Mr. McLachlan stated that he is correct. Mayor Mueller noted that there is an established process. Council Member Benning stated that he would like to see more people applying.

Council Member Wolfe moved that the public hearing for the consideration of funding applications for FY 2019-2020 Community Development Block Grant (CDBG) Annual Action Plan, be tabled to the next regularly scheduled meeting of March 28, 2019. Council Member Benning seconded the motion. The motion unanimously carried, 4/0.

Item 4 Resolution 2019-023, Approval of a Multi-License Acquisition of Control Liquor License for a Series 09 for Good 2 Go Stores, LLC

Council Member Benning moved that Resolution 2019-023, approval of a multi-license Acquisition of Control Liquor License for a Series 09 for Good 2 Go Stores, LLC, be approved. Council Member Wolfe seconded the motion.

Ms. Adams stated that this is an application as moved to transfer ownership of a Series 9 Liquor Store License for Good to Go Stores, located on the corner of Fry Boulevard and El Camino Real. The notice of the public hearing was posted on the building and no comments from the public have been received. The Police Department performed the background check of the applicant and has no objection to moving forward. If approved, it will be returned to the State for final action.

The motion unanimously carried, 4/0.

Item 5 Resolution 2019-024, Approval of a Multi-License Acquisition of Control Liquor License for a Series 10 for Good 2 Go Stores, LLC

Council Member Wolfe moved that Resolution 2019-024, approval of a multi-license Acquisition of Control Liquor License for a Series 10 for Good 2 Go Stores, LLC, be approved. Council Member Benning seconded the motion.

Ms. Adams stated that this is a second application, an administrative transfer of ownership for a Series 10, a beer and wine sale liquor license. This application was discussed during the work session that she reached out to the applicant; but was unable to contact her and staff is presuming that they own two different licenses and they are keeping them both active at the same location regardless of whether they need the beer and wine license at that location. Notice was posted for the 20 day-public hearing time. The Police Department has done the background check and has no objection and if approved, it will be returned to the State for final action.

The motion unanimously carried, 4/0.

Item 6 Resolution 2019-025, Approval of a New Series 12 Liquor License for Hiep Thi Wingate for Twin Peacock Vietnamese Cuisine Restaurant

Council Member Benning moved that Resolution 2019-025, approval of a new Series 12 Liquor License for Hiep Thi Wingate for Twin Peacock Vietnamese Cuisine Restaurant, be approved. Council Member Wolfe seconded the motion.

Ms. Adams stated that this application was submitted by Ms. Wingate for a liquor license at the Peacock Restaurant and the notice of the public hearing was posted on the facility and the City has not received any comments from the public pro or con; but she has heard comments in-house that they are pleased. The Police Department did a background check of the applicant and have no objections to the liquor license moving forward to the State for final approval, if approved by Council.

The motion unanimously carried, 4/0.

New Business

Item 7 Resolution 2019-026, Amendment One of the existing Master Traffic Signal and Highway Lighting Maintenance Agreement (IGA/JPA 12-137-I) with the Arizona Department of Transportation

Council Member Pacheco moved that Resolution 2019-026, Amendment One of the existing Master Traffic Signal and Highway Lighting Maintenance Agreement (IGA/JPA 12-137-I) with the Arizona Department of Transportation, be approved. Council Member Wolfe seconded the motion.

Ms. Flissar stated that this agenda item involves an update to an existing IGA that the City has with ADOT for traffic signal and lighting maintenance along State highways. The existing agreement allows the City to perform emergency maintenance on ADOT's facilities due their extended response time as their nearest traffic signal shop is located in Tucson and if this agreement were not in place, the City would have to wait for them to get to the location, which

can be one hour and a half, two hours and sometimes more as it depends on if there are other things down around the region.

The update to the agreement is basic in nature. It switches the City from the Safford District to the South Central District, a change that happened about a year ago and ADOT is now updating the agreement to reflect the change in district. It also adds a few street lights that were recently installed along State Route 92. There are no other substantive changes to this agreement.

Mayor Mueller thanked Ms. Flissar for her report and noted that this is something that the City needed to get updated for some time.

The motion unanimously carried, 4/0.

Call to the Public- There was no response.

#### Comments and Requests of the Council

Council Member Benning wished safe travels to esteemed colleagues and stated that he looks forward to them getting back. He thanked Reverend Donna Smith for her invocation, the Girl Scouts of America, Brownie 419, Junior 104, and Cadette Senior 1224, as it is always great seeing young people doing great things. He also thanked Mr. Kennedy and Mr. Phillips for joining a commission as he agrees with Council Member Pacheco's statement that it is always nice to see people step up and joining in helping the community and Council. Lastly, he reported that he attended the Award Banquet last Saturday with the Fire and EMS, which took him back to his Army days as the camaraderie and respect were amazing. In closing, he thanked the Fire Chief for the invitation and noted that they stand the post and they tell us that we are all safe and they have to be appreciated.

Council Member Pacheco thanked the Girl Scouts for being present and congratulated them on 107 years. She shared that she used to live in Savannah, Georgia and has been to the Juliette Gordon Low House and she loves the Girl Scouts and the cookies. In closing, she welcomed the commissioners.

Council Member Wolfe thanked the Girl Scouts and shared that she was a Girl Scout. She pointed out that the City still has a couple of items that are still out for public comment and noted that Council is definitely looking at all of the updates coming in. In closing, she encouraged people to let Council know what they think.

Mayor Mueller congratulated the Girl Scouts and shared that he has two sisters that are Gold Award Winners for which he is very proud. He then shared that that it is a sad day for the City on Friday, March 15, 2019 because the City will be losing an employee who has been with the City for 21 years. Tina Moore, a young lady who started out answering the phones at the front desk, moved up, got herself a good education/training, and become a valuable member of the Community Development Department. Unfortunately, she is going to Killeen, Texas, where her parents live; but he told her that once she gets squared away, Mr. McLachlan will be ready to retire and he is looking forward to her coming back to work with Sierra Vista. He thanked Tina Moore and stated that she has been a good friend, hard worker and many people will miss her.

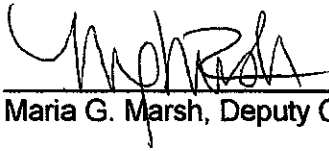
**Adjournment**

**Mayor Mueller adjourned the March 14, 2019 meeting of the Sierra Vista City Council at 5:26 p.m.**



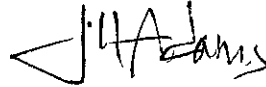
\_\_\_\_\_  
**Mayor Frederick W. Mueller**

**Minutes prepared by:**



\_\_\_\_\_  
**Maria G. Marsh, Deputy City Clerk**

**Attest:**



\_\_\_\_\_  
**Jill Adams, City Clerk**



## CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minute summary of the regular meeting of the City Council of Sierra Vista held on the 28th day of March, 2019. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 11th day of April, 2019

SEAL

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Maria G. Marsh  
Deputy City Clerk

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Jill Adams  
City Clerk



Sierra Vista City Council  
Meeting Minutes  
March 28, 2019

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Mayor Mueller called the March 28, 2019 Regular Meeting to order at 5:00 p.m., City Hall Council Chambers, 1011 N. Coronado Drive, Sierra Vista, Arizona.

Roll Call:

Mayor Rick Mueller – present  
Mayor Pro Tem Rachel Gray – present  
Council Member William Benning – present  
Council Member Gwen Calhoun – present  
Council Member Sarah Pacheco – present  
Council Member Carolyn Umphrey - present  
Council Member Kristine Wolfe – present

Others Present:

Chuck Potucek, City Manager  
Victoria Yarbrough, Assistant City Manager  
Brian Jones, Interim Fire Chief  
Adam Thrasher, Police Chief  
Laura Wilson, Leisure and Library Services Director  
Sharon Flissar, Public Works Director  
Matt McLachlan, Community Development Director  
Jill Adams, City Clerk  
Nathan J. Williams, City Attorney  
Tony Boone, Economic Development Chief Officer  
Mike Cline, Management Analyst  
Judy Hector, Marketing and Public Affairs Chief Officer  
Abe Rubio, IT Chief Officer

Invocation - Father Del McCune, St. John the Divine, conducted the invocation.

Pledge of Allegiance - Council Member Pacheco led the Pledge of Allegiance.

Item 1 Acceptance of the Agenda

Council Member Umphrey moved that the Agenda for the Regular City Council Meeting of March 28 be approved as written. Council Member Benning seconded the motion. The motion unanimously carried, 7/0.

City Manager's Report: Mr. Potucek announced that the CDBG project regarding the construction of sidewalks and ADA sidewalk ramps is out to bid and those bids will be opened on April 2, 2019, the City's Invitation to Bid for CDBG Timothy Lane Park Improvements Project is also out right now and will be opened on April 4, 2019. There are two bids that were awarded to BNR Paving: Streets Annual Project for crack sealing and patching and the Asphalt Repairs Services Project. In closing, he cautioned people to be careful as BNR Paving is out working on the streets and doing good work.

## Public Hearing

### Item 2 Consideration of funding applications for FY 2019-20 Community Development Block Grant (CDBG) Annual Action Plan

Council Member Calhoun moved that the consideration of funding applications for FY 2019-20 Community Development Block Grant (CDBG) Annual Action Plan be removed from the table for discussion. Mayor Pro Tem Gray seconded the motion. The motion unanimously carried, 7/0.

Mr. McLachlan stated that the Department is at the tentative selection stage for next year's allocation of CDBG funding. Staff will take the feedback and direction received from Council in preparing the Annual Action Plan and presented together with the Five-Year Consolidated Plan at a second public hearing followed by a 30-day comment period in May.

Mr. McLachlan stated that he has asked the Assistant City Manager to have this item added to a work session in April to continue the discussion on establishing the priorities Council wants to pursue with the Consolidated Plan Update. The Department is currently working with a grant estimate of \$260,000 as a basis for developing the Annual Action Plan for 2019, which is the same amount that the City received for this program year. In addition to the National Alliance on Mental Illness (NAMI) Southeastern Arizona's request, the Department received an application from the Boys and Girls Club to cover after school program scholarships for the low income youth of the community. They are requesting \$15,000, which is the same amount that Council approved last year. The Boys and Girls Club state that they were able to increase the number of youth that they serve each day by 10 percent and that they were able to leverage the City's previous grant award to raise an additional \$15,000 with more funding currently pending (email was provided to Council to demonstrate that they are showing a quantitative increase in the level of service as required by the U.S. Department of Housing and Urban Development (HUD)).

Mr. McLachlan stated that if Council wishes to fund the service request by the Boys and Girls Club, staff recommends that the amount be deducted on an equal basis across the proposed City projects. Those City projects are \$175,000 for Soldier Creek Park improvements, \$25,000 for improvements to James Landwehr Plaza and \$40,000 for ADA ramps and sidewalks in the target areas.

Mayor Mueller noted that this is a public hearing and that there were no requests to address the issue. He then asked Jay Hamwright if he wanted to address Council. Mr. Hamwright, Boys and Girls Club Chief Professional Officer, stated that the numbers that he provided via email were flipped from year to year as the 2018 and 2019 are backwards. He also stated there was a 10 percent increase. He added that 100 percent of the youth served from the grant during the current year qualify for free or reduced lunch. Over 70 percent are minorities and research indicates that kids that qualify for free or reduced lunch have a lower progression rate through grade levels, but 100 percent of the kids that were affected by the grant are on track to progress to the next grade.

Mayor Mueller thanked Mr. Hamwright and stated that it is good work. He noted that Council will provide staff with guidance so there can be another public hearing with the draft plan.

Council Member Calhoun asked Ms. Norris, Executive Director of NAMI, to clarify the area of



need for their request. Ms. Norris stated that the request is under the suitable living section.

Council Member Calhoun asked if NAMI expects to serve children of low income. Ms. Norris stated that the majority of them will be in the low income community; however, they will not turn any child away because of the level of mental health issues and suicide issues that are growing in the community and in the communities around Sierra Vista.

Mr. McLachlan stated that the requirement is that a majority, 51 percent, are documented as low to moderate income and that the Department talked to Ms. Norris about screening the applicants to ensure that they qualify.

Council Member Calhoun stated that this looks like an area that could almost be a crisis area because of the nature of the presentations that NAMI wants to do and from what is being seen across the nation on children being in such danger for suicide. She also asked if NAMI expects to have some of the presentations in the areas of town where they might find more lower income children. Ms. Norris stated that they are going to make sure that they hit the most demographics because there is a large majority that do not have vehicles or transportation. Every month NAMI will have a project in a different location to make it easier, so eventually, they will hit every area in the City.

Council Member Benning stated that he works with both Jay and Kelly and he appreciates what both organizations do. He added that he looks forward to actually seeing what NAMI is doing, if their request gets approved.

Council Member Pacheco asked Ms. Norris to explain the nature of the service that NAMI will provide. Ms. Norris stated that they will be providing therapeutic art projects with the children and their parents. The children will receive resource information from NAMI and they will be made aware of the resource use support group at Southeastern Arizona Behavioral Health Service, Inc. (SEABHS). There will be a group support therapist facilitating the art project and talking about the resources that they have along with the resources that NAMI has. She added that she would like to bring on board Chiricahua's behavioral health group to show the members of the community the mental health resources that they have in Sierra Vista and the number of people in Sierra Vista that want to help them. Children can be helped even if they do not have parents willing to help them.

Mayor Mueller stated that he is concerned about a federal requirement and noted that there was discussion about qualified therapists. He then asked Mr. McLachlan if there are any standards based on the grant to make sure that when a therapy program is done that there are certified/qualified therapists. Mr. McLachlan stated that as long the low to moderate income participants are benefiting from the public service that is being provided they will be in compliance with the HUD regulations.

Council Member Wolfe stated that during the Council's last meeting, NAMI's presentation stated that the children, regardless of age, would be in one group. Ms. Norris stated that they would all be able to attend the art program. They would not all be together, i.e., a five year old next to a 17 year old, as they would be split up. They would all be in the same area so that they could all receive services from the specialist and they will also have different people helping with the art project as well.

Council Member Calhoun asked if NAMI is following a particular curriculum. Ms. Norris stated that it is being devised in partnership with the different organizations. There will be various

**SUBSTANTIAL AMENDMENT**

**CARES ACT FUNDING**

**From:** [CPD\\_COVID-19WaiverSFO](#)  
**To:** [Matt McLachlan](#)  
**Subject:** RE: COVID-19 Waiver Notification Template  
**Date:** Friday, April 24, 2020 11:28:32 AM

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Hello Matt,

Receipt is acknowledged, please maintain documentation in your files for the basis of waiver. If there is a subsequent audit, you will be asked, but you are free to move forward.

Thank you,  
Saleshni

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**From:** Matt McLachlan <Matt.McLachlan@SIERRAVISTAAZ.GOV>  
**Sent:** Friday, April 24, 2020 10:20 AM  
**To:** CPD\_COVID-19WaiverSFO <CPD\_COVID-19WaiverSFO@hud.gov>  
**Subject:** FW: COVID-19 Waiver Notification Template

Please find attached a waiver request from the City of Sierra Vista, Arizona, regarding Citizen Participation Reasonable Notice and Opportunity to Comment, permitting the City to make substantial amendments to its most recently adopted Annual Action Plan and Five Year Consolidated Plan as a result of the COVID-19 pandemic to program CARES Act funding for coronavirus response.

Sincerely,

**MATT McLACHLAN, AICP**  
**Community Development Director**

City of Sierra Vista  
1011 N. Coronado Drive  
Sierra Vista, AZ 85635-6334  
520.417.4413 (office)  
520-508-3177 (cell)

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**From:** Barrett, Meira A <[Meira.A.Barrett@HUD.GOV](mailto:Meira.A.Barrett@HUD.GOV)>  
**Sent:** Friday, April 03, 2020 8:13 PM  
**To:** [SF-FORMULA-GRANTEES-L@HUDLIST.HUD.GOV](mailto:SF-FORMULA-GRANTEES-L@HUDLIST.HUD.GOV)  
**Subject:** COVID-19 Waiver Notification Template

The San Francisco Regional Office Community Planning and Development Director (CPD) COVID-19 Waiver Notification Template is attached and may be utilized with immediate effect.

Waiver Process and Recordkeeping Requirements:

- Grantees must email notification to the attention of CPD Director Kimberly Nash at [CPD\\_COVID-19WaiverSFO@hud.gov](mailto:CPD_COVID-19WaiverSFO@hud.gov)

- The email notification must be sent *two calendar days* before the grantee anticipates using the waiver. For those grantees who submitted their waiver requests on Friday 4/3/2020 to [CPD\\_COVID-19WaiverSFO@hud.gov](mailto:CPD_COVID-19WaiverSFO@hud.gov) prior to the availability of the attached template, please note: upon submission of this template, the required two calendar-day notice period will begin on 4/3/2020.
- Grantees MUST update their program records to include written documentation of the specific conditions that justify the recipient's use of the waiver, consistent with the justifications and applicability provisions provided in the COVID-19 Waiver Memorandum. Provisions that are not specifically waived remain in full effect.

We hope that you will want to continue receiving information from HUD.  
We safeguard our lists and do not rent, sell, or permit the use of our lists by others, at any time, for any reason.

Connect with HUD on [Social Media](#) and follow Secretary Carson on [Twitter](#) and [Facebook](#).

If you wish to be taken off this mail list, please [go here](#).

# Waivers of Community Planning and Development Grant Program and Consolidated Plan Requirements to Prevent the Spread of COVID-19 and Mitigate Economic Impacts

## **Waiver Process and Recordkeeping Requirements:**

- Grantees must email notification to the attention of CPD Director Kimberly Nash at [CPD\\_COVID-19WaiverSFO@hud.gov](mailto:CPD_COVID-19WaiverSFO@hud.gov)
- The email notification must be sent *two calendar days* before the grantee anticipates using the waiver.
- In addition to the summarized justifications provided under each waiver section below, grantees **MUST** update their program records to include written documentation of the specific conditions that justify the recipient's use of the waiver, consistent with the justifications and applicability provisions provided in the COVID-19 Waiver Memorandum. Provisions that are not specifically waived remain in full effect.

## **Required Information (complete all fields):**

Entitlement Jurisdiction: <u>City of Sierra Vista, Arizona</u>
Requestor Name and Title: <u>Matt McLachlan, Director of Community Development</u>
Phone Number: <u>520-439-2177</u> E-mail: <u>Matt.McLachlan@SierraVistaAZ.gov</u>
Declared-disaster area(s) where the waivers will be used: <u>Arizona</u>
Date on which the grantee anticipates first use of the waiver flexibility: <u>5/5/2020</u>

## **Grantee will utilize the following waiver flexibilities (select all that apply):**

### CoC Program:

- Fair Market Rent for Individual Units and Leasing Costs
- Disability Documentation for Permanent Supportive Housing (PSH)
- Limit on Eligible Housing Search and Counseling Services
- Permanent Housing-Rapid Re-housing Monthly Case Management
- Housing Quality Standards (HQS) – Initial Physical Inspection of Unit
- HQS – Re-Inspection of Units
- One-Year Lease Requirement

### Description supporting request for the waiver (optional):

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ESG Program:

- HMIS Lead Activities
- Re-evaluations for Homelessness Prevention Assistance
- Housing Stability Case Management
- Restriction of Rental Assistance to Units with Rent at or Below FMR

Description supporting request for the waiver (optional):

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HOPWA Program:

- Self-Certification of Income and Credible Information on HIV Status
- FMR Rent Standard
- Property Standards for TBRA
- Space and Security

Description supporting request for the waiver (optional):

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HOME, CDBG, HTF, ESG, and HOPWA Program Consolidated Planning Requirements:

- Citizen Participation Public Comment Period for Consolidated Plan Amendment
- Citizen Participation Reasonable Notice and Opportunity to Comment

Description supporting request for the waiver (optional):

*The City of Sierra Vista is seeking a waiver to the City's Citizen Participation Plan to allow for a five-day public comment period and virtual public hearing (if necessary depending upon public health restrictions in place at the time) pertaining to proposed substantial amendments to the City's PY 2019 Annual Action Plan and Five Year Consolidated Plan (2019-2023) to program CDBG-CV funding allocated via the CARES Act. The reason for the waiver is to expedite the City's response to the coronavirus pandemic in addressing urgent needs. The City will publish a public notice in the City's local newspaper and advertise on the City's website advertising the public hearing, availability of the proposed amendments and associated public comment period no less than five days prior to the hearing date.*

**PUBLIC NOTICE**

**PROPOSED SUBSTANTIAL AMENDMENT TO  
PY 2019 ANNUAL ACTION PLAN AND 2019-2023 CONSOLIDATED PLAN  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

**PROPOSED PROJECTS/PROGRAMS**

FUNDING SOURCES:

CDBG-CV CARES ACT ALLOCATION: \$159,897

TENTATIVE PROJECTS/PROGRAMS	PROPOSED AMOUNT
EMERGENCY CRISIS FUND - PUBLIC SERVICES	\$59,897
EMERGENCY SMALL BUSINESS GRANT ASSISTANCE	\$100,000
<b>TOTAL PROPOSED FUNDING</b>	<b>\$159,897</b>

The City of Sierra Vista is considering making substantial amendments to its PY 2019 Annual Action Plan and Five-Year Consolidated Plan to program supplemental CDBG funding received through the Coronavirus Aid, Relief and Economic Security Act (CARES Act) for the purpose of coronavirus response. The amount of CDBG-CV funds appropriated to the City of Sierra Vista is \$159,897.

The Community Development Department encourages all parties to participate at a PUBLIC HEARING on Tuesday, May 5, 2020 at 3:00 P.M. The meeting will be held in an online virtual format or at the City Council Chambers at City Hall, 1011 N. Coronado Drive, Sierra Vista, Arizona 85635 depending on public health restrictions in place at the time. Please consult the City's website [www.SierraVistaAZ.gov](http://www.SierraVistaAZ.gov) or contact the City for meeting information. If you wish to provide comments on the proposed projects, please contact the City Clerk, Jill Adams, by 5:00 p.m. on May 4, 2020, for instructions. Ms. Adams can be reached by phone at (520)458-3315 or by email at [Jill.Adams@SierraVistaAZ.gov](mailto:Jill.Adams@SierraVistaAZ.gov).

Copies of the proposed substantial amendments to the **PY 2019 Annual Action Plan and Five-Year Consolidated Plan** will be available on May 6, 2020 for a 5-day public review at the City of Sierra Vista, City Hall, 1011 North Coronado Drive, Department of Community Development (pending guidance from the Governor on reopening) and the City's website: [www.SierraVistaAZ.gov](http://www.SierraVistaAZ.gov).

The City will provide technical assistance related to this document or public hearing upon request. In addition, the City will make adequate provisions to assist non-English speaking residents in interpreting program opportunities and provisions on a case by case basis, as well as provide auxiliary aides and services for individuals with disabilities. A reasonable number of free copies of the Annual Action Plan and Consolidated Plan, and other standard documentation, will be provided to citizens and groups at their request. Direct comments, questions, or suggestions to Matt McLachlan, Department of Community Development, at 520-417-4413 or via email at [Matt.McLachlan@SierraVistaAZ.gov](mailto:Matt.McLachlan@SierraVistaAZ.gov). Written comments on the above plan will be received through **May 11, 2020 at 5:00 P.M.** at the following address: City of Sierra Vista, 1011 North Coronado Drive, Department of Community Development ATTN Director.

**Matt McLachlan, Director**

**PUBLISH: April 29, 2020** Department of Community Development

**AFFIDAVIT OF PUBLICATION**

STATE OF ARIZONA )  
                                  :SS.  
COUNTY OF COCHISE )

Nancy Bernard being first  
duly sworn, deposes and says: that (he) (she) is the Agent to the Publisher of  
the HERALD/REVIEW newspaper printed and published five days a week  
in the City of Sierra Vista, County of Cochise, State of Arizona. That the notice, a  
copy of which is hereto attached, described as follows:

PY 2019 SUBSTANTIAL  
AMENDMENT CARE ACT

was printed and published correctly in the regular and entire issue of said  
HERALD/REVIEW for 1 issues, that the first was made on the  
29th day of April 2020 and the last publication thereof was made on the  
29th day of April 2020 that said publication was made on each of  
the following dates, to wit:

04/29/2020

Request of

CITY OF SV (JILL ADAMS)

**HERALD/REVIEW**

By



Subscribed and sworn to before me this 29th day of April 2020



Notary public in and for the County of Cochise, State of Arizona

My Commission Expires:

5/21/20





Sierra Vista City Council  
Work Session Minutes  
April 21, 2020

1. Mayor Mueller called the April 21, 2020 City Council Work Session to order at 3:00 p.m., Council Chambers, City Hall, 1011 N. Coronado Drive, Sierra Vista, AZ

Roll Call (Due to health concerns related to COVID-19, the meeting was held remotely)

Mayor Rick Mueller – present  
Mayor Pro Tem Rachel Gray – present (joined at 3:21 p.m.)  
Council Member William Benning – present  
Council Member Gwen Calhoun – present  
Council Member Sarah Pacheco – present  
Council Member Carolyn Umphrey - present  
Council Member Kristine Wolfe – present

Mayor Mueller announced that Mayor Pro Tem Gray would be in attendance shortly after her medical appointment.

Others Present:

Chuck Potucek, City Manager  
Victoria Yarbrough, Assistant City Manager  
Adam Thrasher, Police Chief  
Brian Jones, Fire Chief  
Laura Wilson, Leisure and Library Services Director  
Sharon Flissar, Public Works Director  
Matt McLachlan, Community Development Director  
Tony Boone, Economic Development Manager  
David Felix, Finance Manager  
Jennifer Osburn, Interim Budget Officer  
Jill Adams, City Clerk

2. Presentation and Discussion:

A. April 23, 2020 Council Meeting Agenda Items ([agenda attached](#))

Mayor Mueller stated that the Council Meeting for April 21, 2020 starts at 5:00 p.m. with roll call, invocation, the Pledge of Allegiance, acceptance of the agenda and awards/presentations. He added that he will read the proclamation declaring Fair Housing Month.

Item 2 Consideration of Draft Program Year 2020 Community Development Block Grant

(CDBG) Program Annual Action Plan – Mr. McLachlan stated that there will be a virtual public hearing on Thursday, April 23, 2020 for the public to weight in and comment on the Draft Annual Action Plan. Staff will be presenting the draft 2020 Program Year Annual Action Plan for the regular allocation in the amount of \$271,810 that is under consideration based on the guidance received at the Council's March 12, 2020. Staff is proposing to allocate the entire allotment towards the final phase of the Eddie Cyr Park Master Plan. No applications were received this year for public services. This is the send year of the five-year consolidated plan period, carrying out the public infrastructure and public facility projects in the low to moderate income target areas. This was rated as a top priority in the Plan and the City is 2/3 of the program funds that would be allocated. In terms of the process, with the Council's concurrence, will make the draft Annual Action Plan available for public comment through May 11, 2020 and staff will then bring the Plan back before Council with any input received for final consideration at the regular meeting on May 14, 2020.

The final plan that is essentially the City's application to HUD will be uploaded into the federal system and from there HUD will have 60 days to review and approve.

In response to Council Member Calhoun, Mayor Mueller stated that this is next year's allotment. Mr. McLachlan stated that the Council adopted a Five-Year Consolidated Plan last year and this is the second year of that Plan and HUD approves it every year. The City's Five-Year Plan runs from Program year 2019 to 2023. For Program 2024, it will be the first year of the next Five-Year Plan.

Council Member Pacheco asked if the first public hearing was held on April 9, 2020. Mayor Mueller stated that it should have been. The extra funding for the CARES Act will be a separate item. Mr. McLachlan stated that two week ago staff was unsure whether the CARES Act supplemental funding need to be addressed as part of the 2020 Action Plan, but the guidance that was subsequently received stated that this is addressed through the currently adopted Annual Action Plan, the City's 2019 Plan.

Item 3 Resolution 2020-016, a Location/Owner Transfer Series 6 Liquor License for Nicholas Dominic Politi on behalf of Southwest Hospitality Services Group, 161A E Wilcox Drive, Sierra Vista, Arizona – Ms. Adams stated that the application is a standard transfer of a bar for Southwest Hospitality Services, an event venue over on Wilcox. It is a full bard liquor license, but Mr. Politi intends to use the license only for special events currently. The normal process of posting the hearing was done and no comments have been received from the public pro or con. The Police Department has done its background check and has no opposition to the application moving forward. If approved, it will be returned to the State Liquor Board for final consideration.

Item 4 Approval of the City Council Regular Meeting Minutes of April 9, 2020 – There was no discussion.

Item 5 Resolution 2020-017, Restating the City's Commitment to Fair Housing in Sierra Vista – Mayor Mueller stated that this is the annual statement that the Council votes on stating that they support the fair housing requirements of the federal government within the City of Sierra Vista, which makes the City eligible for some funding.

Council Member Pacheco stated that she did not see in the resolution any mention of eliminating housing discrimination against those returning to society.

Mayor Mueller asked if this is a requirement. Council Member Pacheco stated that she is not

sure if it is required, but it is something that was brought to her attention in the past.

Council Member Calhoun stated that even if it is not required, the City may consider adding it.

Mr. McLachlan stated that he does not believe that it is specifically spelled out in the Act.

Mayor Mueller asked if there is a consensus to add verbiage. Council Members Pacheco, Benning, Umphrey and Gray agreed. Council Member Wolfe stated that she has concerns about forcing people to allow those in housing for violent crimes.

Council Member Calhoun stated that the argument is generally around the fact that a person has already paid their dues by having served their prison term and there might be some more discussion around sex offenders and where they fit into Fair Housing.

Council Member Wolfe stated that she understands, but as somebody who rents houses, she has concerns about that. Mayor Mueller noted that people convicted of sexual molestation have more restrictions than someone just coming out of prison.

Council Member Calhoun asked for a presentation on this issue.

Mr. McLachlan stated that the resolution is the same one that has been passed in prior years. If Council is looking at making amendments to include another category, this is something that can be added to the memo in terms of background information.

Mayor Mueller suggested doing the declaration as it is now and hold a work session on this issue later. He added that he is on the fence about adding verbiage. Mr. McLachlan stated that he is not qualified to be an expert, but the Department can find someone in the community that advocates on this issue that can speak before Council.

Council Member Pacheco stated that she heard this from the Cochise County Re-entry Coalition similar to the "ban the box" campaign where there is a box asking if someone has ever been convicted of a felony or spent time in prison. There are examples of cities who have done it.

Mr. Potucek stated that this has to do with how the resolution is worded and whether or not there is an HUD guidance in terms of what has to be in the resolution and if the City has discretion to add categories to it. Mr. McLachlan stated that the resolution is modeled after the protected classes, specified in the Civil Rights Act of 1968. Whether the City wants to broaden it out to include another category that Council would like to see on a protected basis, maybe not on a legal basis, but a preferred status basis. He added that he does not know if HUD would object, but he can reach out to them and ask.

Mayor Mueller stated that it is his understanding that this is the minimal acceptable language and he would like to know if it would be an issue if the City added additional language to the proclamation since it is the City's proclamation and the based of the proclamation still supports what HUD wants.

## B. [Strategic Plan Update](#)

Ms. Yarbrough stated this is the six-month update on the Council's 2020-2021 Strategic Plan. One initiative has been completed, the designation of the West End Entertainment District that happened in early spring. Many initiatives are on schedule as expected, but there are a few on

hold mainly due to the pandemic situation.

The projects on schedule:

Item 1.1b Engagement and on-line tools – The Economic Development team evaluated multiple on-line engagement tools for better action with the public and they selected a platform called Bang the Table that will allow staff to post multiple projects and ideas that can receive a couple of comments, votes and host surveys. Staff is hoping to be able to show a demo in the next few months.

Ms. Yarbrough stated that this project is on schedule because substantial progress has been made, but staff is delaying launch for a few months due to the pandemic.

Item 1.2 Census – The Census does not stop for any virus, but efforts have been made to promote it and continued as planned, except for the cancellation of all in-person events. There has been a great emphasis placed on digital promotion. Once the remainder phase is entered in May/June, digital promotions will target areas of low response.

Ms. Yarbrough stated that the County's newsletter indicated that Sierra Vista's response rate at 54.2 percent and Arizona's overall response at 48.4 percent.

Item 4 Reducing response times – the EMS substation is progressing well. Staff finished their request to the Bureau of Land Management for a change of use for the property at the corner of Buffalo Soldier Trail and Seventh Street and it was sent in. As soon as staff receives what is expected to be a favorable response, staff will be able to move forward with construction plan. This project is included in the Capital Budget for next year.

Item 5.4 Funding and design of the Avenida Escuela Extension Bridge – The project is proceeding as planned. The hydrology study is expected to show that a smaller culvert for the bridge is needed; therefore, a much lower cost to construct. The report was sent into FEMA. FEMA will review the data and if they agree, they will update floodplain map for the area. This might take a while, but this project is also included in the Capital Budget for next year.

The counterpart of the project is working with Walmart, who funds half of the bridge. Staff is working on a contact with Walmart.

Item 8.1 Defining the scope of homelessness in the community – Staff assisted with the Point in Time Count in January. The results will be shared with the City in June and those findings will be shared with Council at a work session.

Ms. Yarbrough stated that the Community Development Department will be hosting an intern during the summer, who will be working with the Continuum of Care on a gap analysis.

Ms. Yarbrough stated that while there are a few initiatives on hold, many of them have still made progress and are waiting on the situational circumstances to resolve mostly due to the pandemic. The following projects fall into this category:

- Fry and North Garden Redevelopment Project; and
- Land purchase with the School District.

Both projects were on track and progressing towards the end of March. There was a governing board meeting on March 24, 2020 to discuss the potential land purchase but was put on hold when the public meetings were cancelled.

Council Member Wolfe stated that she went on to the Bang the Table Website and found that there is a four-minute demo. She requested that the demo be sent to Council. Ms. Yarbrough stated that she will talk to Ms. Hector to get that out to Council.

Council Member Wolfe stated that she is glad to see that the City has been granted a tentative extension regarding Item 5.1, Phase I of the Fry Boulevard and North Garden Avenue Streetscape Improvement Project, but would like to know when the actual construction is projected to start and be finished. Ms. Yarbrough stated that the current delay is in presenting the options to Council for selection and approval. It pushes the design timeline back by the amount of time that the decision is delayed. Originally the design would have been completed in December 2020 and construction would have started in the spring of 2021. This delays the project by a month or two and the City would be looking at construction in later spring or summer 2021. Whenever that decision can be made, it will push back the construction deadline by about those many months.

Council Member Wolfe stated that regarding Item 6.1, the West End redevelopment through the West SV Partnership Program, is awesome in that the City is reaching out to business and taking advantage of this.

Mayor Mueller stated that Mr. Boone, Mr. Cline and Mr. McLachlan have done a good job on this item. He added that staff is going to try in three weeks to hear a presentation in Council Chambers so that Council can decide on an option for Phase I of the Fry Boulevard and North Garden Avenue Streetscape Improvement Project.

Council Member Pacheco stated under Item 1.1, ADA compatibility, since she attended the Commission on Disability Issues discussion about wanting to have accessibility on the City's website, she would like to know if technical assistance is being offered. Ms. Yarbrough stated that she would have to ask Ms. Adams or Ms. Hector about that.

Mayor Mueller stated that he is aware that some people have hearing issues, sight issues and he would like to know if the ability is there during Council meetings/public hearings so that they can participate. Ms. Adams stated that staff is in the process of checking with vendors for the new broadcast system, which has a requirement for the system to be ADA compliant. There is hearing assistance in Council Chambers and possibly stationing laptops so that people can have access to close captioning if they are unable to employ the devices to help them hear.

Mayor Mueller stated that this is the first step, but staff also needs to investigate needs, if there are any, at the commission meetings. Ms. Adams stated that it could be problematic due to the different locations. The first thing needed is a request from the public/commission members and then they can be addressed.

Council Member Pacheco requested to be able to see the demo for Bang the Table. She further stated that a good job was done concerning the census and believes that the City is going to knock it out of the park as far as census communication. She voiced her excitement at the Pod Cast and requested access to the uber media report.

Mayor Mueller stated that Item 2.1, analyzing how information is shared with the community is on schedule. He asked how the shipper can state that equipment is nonessential because this is a requirement by law.

Council Member Pacheco stated that Goal 3 has been delayed for measuring positive feedback, but the events being measured are only for parks, recreation and library. She added that there is a lot of more positive social media commentary about Sierra Vista than just those events related to parks, recreation and library.

Council Member Pacheco asked if there is a timeline for the additional fire station. Ms. Yarbrough stated that the site plan is finished, a preliminary site plan that shows the layout of the buildings and driveway, which was done to the specifications of how much needed to be shown to BLM. Staff can share this with Council, but if Council is looking for a more developed plan in terms of what the building looks like, that will come after the City gets approval to move forward.

Council Member Pacheco stated that she is excited to see that the City is accepting joint service transcripts for police recruits. She asked if anyone has been hired by using this new method of recruiting. Police Chief Thrasher stated that there have been several applicants that have used the joint services transcripts and that is ongoing.

Council Member Pacheco stated that addressing storm water needs is a huge issue on the West End. She asked if this will be presented during the budget. Mr. Potucek stated that in the budget there is going to be a line item for the overall surface water. A consultant will need to be hired to complete the project, which will include the West End and the improvements made in Timothy Lane and the ones envisioned for the West Fry Project.

Council Member Pacheco stated that Goal 7.1, states to advocate for Fort Huachuca. She encouraged staff to include the outcome of the advocacy because she thinks there is room to brag about that. She noted that the City helped in stopping the UAS from leaving the Fort.

Council Member Pacheco asked if the Fort taking on the City's dirt pile fall under Item 7.2. Mr. Potucek stated that a lot of work has been done, both by Mr. Boone and the Public Works Department in working with Fort Huachuca on what can be done with the dirt to reduce the cost associated with hauling it away. It is pleasing in that the Fort has agreed to let the City use some of their land to spread some of that dirt, which should reduce the cost substantially.

Mayor Mueller stated that Item 7.3 is ongoing that deals with the West End Landmark Plaza and the opportunities to consolidate/incubate small businesses. He further stated that he has been impressed as a member of the Arizona Regional Board. They are doing a great job and he would not like to have that duplicated.

Mayor Mueller stated that Item 7.6 that talks about the WaterWise, San Pedro Partnership and the Recharge Network needs to include Sentinel Landscapes because the City is involved with that program in order to make it more accurate.

Mayor Mueller stated that Item 7.7, partnering with Chambers of Commerce and other organizations to create and implement a plan that encourages shopping locally, talks about how staff approached the Chamber in the fall of 2019, but the leadership of the Chamber has changed and they will need to be approached to see if they are willing to partner in order to make this more effective and community related.

Mayor Mueller stated that Item 8.2, implementing methods to address homelessness, he appreciated the fact that the City is involved with the Continuum of Care, but there has been a change in the executive director for the Good Neighbor Alliance (GNA) and he would like to

know if there has been a replacement and if that replacement is going to be involved. Mr. McLachlan stated that GNA is in austerity mode and they have not refilled the executive director position. The administrative supervisor, Grant Roland, has assumed those duties. They are working with the Department of Housing to explore additional funding opportunities that were brought about through the CARES Act to shore up their budget.

Mr. McLachlan added that he is in touch with GNA on a weekly basis and nothing has changed since his last conversation with Mr. Roland.

Council Member Calhoun stated that she is aware that GNA is working on housing issues and she would like to know about changes in the mental health field going on in the community.

Mayor Pro Tem Gray logged on to the virtual Council Work Session.

C. [Revenue, Personnel, and O&M Presentation](#)

Ms. Yarbrough stated that the revenue projections were kept very conservative with all the current unknowns over next year's revenue. The revenue estimates that will be shared during the presentation are all estimates, which are expected to be revised as more data is received. The City is about to get February revenue numbers, a good month, but staff is not expecting to get March and April until May and June, respectively.

The presentation will include the General Fund revenues, the highlights of the personnel budget and changes, requested O&M budget and an updated slide on capital improvement requests based on some comments from the last meeting.

The General Fund is the largest City fund, comprising approximately 45 percent of the City budget. Enterprise funds will not be included in the presentation as those will be covered in three weeks at the next budget work session to include the balanced budget. The General Fund pays for many of the City's services that the departments provide including the non-enterprise funds of the Public Works Department, which are fleet, facilities and engineering. The revenue sources that make up the General Fund are:

- Local sales tax (TPT)                      Local property tax
- State sales tax State                      Shared Revenue (income tax)
- Franchise fees                              Business license fees
- Building permit fees                      Intergovernmental revenues
- Vehicle license tax (VLT)                Fees for Service (i.e. ambulance, leisure)

Staff is keeping the projection for local transaction privilege tax level with last year. Since the City is getting February revenue during the month of April, it will not be until May or June when staff will start seeing March and April. There will be a better projection on that as time goes on.

The property tax change is similar to last year's change, which is that the valuation of homes increased and so the tax rate for the City is proposed to decrease from \$0.1136 per \$100 of assessed valuation to \$0.1106 per \$100 of valuation. This means that on a home that is valued at \$100,000, a property owner would pay \$11.06 per \$100,000. This is to keep the increase below the threshold that would require the City to spend money to publish the new rate. Therefore, seen is a slight increase, but it is not that the property tax rate is going up, it is that the valuation of homes has increased.

Mayor Mueller asked about the approximate cost of the publication of this data would be. Ms.

Yarbrough stated that last year it was \$12,000 to \$13,000.

Council Member Wolfe asked if staff is being conservative enough on the TPT because basically, the City is going to have an entire month where a lot of businesses are simply not going to be paying into the TPT. Mr. Potucek stated that when the fiscal year was started, it looked like a five or six percent increase in TPT could be predicted, but this is the first stab at keeping it down so staff is ratcheting it down by that five or six percent by projecting flat. He added that he is getting February numbers in, which he assumes will be a decent month; however, because of the lag with reporting from the Department of Revenue, staff is not going to know about March and April until May and June. Once those numbers start coming in, predictions must be flexible enough to be able to take those and move that number down if need be. On the offsetting side, on expenditures, staff will probably at the capital improvement projects in order to balance. This is currently the plan, but they will see as the numbers come in what adjustments need to be made.

Mayor Mueller stated that the City did not start getting in their money from internet sales until recently. Ms. Yarbrough stated that he is correct and added that the TPT for last year did not include any internet sales.

Council Member Calhoun asked where the internet sales are included in the revenue. Mayor Mueller stated that it is part of the TPT, it just comes from a different source. The same procedure is followed under State Law.

Council Member Calhoun asked if that could be separated out. Council Member Pacheco noted that it is separated out in the Executive Report.

A slide was shown that depicted charges for services by department:

- Change in General Government revenue is based on actuals coming in from this year.
- Increase on public safety is primarily due to ambulance revenues, which is below what was seen last year.
- Increase in Public Works is due to the City's fluids, i.e. oil changes, brake fluids for outside entities coming in through intergovernmental agreements to have the City work on their equipment. These partnerships have been going well and other enterprise funds are also charged back to those services.
- Leisure and Library Services is difficult to predict this year and so it was kept level. Staff is working closely with Leisure and Library Services to try and project what their revenue might be for next year. It is expected to revise down the number, but more will be known in May and June.

Mayor Mueller stated that on the Leisure side, the City made money on Oktoberfest and larger events, but that may not be the case this year and this is a concern. Ms. Yarbrough stated that staff will probably revise event revenue out of all their various revenues back.

Council Member Umphrey stated that the School District is setting up their own fuel station and she wonders if a decrease is anticipated in the Public Works fund. Ms. Yarbrough stated included were funds to continue that partnership with the School District and will need to follow up with the superintendent and see if they have moved 100 percent to their own fuel station. The fuel is currently budgeted as well as the revenue, but if the purchase of fuel is revised down, then the revenue will also be revised.

Council Member Pacheco asked about the decrease in revenue for ambulance services. Ms.



Yarbrough stated that they are up. The revenue projection for next year is currently below what the actuals are trending for this year, but staff wanted to keep that conservative.

Intergovernmental revenues are primarily the City's State Shared Revenue. The City's sales tax for next year is being projected at level and the FY20 budget did not include sales tax. The increase on income tax is due to State Shared Revenue lagging a year behind. The FY19 is adjusted for the population loss in the census.

The vehicle licensing tax is being projected down, which is trending down because expected are fewer vehicle sales.

Grants are the local grants and local government payments are for ambulance contract.

Mr. Potucek stated that this is another area where staff is trying to be very conservative regarding the State Shared Sales Tax. The initial projections from the State on sales tax was a hefty increase and staff took that back to zero. They have not yet provided the revised projections on that.

Mayor Mueller stated that last month he spoke with one of the City's large local car dealer and he stated that people are buying new cars. This is an anomaly, but it happened.

Ms. Yarbrough stated that last year the City did a two percent classification/compensation shift and a two percent step increase for staff. This was done by splitting the projected four/fiver percent shift needed and the classification/compensation plan to account for the minimum wage increase. Half of the increase was done last year, plus the two percent step increase. This year the market could potentially be different, given the current situation and in not knowing how unemployment might go so it was decided to proceed with the two percent step increase that would be approximately \$400,000. Staff is working on the final number and it will probably be less than that. The classification/compensation adjustment will be held off to re-evaluate what the market is next year to see if that is still needed.

The new positions for next year include the funding of two unfunded police officer positions that were included in the budget last year and a management analyst for Leisure and Library Services.

The PSPRS increase for next year is \$538,330, which lags; therefore, the steps that the City has taken to bring that number is down will not be seen in effect for another year. The ASRS increase for next year is \$14,345.

Council Member Calhoun asked about the number of new employees being considered for the coming year. Ms. Yarbrough stated for new positions added, yes and it does not consider refilling positions that are currently in the plan that are vacant or need to be refilled. Although, a close look is being taken in filling positions. Mr. Potucek stated that the two police officers were in the budget last year but were unfunded. Therefore, they are being recommended to be funded for next fiscal year. Currently a hiring freeze has been implemented based on the pandemic situation and looking at rehires for positions that become unfilled due to attrition on a case by case basis. The City must start planning for that eventuality if the revenue situation does not bounce back well.

Council Member Calhoun stated that it seems to her that PAO seems to be tremendously busy that she is surprised that they can operate with three staff members. Mr. Potucek stated that the

City is not able to hire many new people next fiscal year based on what is currently going on. He added that Ms. Hector in PAO has five staff members. They are busy, but the current situation does not lend itself to move forward.

A slide was display of the requested O&M submitted by the departments. Ms. Yarbrough stated that now is the point, where they take these requests and come through them, match requests to projected revenue and personnel budget. This is where the bulk of the work to balance the budget comes in. She added that this is a work in progress and the numbers will go down for the next presentation.

Mr. Potucek stated that the City came out of recession and was in a position where the personnel numbers had to be kept down throughout that time. The City is careful regarding new hires, even though things were improving. The results are being seen now in heading towards what looks like tough budget years as a result of what is currently happening. By keeping the employee numbers down, the City is finds itself in a much better position to deal with what is coming. Every city is going to be dealing with some of these issues.

Mayor Mueller asked about the Library's drastic difference and wonders if this includes the new roof and new computers. Ms. Yarbrough stated that when she sits down with the departments to do the initial pass on this before it goes to Mr. Potucek for approval is that there are often times some things that are in one budget that the department asked for that should be in another budget. The Library's number is high because they put the amount that the Friends of the Library grant to them in one of their O&M lines and it was determined that the amount should be shifted to the grant budget.

Council Member Benning asked about the difference on the grant from the Friends of the Library. Ms. Yarbrough stated that she could not remember but would provide that to him after the meeting.

Council Member Pacheco asked about the administrative services budget. Ms. Yarbrough stated that she does not recall the difference, but she thinks that it is the IT budget. Administrative Services covers IT, HR, Procurement, City Clerk, Economic Development and Communications and Marketing. One of the issues was that there was initially, two of the capital projects that were about \$225,000 that were accounted in the IT budget - the Council av system and new computers.

Council Member Calhoun asked about the City Council budget. Ms. Yarbrough stated that there are association memberships, travel and training, small budget for supplies for awards. She added that there are few lines in this budget, i.e. the City's National League of Cities Membership.

In response to Council Member Calhoun, Ms. Yarbrough stated that there are allocations to the Enterprise Fund that are calculated later. Those are not included in the budget at this time.

A slide was shown of the capital improvements requests that showed that the Council Chamber's AV upgrade is included as well as the Library's computers, which were moved to the capital improvement budget where they should be. The list has not changed except for those two items.

Council Member Calhoun asked how and who will make the final decision on which items can be afforded this year. Mr. Potucek stated that ultimately, the budget goes through him for final

recommendation to the Council. Some of these items may change depending on where the revenue projections are. The decision on what is included in the budget is determined by Mayor and Council.

Mayor Mueller noted that under the Strategic Plan column, the first two items deal with safety for the Fire Department, Council AV upgrade, which is also a part of the Strategic Plan and then there is another safety item, emissions control devices, followed by three items that are a part of the Strategic Plan. Item 10, Surface Water Master Plan was recently talked about and that should have a yes mark and these are the priorities that have already been given to staff. He asked about the cost share with the County and Walmart and wonders if those are more important than the Surface Water Master Plan if the budget must be cut.

Ms. Yarbrough stated that next steps involve:

- Meeting with all the departments to work on those O&M budgets.
- Finish the numbers/projections on personnel.
- Within three weeks provide to Council a balanced budget.

Staff will also be working on the Enterprise Fund, revising those revenue projections as best as they can. After that staff will work on completing the tentative budget. The balanced budget work session will be held on May 12, 2020.

Staff will work to get the tentative budget book to be distributed to Council on May 22, 2020. May 26, 2020 through May 29, 2020 are the one on one Council Member meetings and June 1 through 3, 2020 will be the overall budget work sessions for the public. The tentative budget vote will take place on June 11, 2020 and the final budget vote and property tax hearing will be on July 9, 2020 and the final step of the budget process is scheduled for July 23, 2020.

#### D. [CARES Act-CDBG Supplemental Funding Options](#)

Council Member Wolfe stated that she has reviewed the presentation and she plans to be involved in this, even though this could apply to her, but she will not be applying for any funding.

Mr. McLachlan stated that he and Mr. Boone will provide options that comply with the initial guidance that was received from HUD on the use of CARES Act funding for Council's feedback on where and whom the funding should be directed and at what proportions. The amount set to be received through the Act to prevent, prepare and respond to COVID-19 is \$159,897. The normal 15 percent cap on public services was lifted for Coronavirus efforts and if the City wants to move ahead, HUD making the money available, can seek reimbursement of eligible expenditures that occurred in the meantime. The funds should be ready for disbursement by the end of the month, which fits the proposed schedule.

Staff learned that the CDBG funds are to be added to the most recently adopted Annual Action Plan in the form of a substantial amendment, which is the 2019 Program Year for the City. Once Council provides feedback on funding priorities, staff can put the amendment together. The item has been tentatively been scheduled for the May 14, 2020 Council Meeting with an abbreviated public comment period that HUD instituted to push the funding out faster.

Staff downloaded a quick guide on eligible activities put out by HUD that provides examples of projects and programs of the CARES Act intent. Cochise County has been fortunate with the number of cases, not overwhelming the public health system and there is not a foreseeable need or budget available for constructing/adapting any building for treatment or care facilities.

Staff is recommending that Council consider funding public services and economic development assistance programs to help prevent people from becoming homeless or business from going bankrupt. Staff is offering, with the amount of money that the City has been allocated, is supplemental assistance that can be leveraged against other programs.

It is stipulated that aiding small businesses to enable retention of jobs, helping low to moderate income persons is an eligible activity. The provision of new or quantifiably increased public services are eligible for consideration. The examples are oriented towards mounting a public health response and then dealing with social and economic issues resulting from the large loss of the economy being at a standstill.

Staff is recommending that the Council consider dividing up the CARES Act funding to provide financial assistance to individuals of businesses to help them bridge the gap and that is exactly the name of one of the programs that staff is recommending.

The Grombacher Assistance Program is an emergency prices fund that is administered by United Way to assist community members in dire straits. United Way has the connections in place to distribute the funds to area nonprofits and can serve as a central point of contact. They are amendable to working with any parameters that are set by Council on how the funding should be allocated across a nonprofit community and for what purpose. The GAP Program could fund things like hotel/motel vouchers for GNA if capacity is reached, rent and utility payments, mental health counseling. Any specific terms and conditions would be incorporated into a subrecipient contract that will be signed by all parties before services begin.

Mr. Potucek stated that one of the main precepts that staff has tried to employ in coming up with some ideas for these particular programs is expediency because people need help right away and staff is trying to device and find ways and work with people so that the additional money can go out to the public as soon as possible. This is the reason for some of the ideas presented because the City is trying to work with agencies that are already working in these areas that staff thinks needs to be targeted.

In response to Mayor Mueller, Mr. Boone stated that staff covered somewhere between 12 to 15 communities across the nation that had gone after either loans or grants. A city that was found to be comparable to Sierra Vista is La Crosse, Wisconsin and staff is looking at each of the communities in the country to find out what they were planning with their CDBG money.

Mr. Boone stated that at the end of the day, it goes back to retaining jobs and businesses. In many cases, some of the communities are doing \$1,500 to \$3000. In discussion with both Chambers as well as the SBDC, there is a lot of work to be done for \$1,500 to \$2000. Many communities are playing in the \$5,000 to \$10,000 and the intent is to only use it as a bridge. The Senate passed additional funding for the PPP Program; it would be a quick turn to provide a short bridge.

Since it is CDBG, the City must keep in mind the economic requirement and this one becomes a significant issue in the low to medium income household. A family of four in Sierra Vista comes down to \$47,900. There are two ways that communities have dealt with this and one is if the business owner with their tax return from last year can qualify under that standard or if they maintain employees that they can certify that would be maintained with that standard.

Mayor Mueller noted that this is especially key for the people that are applying. There is also a

different amount of money for a single individual, married couple, a family of three, four, five. He asked if that data is available to make that it is in the application. Mr. Boone stated that they have it and if they use the La Crosse application, they include the entire spreadsheet. Everyone will look at their individual circumstances to know if they qualify or if their employees qualify.

Some of the requirements that have been laid out in most cases, if not all cases, is that it is for a profit business. The City would not fund the nonprofits. Each community has chosen to be, whether proactive or eliminate certain types of businesses, but in most cases, they are looking at restaurants, bars, small retail services. The key is that that they are locally owned and operated.

Many communities have tied into classes, whether it is a minority or women-owned businesses and a development area or West End Partnership in the City's case.

Mr. Boone recommended that the City do this as a competitive program with additional criteria, i.e. capacity, experience to the operate the business, their readiness to proceed, the impact of COVID-19, employee retention, minority women-owned businesses and the retail district – redevelopment on the West End. This would provide an opportunity to evaluate the applications within the parameters set by Council. Those that met the criteria to the highest level would get the funding.

If the agreement on the grant side is to maintain two full time employees and if they can prove that they met that requirement, then the City would turn this officially into a grant. From a management perspective, staff would be able to handle it and possible do it on a reimbursable side for a lease, mortgage payment or employee cost. There is flexibility.

Mayor Mueller asked if the City needs to do a form that shows the criteria and put it out people, who would apply and go through a grading system to make sure that it is competitive because there is only so much money. This would take care of the minority women-owned businesses, locally owned and independent operators. He also asked if Mr. McLachlan and Mr. Boone would meet and choose the highest three, five or whatever can be funded on the business side. Mr. Boone stated that he is correct, and they would do it by panels so that they can independently do that. In discussions with HUD, they wanted to see the criteria. He added that based on Council's guidance, staff will go back and look at the type of businesses, specific size, micro enterprises at five employees or below. Many communities have raised it up to 10, but the intent is to go to small businesses locally owned and they must meet the low to moderate income criteria.

Mayor Pro Tem Gray stated that she agrees with the recommendation except for the portion of restricting it to the West End. She asked if that must be done because it is CDBG and it is a low to moderate income area. She also asked if it is due to the partnership and noted that there are businesses all over town that suffering that meet the other criteria and she does not want to exclude them. Mr. Boone stated that the intent is to not exclude them, but they could be given preferential treatment. This would be opened to all the businesses that met the criteria.

Mayor Pro Tem Gray stated that she does not prioritize it because they meet the low to moderate income and the other criteria, then she is ok with them applying on a fist come first serve basis.

Council Member Wolfe stated that she agrees with Mayor Pro Tem Gray because it should be throughout the City if they are low to moderate income. This is fair and businesses are currently

hurting, and the City needs to help everyone and not just in one section.

Mayor Pro Tem Gray added that the City is already doing quite a bit with the West End Partnership.

Council Member Benning stated that he also agrees with Mayor Pro Tem Gray and Council Member Wolfe.

Council Member Wolfe asked what is being counted to help with essential services. Mr. Boone stated that the City does not necessarily have to include that. Each community has defined the service businesses uniquely different to their community.

Council Member Wolfe stated that people have approached her and asked if businesses need to maintain employees for another six months; however, a lot of business owners are scared that it is going to take longer than that and are afraid that they are not going to get the business back up and be able to maintain the employees for that amount of time, even if they get the small grant. Mr. Boone stated that this is the trick with this because one, the grants are relatively small and two, in most cases the communities have tied the grant requirement to maintaining one employee. They try to keep it to the bare minimum and most likely because the business owner would not meet the low to moderate income household standard.

Mayor Mueller stated that PPP is being confused with this and asked if it is a requirement under this program to keep the employees for six months. Mr. McLachlan stated that the details are yet to be developed. Staff is outlining the broad numbers. Mr. Boone added that based on discussions held with HUD, staff must finalize both the program and selection criteria and send it out to them for approval. Staff looked at 12 different communities who are all doing it slightly different. The key is that when this is all done and the federal government goes back to look at it, the City must have clear rules and guidance. The six-month standard was one community's attempt to put it in.

Council Member Wolfe stated that she agrees in that there needs to be rules and look at a way to be able to give the funds to businesses in a fair way. She further stated that she has major concerns about the six-month time period because it is going to be a small amount of money.

Mayor Mueller noted that the six-month time frame is in effect for PPP. These funds are not PPP and the City can establish its own rules. It is entirely different if the City wants to say that it is a one-time grant and six months later, they must come back and report on how they spent it.

In response to Council Member Wolfe, Mayor Mueller stated that the point is that the six-month standard does not need to be in the City's requirements just as other communities have done. Mr. Boone stated that he is correct. This does not mean that the City is required to do it.

Mayor Pro Tem Gran stated that she agrees with Council Member's Wolfe's assessment on this as well. Mr. Boone stated that because it is a small amount, the trick is in trying to make this streamlined while meeting the federal requirements.

Council Member Calhoun asked if there is a recommendation that the City do funding for the nonprofits as well as the businesses with the \$159,000. Mayor Mueller stated that there are two options that are being recommended from staff.

Mr. Potucek stated that this is two-prong approach. One deals with social services and that one

is where staff is proposing potentially using United Way as a conduit for meal assistance, mental health assistance, rental assistance for individuals that do not necessarily have to be ones that United Way generally works with. Council can direct and choose other agencies as well. Staff has had discussions with United Way in using some of the funds for that type of social assistance and they are amendable. He added that he spoke to the Chair of United Way and they would keep their admin cost down to five percent using the Grombacher Assistance Fund. This would be a quick way to get assistance out to individuals that are needing help. The second prong is the economic development prong that is being discussed. Staff is still kicking around ideas and trying to formulate exactly where the City wants to go with Council's input. Another idea is to treat it the same way that is being proposed for social services except that the City would administer this and help with assistance for the same type of things, i.e. utilities, leases/rent/mortgages. The money can be divided in half, \$80,000 for social assistance and \$80,000 for business assistance.

Council Member Calhoun stated that the Arizona Community Foundation for the last three weeks has been giving out money on a weekly basis to nonprofits in the community through applications. She suggested that before making a huge commitment, it would be helpful to talk to the Arizona Community Foundation and Legacy Foundation to find out about actual needs in the nonprofit community. Although, there has been designations of funds, there has not been a huge request and a lot of the nonprofits are having difficulty with funding. They are using some of the request to do more than support their needs because of the pandemic. The funds that the Arizona Community Foundation received is out of Phoenix, \$8 Billion in a special fund for the pandemic. She added that SECAP is also receiving a tremendous amount of money from DES and they assist with utilities, rent. The Salvation Army and St. Vincent De Paul also assist with utilities and rent. Lastly, she stated that probably those foundations and the other organizations can handle a good part of what the nonprofits need and that might leave a little more for the City to support the small businesses in the community.

Council Member Wolfe and Mayor Pro Tem Gray concurred. Council Member Pacheco stated that she has seen a lot of funding that is being put out there for nonprofits at the local level and it is more accessible than the federal programs that go out. Businesses on the other hand are struggling with getting any funding or assistance. She added that she believes that it is worth discussion with some of the larger foundations.

Mr. Potucek stated that the idea on the social services side that staff was trying to envision was not so much in funding the nonprofits, but in trying to find conduits to get money to individuals as quickly as possible and using the various nonprofits and in this case through United Way to do that. If Council wants to focus on the business side is up to Council.

Mayor Pro Tem Gray stated that she understands in trying to get funds to individuals, but if the federal money can be used for small businesses because it is harder for them to get funds so that they stay in business, then ultimately that helps individuals through employment than in just receiving a one-time individual payment to tie them over. The small businesses are needed to stay in business so that they can continue to employ individuals.

Council Member Umphrey asked if there is a way to prioritize the individuals that fall through the cracks that do not qualify for the delay in evictions and payment. Not everyone is covered through the CARES Act. The CARES Act covers mortgages or if the individual is in federal subsidized housing, but if they are a renter, it does not.

Mayor Mueller stated that if the City goes through the route where they have an agreement with

the United Way and give them a priority that states that they fund people who do not qualify for programs that meet the 80 percent of median income. Mr. Potucek stated that he is correct.

Mayor Pro Tem Gray stated that she thought that the Governor had stopped evictions for everyone. Mayor Mueller stated that she is incorrect, there is a specific list of qualification for people affected by COVID or out of work because of COVID. It is not for everyone.

Council Member Calhoun stated that United Way works with the other large foundations that are giving out money. Mayor Mueller stated that it is a good idea to contact the other two foundations to find out what they can do for the City and if they can without charging five percent. The Grombacher Fund is set and ready for operation and people know where it is and that saves time.

Council Member Calhoun stated that she does not want double dipping to occur and by knowing what the other organizations have been giving, will United Way know how to proceed. This is a constant problem with nonprofits concerning rent, utilities that is COVID-related.

Mr. McLachlan stated that for the purpose of the substantial amendments to the Annual Action Plan, that will include the broad descriptions of business assistance and social service that is intended to fund. He asked for drafting purposes, what amounts Council is considering.

Mayor Mueller asked Council if primary focus is on helping businesses. Mayor Pro Tem Gray stated that he is correct.

Mayor Mueller suggested breaking it down to \$100,000 for business and \$59,999 for the other services. This is going to be a point of discussion once this comes before Council to vote on. At that time, it can be adjusted. Mr. McLachlan stated that for the purpose of the Annual Action Plan, all he needs is a program description and amounts. The details can be hammered out and presented to Council later.

Council Member Calhoun stated that she believes that the \$59,999 is high.

Mayor Mueller directed Mr. McLachlan to visit with the other two agencies talked about to find out what type of help they can provide or if they are even interested.

Mr. McLachlan asked if what needs to be targeted with assistance is mental health counseling, rent, utilities and perhaps motel/hotel vouchers. Mayor Mueller stated that there is no problem with that proposal.

Mr. McLachlan asked if he is to look for an administrator that can perform those aims at potentially a zero cost. Mayor Mueller stated that he is correct. The more money that can be given to folks, the better.

In response to Mayor Mueller, Mr. McLachlan stated that this item will be back before Council on May 14, 2020. Council Member Wolfe stated that she would like a special meeting before May 14, 2020. Council Members Umphrey and Calhoun agreed.

Mayor Mueller stated that as soon as there is a workable plan, there needs to be a Council work session or meeting.

Council Member Calhoun voiced her appreciation at the tremendous amount of work that staff



had to do in order to get to the current point in dealing with the CARES Act.

- E. Report on Recent Trips, Meetings and Future Meetings – There were no reports.
- F. Future Discussion Items and Council Requests

Ms. Yarbrough stated that only the CARES Act and the budget.

Council Member Calhoun asked for discussion regarding her proposal for the area to be the Hummingbird Capital of the United States. This would be done through the state representatives and in order to make it official, a great tourism piece. Mayor Mueller stated that the first step would be to go to the experts who could validate that this area has more hummingbirds than anywhere else in the country. Council would need to do a resolution as well in moving this forward to the legislators and tourism department at the state.

Mayor Pro Tem Gray stated asked if Ms. Hector has the number of visitors available. Mayor Mueller stated that if the City is going to claim to be the Hummingbird Capital, there must be a reason.

Council Member Calhoun asked if she has Council consensus to move ahead. Mayor Mueller stated that she will need to do the research and then come back before Council. He added that there is consensus to start the research.

#### G. Council Discussion (COVID-19 Status)

Mayor Mueller stated that he did not receive anything from the Governor's office on April 17, 2020. He added that he put in the Council Reading File a request for feedback on the lifting of restrictions. In a rural county where they get less than one person a day that contracted COVID, the county is small enough where it is statistically insignificant enough to meet the president's criteria for getting out of COVID; therefore, something else needs to be done. He added that he shared this with state legislators, but he would like to hear from Council.

Council Member Calhoun asked about the type of testing taking place in the County. Mayor Mueller stated that Mr. Gomes has told him that they have adequate testing available for both personnel as well as folks, but they are not testing everyone that wants a test. This will probably continue for some time and there is a lot of discussion going on nationally about this issue as well as statewide.

Council Member Wolfe voiced her support for the Mayor's recommendations, especially in opening places up with a 50 percent capacity. This is one issue that she has had a lot of business owners talk to her about.

Mayor Mueller stated that he does not believe that the Governor is going to act on this soon. He hopes that the Governor at least announces maybe the following week that some of this stuff will be implemented, but he waits to see what other governors are doing. He is making a conscious decision on based on information that he receives. The City must work with him.

Council Member Umphrey stated that she likes the recommendations and hopes that people understand that the Mayor is not trying to suggest that those recommendations take place now.

Mayor Mueller state that if he County stays where it is currently at, where the County is less than one case per day, it makes sense for the City to do something different.

Mr. Potucek stated that close attention is being made to the Governor's guidance and hopefully on Thursday, April 23, 2020, he can get better clarification on what he plans to do after April 30, 2020. He added that he does not believe that anyone knows what the plans are going to be at this point, nonetheless, there are some issues coming with other parts of the country opening up and he has concerns with people wanting to get started, get their businesses open or any potential unrest that may occur as a result of people getting cabin fever. Enforcement is going to be a big issue and he has spoken to Police Chief Thrasher because currently there has been no heavy enforcement on the Governor's guidelines. Most people in the City are adhering to the Governor's guidelines, but there are reports of different things that occur and enforcement is an issue on some of those things.

Internally, there was a potential employee positive case. The City implemented shutting down completely the OYCC, EBC as well as the Library to employees as well so those buildings are completely shut. All those employees that are believed to have had exposure, 29 employees, have been notified and are all on the 14-day PHEL Program. There are no new positive tests that may have come out of that. Those employees are working from home and the City has stepped up the work from home program so that any employees identified that have the ability to work from home are also doing that over the next two weeks. Once the Governor loosens things up, the employees can come back to the office, probably May 4, 2020. Transit is still operating, although there are not many riders. As far as the rest of the facilities, particularly with regards to parks, the City is still maintaining the same posture that has been in place since the Governor's recommendations came out.

There are 30 cases currently in the County and the County is now reporting people that are out of isolation, which was eight as of early April 21, 2020. There are 20 to 22 active cases in the County and the actual case load is not really a big problem. Lastly, he stated that he hopes that the Governor will look at the counties on a case by case basis and determine which counties can proceed with starting to open things up. If that happens, the City will act accordingly.

Police Chief Thrasher stated that the website shows 30 cases with nine released from isolation. There are 21 active cases as of April 21, 2020 and they have completed 607 tests in the County. There is not much update considering with the Governor's Order as is. The Police Department is continuing to monitor the number of cases and how it is affecting the City.

Fire Chief Jones stated that the Department has a bunch of innovative men and women working for the City who have found ways to ration the Department's PPE the best way they can and it is probably going to cause some operational changes on a daily basis.

Mayor Mueller thanked the Departments and employees for an exceptional job in this situation.

Council Member Pacheco announced that Administrative Professionals Day is on April 22, 2020 and wished staff a Happy Administrative Professionals Day, who take good care of Council, especially Ms. Mathias, Ms. Osburn and Ms. Adams.

3. Adjourn Mueller adjourned the April 21, 2020 work session of the Sierra Vista City Council at 5:14 p.m.

\_\_\_\_\_  
Frederick W. Mueller, Mayor

Minutes prepared by:

Attest:

\_\_\_\_\_  
Maria G. Marsh, Deputy Clerk

\_\_\_\_\_  
Jill Adams, City Clerk



Sierra Vista City Council  
Special Meeting Minutes  
May 5, 2020

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1. Mayor Mueller called the May 5, 2020 City Council Meeting to order at 3:02 p.m., Council Chambers, City Hall, 1011 N. Coronado Drive, Sierra Vista, AZ

Roll Call (Due to health concerns related to COVID-19, the meeting was held remotely)

Mayor Rick Mueller – present  
Mayor Pro Tem Rachel Gray – present  
Council Member William Benning – present  
Council Member Gwen Calhoun – present  
Council Member Sarah Pacheco – present (3:09 p.m.)  
Council Member Carolyn Umphrey - present  
Council Member Kristine Wolfe – present

Others Present:

Chuck Potucek, City Manager  
Victoria Yarbrough, Assistant City Manager  
Matt McLachlan, Community Development Director  
Tony Boone, Economic Development Manager  
Nathan Williams, City Attorney  
Jill Adams, City Clerk

Item 1 Acceptance of the Agenda

Council Member Umphrey moved that the Agenda for the Special City Council Meeting of May 5, 2020 be approved as written. Council Member Benning seconded the motion. The motion passed by a unanimous vote of Mayor Mueller, Mayor Pro Tem Gray, Council Members Benning, Calhoun, Pacheco, Umphrey and Wolfe.

### [Public Hearing](#)

Item 2 [Proposed Substantial Amendment to Program Year 2019 Annual Action Plan and 2019-2023 Consolidated Plan Community Development Block Grant \(CDBG\) Program \(Citizen Participation Plan\) \(Subrecipient Agreement\)](#)

Mr. McLachlan stated that this is a public hearing item only and no formal action is needed. Staff is seeking public comment and any further input that Council may have before placing the proposed amendments into the public record for a five-day review.

The proposed amendments are to the City's Five-Year Consolidation Plan and 2019 Annual Action Plan. They are to implement the initial guidance staff received during the Council's April 21, 2020 Work Session. Staff recommended that the CARES Act funding be allocated to provide emergency small business grant assistance and public services to those impacted by COVID-19 and that meet HUD requirements. At the Work Session, there appeared to be a

consensus on Council to tentatively allocate the \$159,897 with \$100,000 towards a grant program for small businesses and the remainder towards basic social services.

A slide was presented on the proposed changes to facilitate Council's review. Staff limited the scope to those changes necessary to program the CARES Act funds by adding an economic development goal with a program description in funding and associated outcomes, which was done the same way under public services.

Mr. McLachlan stated that the public hearing meeting was advertised in the Sierra Vista Herald and on April 24, 2020 staff submitted a waiver to HUD to provide for expedited citizen participation procedures consistent with their initial guidance. He further stated that he received new guidance from the HUD representative that for the City to take advantage of those expedited procedures, the City needed to simultaneously amend its Citizen Participation Plan. The proposed amendments to the Citizen Participation Plan will be placed along with Substantial Amendments for public comment during the five-day comment period.

Staff will present any public comments received at the City Council's Meeting on May 14, 2020, where final approval will be requested and authorization to submit the Plan to HUD with the CF424 Form, application for federal assistance. There is no definitive timeline from HUD on how long the review and approval timeframe will extend, but given the purpose and urgency of the funding, staff believes that funding will be in place in less than a month from the submission date. The HUD representative, who manages seven different entitlement communities throughout the State, has stated that Sierra Vista is first in line for the funding review.

Mayor Mueller stated that he has had a discussion with Mr. McLachlan about the reason as to why this is taking so long to get it in place. He suggested that the City not wait until May 14, 2020 and to have a special meeting and work session on May 12, 2020, past the five days, to get this done and get it out to the federal government to give them a couple more days to do whatever they need to do to get this kicked off as soon as possible. Lastly, he stated that it has been six weeks since this funding came out from Congress and HUD and the State probably do not have the funds yet, but it is important to be expeditious to take care of the community.

Council Members Umphrey, Wolfe and Pacheco agreed with Mayor Mueller. Council Member Benning asked about the priority recommendations. Mayor Mueller suggested that staff brief Council first and then talk about doing both and if the answer is yes, how are they split out.

Mr. Boone stated that staff reviewed 15 to 18 different communities and their processes. In response to Council's request for a community like Sierra Vista, staff found La Crosse, Wisconsin that roughly has the same population as Sierra Vista as well as in County-size.

The goal is to keep businesses open and retain jobs negatively impacted by COVID-19. There are two categories of businesses within the grant program. Due to the requirements in each of them, the inclusion of both gives the City a greater flexibility to meet the needs of the business.

The Micro-enterprise is already in the Community Development Block Grant and two primary requirements are:

- Five or less employees including owner and owner of the business must demonstrate that their income meets the low/mod standards.
- Special economic development grant

Mr. Boone stated that if the business owner does not meet the requirement, they can be assisted through this grant. In this case, staff picked 10 employees with the intent to focus on small companies within the community. This is a flexible option.

In response to Mayor Mueller, Mr. Boone stated that the number of employees may be changed if the City wants to include businesses up to 15. He added that La Crosse included 75.

Council Member Calhoun asked if there were other categories considered. Mr. Boone stated that there were not. The micro enterprises and the Community Development Block Grants are categorizing the special economic development categories the second. There is option A, B or a little of both.

Mr. Boone stated that the special economic developments allows the City to include an employer that will maintain one or two employees at the low/moderate income level. The micro enterprises would have no requirement to come back to the City and confirm that they maintained a job. The special economic development side will because the federal law requires that element. He added that staff set it aside as one job per \$5,000 and if the grant were up to \$10,000, they would confirm two jobs.

He noted that this is for the current state of their business and not what it was before. For example, if the business was 10 employees in February and have laid off five employees and they are trying to maintain the five employees, they may meet the standard for the micro enterprise.

Council Member Benning stated that he has talked to business owners that are trying to file unemployment, who have asked that if they did not pay themselves a salary and they took money from the profits, if there were any at the end of the week or month, how can they prove their income level low to medium. Council Member Wolfe stated that they could prove that off their tax records.

Council Member Benning stated that he thought so too, but unemployment will not allow them to use their tax records. He asked if the City is going to do the same because unemployment is not doing anything for them to be able file, while others that paid themselves a salary can. Mr. Boone stated that they can prove it through the redacted 1040.

Mr. Boone stated that potential options are the averaging of \$3,000 of businesses, the City could touch 33 businesses or 10 businesses at \$10,000 using the \$100,000 in planning. Moving forward, the City has the option to put a preference for micro-enterprise and so the City could stack the businesses that are \$500 or under that meet the low to moderate income.

Council Member Calhoun asked if there is a list on how many of those businesses exist that have five or less employees or business with up to 10 employees. Mr. Boone stated that staff has a ballpark on the size of the companies, but they do not have their financial state and therefore, staff does not know where their income levels are at.

Council Member Pacheco asked if meeting the low to moderate income standards pertains to the pay level of the employees of the business meeting the low to moderate income standards. Mr. Boone stated that she is correct.

In response to Council Member Benning, Mr. Boone stated that the amount was a ballpark suggestion. Staff had discussion about averaging out \$3,000 and working with \$100,000. It can be thinner or larger depending on how the program moves forward.

Mayor Mueller stated that there is an application process and the City needs to be fair if both are going to be done. He added that he thinks that both be tried out. The first qualified should be the first served, which will continue until the money runs out. Mr. Boone stated that the timeline has a two-week window for all the applications. He added that La Crosse found out that they had more applications than they had money. If the City uses the \$7,500 and the \$10,000, maybe it can be met in the middle and the max requirement would be \$5,000. The intent with the criteria was to find the best businesses, the most needing and then having the flexibility to adapt as opposed to the PPP, where it was the first one in with an application.

Staff set the ceilings for the Micro-enterprise up to \$7,500 and \$10,000 for the special economic development. The intent of the application is in that they will tell the City where they are spending it and what they are requesting the money for. There will not be a requirement to keep the job on the micro-enterprise side, but there will be a certification that they did in fact keep up two jobs to meet the requirements of the special economic development grant.

The types of business being looked at are the for profit, commercial districts that are locally owned and independently operated, the impact by COVID-19 or government ordered closures. This is part of the application process and they will explain the circumstances and what the last six to eight weeks in the pandemic has meant to their specific business.

Council Member Umphrey asked if the City must specifically focus on those types of businesses. She also asked why the City focusing specifically on restaurants and bars because she feels that there are people being left out that were affected that are not on the list. Mr. Boone stated that there is latitude to move this. He added that he looked at 15 to 18 communities and most of them were focused on the things that were impacted. The restaurants, bars, small retails have been closed as well as services being impacted. However, there is some flexibility.

Mayor Mueller asked if it must be a for profit, locally or independently owned. Chain stores etc. cannot be done. Mr. Boone stated that he is correct.

Council Member Benning stated that he agrees with Council Member Umphrey and added that he likes putting services first because restaurants had the ability to stay open even though they were diminished. Some of the services, i.e. hair salons, barber shops had to shut down completely and did not have the capability to deliver food. Lastly, he stated that he wants to make sure that the City stays well rounded and not have places that were able to generate income/money and keep their employees whether it was more difficult than those that had to shut down completely.

Mr. Boone referenced a slide regarding the FY2020 income limits summary. He asked Council to look at the 80 percent income limits, starting with \$33,550 for one person in the family moving up to \$63,250. The criteria on the micro enterprise is the number that will apply to the business owner. Moving into the special economic development grant, that will be applied to the employees and the jobs in which they are guaranteed that they will keep. This will link to their individual 1040s and how many persons are in each family. It will be a sliding scale based on the number of folks in each family.

A slide of the competitive selection criteria was displayed. Mr. Boone stated that is about an 80 percent solution from a couple of other cities that staff tied into. The intent was to be competitive and not first come, first serve because staff believe that they could do better than the likes of the original PPP and it does offer some flexibility to meet businesses where they are at. This is a 100 points scale:

- A business that has operated for 20 plus years versus one that has been in business for six months. This goes towards their business as they move out.
- Their concept, which is part of the application process. How they are clear about where they are going and timing of this will be linked in many cases to somewhat of the reopening. This is a bridge on the backside to reopen.
- Disease response on how COVID-19 impacted the business as they describe both their revenue and sales.
- Job employee and retention, more is better. These are full time equivalents so if they are mixing four or five different part time employees, they intent would be one FTE positions defined as a 40-hour week.
- Community Development Block Grant where the City is trying to target money for minority/women business enterprises or business owners with low to moderate income. This is a 10 point plus or minus, they either meet the requirement or they do not.
- Evaluate the application on what they intent to spend the money on and for a realistic perspective of their project and moving it forward.

These will provide the opportunity to look at the applications competitively and do a staff review. There may be 10 businesses all requesting \$10,000 and applications 11 and 12 not getting serviced on a first come, first serve model. The model being proposed can round things down, i.e. hypothetically taking the numbers to \$8,000 instead of \$10,000 and serving additional businesses.

Mayor Mueller stated that applications will have to be put out to folks, and they are going to have to fill out the applications, especially if they are a minority women business or low to moderate business qualification. A committee in the City will peruse the applications and decide until all the money is spent. However, there is no real address as to how that is going to be organized.

Mr. Boone stated that once Council votes on May 12, 2020, staff could live with the applications for two weeks. Staff has worked out with the IT Department on how to accept 1040s, even redacted 1040. The businesses would fill out a two-page sub-certification, email it to Mr. Cline or himself. Staff has the authority to build a folder in the secured side of share point, send the link to the business owner with the application in the folder along with the check list of the other documents. They would then upload those. The timeframe is a week and within a couple of weeks, staff could independently score the applications and get together as a committee within the staff and make a rank order determination of who meets the qualifications better than the other ones.

Mayor Mueller stated that he wants to avoid getting into a situation where Solomon would have to split the baby. Mr. Boone stated that staff struggled with that because many communities have done very small amounts, i.e. \$1,500 that is a lot of work for that amount. He added that he talked to business owners and both Chambers of Commerce, the EDF and the SBD to try to come to coming up with a reasonable amount of money to bridge them out and make it worthwhile to move forward while trying to hit as many businesses as possible in the community.



In response to Council Member Benning, Mr. Boone stated that the intent is to have the process open for two weeks, grade them all independently and come to terms with whom is the best applicant or the neediest. Mayor Mueller stated that it would be the businesses with the greatest need because there is not best application as they are all in need.

Council Member Wolfe stated that she understands the amounts and asked not to underestimate even small amounts that can come through and what that means and how it can help. Mr. Boone stated that it is the thought to get all the applications in because maybe the decision is taken to take it to \$5,000, touching more businesses at the end of the day.

Council Member Wolfe stated that she wants staff to understand that even if it is \$5,000, that for some of the small businesses is huge. She added that for her, it covers her overhead for a month for her business. She further added that she is not applying, but that would be huge.

Mayor Pro Tem Gray stated that she understands that the selection criteria are set by HUD and asked if the City must use those weights. Mr. Boone stated that HUD wants for the City to have grading criteria, but they do not specify. These were derived from other communities as well as the point structure. There is flexibility, but when HUD comes back and asks how the funds were spent and the type of criteria used, these are the ones that have already been bounced to the HUD representative.

Mayor Mueller asked if the City Attorney has reviewed the criteria to make sure that the City is not being unfair. Mr. Boone stated that he has had discussions with the City Attorney but has not had the criteria looked at by the City Attorney.

Mayor Pro Tem Gray stated that while Mr. Boone discusses the criteria with the City Attorney, perhaps he can ask about the minority women businesses. Mayor Mueller stated that it is a federal requirement.

Mayor Pro Tem Gray asked if that criteria could be as low a point as possible and only because she does not want unfair advantages. Everyone is equally in need at this point. Council Member Benning agreed. Mayor Mueller stated that 10 points is where it should be in his opinion.

Mayor Pro Tem Gray suggested getting it lowered to five or lower. Mayor Mueller noted that it does not need to be a 100 points scale, but that is what is being presented by staff. He added that he personally thinks that staff has done a good job considering the lack of guidance from HUD.

Council Member Wolfe stated that as a female business owner, she completely agrees with Mayor Pro Tem Gray. Council Member Benning also agreed.

Council Member Umphrey asked if Council is considering tweaking it and making it less because there is less work involved. She suggested taking five points from each of the last two criteria and making readiness to proceed 20 points because there is more proof involved with that. Mayor Pro Tem Gray and Council Member Wolfe agreed.

Council Member Calhoun, disagreed, stating that although, she agrees that everybody is in great need at this time, historical reasons for that are enough for her to support keeping the criteria. She added that she has no background on how the situation has been over time in

Sierra Vista, but historically the need for giving preference to minority, women and low income owned businesses is important.

Mayor Mueller suggested that the last two criteria, the project cost and the low to moderate income business owners be lowered from 10 to five and the other 10 points moved to the readiness to proceed as was suggested. Mayor Pro Tem Gray, Council Members Benning and Pacheco agreed.

Mr. Potucek stated that a lot of time when staff bids out federal grant contracts, there are requirements such as the minority women owned business requirements and scoring systems are applied to those that are known to have been vetted by HUD in the past. He further stated that staff can look at how those contracts were scored in order to make sure that certain categories are not being scored too low because that might raise a red flag to HUD.

The next two slides that were shown are straight out of the Federal Regulation. The slide referencing the eligible use of funds was displayed so that people could see the intent that goes back to the basic operating capital for leasing, insurance, utilities and staff salaries. There are other elements that are authorized and allowed i.e. equipment purchases and perhaps even marketing and advertising. This may look different, but in businesses reopening in June make these eligible uses. The other slide that shows in true federal fashion the things that are ineligible costs.

Mr. Boone noted that 24 CFR 570 lists construction fees that are authorized up to \$2,000, but staff did not want to get into NEPA and construction so that was taken out.

Mr. Boone presented a slide depicting the small business grant timeline. He stated that this was set up based on where staff was currently at and how slow HUD was going to make it through. Staff can adjust the timeline because after the May 5, 2020 work session, it will take a couple days for staff to adjust all the applications and summaries while balancing new data off HUD.

The intent is to go into a pre-advertising of the grant process between May 11 and May 15, 2020. There has been discussion about a flyer on the web site as well as getting it into the Chambers of Commerce, SBDC and EDF moving forward to a Mayor/Council vote on May 14, 2020, going live on the application and certification for two weeks. The goal is close on May 29, 2020, which leaves four days for staff to review and score grant submissions.

Mr. Boone stated that he intends to move faster because the goal is to get this into the business' hands and have the estimated grant funding to awardees that involves working with them to get the actual funding on the other side by June 12, 2020. Lastly, for six months, no later than December 12, 2020, the special economic development businesses will need to come back and submit job verification and expenses to close out grant with the businesses not owing that into the future. The micro-enterprises can be turned relatively quick, meet the requirements and close the grant.

Mr. Boone noted that it was recommended to give six months to give the businesses time to recover and ramp up their operations into the future.

Council Member Wolfe asked if it is businesses verification or positions verification. Mr. Boone stated that she is correct.

Council Member Calhoun asked if it takes two weeks to complete the application process. Mr. Boone stated that he believes that in looking at the application, most business owners, especially the sole proprietors should be able to complete in under 90 minutes. The external elements will be a copy of their 1040 redacted and payroll. Staff tried to make it as simple as possible while maintaining enough information to justify the businesses that will have the money spent on when HUD comes back to look at this.

Council Member Calhoun stated that she thought it could be moved along faster than two weeks. Mr. Boone stated that staff can do that. Mayor Mueller stated that the issue is that businesses are going to want some time to do this. Some businesses will be ready tomorrow, and others will have to get paperwork together, identify employees and look at the actual income to find out for which one they can qualify. It may take them more than a week to get the information, but it only takes them 90 minutes to fill it properly. He added that in his mind, that is their time and the City is not slowing it down by giving them adequate time to respond and file the application.

Council Member Calhoun asked if there is a system in place for those businesses that have not responded by December. Mayor Mueller stated that there must be a system where the businesses are notified 30/50 days to remind them that paperwork will be due. They can also be encouraged to file earlier if they are able.

Council Member Wolfe stated that when talking about the 1090x, she assumes that it is about the most recent because there are a lot of people that have not filed their 2019 taxes and at that point would have to go back to 2018. She asked if that matters. Mr. Boone stated that they can use 2018 returns because the government has extended the tax submission.

Mayor Mueller stated that the key is the last time the taxes were completed.

Council Member Pacheco asked if the City is asking the business owners to produce their employees' 1040 to certify their employees' income level. She added that if it is not their only job, then she wonders how they would certify their own employees' income level other than what they get paid at the one job. Mr. Boone stated that there are two things, one, the business owner will provide the payroll and that provides the baseline for the income. The second part is that they must self-certify the number of family members or dependents for that individual. The City is not asking for the individual employee's 1040s and in the applications, the full name is not required. There is a bit of self-certification, but the City wants to have enough documentation to be able to show where the money went, which would show how they spent it.

Council Member Calhoun asked if there is Plan B in case there is a problem with the internet system. Mr. Boone stated that the 1040s can be delivered to City Hall as another security measure. Staff did not want their redacted 1040s in the email. The link was tested out and it will be continued to be tested as it is rolled out so that the businesses can upload their own documents into their own folder. As a backup, a traditional hard copy version of their application can be submitted.

Council Member Calhoun stated that she believes that this is important just to avoid any delay in the timing. Mr. Boone stated that the reason why it is important for staff to know who is submitting packets so that they can be tracked. As they reach out to the City, staff would set the link to their folder and this way staff can watch and call them.

Mayor Mueller stated that the other advantage that this provides is in that if the application is incomplete, and staff is at the point to review and score them, staff can call them.

Council Member Calhoun asked if there is a drop date for applications. Mr. Boone stated that she is correct. Mayor Mueller stated that it is May 29, 2020. Mr. Boone stated that the deadline may change.

Council Member Umphrey asked if there is a plan to reach out to businesses to make sure that the news is out to as many business owners as possible. Mr. Boone stated that the intent is to use the City's social media, the Herald Newspaper and both Chambers as well as the SBDC and Regional EDF. These will be used to their customers/businesses that they talk to, public media, social media and as soon as the application is adjusted – that is the pre-advertisement. The intent was to advertise this forward, the basics of the grant, when the grant will be opened and how long.

Mr. McLachlan stated that staff is staying with its recommendation to earmark a portion of the CARES Act money to the United Way GAP Program for the emergency crisis fund. He added that he provided as part of the agenda item the draft sub-recipient agreement that follows the standard format for public service contracts. The City Attorney has reviewed and approved the draft and a few points to consider with this arrangement is that staff likes United Way because the Grombacher Assistance Program is already stood up and operating in a manner that fits with the intent of the CARES Act Funding to meet urgent needs in the County. It is an important point that United Way provides a central point of contact for nonprofits who need funding for specific client services. They have pre-existing relationships with the local nonprofit community and already receive referrals for clients in need. The target is assisting at least 30 individuals through this fund and as discussed at the last work session, United Way has offered to limit its direct expenses to five percent of the grant or \$3,000, which is written into the sub-recipient agreement. The remainder will go towards payments directly to the service providers on behalf of the individual/family receiving assistance.

If someone needs help to catch up on utilities, the check will be sent to the utility provider and not the individual to ensure that the funds are being used for the intended purpose.

Mayor Mueller stated that an individual could go to United Way and state their need for folks that need to be put up at a hotel/motel if the Good Neighbor Homeless Shelter was at capacity. These individuals do not necessarily have to be a member of the United Way. Mr. McLachlan stated that he is correct and added that the referrals come through the area nonprofits. If the Good Neighbor Alliance shelter maxes out in capacity, where an individual needs to be quarantined, they can use these services to cover a hotel/motel voucher.

Council Member Calhoun stated that she is curious about the mental health counseling. She asked if individual counselors who are not with an agency and wanted to do some counseling be able to step forward and get on a list to have the Grombacher Fund give them vouchers to see some people. Council Member Benning stated that it is the same as an individual that is at the Forgach House. The voucher will go to the counselor that they are going to see or the organization that has helped them find counseling, i.e. Easter Seals or an organization that does behavioral health.

Council Member Calhoun stated that she was thinking about counselors who are not with an agency that could be of assistance because there is a shortage of counselors in the community. If there is an influx of people desiring counseling, which NAMI expects that there will be, there

needs to be a way to handle as many and as soon as possible. Council Member Benning stated that it is done the same way. If it is an independent counselor, the award is given to the individual, but they are going to pay the counselor that they are going to see.

Council Member Pacheco noted that the slide states assisting individuals with shelter who were impacted by COVID-19. She added that this is an emergency crisis fund and asked if the fund is for the assistance of counseling because it does not seem to fit in this category. Mr. McLachlan stated that there are individuals and families that are experiencing mental health concerns relative to the pandemic and that is an eligible expense.

Council Member Benning stated that there are individuals who were not homeless nor needed shelter prior to this and now they might be. One of the big things that the government fund is trying to do is to eliminate that and find them help before they get to the next level, where they are not homeless and there is something else. They provide funds for that and they do investigate that along with several other organizations.

Council Member Pacheco stated that it feels to her that this is being broadened and this is not a lot of funding. This is being broadened to fit anything, and it should be homed in what the City's target is with how the money is being used. She further stated that Pandora's Box is being opened with the City addressing mental health too, which is an ongoing need. Mayor Mueller stated that the City is assisting community members, who may have been impacted by the virus and individuals without shelter. It is clear on how people are impacted without shelter, but other people are also impacted by COVID-19 and it could be mental health issues, utilities and a number of other things that they may need assistance with, but that is part of the mission. He further stated that the City will not be able to spend a vast amount on mental health.

Council Member Benning asked if this is a separate vote. Mayor Mueller stated that it is all one program and there will be discussion about what whether this will be done or if the money is going to be split up. Council Member Benning noted that he is the Vice President of United Way and he may have a conflict of interest. Mayor Mueller suggested that he speak to the City Attorney, but he does not foresee a problem unless he is a signatory on the contract.

Council Member Wolfe stated that she agrees with Council Member Calhoun in that mental health issues are on the rocks and she does not have an issue with putting money towards that. The pandemic has affected a lot of people and it is not up to Council to state how COVID-19 has affected people and what they need. This is just an important part of people's health and wellbeing. Mayor Mueller stated that the care for mental health is a process and the funds are only enough to get people in the door and not the entire medical treatment for counseling or whatever is required.

Council Member Wolfe stated that this is hitting a lot of people hard and anything is sometimes better than nothing. She added that she is not against giving money to that area if they can help somebody.

Mr. McLachlan stated that staff took a stab at putting together a budget that covers the anticipated needs through the end of the year. The line items under the GAP Fund can be adjusted from the budget by about 20 percent based on service level demands. Adjustments beyond that threshold require City authorization. The bulk of the budget is tentatively slated towards helping low income family stay in their homes. There are subsidies to rent/mortgages and payments for utilities.

Mr. McLachlan stated that after he spoke to the executive director, he is recommending that within these categories, the City cap the individual beneficiary amount to \$1,000. If Council agrees in that the amount is reasonable, staff will add this as a provision to the contract. The \$3,000 for indirect administrative costs is fixed, which is a generous offer by United Way and much lower cost if the City were to self-administer. The actual budgets will fluctuate depending on the demands over the course of the upcoming month.

In response to Mayor Pro Tem Gray, Mr. McLachlan stated that the total for administration is being capped at \$3,000, which is five percent of the allocation.

Mayor Pro Tem Gray asked if it were changed to state another number, it would be five percent of the new number. Mr. McLachlan stated that United Way's offer was five percent. Mayor Mueller added that it is fixed at five percent up to \$3,000 cap. Mr. McLachlan clarified that the ability to adjust the line items only pertains to the GAP Fund. Those line items could go up to a maximum of 25 percent and anything over that would be subject to prior authorization by the City. The overall amount will not exceed \$59,897.

Mayor Pro Tem Gray asked if it is \$1,000 per person. Mr. McLachlan stated that it is staff's recommendation and explained that the amount was based on United Way's feedback. Mayor Mueller stated that it is a good guideline, but he would have like to have known that before the meeting. He added that this is set up so that a check is given out and not cash to an individual. The funds are being given to the shelter, mental counseling, hotels/motels and, etc. Those folks would then be able to provide a receipt so that the funding that is being spent can be tracked to reconcile with the federal government.

Mr. McLachlan provided the payment schedule for the contract that takes them through the end of the year. Like the budget, the expenditures scheduled can be adjusted by up to 50 percent depending on service demands, which are difficult to gage at this time. Staff will help the United Way to get the word out once the funding is set to make sure that the community is aware of this program.

Mayor Mueller shared with Council that he and Mr. McLachlan discussed this and decided that if people apply and have needs before the end of July, the City can spend the money by then and not wait due to the chart and not spend the preponderance of the money later in the year, especially if there is a valid need early. The whole idea of this program is to get the money out to the people as soon as possible. Mr. McLachlan added that it is necessary to have United Way consult the City if they want to go beyond 50 percent of the payment schedule.

Mr. McLachlan stated that in terms of the nonprofits that he was asked to research regarding their COVID-19 response programs, the Legacy Foundation started providing emergency funding assistance to area non-profit agencies in mid-March. A list of grantees is on their web site and explained that the donation-driven nonprofits are struggling to keep up with their on-going operating expenses. The emergency grants are helping them maintain and event augment service levels to keep them up with heighten demands.

Mr. McLachlan stated that Ms. Hepburn agreed that the GAP Program would be a good vehicle that addresses specific individual needs of those in dire straits. The Community Foundation for Southern Arizona is also set up with COVID-19 emergency relief fund and it is to support nonprofits that have had to cancel critical fundraising events. They are currently restricting funding to nonprofits in Pima and Santa Cruz counties only.

The Arizona Community Foundation that is based in Phoenix has a COVID-19 Community Response Fund for general operations directly related to changes in service delivery resulting from COVID-19 in Arizona. Grant funding may not be used to develop or implement new programs or services not in place prior to March 11, 2020. The fund is to aid nonprofits with their operating expenses and available funding is based on donations received within Cochise County, which is not being disclosed.

Mr. McLachlan stated that in conclusion, pending any changes that Council wants to make, staff will be posting the final proposed amendments to the web site for the five-date public comment period that starts on May 6, 2020 and runs through the close of business day on May 11, 2020. The issue will return to Council at the regular meeting of May 12, 2020 with any comments received during the timeframe.

Mayor Mueller asked if Council wants to split between the small business grant and the GAP as presented by staff.

Council Member Benning stated that he thought that Council was going with the \$1,000 for the small businesses. Mayor Mueller stated that at the last meeting, he asked for consensus of Council to do that as the strawman until the program was developed, which is what staff did.

Council Member Umphrey stated that she remembers the discussion and was thinking with what Mr. Boone had stated about the La Crosse Community did not have enough money for the businesses and she wonders in looking at the numbers, if the City will run into the same problem. She added that she thinks about individuals, a lot of them will be getting stimulus checks, and it might be doing more good if the City can give \$20,000 more to the business side and save some jobs to keep people from getting into a situation where they will need help on the other end. Mayor Mueller noted that it is worth discussion; however, there are people that will be in GAP as well and are not going to be getting the refunds that they applied for or other federal assistance.

Council Member Benning stated that there are those that will not get a stimulus check because they made too much money, but now due to COVID-19 do not have a job and are in dire straits. Council Member Umphrey stated that she is not suggesting to completely not use the GAP and serve the individual, but if more jobs could be saved in the community that might be doing more good on the other end of things.

Mayor Pro Tem Gray agreed with suggestion by Council Member Umphrey, which was discussed last week. She added that taking an additional \$20,000 for the business makes sense for all the reasons that Council Member Umphrey outlined.

Council Member Wolfe agreed and stated that especially the small businesses are currently having a hard time. She added that Council Member Umphrey made a valid point in that if the small businesses are helped, they can continue to employ people and sort of stop the flow on the front end. Lastly, she stated that she agrees in that the City still must give money in the GAP.

Council Member Calhoun stated that she is torn. She suggested that the City direct people to the different agencies, i.e. Legacy and the Arizona Community Foundation that help people in trouble. Southeastern Arizona Governments Organization and St. Vincent De Paul are other agencies that help people with vouchers for various needs, even though they are hurting;

however, they are requesting money from the big foundations. She further stated that she agrees with Council Member Umphrey in that more money should go towards the businesses.

Council Member Pacheco agreed.

Mayor Mueller noted that there is a consensus of Council to go down \$20,000 from the \$59,897 to \$39,897. The \$20,000 would go into the other program.

Mr. McLachlan asked if there are any services that Council would like to cut back with the reduced \$20,000. Mayor Mueller stated that there are not. This is a proportional reduction.

In response to Council Member Umphrey, Mayor Mueller stated that there will be a meeting on May 14, 2020. The May 12, 2020 is a special meeting with only the one item to be followed by the regularly scheduled work session that will include the Fry Boulevard/North Garden Avenue item and the balanced budget.

Mayor Pro Tem Gray thanked Mr. Boone and Mr. McLachlan for their hard work on this program. Mayor Mueller also thanked them and stated that there is still a significant amount of work to be done and the key thing is to define this program clearly to the applicants.

Mayor Mueller asked City Clerk Adams if there are any people that would like to address the Council concerning the public hearing. Ms. Adams stated that there were no requests.

Adjournment

Mayor Mueller adjourned the May 5, 2020 meeting of the Sierra Vista City Council at 4:22 p.m.

\_\_\_\_\_  
Mayor Frederick W. Mueller

MINUTES PREPARED BY:

ATTEST:

\_\_\_\_\_  
Maria G. Marsh, Deputy Clerk

\_\_\_\_\_  
Jill Adams, City Clerk





Sierra Vista City Council  
Special Meeting Summary  
[May 12, 2020](#)

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1. Mayor Mueller called the May 12, 2020 City Council Special Meeting to order at 3:00 p.m., Council Chambers, City Hall, 1011 N. Coronado Drive, Sierra Vista, AZ

Mayor Rick Mueller – present  
Mayor Pro Tem Rachel Gray – present  
Council Member William Benning – present  
Council Member Gwen Calhoun – present  
Council Member Sarah Pacheco – present (arrived 3:06 p.m.)  
Council Member Carolyn Umphrey - present  
Council Member Kristine Wolfe – present

Others Present:

Chuck Potucek, City Manager  
Victoria Yarbrough, Assistant City Manager  
Adam Thrasher, Police Chief  
Brian Jones, Fire Chief  
Laura Wilson, Leisure and Library Services Director  
Sharon Flissar, Public Works Director  
Matt McLachlan, Community Development Director  
Tony Boone, Economic Development Manager  
Nathan Williams, City Attorney  
Jill Adams, City Clerk

[Item 1](#) Acceptance of the Agenda

Mayor Pro Tem Gray moved that the Agenda for the Special City Council Meeting of May 12, 2020 be approved. Council Member Benning seconded the motion. The motion passed by a 6/0 vote of Mayor Mueller, Mayor Pro Tem Gray, Council Members Benning, Calhoun, Umphrey and Wolfe. Council Member Pacheco not present.

[Item 2](#) Resolution 2020-018, Approval of amendments to Community Development Block Grant (CDBG) Citizen Participation Plan

Mr. Mayor, I move that Resolution 2020-018, amendments to the Community Development Block Grant Citizen Participation Plan, be approved. Council Member Umphrey seconded the motion.

Mr. McLachlan stated that the current Citizen Participation Plan was adopted when the City first became an entitlement community in 2014. This is a HUD required document that establishes the ground rules on how the City adopt, amend, and report on the CDBG plans/activities.

The additional language pertains to the substantial amendments made during a declared emergency, a necessary step to secure the CARES Act funding and expedite a response.

The minimum five-day comment period and the use of virtual public hearings described in the amendments is consistent with HUD's guidance and the COVID-19 waiver that was submitted to pursue this course of action.

The proposed amendments were posted on the City's website for a five-day comment period that ended on May 11, 2020 and no feedback was received. Staff is recommending that the City Council adopt Resolution 2020-018 as presented.

The motion passed by a 6/0 vote of Mayor Mueller, Mayor Pro Tem Gray, Council Members Benning, Calhoun, Umphrey and Wolfe. Council Member Pacheco not present.

[Item 3](#) Resolution 2020-019, Authorization of the Submission of Substantial Amendments to Community Development Block Grant (CDBG) Five-Year Consolidated Plan and Program Year 2019 Annual Action Plan to United States Department of Housing and Urban Development (HUD)

Mr. Mayor, I move that Resolution 2020-019, submission of Substantial Amendments to the Community Development Block Grant Five-Year Consolidated Plan, and Program Year 2019, Annual Action Plan to the United States Department of Housing and Urban Development, be approved. Mayor Pro Tem Gray seconded the motion.

Mr. McLachlan stated that this is authorization to submit the proposed amendments to the Five-Year Consolidated Plan and 2019 Annual Action Plan to program the \$159,897 in CDBG Coronavirus funding that the City received through the CARES Act.

The amendments that were placed in the public record for a five-day comment period are consistent with the Council's most recent guidance on allocating \$120,000 towards an emergency small business grant assistance program and \$39,897 towards public service activities that will assist community members impacted by COVID-19.

The City is ready to proceed on both fronts and the application forms for the business grant have been finalized in accordance with Council's input with a one-page flyer that bullets out the basic terms of the grant, eligible cost, funding available and how to apply. The City has been contacted by several businesses and will continue using all available channels to get the word out. Additionally, staff has amended the subrecipient agreement with United Way to cover the revised amount and present timeframes down to four months. The administrative fee in the agreement was lowered to \$2,000, which is acceptable to United Way. The agreement provides for monthly performance and financial reports so that the City can track progress and expenditures relative to the approved budget. Eighty percent of the funds will be used for food, rent and utilities assistance to help cover the gap and just under \$6,000 will be equally split to provide employment assistance, mental health counseling services and hotel/motel vouchers for homeless individuals if the emergency shelter reaches capacity or for quarantine purposes.

Mr. McLachlan pointed out that no individual will be receiving a check and payments will be made directly to service providers. He also noted that included in Council's packet is a summary of the amendments by page number to help find the highlighted sections in the document. Lastly, he stated that no public comments were provided during the five-day comment period, which closed on May 11, 2020. Staff is recommending adoption of Resolution 2020-019, authorizing staff to submit the amendments to HUD that is done electronically. While staff knows that this will be first in line with HUD that will expedite a review, there is not yet a

definitive date for the grant agreement. Staff is estimating that it will be by the end of the month and Council will be notified as it is received.

Mayor Mueller asked if staff would press to make sure that it as soon as possible. Mr. McLachlan stated that staff will send daily reminders if needed.

Council Member Benning stated that as the Vice President of United Way Board of Directors, he will recuse himself from the vote.

Mayor Pro Tem Gray thanked staff for working as fast as possible to get this accomplished and Council for thinking this through and discussing it. She added that she believes that this will be very helpful to the community and is glad to have this option available.

Council Member Wolfe asked about the number of business that have contacted the City about the grant. Mr. Boone stated that there have been 10 businesses that have contacted the City. He added that in some cases, the City has been contacted by bookkeepers representing two to three businesses. Lastly, he stated that there was one business that currently completed 80 percent of the application.

Council Member Wolfe stated that this is needed in the community and thanked staff.

The motion passed by a 6/1 vote of Mayor Mueller, Mayor Pro Tem Gray, Council Members Pacheco, Calhoun, Umphrey and Wolfe. Council Member Benning abstained.

Adjournment

Mayor Mueller adjourned the May 12, 2020 special meeting of the Sierra Vista City Council at 5:29 p.m.

\_\_\_\_\_  
Mayor Frederick W. Mueller

MINUTES PREPARED BY:

ATTEST:

\_\_\_\_\_  
Maria G. Marsh, Deputy Clerk

\_\_\_\_\_  
Jill Adams, City Clerk

**INSERT**

**OCTOBER 6, 2020 CITY COUNCIL WORK SESSION  
NOVEMBER 12, 2020 CITY COUNCIL PUBLIC HEARING  
PUBLIC NOTICE, COMMENTS & MEETING MINUTES**

**SF 424 and SF 424D**

**SF - 424**

**PY 2019 CDBG ALLOCATION**



# Sierra Vista A R I Z O N A

EXTRAORDINARY SKIES.  
UNCOMMON GROUND.

Mr. David M. Uhler  
Senior Community Planning & Development Representative  
U.S. Department of Housing and Urban Development  
1 North Central Avenue  
Phoenix, Arizona 85004

SUBJECT: FY 2019 CDBG Entitlement SF 424, SF-424D and Sign Certifications for  
Program Year 2019

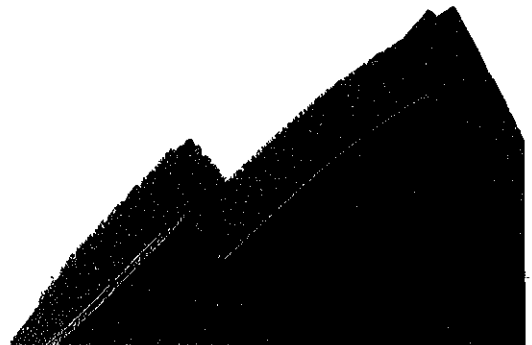
Dear Mr. Uhler:

Please find enclosed signed copies of the above referenced forms. The PDF file copies have  
been uploaded into IDIS.

If you have any question, please don't hesitate to contact me.

Sincerely,

Matt McLachlan, AICP  
Director of Community Development



**Application for Federal Assistance SF-424**

\* 1. Type of Submission:

- Preapplication  
 Application  
 Changed/Corrected Application

\* 2. Type of Application:

- New  
 Continuation  
 Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

\* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

City of Sierra Vista, AZ

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

86-6005496

\* c. Organizational DUNS:

0724370310000

**d. Address:**

\* Street1:

1101 N. Coronado Drive

Street2:

\* City:

Sierra Vista

County/Parish:

Cochise

\* State:

AZ: Arizona

Province:

\* Country:

USA: UNITED STATES

\* Zip / Postal Code:

85635-6334

**e. Organizational Unit:**

Department Name:

Community Development

Division Name:

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:

Mr.

\* First Name:

Matt

Middle Name:

\* Last Name:

McLachlan

Suffix:

Title:

Director

Organizational Affiliation:

\* Telephone Number:

520-439-2177

Fax Number:

\* Email:

matt.mclachlan@sierravistaaz.gov



**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14-218

CFDA Title:

Community Development Block Grants/Entitlement Grants

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

LowMod Area Map041119.pdf

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

CDBG Entitlement 2019-2020 Action Plan/Activity Submission (for the City of Sierra Vista, Cochise County, AZ)

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**  
\* a. Applicant  \* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**  
\* a. Start Date:  \* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="274,174.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="274,174.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**  
 a. This application was made available to the State under the Executive Order 12372 Process for review on .  
 b. Program is subject to E.O. 12372 but has not been selected by the State for review.  
 c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**  
 Yes  No  
If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**  
 \*\* I AGREE  
\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**  
Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:   
\* Title:   
\* Telephone Number:  Fax Number:   
\* Email:

\* Signature of Authorized Representative:  \* Date Signed:   
*6/13/19*

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 01/31/2019

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.


**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE CITY MANAGER <i>6/13/19</i>
APPLICANT ORGANIZATION CITY OF SIERRA VISTA, ARIZONA	DATE SUBMITTED 06/14/2019

# **CERTIFICATIONS**

## **PY 2019 CDBG ALLOCATION**

## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** --The jurisdiction will affirmatively further fair housing.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

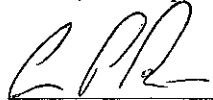
**Anti-Lobbying** --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal 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 subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

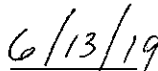
**Authority of Jurisdiction** --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.



Signature of Authorized Official



Date



Title

## Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

**Following a Plan** -- It is following a current consolidated plan that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2019 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

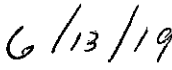
1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

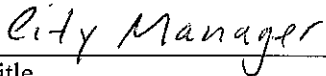
**Compliance with Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

**Compliance with Laws** -- It will comply with applicable laws.

  
\_\_\_\_\_  
Signature of Authorized Official

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Title



## **APPENDIX TO CERTIFICATIONS**

### **INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:**


#### **Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**OPTIONAL Community Development Block Grant Certification**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

  
\_\_\_\_\_  
Signature of Authorized Official

6/13/19  
\_\_\_\_\_  
Date

City Manager  
\_\_\_\_\_  
Title

**SF – 424**

**SUBSTANTIAL AMENDMENT #1  
CARES ACT FUNDING (CDBG-CV)**

**Application for Federal Assistance SF-424**

**\* 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

**\* 2. Type of Application:**

- New
- Continuation
- Revision

**\* If Revision, select appropriate letter(s):**

**\* Other (Specify):**

**\* 3. Date Received:**

**4. Applicant Identifier:**

**5a. Federal Entity Identifier:**

**5b. Federal Award Identifier:**

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:**

City of Sierra Vista, AZ

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

86-6005496

**\* c. Organizational DUNS:**

0724370310000

**d. Address:**

**\* Street1:**

1011 N Coronado Drive

**Street2:**

**\* City:**

Sierra Vista

**County/Parish:**

Cochise

**\* State:**

AZ: Arizona

**Province:**

**\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

85635-6334

**e. Organizational Unit:**

**Department Name:**

Community Development

**Division Name:**

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**

Mr.

**\* First Name:**

Matt

**Middle Name:**

**\* Last Name:**

McLachlan

**Suffix:**

**Title:**

Director

**Organizational Affiliation:**

**\* Telephone Number:**

520-439-2177

**Fax Number:**

**\* Email:**

Matt.McLachlan@SierraVistaAZ.gov

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14-218

CFDA Title:

Community Development Block Grants/Entitlement Grants

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

To prepare for, prevent, and respond to coronavirus (COVID-19) through economic development and public service activities

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="159,897.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="159,897.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

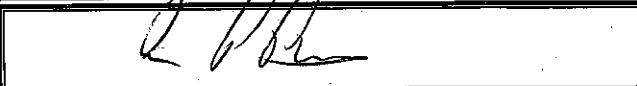
**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.


**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
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19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE <i>City Manager</i>
APPLICANT ORGANIZATION City of Sierra Vista	DATE SUBMITTED 05/12/2020



## ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.


**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
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8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE City Manager
APPLICANT ORGANIZATION City of Sierra Vista	DATE SUBMITTED 05/12/2020

# **CERTIFICATIONS**

## **SUBSTANTIAL AMENDMENT #1 CARES ACT FUNDING (CDBG-CV)**

## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan 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 CDBG or HOME programs.

**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal 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 subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 --- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C.1701u) and implementing regulations at 24 CFR Part 135.

  
Signature/Authorized Official

5/12/2020  
Date

City Manager  
Title

## Specific CDBG Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan** -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2020, 2021 & 2022 (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.  
The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its

jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**Compliance With Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

**Compliance with Laws** -- It will comply with applicable laws.

CPA                      5/12/2020  
Signature/Authorized Official                      Date

City Manager  
Title

## APPENDIX TO CERTIFICATIONS

### INSTRUCTIONS CONCERNING LOBBYING:

#### A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**SF – 424**

**SUBSTANTIAL AMENDMENT #2  
CARES ACT FUNDING (CDBG-CV)**



**Application for Federal Assistance SF-424**

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
--	--	--

* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>
---	--

5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>
--	---

**State Use Only:**

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
---	---

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="86-6005496"/>	* c. Organizational DUNS: <input type="text" value="0724370310000"/>
--	---

**d. Address:**

* Street1:	<input type="text" value="1011 N Coronado Drive"/>
Street2:	<input type="text"/>
* City:	<input type="text" value="Sierra Vista"/>
County/Parish:	<input type="text" value="Cochise"/>
* State:	<input type="text" value="AZ: Arizona"/>
Province:	<input type="text"/>
* Country:	<input type="text" value="USA: UNITED STATES"/>
* Zip / Postal Code:	<input type="text" value="85635-6334"/>

**e. Organizational Unit:**

Department Name: <input type="text" value="Community Development"/>	Division Name: <input type="text"/>
--	--

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="Matt"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="McLachlan"/>	
Suffix: <input type="text"/>	

Title:

Organizational Affiliation:

* Telephone Number: <input type="text" value="520-439-2177"/>	Fax Number: <input type="text"/>
---	----------------------------------

\* Email:

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14-218

CFDA Title:

Community Development Block Grants/Entitlement Grants

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Emergency Crisis Fund to prepare for, prevent, and respond to coronavirus (COVID-19)

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="239,351.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="239,351.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:

\* Date Signed:

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

<b>SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</b> <input type="text" value="Completed on submission to Grants.gov"/>	<b>TITLE</b> <input type="text" value="City Manager"/>
<b>APPLICANT ORGANIZATION</b> <input type="text" value="City of Sierra Vista, Arizona"/>	<b>DATE SUBMITTED</b> <input type="text" value="Completed on submission to Grants.gov"/>

## ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

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As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
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13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

<p><b>SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</b></p> <p>Completed on submission to Grants.gov</p>	<p><b>TITLE</b></p> <p>City Manager</p>
<p><b>APPLICANT ORGANIZATION</b></p> <p>City of Sierra Vista, Arizona</p>	<p><b>DATE SUBMITTED</b></p> <p>Completed on submission to Grants.gov</p>

# **CERTIFICATIONS**

## **SUBSTANTIAL AMENDMENT #2 CARES ACT FUNDING (CDBG-CV)**



## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing --** The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan --** It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan 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 CDBG or HOME programs.

**Anti-Lobbying --** To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal 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 subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction --** The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan --** The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

**Section 3 --** It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

---

Signature/Authorized Official

Date

## Specific CDBG Certifications

The Entitlement Community certifies that:

**Citizen Participation --** It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan --** Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan --** It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds --** It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2019,2020,2021(a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force --** It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its

jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**Compliance With Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

**Compliance with Laws** -- It will comply with applicable laws.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## **APPENDIX TO CERTIFICATIONS**

### **INSTRUCTIONS CONCERNING LOBBYING:**

#### **A. Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

# Citizen Participation Plan

RESOLUTION 2020-018

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, COCHISE COUNTY, ARIZONA; AMENDING THE CDBG CITIZEN PARTICIPATION PLAN RELATING TO AMENDED PROCEDURES AND REQUIREMENTS DURING A DECLARED EMERGENCY; AND AUTHORIZING AND DIRECTING THE CITY MANAGER, CITY CLERK, CITY ATTORNEY OR THEIR DULY AUTHORIZED OFFICES AND AGENTS TO CARRY OUT THE PURPOSES AND INTENT OF THIS RESOLUTION.

WHEREAS, on June 26, 2014, the City Council adopted Resolution 2014-059, adopting the Sierra Vista CDBG Citizen Participation Plan in accordance with the guidance provided in HUD Regulations 24 CFR Part 91.0105; and

WHEREAS, on March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, was signed into law by President Trump; and

WHEREAS, the CARES Act provides additional flexibility for the CDBG-CV grant, authorizing the HUD Secretary to grant waivers and alternative requirements of statutes and regulations in connection with the use of CDBG-CV funds to expedite and facilitate the use of the funds; and

WHEREAS, pursuant to HUD guidance, the City requested, and HUD acknowledged receipt, of a COVID-19 waiver to reduce the public comment period to five days and use virtual public hearings when necessary for public health reasons; and

WHEREAS, the City of Sierra Vista has amended its Citizen Participation Plan, following a five-day public comment period, to provide for amended citizen participation procedures during a declared emergency, pursuant to HUD procedural guidance.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, ARIZONA AS FOLLOWS:

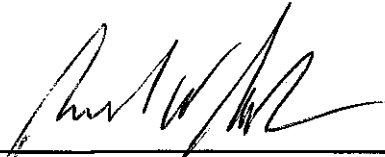
SECTION 1

The Mayor and City Council of the City of Sierra Vista, Arizona, hereby adopt the amendments to the CDBG Citizen Participation Plan as provided in Exhibit "A";


SECTION 2

That the City Manager, City Clerk, City Attorney, or their duly authorized officers and agent are hereby authorized and directed to take all steps necessary to carry out the purposes and intent of this Resolution.

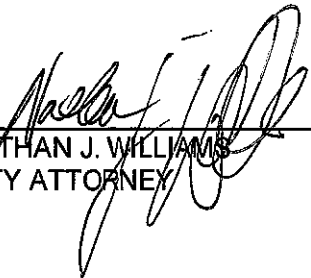
PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, ARIZONA, THIS 12<sup>TH</sup> DAY OF MAY 2020.

  
\_\_\_\_\_  
FREDERICK W. MUELLER  
MAYOR

ATTEST:

  
\_\_\_\_\_  
JILL ADAMS  
CITY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_  
NATHAN J. WILLIAMS  
CITY ATTORNEY

Prepared by:  
Matt McLachlan, Director of Community Development

**CITY OF SIERRA VISTA, ARIZONA**

# **CITIZEN PARTICIPATION PLAN**

**City of Sierra Vista**  
**Adopted: June 26, 2014**  
**Amended: May 14, 2020**



# CITIZEN PARTICIPATION PLAN

## I. INTRODUCTION

This Citizen Participation Plan provides a framework and process by which the City's consolidated planning efforts comply with the citizen participation requirements published by the U.S. Department of Housing and Urban Development (HUD). This Citizen Participation Plan is prepared and implemented in accordance with the guidance provided in HUD Regulations 24 CFR Part 91.105.

The City of Sierra Vista is currently entitled to receive annual grant funding from the Community Development Block Grant (CDBG) program. This Citizen Participation Plan may be used for any future HUD programs to which the City become entitled. It is policy of the City to ensure adequate citizen involvement, with particular emphasis on participation by low- and moderate-income persons, in the planning, implementation, and evaluation of its housing and community development programs.

## II. DEFINITIONS

**Annual Action Plan:** This document updates the Consolidated Plan on an annual basis and allocates one year's funding (entitlement and program income) to specific projects and activities for the CDBG program.

**CAPER (Consolidated Annual Performance Evaluation Report):** This document reports on the progress made in carrying out the Consolidated Plan and Annual Action Plan. The Community Development Department prepares the report annually in accordance with 24 CFR Part 91.

**Department of Community Development:** The City's Department of Community Development is responsible for administration particularly of the CDBG programs, as well as any other HUD programs the City qualifies for in the future.

**CDBG (Community Development Block Grant):** A HUD grant that provides for a variety of community development programs that benefit low- and moderate-income persons.

**CPP (Citizen Participation Plan):** The City's CPP sets forth the City policies and procedures for citizen participation for the use of CDBG, HOME Investment Partnership Act (HOME), and other HUD grants and funding programs. The CPP provides an opportunity for the community to work to identify needs and to allocate CDBG, HOME and other funds.

**CBO (Community Based Organization):** A public or private nonprofit organization of demonstrated effectiveness that is representative of a community or significant segments of a community; and which provides social, educational, or related services to individuals in the community.

**Consolidated Plan:** This document is submitted to HUD and serves as the planning document of the jurisdiction and application for funding CDBG and HOME. The document is developed in accordance with 24 CFR Part 91 and sets forth the priorities and strategies of the programs for a five-year period.

**HOME (Home Investment Partnership Programs):** A HUD grant that provides funding to expand the supply of decent and affordable housing for low-income households. (Currently, the City is not entitled to HOME grants directly through HUD.)

**HUD:** The U.S. Department of Housing and Urban Development.

**Low- and Moderate-Income Persons:** An individual from a household with a total income that does not exceed 80 percent of the median household income for the area adjusted for family size. HUD calculates and publishes the income limits yearly.

**Needs Identification Analyses:** The examination of current housing and community needs, identifying strategies, priority needs, and objectives for meeting housing, community development, and economic development goals. It also provides a basis for prioritizing project proposals for CDBG and HOME funding consideration.

**Program Monitoring Policies:** The City has developed and implemented policies to monitor the use of funds and to measure the progress and effectiveness of grant programs. These policies are in accord with HUD requirements.

**Program Year:** The twelve-month period in which HUD funds are to be spent for eligible activities; usually the period beginning July 1 and ending June 30.

**Proponent:** An entity that has or is considering submission of a proposal for the use of CDBG funds.

**Public Meeting:** Meetings in which the members of the public exchange their ideas on a particular issue and provide the sponsoring entity with their views on the subject at hand. Elected officials may attend Public Meetings but no formal actions are taken at these meetings.

**Public Hearing:** A formal opportunity for a governing body or other entity to receive public opinion on subjects that may require action. Notices of public hearings are advertised through various forms of media.

**Relocation:** The movement of a person as a direct result of the implementation of federally assisted acquisition, demolition, conversion, or rehabilitation activities.

**Sub-recipient:** A public or private nonprofit agency, authority or organization, or a for-profit entity receiving funds from the grantee or another sub-recipient to undertake activities eligible for assistance. The term does not include contractors providing supplies, equipment, construction, or services subject to the procurement requirements in 24 CFR 85.36 or in 24 CFR Part 84, as applicable.

**Substantial Amendment:** A substantial amendment is a change to the jurisdiction's planned or actual activities as published in the Consolidated Plan or Annual Action Plan. The City has established and published in the Citizen Participation Plan thresholds to define what constitutes a substantial amendment.

### **III. THE CITIZEN PARTICIPATION PLAN FOR THE CITY ADDRESSES EACH OF THE FOLLOWING ELEMENTS:**

#### **A. Participation**

It is the City's policy to encourage and facilitate the wide-range participation opportunities for residents, service providers, government agencies, and others in the development of all HUD required consolidated planning documents including the Five-Year Consolidated Plan, Annual Action Plans, Substantial Amendments, and the CAPER.

The primary purpose of public participation is for needs identification, priority setting, funding allocations, and program recommendations related to the consolidated planning process. The City shall provide for and encourage citizen participation with particular emphasis on:

- Low- and moderate-income persons;
- Persons residing in predominantly low- and moderate-income neighborhoods or slum and blighted areas; and
- Giving opportunities for input to the persons residing in areas where there are proposed projects.

HUD programs, covered by the City's CPP, are to improve communities by assisting with decent housing, suitable living environments, and increasing economic opportunities. The City encourages the participation of all its citizens, including minorities and non-English speaking persons, as well as persons with disabilities.

Meeting The Needs Of Non-English Speakers 24 Cfr 91.105 (E)(4)1

If there is a request for an interpreter, the Department of Community Development should be notified. The Department of Community Development will provide an interpreter at all Citizen Participation meetings when such a need is anticipated. The Department of Community Development will make every effort to ensure that limited English proficient persons have meaningful access to federally funded program and services and written materials. The forms and flyers announcing Citizen Participation Meetings will also be in Spanish when requested.

**B. Public Hearings**

The City must conduct at least two public hearings per year to obtain the views and comments of residents, service providers, government agencies, and other stakeholders regarding the HUD-funded programs in the participating jurisdiction's HUD program area. The hearings generally address housing, social, and community development needs (including infrastructure), proposed activities, and the review of program performance. The hearings will be conducted, at a minimum, at two different stages of the program year – at least one of these hearings must be held prior to the adoption of the proposed Consolidated Plan or Annual Action Plan. The second public hearing is usually conducted in conjunction with the preparation of the CAPER.

Citizens shall be given adequate notice of all hearings and meetings through advertisements in the newspaper of record for general circulation, serving the community of affected citizens. Both public hearings and public meetings are to be advertised at least 14 calendar days in advance of the hearing or at the beginning of the official public comment period, whichever occurs first. Public notice shall indicate the date, time, place, and purpose(s) of the hearing or meeting as well as disclose information that will contribute significantly to the public's understanding of the issues to be discussed at the hearings or meetings. The notices will also be noticed on the City's Website ([www.SierraVistaAZ.gov](http://www.SierraVistaAZ.gov)). Additional means of advertising can be used, as appropriate, including, but not limited to: mailing flyers, distributing or posting notices at libraries, parks, and other public areas; placing radio public service announcements; developing press releases; and sending notices to community organizations.

In areas where the City has determined there are special needs to assist the public in reading or attending the meetings, an interpreter will be hired to assist at the public hearings and meetings. If the City determines that there is a substantial non-English-speaking population within its jurisdiction, the hearing or meeting notice will be published in both English and the appropriate other language.

The City will also follow the above public noticing process for other "non-public hearing" HUD related actions to be taken by the City Council.

The hearings will be held at times and locations convenient to potential and actual beneficiaries, with accommodation for persons with disabilities. When the need is anticipated, or it is requested, language translation services shall be made available.

Table A, at the end of this document, summarizes the public notice requirements for the various reports and documents.

C. Access to Meetings

It is the policy of the City to plan and conduct public meetings related to the Consolidated Plan and Annual Action Plan. These meetings shall be held at times and locations convenient to potential and actual program beneficiaries. When appropriate, these public meetings can be conducted as part of a regularly scheduled meeting of another community-based entity. The use of an existing community-based forum for the public meetings enhances the potential for acceptable turn-out of residents, service providers, government officials, and other stakeholders.

The public hearings will be held in the City Council Chambers at City Hall at a declared and noticed City Council Meeting.

As part of the FY 2015-2019 Consolidated Plan effort, the City will conduct a series of *Needs Identification* focus groups and meetings. Invitees to the Needs Identification focus groups and meeting are public agencies and other interested parties. These meetings request input from attendees regarding housing and community development issues, needs and problems, providing information on the consolidated planning process and applicable grant program, and encouraging the submission of project proposals. At these meetings, attendees may also complete a *Needs Assessment Survey*. Prior to public meetings, notices will be published in newspapers of general circulation (including Spanish if necessary) announcing the purpose, date, time, and location of the meetings. All meetings will be held in locations accessible to persons with disabilities with additional accommodations available upon request. When the need is anticipated or it is requested, language translation services shall be made available for non-English speaking residents.

D. Public Comments

It is the policy of the City to provide residents, service providers, government agencies, and other stakeholders, sufficient time, not less than 30 days, to review and comment on the proposed Consolidated Plan, Annual Action Plans, and Substantial Amendments and not less than 15 days to review and comment on the CAPER. All public notices will provide information regarding the topic for consideration, the contact person, and meeting details (date, time, location, etc.) and invite interested persons to submit comments. All comments will be reviewed and considered. All documents presented for public comment will include a summary of all comments received during the public comment period and a summary of comments not accepted and the reasons therefore.

E. Consolidated Plan Development

Public meetings and public hearings for development of the Consolidated Plan are held with residents as well as representatives of government and public agencies and organizations. These meetings are held to confirm the development planning process and to obtain citizen views and proposals on needs and priorities for a consistent strategy.

The following program information will be provided to the public:

- a. The estimated amount of HUD grant funds available to the jurisdiction including program income for community development and housing activities;
- b. The eligible program activities that may be undertaken with these funds;
- c. The areas and locations proposed for using the available funding; and
- d. The proposed allocation of federal funds to participating non-profit organizations, participating jurisdictions, and basic eligible program categories and proposed funding allocations for local funding programs.

F. Substantial Amendments

From time-to-time, it may be necessary for the City to process a "substantial amendment" to the Five Year Consolidated Plan or an Annual Action Plan to allow for new CDBG funded activities, modification of existing activities, or other program administrative actions.

Any proposed amendment that is considered a "substantial amendment" is subject to the Citizen Participation process, requires formal action by the City Council, and approval by HUD. A 30-day public notice shall be published to provide the opportunity for the public to review and comment on the proposed substantial amendments. The City will consider all comments or views received from the public concerning proposed substantial amendments in accordance with 24 CFR 91.105 (c)(3). A summary of these comments and views, including comments or views not accepted, and the reason why, shall be attached to the substantial amendment.

The City is required by HUD [24 CFR 91.505 (b)] to identify the criteria to be used in determining if a proposed action will be considered a *Substantial Amendment*. The City identifies a *substantial amendment* by the following criteria:

1. A new activity not previously listed and described in the Consolidated Plan/Annual Action Plan;
2. When a proposal is made to amend the description of an existing activity in such a way that the newly described purpose, scope, location, or beneficiaries differ significantly from the original activity's purpose, scope, location, or beneficiaries; or
3. An increase in the amount of CDBG funds allocated to an existing activity when the following apply:
  - a. an increase in funding for a CDBG public service-type activity in an amount greater than \$50,000, or a 100 percent increase over the current funded amount, whichever is greater;
  - b. an increase in the funding for other activities (public facility improvements, code enforcement, acquisition, etc.) in an amount greater than \$100,000, or 100 percent increase over current funded amount, whichever is greater; or

A matrix (Table B) at the end of this document summarizes these criteria.

4. In an effort to efficiently use CDBG funds, the City will consider the reprogramming of unspent CDBG balances from completed and cancelled CDBG-funded activities to other eligible activities. Activities under the stated thresholds may be cancelled for cause and funds reprogrammed without resulting in a substantial change. Examples of cause are:
  - a. cancellation requested by the sub-recipient

- b. determination by the Department of Community Development that insufficient funding prevents accomplishment of the activity
- c. determination by the Department of Community Development that the project cannot be carried out in a timely or eligible manner

In the event that any of administrative reprogramming actions are over the threshold limits, and come under the "substantial amendment" criteria, the proposed actions are subject to any citizen participation processes, will require formal action by the City Council, and notification to HUD.

Substantial amendments will be considered twice in each program year. These changes will be made in the spring and in the fall.

In the event of a declared emergency, it may be necessary to reprogram funds to meet urgent community needs. In these situations, requirements related to public notice and public comment period may be suspended.

The Coronavirus Aid, Relief and Economic Security Act (CARES Act) (Public Law 116-136) makes available supplemental Community Development Block Grant (CDBG) funding for grants to prevent, prepare for, and respond to COVID-19. Funding allocated to the City of Sierra Vista under this provision will not be allocated through the normal competitive grant application cycle. The City's intended use of the funds will be included as a substantial amendment to its already approved PY 2019 Action Plan and corresponding amendments to the Five-Year Consolidated Plan. On April 24, 2020, the City submitted and received acknowledgement of receipt from HUD, a COVID-19 Waiver to provide for alternate Citizen Participation and Reasonable Notice and Opportunity to Comment provisions on CDBG Program and Consolidated Plan Requirements to expedite the City's response to the coronavirus pandemic. As stipulated in the City's waiver request, the proposed amendments will be subject to a five-day public comment period following a public hearing to be held in a virtual format to maintain social distancing. Notice of the public hearing and instructions on how to participate and provide comment during the five-day public comment period was advertised in the local newspaper no less than five days prior to the public hearing date. The amended citizen participation procedures for the COVID-19 declared emergency were posted on the City's website inviting public comment during the same five-day public comment period on the proposed substantial amendments to the PY 2019 Action Plan and Five Year Consolidated Plan to program CARES Act funding.

G. Amendment to Citizen Participation Plan

During the administration of the HUD programs, it may become necessary to amend the CPP. Any proposed amendment to the CPP requires a 30-day public notice, formal action by the City Council, as appropriate, and be approved by HUD; provided however, in the event of a declared emergency, the City may amend the CPP as part of the substantial amendment process to meet an urgent need in which case at least a 5-day public comment period shall be advertised on the City's website and announced at a public meeting preceding the comment period.

H. Access to Information

The City shall provide opportunities for residents, public agencies, and other interested parties, including those most affected, with reasonable and timely access to information and records relating to the City's Consolidated Plan, as well as the proposed, actual, and past use of funds covered by this CPP.

Standard documents will be available for public review at the City of Sierra Vista, City Hall, 1011 N. Coronado Dr., Department of Community Development and the web site [www.SierraVistaAZ.gov](http://www.SierraVistaAZ.gov). These materials will also be available in a form accessible to persons with disabilities, upon request. A reasonable number of free copies of the CPP, and other standard documentation, will be provided to citizens and groups at their request; additional copies may be obtained on a first come, first serve basis from the Department of Community Development in accordance with Department's fee policy for copies. Direct comments, questions, or suggested amendments to Jenifer Thornton, Department of Community Development, at 520-439-2200 or via e-mail at [Jenifer.Thornton@SierraVistaAZ.gov](mailto:Jenifer.Thornton@SierraVistaAZ.gov) [Matt.McLachlan@SierraVistaAZ.gov](mailto:Matt.McLachlan@SierraVistaAZ.gov).

Standard program documents that shall be made accessible for public review and comment throughout the preparation process include: the proposed and final Consolidated Plan, Annual Action Plan, Consolidated Annual Performance Report (CAPER), Substantial Amendments, and this Citizen Participation Plan.

It is the City's policy to maintain and provide access to all applicable and appropriate records pertaining to the administration of the CDBG or any eligible HUD programs. Records retention will adhere to all HUD requirements. Accordingly, the City will maintain and provide access to documentation and records for a period of 5 years.

I. Relocation

The City's policy is to administer the Community Development Block Grant program without displacement. In the event displacement is unavoidable, the City and/or other responsible party(s) will comply with the regulations of the Uniform Relocation Assistance and Real Property Acquisition Policies Act, as amended, and Section 104(d) of the Housing and Community Development Act of 1974, as amended.

Consistent with the goals and objectives of activities assisted under the Act, the City of Sierra Vista will take appropriate steps to minimize the direct and indirect displacement of persons from their homes.

J. Performance Reports

Each fiscal year the City is required to prepare and submit a performance report to HUD for the previous program year. The information compiled in this document is necessary to assess the progress on funding received by the entity, participating jurisdictions, sub-recipients, and other agencies or organizations. Data collected in the compilation of the performance report is used to supply information to HUD and the public on the accomplishments and services provided. The information will include the number of people served, ethnicity, income category, objective and outcome, and type of service received, as well as the current status on housing, public facilities and improvements, and other projects. The information is also used to determine future funding considerations.

The City will conduct the second required Public Hearing before its City Council to review the CAPER. The final CAPER performance report will be available to citizens for review and comment at least 15 days prior to submission to HUD. The Public Hearing will be advertised in the newspaper of general circulation at least 14 days in advance of the hearing and/or at the beginning of the official public comment period, whichever occurs first, so that citizens will be provided reasonable notice to review and present comments on performance reports. A copy of the CAPER will be available at the Department of Community Development for review and will also be located on the City's website [www.SierraVistaAZ.gov](http://www.SierraVistaAZ.gov). The CAPER shall be submitted to HUD within 90

days after the end of the program year. Final reporting documents will also be available to any interested parties upon request.

K. Technical Assistance

Technical assistance is available as necessary to groups and organizations representative of persons of low- and moderate-income that request such assistance in developing proposals for funding assistance under the Consolidated Plan.

The City will make technical assistance available to current subrecipients and potential proponents through the Department of Community Development staff, who are the main source of information of HUD programs and the application process. Community Development staff provides assistance at community meetings and during proposal preparation, evaluation, review, and monitoring. If Community Development sees a need, they can implement a mandatory proposal and sub-recipient training, to provide background and understanding of the programs and processes.

L. Complaints

Residents or other interested parties may submit complaints regarding the administration of HUD-funded programs to the City. Complaints need to be in writing and mailed to the City of Sierra Vista, Attn: Department of Community Development, 1011 N. Coronado Dr., Sierra Vista, AZ 85635. Community Development will receive, log-in, and file all written complaints and grievances. The complainant should state the nature of the complaint, what prior efforts were made to resolve the problem, and any other pertinent information to assist the City resolving the issues. All complaints will receive careful consideration and a response will be provided to the complainant within 15 working days.

#### **IV. MONITORING AND EVALUATION**

In accordance with HUD program regulations, Community Development continually monitors all HUD-funded sub-recipients and their activities. The City Program Monitoring Policies were developed to ensure compliance with 24 CFR 570.502 (CDBG) and 24 CFR Part 85.40 (a) which provides for the general program monitoring responsibilities of the City in the administration of the HUD-funded programs.

Grantees are responsible for managing the day-to-day operations of grant and sub-grant supported activities. In order to assure compliance with applicable Federal requirements and that the grantee is achieving their performance goals, grantees must monitor grant and sub-grant supported activities. Grantee monitoring must cover each program, function, or activity.



**TABLE A**

<b>CDBG Public Notice Summary*</b>				
<b>Type of Document</b>	<b>Public Hearing</b>	<b>Hearing Notice</b>	<b>Public Comment Period</b>	<b>Notices in Public Areas</b>
Consolidated Plan and/or Annual Action Plan	1-2	Run a display notice in newspapers at least 14 calendar days prior to <u>each</u> hearing or at the beginning of the public comment whichever is first	30-day public comment period ending upon Council approval of the item	Post notice listing all meetings/hearings for the planning/adoption phase with enough detail for the public to recognize the purposes of the meetings, draft document locations, and dates for comment periods
Substantial Amendments to Consolidated Plan and/or Annual Action Plan	2 (Spring & Fall depending on the need)	Run a display notice in newspapers at least 14 calendar days prior to <u>each</u> hearing or at the beginning of the public comment whichever is first	30-day public comment period ending upon Board approval of the item	Post notice describing amendment items and location of drafts for public review & comment
Annual Performance Report/CAPER	1	Run a display notice in newspapers at least 14 calendar days prior to the hearing or at the beginning of the public comment whichever is first	15-day public comment period ending upon Council approval of the item	Post notice identifying purpose of hearing, comment period, and location of drafts for public review and comment
<ul style="list-style-type: none"> <li>▶ Display ads will be run in the adjudicated newspaper and/or in other key publications in the affected areas.</li> <li>▶ Documents and drafts for public comment will be available on the Community Development Website, which will also provide updates to the process and links to other information.</li> </ul>				

**\*Not applicable during a declared emergency.**

**TABLE B**

<b>SUMMARY OF SUBSTANTIAL AMENDMENT CRITERIA</b>				
1) An activity not previously listed or described in the Consolidated Plan or Annual Action Plan				
2) Amending an existing activity so that the new purpose, scope, location ,or beneficiaries differ significantly from the original activity				
3) For a funding change or cancellation to an existing <b>CDBG</b> public service activity	The greater of:	An increase of more than <b>\$50,000</b>	or	A <b>100% increase</b> over current funding
4) For a funding change or cancellation of an existing <b>CDBG</b> activity such as code enforcement, public facilities improvements	The greater of:	An increase of more than <b>\$100,000</b>	or	A <b>100% increase</b> over current funding

**2018 PIT Count (Cochise County)**

## 2018 Point In Time Data Report

County	# of Interviewed	# HH members	Total		
Cochise	78	5	83		
County	City	# of Households	%		
Cochise	Benson	7	8.97%		
Cochise	Bisbee	22	28.21%		
Cochise	Douglas	5	6.41%		
Cochise	Sierra Vista	44	56.41%		
		78	100.00%		
County	Type of Household	# of HH	%		
Cochise	1 Living alone	74	94.87%		
Cochise	Adults only at least 1 25+	3	3.85%		
Cochise	Parent with children over 25	1	1.28%		
		78	100.00%		
County	Where did you sleep?	#	%		
Cochise	Abandoned Bldg	10	12.82%		
Cochise	Behind Building	1	1.28%		
Cochise	Camping	43	55.13%		
Cochise	City Park	4	5.13%		
Cochise	Outbuilding	2	2.56%		
Cochise	Substandard Building	4	5.13%		
Cochise	Trailer/Camper	6	7.69%		
Cochise	Vehicle	8	10.26%		
		78	100.00%		
County	How long have you lived in AZ?	#	%		
Cochise	1-6 months	8	10.26%		
Cochise	7 mo to a year	4	5.13%		
Cochise	all my life	19	24.36%		
Cochise	less than a month	3	3.85%		
Cochise	more than a year	37	47.44%		
Cochise	not sure	7	8.97%		
		78	100.00%		
County	How long without home?	#	%		
Cochise	2 bet 15-31 days	1	1.28%		
Cochise	3 bet 32-90 days	10	12.82%		
Cochise	4 bet 4-6 mo	10	12.82%		
Cochise	5 more than 6 mo less than year	12	15.38%		
Cochise	6 one to three years	26	33.33%		
Cochise	7 more than 3 years	17	21.79%		
Cochise	blank	2	2.56%		
		78	100.00%		
County	First time homeless	#	%		
Cochise	yes	37	47.44%		

## 2018 Point In Time Data Report

County	3 how many times	#	%		
Cochise	2	11	14.10%		
Cochise	3	13	16.67%		
Cochise	4	4	5.13%		
Cochise	5	1	1.28%		
Cochise	8	2	2.56%		
Cochise	Blank	10	12.82%		
		41			
	<b>Multiple Responses</b>				
County	Economic Conditions	# of responses	%		
Cochise	1 Unable to pay rent or mortgage	22	24.44%		
Cochise	10 No affordable housing	6	6.67%		
Cochise	11 Substandard housing	2	2.22%		
Cochise	12 Unemployment	8	8.89%		
Cochise	13 Utility shut off	2	2.22%		
Cochise	2 Bad credit	4	4.44%		
Cochise	3 Loss of childcare	1	1.11%		
Cochise	4 Loss of job	19	21.11%		
Cochise	5 Loss of public assistance	1	1.11%		
Cochise	6 Loss of transportation	7	7.78%		
Cochise	7 Eviction	11	12.22%		
Cochise	8 Traveling and stranded	6	6.67%		
Cochise	9 Mortgage foreclosure	1	1.11%		
		90	100.00%		
	<b>Multiple Responses</b>				
County	Medical Condition	#	%		
Cochise	1 Alcohol abuse	41	31.78%		
Cochise	2 Substance abuse	41	31.78%		
Cochise	3 Medical condition	10	7.75%		
Cochise	4 Physical/Mental disability	19	14.73%		
Cochise	5 Mental Disability	18	13.95%		
		129	100.00%		
	<b>Multiple Responses</b>				
County	Domestic Conditions	#	%		
Cochise	1 Overcrowding	10	25.00%		
Cochise	2 Fire/disaster	1	2.50%		
Cochise	3 Partner/family passed away	1	2.50%		
Cochise	4 By choice	6	15.00%		
Cochise	5 Housing situation wasn't safe	8	20.00%		
Cochise	6 Legal problems	14	35.00%		
		40	100.00%		
	<b>Multiple Responses</b>				
County	Major Conditions	#	%		
Cochise	1 Issues with substance abuse	40	32.26%		
Cochise	2 Serious Mental Illness	20	16.13%		
Cochise	3 Developmental Disability	5	4.03%		
Cochise	4 Traumatic Brain Injury	11	8.87%		
Cochise	5 Chronic Physical Injury	14	11.29%		
Cochise	6 Chronic disease, illness	13	10.48%		
Cochise	7 Post traumatic stress	21	16.94%		
		124	100.00%		

County	# of Interviewed Chronically Homeless	# of HH members	Total	# of HH with others	
Cochise	32	1	33	1	
County	Currently using health services	#	%		
Cochise	yes	29	37.18%		
County	Served in the military	#	# HH members in Military		
Cochise	yes	12	0		
County	Survivors of Domestic Violence	#	%		
Cochise	yes	20	25.64%		
County	Domestic Violence contributed to their situation	#	% of Survivors		
Cochise	yes	16	80.00%		
County	Currently Employed	#	%		
Cochise	yes	12	15.38%		
County	IF yes,	#	% of employed		
Cochise	2 part-time	11	91.67%		
Cochise	blank	1	8.33%		
County	# of interviewed who reported income	%			
Cochise	32	41.03%			
<b>Multiple Responses</b>					
County	Income Sources	#	% of responses		
Cochise	1 employment	12	37.50%		
Cochise	2 Disability income	7	21.88%		
Cochise	3 Social Security	8	25.00%		
Cochise	4 Families/friends	3	9.38%		
Cochise	6 Veterans compensation"	2	6.25%		
		32	100.00%		
County	Age	# of Interviewed	# HH Members	total	%
Cochise	under 18	0	1	1	1.20%
Cochise	18-24	4	1	5	6.02%
Cochise	25-34	19	1	20	24.10%
Cochise	35-44	16	1	17	20.48%
Cochise	45-54	15	1	16	19.28%
Cochise	55-64	20		20	24.10%
Cochise	65-74	3		3	3.61%
Cochise	75+	1		1	1.20%
		78	5	83	100.00%

County	Race	# Interviewed	# HH members	Total	%
Cochise	1 White	69	5	74	89.16%
Cochise	2 African American	3	0	3	3.61%
Cochise	3 Asian	1	0	1	1.20%
Cochise	4 Native American	3	0	3	3.61%
Cochise	multi	2	0	2	2.41%
		78	5	83	100.00%
County	Hispanic	# Interviewed	# HH members	Total	%
Cochise	yes	20	1	21	25.30%
County	Gender	# interviewed	HH Members	Total	%
Cochise	1 male	59	2	61	73.49%
Cochise	2 female	19	3	22	26.51%
		78	5	83	
	<b>Sheltered (Reported in HMIS or by Shelter Survey)</b>				
County	Project Type	# of projects	# of persons housed	%	Capacity
Cochise	ES	5	72	17.91%	91
Cochise	PSH	3	255	63.43%	262
Cochise	RRH	2	21	5.22%	21
Cochise	TH	2	54	13.43%	54
		12	402	100.00%	428
					93.93%