

May 25, 2023

Memorandum to: Honorable Mayor and City Council

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

From: Matt McLachlan, Director, Community Development

Subject: Approval of PY 2023 Community Development Block Grant (CDBG) Program Annual Action Plan

REQUESTED ACTION:

Adoption of Resolution 2023-037 authorizing the submission of the PY 2023 CDBG Annual Action Plan to the U.S. Department of Housing and Urban Development.

INITIATED BY: City of Sierra Vista

BACKGROUND:

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

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

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

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

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

City of Sierra Vista Annual Action Plan

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

The process begins with a “Notice of Funding Availability” requesting applications for proposed projects or program services. This was done through email correspondence to public service providers; newspaper advertisement; and posting on the City’s website. The City of Sierra Vista is expected to receive \$250,075 in Community Development Block Grant (CDBG) funds according to the PY 2023 formula allocations posted on the U.S. Department of Housing and Urban Development website.

On March 9, 2023, the City Council held a public hearing on internal and external funding requests. The Draft Annual Action Plan was prepared in accordance with the feedback and direction received from the Mayor and City Council.

On April 14, 2023, the City published a public notice in the Sierra Vista Herald/Tribune advertising a 30-day public comment period on the Draft Annual Action Plan and the second public hearing scheduled for this meeting. The deadline for written comments elapsed on May 17, 2023. One email was received which is attached.

Recommended PY 23 CDBG Funding Distribution:

- **Montebello Fire Safety Improvements (\$162,575):** This project entails installing an estimated 10-12 strategically spaced fire hydrants in the 250-lot Montebello subdivision, located southwest of the Giulio Cesare Avenue and E. Charleston Road intersection. Montebello is identified as a target area for CDBG investment in the City’s CDBG Five-Year Consolidated Plan. Of the 1,662 residents, 72.41 percent are in the low-to-moderate income bracket (Census Tract 17.01, Block Group 1).[1]

The Montebello subdivision does not meet current or past requirements for Fire hydrants in a residential area. The International Fire Code (IFC) requires 600ft max between hydrants and buildings and 800 ft max between hydrants in a residential area. Most of the homes in this area are on average 1300 feet away from the nearest hydrant with the distance between most hydrants being well over 2500 feet. This presents may problems with emergency response to this neighborhood and increases the possibility of increased loss due to a fire.

The lack of adequate fire hydrants affects the fire department response by increasing the amount of hose and apparatus required to supply water to a residential fire. Currently, no

fire apparatus in the area carries more than 1000' feet of supply line, meaning that two engines would be required just to lay a single line. This not only takes a considerable amount of time and manpower but significantly increases the risk of supply line rupture, as well as reduces travel pathways both in and out of the area. Not to mention the additional law enforcement personnel needed to block off the supply line pathway from vehicles in the area. Also generally speaking, most residential fires require a second water supply source, so this means that two more apparatus would be needed or water tenders from neighboring departments will be needed to fill the gaps in supply.

- **United Way of Sierra Vista and Cochise County, Inc. (\$15,575):** This funding application covers subsistence payments (rent, utilities, motel vouchers); food, employment, and education assistance to an estimated 1,000 low-to moderate-income persons residing in Sierra Vista as follows:

Rent Assistance (\$6,000)– Partnering with St. Vincent de Paul – Sierra Vista, these funds will help individual families with rent, helping to avoid evictions.

Utilities Assistance (\$3,880)– Partnering with St. Vincent de Paul – Sierra Vista, these funds will help individual families with utilities, helping to avoid disconnections.

Food Assistance (\$1,500) – Partnering with the Sierra Vista Dream Center Food Distribution site, these funds will help feed individual families as well as provide food boxes for smaller area non-profits and churches.

Carmichael Elementary Summer Reading (\$1,000) – By partnering with community schools (particularly Carmichael Elementary), the United Way of Sierra Vista & Cochise County will continue working to improve reading scores and ensure continued learning during summer months for first graders. Teachers will order eight new books for each first grader based on individual reading levels. Through the United Way Bucks for Books Summer Reading Program, books, backpacks and parent letters will be distributed to students by United Way Board members.

Homeless Assistance (\$1,000) – Partnering with Good Neighbor Alliance, these funds will be used for hotel vouchers when GNA is at capacity occupancy.

Employment Assistance (\$750) – United Way will facilitate resume writing classes, interview technique seminars, and job searches and job fair opportunities. Local businesses will be encouraged to attend and recruit new employees to help stimulate job growth and improve the economy.

Administrative Costs (\$1,570) – The United Way will provide monthly accountability of finances and an accurate assessment of how these funds are helping the community.

- **Cochise Family Advocacy Center, Inc. (\$15,750):** This funding application is for raising community awareness of the center and providing direct client services including clothing for victims to wear after sexual assault exam; petty cash and gift cards for essentials (e.g.,

hotel room, food, clothing, fuel); toys/comfort items for child victims; baby changing table for bathroom; and a portion of the cell phone service bill for crisis hotline. The Applicant estimates that 75 low-income persons will benefit from the proposed activities.

- **Southern Arizona Legal Aid Services, Inc. (\$6,000):** Southern Arizona Legal Aid, Inc. (SALA) provides free civil legal aid services to low-income residents in Sierra Vista. Assistance ranges from advising clients about their legal options, limited help such as preparing court papers to full representation in court and administrative agency hearings. Staff and volunteer lawyers also provide instructions to clients so they can represent themselves in court. Case priorities include family law with an emphasis on ending family violence; housing law to protect tenant and homeowner rights and maintaining quality of rental housing; consumer protection; access to government benefits; immigration; and civil rights restoration. Funding is being requested to increase public awareness of services available to Sierra Vista residents by expanding outreach and education efforts. SALA estimates 161 low-income persons residing in Sierra Vista will benefit from the proposed activities.
- **Planning and Program Administration (\$50,000):** This funding would be used to for consulting assistance in preparing update to Five-Year CDBG Consolidated Plan and program administration related activities.

ATTACHMENTS:

Resolution No. 2023-037 - PY 23 Annual Action Plan

RESOLUTION 2023-037

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, COCHISE COUNTY, ARIZONA; TO APPROVE THE PY 2023 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 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 City of Sierra Vista is eligible to obtain Community Development Block Grant (CDBG) funding directly from the Department of Housing and Urban Development (HUD); and

WHEREAS, HUD requires that participating jurisdictions prepare and submit an Annual Action Plan to fulfill the HUD requirements for using the funding;

WHEREAS, the project(s) to be completed with CDBG funding have been identified and adopted by the City Council and put into the Draft Annual Action Plan prior to its submittal to HUD.

WHEREAS, per HUD requirements, the City opened a 30-Day Review/Comment Period for the Draft Annual Action Plan, beginning on April 15, 2023, and ending on May 17, 2023.

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

SECTION 1

That the City of Sierra Vista desires to obtain CDBG funding directly from HUD.

SECTION 2

That the Community Development Block Grant PY 2023 Annual Action Plan attached hereto as Exhibit "A" and by this reference made a part hereof, is hereby approved for submittal to HUD.

SECTION 3

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 25th DAY OF MAY 2023.

CLEA A. McCAA II
MAYOR

ATTEST:

APPROVED AS TO FORM:

JILL ADAMS
CITY CLERK

NATHAN J. WILLIAMS
CITY ATTORNEY

Prepared by:
Matt McLachlan, Director of Community Development



ANNUAL ACTION PLAN

For Program Year 2023
Community Development Block Grant (CDBG) Program

CITY OF SIERRA VISTA, ARIZONA

Department of Community Development
City Hall, 1011 N. Coronado Drive
(520) 417-4413

May 2023

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Sierra Vista, Arizona, is an entitlement community under Title 1 of the Housing and Community Development Act of 1974. The City is eligible to receive federal funds annually from the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) program. 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. The City's expected PY 2023 CDBG formula allocation is \$250,075. No program income is expected.

Grantees must give maximum priority to activities that benefit low-and moderate-income persons, aid in the prevention or elimination of slum or blight or meet an urgent community development need that poses a serious threat to public health or welfare. Grantees have wide flexibility to develop their own programs, activities, and funding priorities provided 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 Five-Year Consolidated Plan. This 2023 AAP is the fifth year for the 2019-2023 Consolidated Plan period.

The purpose of the AAP is to provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Five-Year Consolidated Plan. The AAP is developed in a manner specified by HUD, and the City has followed the prescribed format in completing the plan.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items, or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis, or the strategic plan.

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

Goal 1: Public Infrastructure/Facility Improvements

Provide ADA improvements, public facility improvements, and infrastructure to create a more suitable living environment.

Goal 2. Housing Rehabilitation & Services

Provide housing rehabilitation and accessibility.

Goal 3: Provision of Needed Services

Provide community services for special needs populations (primarily for seniors and youth), mental health services, and homeless services, and COVID-19 response.

Goal 4: Neighborhood Stabilization

Eliminate slum and blight.

Goal 5: Economic Development

Job creation and retention for low-moderate income workers/business retention (COVID-19 response).

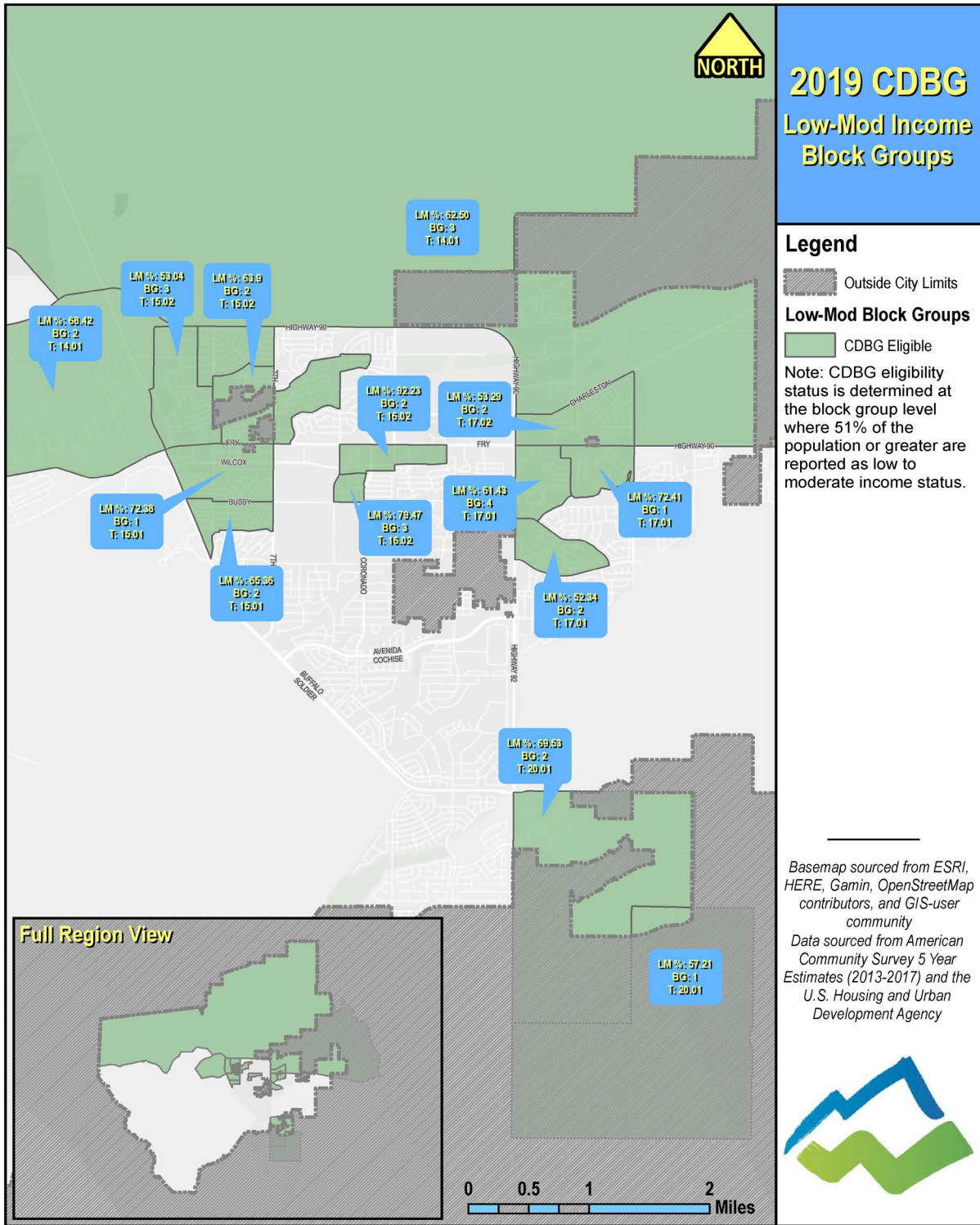
Goal 6: Fair Housing

Eliminate housing discrimination.

Goal 7: Administration/Planning

CDBG Program Administration

The City identified local target areas in the Consolidated Plan, and the bulk of the funds the City receives will be concentrated in these areas. The local target areas include Census Tracts 15.01, 15.02, 16.02, 17.01, and 20.01 all of which have the highest number of low and moderate-income households in the City. The needs in the target areas are numerous and varied. Below is a graphic depiction of the CDBG target areas.



CDBG TARGET AREAS

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City is moving into its tenth year as a direct recipient of Community Development Block Grant funds. In 2019, the City Council approved an update to the Five-Year Consolidated Plan which establishes goals and objectives for the use of CDBG funds. This Annual Action Plan constitutes the fifth year of the five-year planning cycle.

As previously stated, the City has adopted seven goals to address priority needs within the community. The vast majority (62%) of CDBG funding during this five-year consolidated planning cycle has been allocated towards public infrastructure and facility improvements benefitting low-to-moderate income target areas. Historically, these projects have generally involved improving ADA accessibility and sidewalk connectivity, street lighting, drainage, and upgrading park facilities.

Housing rehabilitation and accessibility furthers the City's commitment to ensuring safe and decent housing is available for low-income and disabled residents. This is accomplished through the Emergency Home Repair and Disabilities Modification Program administered by the Department of Community Development. This program provides grant funding to income qualified homeowners to repair or replace essential items such as HVAC or water heater replacement, roof repairs, or make accessibility improvements.

Neighborhood stabilization is a process aimed at revitalizing and improving neighborhoods that are experiencing economic, social, or physical decline. Neighborhood stabilization is often undertaken as a collaborative effort between local governments, community organizations, and residents themselves, and may involve a range of funding sources and partnerships. The goal of neighborhood stabilization is to create stronger, more resilient communities that offer a high quality of life for their residents. The City has implemented a variety of strategies to stabilize and improve neighborhoods that includes but is not limited to: proactive code enforcement; investing in infrastructure and community spaces; incentive programs that facilitate property rehabilitation and new construction; and homeowner assistance programs.

The provision of needed community services is capped at 15 percent of the total amount of CDBG funds allocated for the program year and must be used for either a new service or quantifiable increase in the level of an existing service. (This restriction was waived for COVID-19 response programs funded by the CARES Act.) Further, the public service must principally benefit low to moderate income persons or households on a limited clientele or area wide benefit basis. In prior years, CDBG funds have been allocated towards before and after school program scholarships for low-income families and assistance for individuals who are living with mental health or substance abuse issues overcome barriers to employment. During the COVID-19 public health emergency, the City partnered with the United Way of

Sierra Vista and Cochise County Inc. to administer an Emergency Crisis Fund to mitigate the impacts of the pandemic.

In May 2020, the City amended its Consolidated Plan to add Economic Development as a goal to provide emergency small grant business assistance to aid our local COVID-19 response. The program was rapidly deployed to assist eleven businesses in the first two months.

The City has made significant progress in implementing CDBG activities in accordance with the Five-Year Consolidated Plan. The City is in full compliance with HUD regulations and carries out projects in a timely manner to meet required performance objectives.

CONSOLIDATED PLAN GOAL	AMOUNT ALLOCATED (PY 19-22)	PERCENT
PUBLIC INFRASTRUCTURE/FACILITIES IMPROVEMENTS	\$931,281.89	61.80%
HOUSING REHABILITATION AND SERVICES	\$75,000.00	4.98%
PROVISION OF NEEDED SERVICES	\$405,407.00	26.90%
NEIGHBORHOOD STABILIZATION	\$0.00	0.00%
ECONOMIC DEVELOPMENT	\$86,050.00	5.71%
FAIR HOUSING	\$0.00	0.00%
ADMINISTRATION/PLANNING	\$9,305.82	0.62%
TOTAL	\$1,507,044.71	100.00%

CDBG Funding Allocation by ConPlan Goal

ACTIVITY NAME	PY 19	PY 20	PY 21	PY 22	TOTAL
PUBLIC FACILITIES/INFRASTRUCTURE					
James Landwehr Plaza	\$16,300.00	\$0.00	\$0.00	\$0.00	\$16,300.00
Soldier Creek Park	\$207,568.89	\$0.00	\$0.00	\$0.00	\$207,568.89
Soldier Creek Park, Phase 2	\$0.00	\$0.00	\$0.00	\$227,172.00	\$227,172.00
Eddie Cyr Park	\$0.00	\$271,810.00	\$174,486.00	\$0.00	\$446,296.00
GNA Kitchen Remodel	\$0.00	\$0.00	\$18,945.00	\$0.00	\$18,945.00
St. Vincent Parking Lot	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00
PF/I TOTAL	\$223,868.89	\$271,810.00	\$208,431.00	\$227,172.00	\$931,281.89
HOUSING REHABILITATION					
Emergency Home Repair	0	0	50,000.00	\$25,000	\$75,000
HR TOTAL	0	0	50,000.00	\$25,000	75,000.00
PROGRAM SERVICES					
Boys & Girls Club Scholarships	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00
Emergency Crisis Assistance	\$390,407.00	\$0.00	\$0.00	\$0.00	\$390,407.00
PS TOTAL	\$405,407	\$0.00	\$0.00	\$0.00	\$405,407
ECONOMIC DEVELOPMENT					
Micro Enterprise Assistance	\$66,050.00	\$0.00	\$0.00	\$0.00	\$66,050.00
Special Economic Development. Assistance	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00
ED TOTAL	\$86,050.00	\$0.00	\$0.00	\$0.00	\$86,050.00
ADMINISTRATION					
Administration/Planning	\$9,305.82	\$0.00	\$0.00	\$0.00	\$9,305.82
ADMIN TOTAL	9,305.82	\$0.00	\$0.00	\$0.00	\$9,305.82
OVERALL TOTAL	\$724,631.71	\$271,810.00	\$258,431.00	\$252,172.00	\$1,507,044.71

CDBG Expenditures by ConPlan Goal

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The Annual Action Plan will be made available at City Hall and on the City's website for public viewing. Public comments can be sent in writing to City Hall at:

City of Sierra Vista

Department of Community Development

ATTN: Matt McLachlan, Director

1011 North Coronado Drive

Sierra Vista, AZ 85635

Or by email to: Matt.McLachlan@SierraVistaAZ.gov

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

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

The process begins with a "Notice of Funding Availability" requesting applications for proposed projects or program services. This was done through email correspondence to public service providers; newspaper advertisement; and posting on the City's website. Application requirements for PY 2023 CDBG funding were made available on February 5, 2023, with a closing date of March 3, 2023.

A public meeting was held on February 15, 2023, 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 ask questions about the application process.

On March 9, 2023, the City Council held a public hearing and received presentations on the PY 2023 funding requests. Meeting minutes are provided in the Appendix.

On May 5, 2023, the City Council held a second public hearing on the Draft Annual Action Plan. Meeting minutes are provided in the Appendix.

6. 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 Annual Action Plan.

7. Summary

The 2023 Annual Action Plan will address the identified goals, objectives and strategies and will meet the City's community development needs. These needs were identified through a 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 specific goals identified in the plan.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	SIERRA VISTA	Community Development Department

Table 1 – Responsible Agencies

Narrative (optional)

The City of Sierra Vista, Department of Community Development has full responsibility for implementing the CDBG program, including administering all grants, preparing the Five-Year Consolidated Plan, the Annual Action Plan, the Consolidated Annual Performance and Evaluation Report, and financial reporting. The Department of Community Development works closely with Public Works and the Finance Departments, as well as any other pertinent City or County Departments.

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:

City of Sierra Vista

Community Development Department

1011 North Coronado

Sierra Vista, AZ 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.

Complaints and related comments on the programs may also be offered at the public hearings.

Written responses to all written complaints may also be made to the Arizona Field 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

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

Provide a concise 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 (91.215(I))

Institutional coordination of the Consolidation 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 collaborates closely with its partners to design programs that address identified needs.

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 actively participates in the Cochise County Coalition on Ending Chronic Homelessness (CCCECH) – a Committee of the Arizona Department of Housing (ADOH) Continuum of Care. The City coordinated with the CCCECH to stand up a monthly One Stop Resource and Referral Center (Community Connect) that started in April 2022. Community Connect seeks to reduce the number of homeless individuals and families in Sierra Vista by making services more accessible. This is accomplished by providing a central point of contact for navigating and accessing regionally available housing and support services to assist families and individuals progress from homelessness to permanent housing. The Community Connect event is held on the second Tuesday of every month at the Ethel Berger Center at 2950 E. Tacoma Street, Sierra Vista, Arizona.

During the six-month trial phase, the events attracted 362 people, generating 1,661 points-of-contact with participating service providers. These points of contact led to a total of 130 formal referrals to various agencies in the community and over 58 completed applications for services. In total, 460 meals were served and over 314 individualized personal care kits were distributed. Based on completed registration forms, the event connected 101 homeless individuals or families (the target audience) with

services. Funding for continuing the program was included in the third round of the CDBG-CARES Act funding received which extended the program through April 2023. The City received a grant from the Arizona Department of Housing via a Homeless Services Grant Pilot Program that will continue the program for the duration of the year.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

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

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Good Neighbor Alliance
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Agency is consulted on an ongoing basis through our coordinated outreach efforts and work on the Cochise Coalition on Ending Chronic Homelessness. GNA also serves as the application center for Better Work, a new initiative that employs homeless individuals for daily shift work on publicly owned properties.
2	Agency/Group/Organization	United Way of Sierra Vista & Cochise County, Inc.
	Agency/Group/Organization Type	Services-Health Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The United Way of Sierra Vista and Cochise County, Inc. administered a subrecipient contract to distribute CDBG-CV funding through area non-profit agencies.
4	Agency/Group/Organization	Southern Arizona Legal Aid, Inc.
	Agency/Group/Organization Type	Services - Housing Service-Fair Housing Legal Aid Services
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Increase capacity to provide free civil legal aid services with an emphasis on ending family violence; housing law to protect tenant and homeowner rights; and maintaining quality of rental housing; consumer protection; access to government benefits; immigration; and civil rights restoration.</p>
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Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Arizona Department of Housing	

Table 3 – Other local / regional / federal planning efforts

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize citizen participation process and how it impacted goal-setting

The City considers the involvement of its low- and moderate-income residents and those agencies that serve the low- and moderate-income residents to be essential to the development and implementation in its Five-Year Consolidated Plan and its Annual Action Plans.

The process began with a “Notice of Funding Availability” seeking applications for proposed projects or program services. This was done through email correspondence to public service providers; newspaper advertisement; and posting on the City’s website and social media. Application requirements for PY 2023 CDBG funding were made available on February 5, 2023, with a closing date of March 3, 2023.

A public meeting was held on February 15, 2023, 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 ask questions regarding the funding application process.

On March 9, 2023, the Mayor and City Council held a public hearing and received presentations on the PY 2023 CDBG funding applications.

On April 14, 2023, a public notice was published in the Sierra Vista Herald advertising a second public hearing and 30-day public comment period on the Draft PY 2023 Annual Action Plan commencing on April 17, 2023, and ending on May 17, 2023.

On May 4, 2023, the City Council held a public hearing on the Draft PY 2023 Annual Action Plan.

On May 17, 2023, the public comment period closed. One individual commented against the amount of funding allocated for Administration.

On May 25, 2023, the City Council authorized Staff to proceed with the submission of the PY 23 Annual Action Plan to HUD for review and final approval.

Comments and concerns raised during the citizen participation process were taken into consideration when developing the Consolidated Plan’s goals, objectives, and strategies. Priority needs were identified based on available housing data, public input, non-profit agency meetings and other forms of outreach. In addition, the City consulted with various City Departments to identify priority needs and develop corresponding strategies.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	News-paper Ad	Non-targeted/ broad community	Public hearing notice was published in the Sierra Vista Herald/Review for the Notice of Funding Availability; preapplication meeting; and public hearing on the presentation of funding request on February 5, 2023.	N/A		
2	Public Meeting	Non-targeted/ broad community	Pre--Application meeting was held both in person and virtual on February 15, 2023. The meeting was attended by Good Neighbor Alliance, Southern Arizona Legal Aid, United Way of Sierra Vista, and other interested individuals.	Comments and questions were received regarding CDBG eligibility, application requirements, potential project, and program discussion; and schedule.	None	
3	Public Hearing	Non-targeted/ broad community	Public Hearing was held on March 9, 2023, attended by Staff and interested members of the public. Presentations were made by Staff and representatives from United Way of Sierra Vista and Cochise County, Inc., Cochise Family Advocacy Center, Inc., and Southern Arizona Legal Aid, Inc.	See meeting minutes.	All comments that were received were accepted.	https://www.sierravistaaz.gov/home/showpublisheddocument/7751

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	News-paper Ad	Non-targeted/ broad community	Public Hearing Notice was published in the Sierra Vista Herald/Tribune on April 14, 2023, advertising 30-day public comment period on Draft Annual Action Plan beginning on April 17, 2023 thru May 17, 2023 and public hearing on May 4, 2023.	One individual submitted an email commenting against the funding proposed for Administration.	The City requires funding in next year's allocation for updating the City's Five-Year Consolidated Plan and other regulatory compliance measures.	
6	Public Hearing	Non-targeted/ broad community	Public hearing on May 4, 2023, on Draft Annual Action Plan.	See meeting minutes.	All comments that were received were accepted.	
7	Public Meeting	Non-targeted/ broad community	On May 25, 2023, the City Council authorized Staff to submit the PY 23 Annual Action Plan to HUD for final review and approval.			

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	250,075	0	252,172	502,247	0	Additional resources for leveraging may include State and Federal grants, City Departments, public or social service providers, or other sources.
Other	public - federal	Economic Development Public Services	0	0	0	0	0	
Other	public - federal	Public Services	0	0	0	0	0	

Table 5 - Expected Resources – Priority Table

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 look to leverage funds, if available, from State and Federal grants, City Departments (e.g., Public Works, Parks and Leisure, Code Enforcement, and Building), public or social service providers, or other sources against CDBG dollars. In the future, the City will continue to pursue funding from private, public, and federal sources to accomplish community and economic development objectives. The City

has funded CDBG grant administration during the first four years of the ConPlan cycle using general fund tax dollars averaging \$50,000 per year. This work includes preparation of environmental reviews, planning and design services, and Davis-Bacon compliance.

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 PY 2023 Annual Action Plan allocates funding for installing fire hydrants in publicly owned rights-of-way in the Montobello neighborhood.

Discussion

Please see preceding responses.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Public Infrastructure/ Facility Improvements	2019	2023	Non-Housing Community Development	Low/Mod Neighborhoods	Public Improvements/ Infrastructure	CDBG: \$162,575	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1662 Persons Assisted
2	Provision of Needed Services	2019	2023	Homeless Non-Homeless Special Needs Non-Housing Community Development	Citywide	Public Service Programs	CDBG: \$37,500	Public service activities other than Low/Moderate Income Housing Benefit: 1236 Persons Assisted
3	Administration/ Planning	2019	2023	Program Administration	Citywide	Program Administration [Indirect Need]	CDBG: \$50,000	N/A

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Public Infrastructure/Facility Improvements
	Goal Description	Provide ADA improvements, public facility improvements, and infrastructure.
2	Goal Name	Provision of Needed Services
	Goal Description	Provide community services for special needs populations (primarily for seniors and youth), mental health services, and homeless services.
3	Goal Name	Administration/Planning
	Goal Description	Program administration addresses all outcomes, objectives, and priority needs.

Projects

AP-35 Projects – 91.220(d)

The City's planned actions for the PY 23 Annual Action Plan are intended to support community development for the City's low- and moderate-income populations as well as the City's homeless and special needs groups.

Projects

#	Project Name
1	Montobello Fire Safety Improvements
2	Emergency Crisis Fund/Community Assistance
3	Cochise Family Advocacy Center Support
4	Southern Arizona Legal Aid Services, Inc.
5	Planning and Program Administration

Table 7 - 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 and public hearings. The project selected to receive funding meet objectives and goals set by the City to address the needs of low- and moderate-income persons on an area basis.

The City's primary obstacle to meeting underserved needs is a lack of funding. 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

Project Summary Information

Project Name	Montobello Fire Safety Improvements
Target Area	Low/Mod Neighborhoods
Goals Supported	Public Infrastructure/Facility Improvements
Needs Addressed	Public Improvements/Infrastructure
Funding	CDBG: \$162,575
Description	Install 10-12 strategically spaced fire hydrants in Montobello Subdivision
Target Date	6/30/2025
Estimate the number and type of families that will benefit from the proposed activities	Montobello is a 250-lot single-family residential subdivision that was annexed into the City limits in 2010. Montobello is identified as a target area for CDBG investment in the City's CDBG Five-Year Consolidated Plan. Of the 1,662 residents, 72.41 percent are in the low-to-moderate income bracket (Census Tract 17.01, Block Group 1).[1]
Location Description	Montobello Subdivision, Sierra Vista, Arizona (Census Tract 17.01, Block Group 2)
Planned Activities	<p>The Montebello subdivision does not meet current or past requirements for Fire hydrants in a residential area. The International Fire Code (IFC) requires 600ft max between hydrants and buildings and 800 ft max between hydrants in a residential area. Most of the homes in this area are on average 1300 feet away from the nearest hydrant with the distance between most hydrants being well over 2500 feet. This presents may problems with emergency response to this neighborhood and increases the possibility of increased loss due to a fire.</p> <p>The lack of adequate fire hydrants affects the fire department response by increasing the amount of hose and apparatus required to supply water to a residential fire. Currently, no fire apparatus in the area carries more than 1000' feet of supply line, meaning that two engines would be required just to lay a single line. This not only takes a considerable amount of time and manpower but significantly increases the risk of supply line rupture, as well as reduces travel pathways both in and out of the area. Not to mention the additional LE personnel needed to block off the supply line pathway from vehicles in the area. Also generally speaking, most residential fires require a second water supply source, so this means that two more apparatus would be needed or water tenders from neighboring departments will be needed to fill the gaps in supply.</p>

2	Project Name	Emergency Crisis Fund/Community Assistance
	Target Area	Citywide
	Goals Supported	Provision of Needed Services
	Needs Addressed	Public Service Programs
	Funding	CDBG: \$15,750
	Description	Provide subsistence payments (rent, utilities, hotel vouchers); food, employment and education assistance to low/moderate income clientele.
	Target Date	12/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	The assistance programs administered by United Way of Sierra Vista and Cochise County, Inc. are anticipated to benefit approximately 1,000 low-income persons.
	Location Description	Citywide
	Planned Activities	<p>Rent Assistance (\$6,000)– Partnering with St. Vincent de Paul – Sierra Vista, these funds will help individual families with rent, helping to avoid evictions.</p> <p>Utilities Assistance (\$3,880)– Partnering with St. Vincent de Paul – Sierra Vista, these funds will help individual families with utilities, helping to avoid disconnections.</p> <p>Food Assistance (\$1,500) – Partnering with the Sierra Vista Dream Center Food Distribution site, these funds will help feed individual families as well as provide food boxes for smaller area non-profits and churches.</p> <p>Carmichael Elementary Summer Reading (\$1,000) – By partnering with community schools (particularly Carmichael Elementary), the United Way of Sierra Vista & Cochise County will continue working to improve reading scores and ensure continued learning during summer months for first graders. Teachers will order eight new books for each first grader based on individual reading levels. Through the United Way Bucks for Books Summer Reading Program, books, backpacks and parent letters will be distributed to students by United Way Board members.</p> <p>Homeless Assistance (\$1,000) – Partnering with Good Neighbor Alliance, these funds will be used for hotel vouchers when GNA is at capacity occupancy.</p> <p>Employment Assistance (\$750) – United Way will facilitate resume writing classes, interview technique seminars, and job searches and job fair opportunities. Local businesses will be encouraged to attend and recruit new employees to help stimulate job growth and improve the economy.</p> <p>Administrative Costs (\$1,570) – The United Way will provide monthly accountability of finances and an accurate assessment of how these funds are helping the community.</p>

3	Project Name	Cochise Family Advocacy Center Support
	Target Area	Citywide
	Goals Supported	Provision of Needed Services
	Needs Addressed	Public Service Programs
	Funding	CDBG: \$15,750
	Description	Client services for victims of sexual assault.
	Target Date	12/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	75
	Location Description	214 E Tacoma Street, Sierra Vista, Arizona 85635
	Planned Activities	Provide client services, incidentals, and crisis hotline to support victims of sexual assault.
4	Project Name	Southern Arizona Legal Aid Services, Inc.
	Target Area	Citywide
	Goals Supported	Provision of Needed Services
	Needs Addressed	Public Service Programs
	Funding	CDBG: \$6,000
	Description	Southern Arizona Legal Aid, Inc. (SALA) provides free civil legal aid services to low income residents in Sierra Vista. Assistance ranges from advising clients about their legal options, limited help such as preparing court papers to full representation in court and administrative agency hearings. Staff and volunteer lawyers also provide instructions to clients so they can represent themselves in court. Case priorities include family law with an emphasis on ending family violence; housing law to protect tenant and homeowner rights and maintaining quality of rental housing; consumer protection; access to government benefits; immigration; and civil rights restoration.
	Target Date	12/31/2025

	Estimate the number and type of families that will benefit from the proposed activities	161 low-income persons residing in Sierra Vista.
	Location Description	400 Arizona Street, Bisbee, Arizona 85603
	Planned Activities	Outreach and education for SALA's free civil legal services.
5	Project Name	Planning and Program Administration
	Target Area	Citywide
	Goals Supported	Administration/Planning
	Needs Addressed	
	Funding	CDBG: \$50,000
	Description	Update to Five-Year CDBG Consolidated Plan and Program Administration
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Non-targeted
	Location Description	Department of Community Development, City Hall, 1011 N. Coronado Drive, Sierra Vista, AZ 85635
Planned Activities	CDBG funding will be used for consulting assistance in preparing update to Five-Year CDBG Consolidated Plan and program administration.	

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Geographic Distribution

Target Area	Percentage of Funds
Citywide	35
Low/Mod Neighborhoods	65

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City of Sierra Vista has designated low- and moderate-income geographic areas within the largest percentage of lower income households as the focus for CDBG funds. HUD requires that each CDBG funded activity must either principally benefit low- and moderate-income persons, aid in the prevention or elimination of slums or blight or meet a community development need having a particular urgency.

With respect to activities that benefit all the residents of a given area, at least 51% of the area's residents must be low and moderate income. The City allocates investments geographically to the city's low- and moderate-income areas and to individuals citywide based on income eligibility or special needs status.

The rationale for the priorities in this year's Annual Action Plan is based on the City's Five-Year CDBG Consolidated Plan which established improving public facilities and infrastructure in low-to-moderate income neighborhoods as a high priority. Just over two-thirds of next year's CDBG allocation will be spent improving public safety through the installation of fire hydrants in Montobello - a 250-lot single-family subdivision located southeast of Giulio Cesare Avenue and E Charleston Road. Approximately 15% will be allocated towards furthering the Consolidated Plan's goal of providing needed public services including subsistence payments to help mitigate inflationary pressures on rent, utilities and food; free civil legal aid; and victim assistance that will principally benefit low-income clientele. The remaining 20% will be used for program administration.

Discussion

The City of Sierra Vista has identified the above project and programs to implement the five-year goals of the Strategic Plan. These activities benefit low- and moderate-income persons on a Citywide and within the City's low to moderate income areas.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

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.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

Table 9 - One Year Goals for Affordable Housing by Support Requirement

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
Total	0

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

The City has allocated funding for carrying out emergency home repairs and renovations at Good Neighbor Alliance emergency shelter in prior program years. Pursuant to City policy, the City waives development fees for bona fide affordable housing projects. This includes the second phase to Casa Del Sol senior apartments, a Low-Income Tax Credit project, currently under construction on the City's West End. The value of the development fee waivers for the 64 units in the second phase amounts to \$182,656.

AP-60 Public Housing – 91.220(h)

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

The Housing Authority of Cochise County is not designated as troubled.

Discussion

Not Applicable

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Reaching out to homeless persons and assessing their individual needs in the community is a collaborative effort comprising numerous individuals, agencies, and organizations. The City of Sierra Vista coordinates with the Cochise County Coalition on Ending Chronic Homelessness - a committee of the State of Arizona Balance of State Continuum of Care. Through the Coalition, the City coordinates with a network of partner agencies. By sharing information and resources, the agencies that comprise the Coalition can maximize their efficiency and effectiveness in preventing homelessness, outreach to the homeless and in restoring homeless people to housing. The Coalition is encouraged by a federal funding requirement that community agencies work together to address the full continuum of causes, consequences, and solutions to homelessness. The member agencies collaborate in planning and carrying out strategies to end homelessness.

During the program year, the City assisted Good Neighbor Alliance (GNA) in providing logistical and mapping support and conducting field interviews for the annual Point-In-Time (PIT) count. GNA has the PATH contract to identify chronically homeless who are seriously mentally ill throughout Cochise County and provide needed assistance. The PATH team oversees the day shower program. GNA has a contract with the Arizona Department of Housing for rapid rehousing and eviction prevention to aid homeless (not chronic) with short-term financial assistance for rent and move in deposits. 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).

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Reaching out to homeless persons and assessing their individual needs in the community is a collaborative effort comprising numerous individuals, agencies, and organizations. The City of Sierra Vista coordinates with the Cochise County Coalition on Ending Chronic Homelessness - a committee of the State of Arizona Balance of State Continuum of Care. Through the Coalition, the City coordinates with a network of partner agencies. By sharing information and resources, the agencies that comprise the Coalition can maximize their efficiency and effectiveness in preventing homelessness, outreach to the homeless and in restoring homeless people to housing. The Coalition is encouraged by a federal funding requirement that community agencies work together to address the full continuum of causes, consequences, and solutions to homelessness.

The City entered into an Agreement with Cochise Housing Connection, Inc. to administer a monthly one stop resource and referral center as a solution. Working in collaboration with local community partners to provide a central point of contact for navigating and accessing regionally available housing and support services, this event assists families and individuals move from homelessness to permanent housing.

The FY 2022 Arizona state budget included an appropriation to create the Homeless Service Grant Pilot Program. Administered by the Arizona Department of Housing (ADOH), the \$10M pilot will be a first come, first served grant program with a 50% local match designed to support service programs which will reduce homelessness statewide. The City, in partnership with Better Bucks of Sierra Vista, Inc., received \$52,250 from ADOH to implement a new voluntary day labor program, “Better Work”, that will put homeless individuals on the path to finding meaningful employment. The program was launched in January 2023 with great initial participation and outcomes.

Addressing the emergency shelter and transitional housing needs of homeless persons

The Good Neighbor Alliance Samaritan Station serves as the City's emergency shelter with 22 beds for men, women, families with children and veterans. Good Neighbor Alliance, a local non-profit, has operated the shelter since 2003. GNA restricts people with pets or substance abuse issues from staying at the shelter. Shelter residents are assigned a case manager, so they can be connected to a behavioral health provider or employment assistance if needed. During the pandemic, the shelter has reduced shelter capacity to provide for adequate separation. According to the Program Supervisor, the biggest challenge is financial sustainability due to the shelter being donation based.

The City allocated CARES Act funding towards an Emergency Crisis Fund administered by the United Way of Sierra Vista and Cochise County, Inc. The Subrecipient Agreement, as amended, provided funding for hotel vouchers for unsheltered individuals when the emergency shelter was at capacity. Funds were also provided for heavy duty washers and dryers at the shelter and covered the cost of personnel overtime hours to extend the hours of the shower program and perform necessary outreach.

The City also previously allocated CDBG funds to remodel the kitchen at the emergency shelter which was completed in April 2023.

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

CARES Act CDBG-CV funding was distributed via St Vincent DePaul to provide rental and utility assistance

to persons impacted by the pandemic to help low and extremely low-income residents remain in their homes with working utilities.

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.

Since the City does not have a Housing Authority, public housing, owns or runs any social service agencies or housing agencies, or because of federal law, is not allowed to financially support the agencies with general fund monies, it is limited to providing administrative support, acting as a clearinghouse for information, and providing grant funding it receives. In PY 2018, the City entered into a subrecipient agreement with Southeastern Arizona Consumer-Run Services (dba Wellness Connections) to assist low-income individuals residing in Sierra Vista who are living with mental health and/or substance abuse issues overcome barriers to employment, and to obtain gainful work in the community.

AP-75 Barriers to affordable housing – 91.220(j)

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 of Sierra Vista has adopted goals and strategies in its General Plan, VISTA 2030 to promote and encourage affordable housing in the community. The City waives development fees for bona fide affordable housing units. In recent years, the City has carried out the City Council's strategic plan objective to remove or reduce unnecessary or obsolete code provisions to facilitate building projects particularly within the Infill Incentive Districts. This included enacting an administrative review and approval process for accessory dwelling units. The City has conveyed residentially zoned lots to the Cochise College Foundation for building affordable single-family homes in the Fry Townsite Colonias Area and has waived associated sewer connection fees. Additionally, in September 2020, the City Council approved a development agreement for the second phase involving the construction of an 64-unit low-income tax credit senior housing apartment community (Casa Del Sol) located at 1020 S. Carmichael Avenue. The Development Agreement provided necessary relief to certain development code provisions and provides for a deferral of required sewer connection fees and waiver of development fees amounting to \$182,656. The Developer was issued low-income tax credits and the project is currently under construction.

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. There are currently 529 Low Income Housing Tax Credit (LIHTC) units within Sierra Vista – 95% of which are designated for low-income residents (LIHTC Database Access (huduser.gov)). To qualify for tax credits, property owners must elect to maintain maximum income-qualifying limits of either 50 or 60% of Area Median Gross Income (AMGI) and property managers must submit detailed housing income information to the state at tenant move-in and annually thereafter.

AP-85 Other Actions – 91.220(k)

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.*

In addition, the City has identified obstacles to meeting underserved needs and proposed actions to overcome those obstacles.

Actions planned to address obstacles to meeting underserved needs

One obstacle to meeting underserved needs is the lack of resources. The City of Sierra Vista plans to review alternative sources of funds to help address the needs of City residents. Efforts will be made to submit grant applications to Federal, state, and local resources. Specific grant applications could include HUD Programs, other Community Development Initiatives, infrastructure improvements, and neighborhood revitalization.

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.

According to the U.S. Census, the estimated July 1, 2021, poverty rate in Sierra Vista was 12.3%. Federal program funds being used are not designed to be anti-poverty programs, thus limiting the number 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 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, 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 training courses.

HUD rules regarding lead-based paint hazards apply to all housing units assisted with CDBG funds, including single and multi-family units, whether publicly or privately owned. The requirements differ, however, depending on the activity - rehabilitation or acquisition. The City will ensure that all homeowners participating in the emergency home repair program receive HUD brochures on lead-based paint.

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. More recently, Cochise County has applied for and received an EPA Brownfield Grant funding award that may be used for site assessments and cleanup plans that can address lead-based paint hazards.

Actions planned to reduce the number of poverty-level families

The local organizations in Sierra Vista addressing economic development include the City's office of Economic Development; Arizona Regional Economic Development Foundation, Sierra Vista Industrial Development Authority, Sierra Vista Chamber of Commerce, Cochise College Center for Economic Research, Cochise College Small Business Development Center, Southeastern Arizona Governments Organization, and Arizona@Work. The City continues to subsidize the transit system with general funding to provide an affordable public transportation option to low-income commuters. CDBG funds have been used in the past to fund program scholarships for before/after school programming for low-income youth.

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 assist low- and moderate-income persons as well as those persons experiencing homelessness. The City works closely with local non-profit organizations and actively encourages housing programs for low- and moderate-income persons. The Department of Community Development continues to 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.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

The City has no income producing projects.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

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.

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
Total Program Income:	0

Other CDBG Requirements

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.	80.00%

The City will expend 80% of next year's allocation on activities that directly benefit a low-to-moderate area and clientele connected to program services. The remaining 20% will be spent on planning and program administration activities.

APPENDIX

CITIZEN PARTICIPATION

AFFIDAVIT OF PUBLICATION

STATE OF ARIZONA)
 :SS.
County of Cochise)

Nancy Bernard, being first duly sworn, deposes and says that: (he) (she) is the Legal Advertising Representative of the Herald/Review Media newspaper printed and published three days a week in the City of Sierra Vista, County of Cochise, State of Arizona that this affidavit is Page 1 of 2 with the full text of the sworn-to notice set forth on the pages that follow, and the hereto attached was printed and published correctly in the regular and entire issue of said Herald/Review Media:

PUBLICATION DATES:

14 Apr 2023

Notice ID: Og8NljmGFwDrC6OpVgCG
Notice Name: REVISED PUBLIC HEARING NOTICE - PY 23 AAP

Request of:
by: Matthew McLachlan



Legal Advertising Representative

VERIFICATION

STATE OF ARIZONA
COUNTY OF COCHISE



Signed or attested before me on this

20th day of April, 2023.



Notary Public

My Commission Expires: 8/12/2025

PUBLIC NOTICE

**NOTICE OF PUBLIC HEARING/
30-DAY PUBLIC COMMENT PERIOD ON:**

**2023 ANNUAL ACTION PLAN
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

PY 2023 ANNUAL ACTION PLAN PROPOSED PROJECTS/PROGRAMS

**FUNDING SOURCES:
CDBG PY 2023 ALLOCATION: \$250,075**

PROPOSED ACTIVITIES:

MONTOBELLO NEIGHBORHOOD FIRE SAFETY IMPROVEMENTS (INSTALL NEEDED FIRE HYDRANTS) - \$162,575

UNITED WAY OF SIERRA VISTA & COCHISE COUNTY, INC. (RENTAL, UTILITY, FOOD, EDUCATION, HOMELESS, & EMPLOYMENT ASSISTANCE) - \$15,750

COCHISE FAMILY ADVOCACY CENTER, INC. (TRAUMA SERVICES TO VICTIMS OF VIOLENT CRIMES) - \$15,750

SOUTHERN ARIZONA LEGAL AID, INC. (OUTREACH AND EDUCATION ON FREE CIVIL LEGAL AID SERVICES)

- \$6,000

PROGRAM ADMINISTRATION - \$50,000

TOTAL PROPOSED CDBG FUNDING - \$250,075

The City of Sierra Vista is developing its PY 2023 Annual Action Plan for Community Development Block Grant (CDBG) funds. The amount of funds allocated for PY 2023 is \$250,075.

The Community Development Department encourages all parties to participate at a **PUBLIC HEARING** on **Thursday, May 4, 2023, at 5:00 P.M.**, at the City Council Chambers at City Hall, 1011 N. Coronado Drive, Sierra Vista, Arizona 85635. Otherwise, all communications should be addressed in writing to the Community Development Director.

Copies of the proposed PY 2023 Annual Action Plan will

be available on April 17, 2023, for a 30-day public review at the City of Sierra Vista, City Hall, 1011 North Coronado Drive, Department of Community Development, and the website: www.SierraVistaAZ.gov.

Direct comments, questions, or suggested amendments to Matt McLachlan, Department of Community Development, at 520-439-2177 or via email at Matt.McLachlan@SierraVistaAZ.gov. Written comments on the above plan will be received through May 17, 2023, at 5:00 P.M. at the following address: City of Sierra Vista, 1011 North Coronado Drive, Department of Community Development ATTN Director.

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Jill Adams
520-439-2145 Jill.Adams@SierraVistaAZ.gov
Publish: April 14, 2023

NOTICE OF PUBLIC HEARING

PUBLIC NOTICE NOTICE OF PUBLIC HEARING/ 30-DAY PUBLIC COMMENT PERIOD ON:

2023 ANNUAL ACTION PLAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

PY 2023 ANNUAL ACTION PLAN PROPOSED PROJECTS/PROGRAMS

FUNDING SOURCES:
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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 9TH day of March 2023. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 23RD day of March 2023

SEAL

A handwritten signature in black ink, appearing to read "M. Marsh", written over a horizontal line.

Maria G. Marsh
Deputy City Clerk

A handwritten signature in blue ink, appearing to read "J. Adams", written over a horizontal line.

Jill Adams
City Clerk

Sierra Vista City Council
Meeting Minutes
March 9, 2023

Mayor McCaa called the March 9, 2023, City Council Regular Meeting to order at 5:00 p.m., City Hall Council Chambers, 1011 N. Coronado Drive, Sierra Vista, Arizona.

Roll Call:

Mayor Clea McCaa II – present
Mayor Pro Tem Carolyn Umphrey – present
Council Member William Benning – present
Council Member Gregory Johnson - present
Council Member Angelica Landry – present
Council Member Marta Messmer - present
Council Member Mark Rodriguez - present

Others Present:

Chuck Potucek, City Manager
Victoria Yarbrough, Assistant City Manager
Adam Thrasher, Police Chief
Brian Jones, Fire Chief
Laura Killberg, Parks, Recreation and Special Events Manager
Sharon Flissar, Public Works Director
Matt McLachlan, Community Development Director
Chanel Kirkpatrick, Public Works External Service Manager
John Healey, Sports and Aquatics Supervisor
Judy Hector, Marketing and Communications Manager
Adam Curtis, PIO
Nathan J. William, City Attorney
Jill Adams, City Clerk

Invocation – Pastor Justin McPeak, Thunder Mountain Church, led the invocation.

Pledge of Allegiance - Girl Scout troops, Brownie 419, Junior 104, and Cadette Senior 1224, led the Pledge of Allegiance.

Awards and Presentations

A Proclamation declaring March 12 through 18, 2023 as the 111th year of Girl Scouts in the United States was presented to Girl Scout troops, Brownie 419, Junior 104, and Cadette Senior 1224.

Item 1 Acceptance of the Agenda

Council Member Messmer moved that the agenda for the Regular City Council Meeting of March 9, 2023, be approved. Council Member Johnson seconded the motion. The motion unanimously carried, 7/0. Mayor McCaa, Mayor Pro Tem Umphrey, Council Members Benning, Johnson, Landry, Messmer, and Rodriguez voting in favor.

City Manager's Report: Mr. Potucek announced the regularly scheduled work session on March 21, 2023, at 3:00 p.m. in the Council Chambers, which is important because staff is kicking off

the City's Fiscal Year 2024 budget, revenue projections and debt service requirements. There will be future meetings that will cover other various aspects of the budget as well. The next Council Meeting is scheduled for March 23, 2023, at 5:00 p.m. also in the Council Chambers. He reported that the RFP for transit driver services hiring was sent to the Federal Transit Administration for review; although, the situation seems to be improving a little in that area. However, there is a lag in terms of training. The site prep for the prefab bathrooms at Arbenz and Veterans Parks was scheduled to start on February 27, 2023; therefore, that project is underway and estimated completion time is the end of May. Following right behind that then will be the prefab restrooms that will be built on those sites with an estimated completion of June 2023, which was in the budget. The quote that came in for the new restroom for the Fleet Services Center totaled \$65,000 over budget; therefore, staff is trying to obtain two other quotes to see if the cost can be lower. Lastly, the City received the sales tax report for January that shows that the overall report was up. The actuals over budget are 6.7 percent year to date. In comparison with Fiscal year 2022, that month was up 8.89 percent, almost three percent over last year. However, the bad news is when looking a little deeper into the numbers, the general sales tax numbers for basic goods, food, etc. was only up 2.84 percent, which is the bulk of the City's sales tax revenue. Staff will watch this going forward and will probably be ratcheting down the sales tax projections for next year's budget. In closing, he noted the importance of the food tax to the City's revenue base, which is still making its way through the Legislature. Therefore, the City has been asked to sign in opposition to that.

Item 2 Consent Agenda

[Item 2.1](#) Discussion and Possible Action of the Special City Council Meeting Minutes of February 21, 2023

[Item 2.2](#) Discussion and Possible Action of the Work Session Minutes of February 21, 2023

[Item 2.3](#) Discussion and Possible Action of the Regular City Council Meeting Minutes of February 23, 2023

[Item 2.4](#) Discussion and Possible Action of Resolution 2023-012, Appointment of Stephen Peterson to the Industrial Development Authority

Council Member Johnson moved that the Consent Agenda consisting of the Special City Council Meeting Minutes of February 21, 2023, the Work Session Minutes of February 21, 2023, the Regular City Council Meeting Minutes of February 23, 2023, and Resolution 2023-012, appointment of Stephen Peterson to the Industrial Development Authority, be approved. Mayor Pro Tem Umphrey seconded the motion. The motion unanimously carried, 7/0. Mayor McCaa, Mayor Pro Tem Umphrey, Council Members Benning, Johnson, Landry, Messmer, and Rodriguez voting in favor.

Public Hearing

[Item 3](#) Consideration of funding requests for Program Year 2023 Community Development Block Grant (CDBG) Annual Action Plan

Mr. McLachlan stated that the City is at the beginning of the process in deciding how to use next year's Community Development Block Grant funds, over a quarter \$1,000,000. The input that will be received during the hearing will be factored into the Annual Action Plan presented at a second public hearing at Council's first meeting in April 2023. Staff is proposing one capital

project and the Community Development Department has received three applications for public services from three nonprofit agencies.

Mr. McLachlan stated that there is a 15 percent cap on public services, which equates to about \$37,500 that can be allocated for that use. All the applications satisfy the HUD's national objective of benefiting low to moderate income persons over the past four program years, the bulk of the funds; but then allocated towards public infrastructure and facility projects, followed by public services, housing rehabilitation and small business assistance. During the pandemic less than one percent was allocated towards administration on the City's projects; however, staff is recommending that \$162,575 be used to install fire hydrants at the Montebello Subdivision, which was annexed into the City in 2010, one of the City's CDBG target areas where 72 percent of the population are in the low to moderate income bracket.

According to the City's Fire Marshall, 10 to 14 fire hydrants are urgently needed and will significantly reduce the risk of fire loss within the area, and it should also help to lower property insurance premiums. Staff is also requesting that \$50,000 be set aside for planning and updating the City's Consolidated Five-Year Plan, and other regulatory compliance measures.

United Way is seeking \$37,500 for emergency subsistent payments and other programs to help people in need. The Cochise Family Advocacy Center has also submitted a request and has provided a revised budget of \$35,724.00 for the provisions of trauma focused services to victims of violent crimes. The Southern Arizona Legal Aid Organization is requesting funds for outreach and education.

Dr. Reed with United Way thanked Council for the opportunity to help because the bulk of the funds that they get are for low- and moderate-income families in the community. He provided a power point presentation that depicted the breakdown of their \$37,500 request and explained that United Way continues to assist with rent and utilities, the bulk of what they are asked for by people in need. He noted that none of the money for rent and utilities assistance goes directly into the recipients' hands. A check is written, and it goes directly to the landlord or to the utility service.

For the food assistance, United Way tries to do it at key times depending on when the CDBG funds are provided. For instance, the beginning of summer when everybody is getting ready to go on summer break from school because a lot of the kids do not have anything to eat, and if it was not for school, they would not have breakfast nor lunch. Sometimes if it is during the holidays, United Way makes sure that they have plentiful Thanksgiving and Christmas baskets. United Way still has CDBG money that was set aside for spring break to make sure that the kids can continue to eat during that time. They also provide for other nonprofits, i.e., Peaches Pantry and Saint Vincent de Paul.

United Way has a box for books for the Summer Reading Program for the entire County. They provide books for first graders because that is one of the key places between 1st and 2nd grade to get those reading scores and start getting people thinking more about reading and education. They want to continue the program and include the 3rd graders at Carmichael School.

For the homeless hotel vouchers, United Way works with Good Neighbor Alliance. Dr. Reed noted that the homeless community is growing in the area. He explained that when Good Neighbor Alliance does not have enough room at heir facility, they provide hotel vouchers to get them off the street.

United Way also provide employment assistance to people who need help with resumes, showing them how to dress, and how to interview. In closing, Dr. Reed stated that although the United Way of Sierra Vista is for the whole County, he is the entire employment staff; therefore, he is requesting administrative costs. He works with Mr. McLachlan and provides monthly reports of everything that is going on at United Way.

Council Member Landry thanked Dr. Reed for being present and breaking down his request. She voiced her appreciation at all the information that he provided about the different categories.

Council Member Johnson stated that what really stuck out in looking at his application was breakdown of the people that were helped. There were 345 families receiving rental assistance which included 261 children, 214 families received utility assistance and right on down the road. He voiced his appreciation at the documentation because it shows the impact that United Way has in using these CDBG funds to the best and highest use.

Council Member Rodriguez stated that he appreciates the part about the job assistance, resume writing, etc. He shared that the Youth Commission has discussions about doing interviews, the big gap when it comes to people going to interviews now than in the previous years where it is kind of like a given what you need to know, what you need to wear, etc. He asked Dr. Reed if United Way needs clothes, ties, etc. Dr. Reed stated that United Way could always use more; however, the Salvation Army and Fort Huachuca provide donations, and United Way sometimes works with Dillard's.

Mayor Pro Tem Umphrey thanked Dr. Reed for all the work that he has done with the previous CDBG monies that he helped to distribute and worked with the City's community partners. She suggested that United Way partner with Better Work because it would be right in line when people graduate that program/complete the hours.

Mayor McCaa thanked Dr. Reed and stated that United Way does an amazing job as far as collaboration with all nonprofit entities in Sierra Vista.

Ms. Thrush with Lory's Place, Cochise Family Advocacy Center, thanked Council for the opportunity to come and speak to them about their application. She stated that Lory's Place provides services to victims of violent crimes, which range from rape, assault, sexual assault, child abuse, the whole gamut, human trafficking as well as services for victims who were witness to homicides and suicides. She further stated that she is aware that her application packet was thin and apologized for that.

She shared that recently there was an article in the Herald Review that stated that there were in 2021, 26 rapes/sexual assaults reported in Sierra Vista, and in 2022 it was the same. Therefore, she went back through Lory's records and found that for 2022, Lory's place had 159 victims that were provided services that ranged from six years old to age 62. Of those, some were sexual abuse, neglect, or all the above. Lory's place even had clients that were witnesses to homicide of a family member. The numbers are staggering and when there is a difference from what is being reported and what is happening, it is a huge difference. Lory's Place works very hard to try to take care of that victim, providing them the services that they need, but also talking to them about the healing process, which involves reporting and telling their story. However, victims are afraid to report it to law enforcement and they do not know about Lory's Place. Lory's Place has been working very hard for the last two years to get the word out there and join in a lot of different events where they can tell people who they are and what they do.

Ms. Thrush stated that their request for CDBG Funds is to help them with the marketing costs, to get the word out there, and to help with the operational costs that they currently have. Things are very tight due to inflation, and Lory's Place is coming to a very difficult situation in the next few years because most of their funding comes from the Victims Of Crime Act (VOCA). However, their budget is going to be reduced by 50 to 55 percent over the next years, starting in Fiscal Year 2024. Therefore, Lory's Place must seek many other ways in which they can continue to provide the services that they provide. Lory's Place is the only facility of its sort in Cochise, Graham, and Greenlee County, but a good percentage of that is in Sierra Vista, which is why Lory's Place is applying for CDBG funds to help them with the situation.

Council Member Rodriguez thanked Ms. Thrush for her presentation and stated that he was at Lory's Place during the Chamber's Business at Twilight, and he always thought that Lory's Place was a secretive place that nobody knew about where it was at for reasons, but on the other side of that, Lory's Place needs to be put out to people that need it. It is a hard balance to either keep it tucked away but letting the people that are in need know where it is at. He applauded Ms. Thrush on the marketing side of that and commented on the workspace that Lory's Place because they do not have a big old desk area, it is a little corner that they just workout of. The whole operation works like that, and he really appreciate that they focus more on the victims as they have the biggest rooms at Lory's Place, the playroom, the exam room, the video room, etc. is for the victim and that can be seen at Lory's Place.

Ms. Thrush stated that Lory's Place's mantra/motto is that their number one priority is the victim and what they need. Lory's Place does not house people there, they only provide services to them and coordinate directly with Good Neighbor Alliance and the Forgach House and other places. They also work with a couple of the hotels. She explained that when Lory's Place was designed, the founder of it and her family designed the main entry as a lobby area with a window that is bulletproof glass, where somebody will talk to people coming in to find out what they need. Then they are let in through a door that puts them in a hallway. The second door does not open until that first door closes; therefore, they have control of who can get inside the building just in case someone comes there looking for someone that they have abused. It is totally secure, and this way they can leave them locked in there until law enforcement can respond.

Council Member Landry thanked Ms. Thrush for being present and sharing with Council an important service that they provide in Sierra Vista. She noted that when something happens it is very scary and people do not know what to do, they do not want to report it because there is a lot of fear, and it is wonderful to have a safe place and to know that there are people out there that can help.

Mayor Pro Tem Umphrey also thanked Ms. Thrush and stated that they are offering an important and unique service to the County, and she is aware that they partnered with the Police Department and the Cochise County Sheriff's Department. However, she would like to see a more detailed application.

Mr. Moore with Southern Arizona Legal Aid, a nonprofit law firm, stated that he appreciates having the opportunity to be Council. He explained that he is the managing attorney at Southern Arizona Legal Aid in Bisbee, but he thinks that it is long overdue that they presented themselves in Sierra Vista. Their organization started back in 1951 and in 1976, they started providing services in Cochise County. All their services are offered to low-income families and their services are free, pro bono. They do housing, family law, consumer protection,

immigration, and they even have a presence on the reservations. They serve nine counties and 11 reservations.

Mr. Moore stated that a lot of people look at them for help, and he gives great homage to the Police Department, the Fire Department, the nurses, and the doctors. They are called first responders, but people do not realize that nonprofit organizations are first responders too because they get the call when somebody is in a domestic violence situation, or somebody is being evicted and they got a five-day notice, and they must go to court. Southern Arizona Legal Aid is an extension of United Way because when United Way gets that money and there is somebody that is about to be evicted, and the landlord does not care, Southern Arizona Legal Aid is the attorneys that runs into court and asks the judge to stop the eviction because they now have money coming from United Way. Southern Arizona Legal Aid works with VOCA out in their Tucson office. Southern Arizona Legal Aid has about 60 of employees at their Tucson office. They have noticed that most of the cases throughout cover Greenlee Graham and Cochise County, and most of the cases in Cochise County are from Sierra Vista and Douglas. They serviced 130 clients last year.

Southern Arizona Legal Aid is requesting \$5,734 to educate the public because the public hears about them, but they do not see them. They want to be in the Forgach House, the College, the Good Neighbor Alliance, and host a legal roundtable so that the nonprofits can come together with judges and attorneys to talk about the needs, and where to prioritize services. Southern Arizona Legal Aid We wants to do outreach because they are the extension of these organizations. They do not see them in court talking to the judge leveling the playing field for these families. In closing, he stated that he thinks that they can be a great partner for the City and bring even more resources.

Council Member Landry thanked Mr. Moore for being present and putting in an application.

Council Member Johnson stated that it is a very modest request, and he was surprised when he saw the paperwork and went through it. One of his questions was about the number of clients that they serve, which was answered - over 130 clients in the area. He added that it is important, as an attorney himself, interfacing with not only the Police Department but various nonprofits, and he applauded Mr. Moore's efforts.

Council Member Rodriguez thanked Mr. Moore for being present and noted that when one hears about free legal, it is not a good thing; but in this case, it is obvious that he is an advocate and people do reach out to him and need his help. He noted that he has seen Southern Arizona Legal Aid set up at Community Connect over at the Ethel Berger Center and he hopes that he will have some metrics about the clients. He thanked him for serving the vets at the Warrior Health Center and noted that the fundraising that they do does not go toward outreach.

Mayor Pro Tem Umphrey stated that she is grateful that Southern Arizona Legal Aid is still pursuing to set up shop in Sierra Vista because they do service a lot of folks. She shared an experience that she had about 10 years ago, where a neighbor of hers had lost her job and needed help, and only spoke Spanish. She started calling around and found legal aid, where they had someone who spoke Spanish that worked it out directly with her and helped her. She did not know about Southern Arizona Legal Aid and now realizes that there is need for this outreach.

Council Member Benning stated that people know that he is big on nonprofits and does a lot with nonprofits and shared that he is currently the Vice President of the United Way; therefore,

when Council votes, he will recuse himself. He also shared that at Lory's Place he was there in the beginning, helped build the playroom, finance, and pay for the playground. He also agrees with Mr. More in that without Southern Arizona Legal Aid and organizations like that, other organizations could not continue to work. He stated that all three of the nonprofits said something that he loves to hear, that he pushes as well as everyone on Council and the Mayor - collaboration. He further stated that unfortunately, the Council has \$37,500 to give away, which means if it is all given to one person, two people are going to go home saying, you know what, should have, could have, let me try better next time. Instead, Council could give Southern Arizona Legal Aid a little bit more than \$5,734, and give \$6,000, split the difference amongst the other two, \$15,750. This way everybody goes home a winner and keeps doing good things in Sierra Vista. He noted that Council has done this before and has even had the City come up with some money, i.e., paying for a parking lot.

Mayor McCaa thanked the organizations and noted that he will have to recuse himself because his wife, Ramona is the President of the United Way. He stated that he looks forward to servicing all, but it is a hard vote. Council will discuss this and decide in a couple of weeks.

Mr. Potucek stated that Mr. McLachlan will inform the Council as to the next steps in the process, and the staff will certainly make themselves available to the applicants to see if they can find an amicable recommendation that meets with the Council's desires. Mr. McLachlan stated that this is a public hearing and asked if there was any input from the public. Council Member Johnson stated that there was no response from the public.

Mr. McLachlan stated that historically the City has funded one nonprofit application. There are three compelling requests, and staff will do the paperwork that is required, if the Council desires to go with all three. Staff is recommending to Council to decide how to allocate the \$37,500. One proposal is to grant \$6,000 and split the balance between the United Way and Cochise Family Advocacy Center. Staff would not be opposed to that, but there needs to be discussion.

Council Member Johnson asked about the total funds available. Mr. McLachlan stated that for public services, \$37,500.

Council Member Johnson asked if the rest would go into fire hydrants projects. Mr. McLachlan stated that he is correct to include administration. He further stated that the input that staff receives will be factored into the draft Annual Action Plan that will come back to Council at their first meeting in April. There will be a second public hearing and then staff will put that out for a 30-day public comment period. Final action on the annual Action Plan will be at Council's first meeting in May and submitted to HUD. HUD then has a 45-day review period and if there are no issues, then the City can expect the grant agreement late summer, early fall, usually late September, early October.

New Business

[Item 4](#) Discussion and Possible Action of Resolution 2023-013, Dissolving Non-Regulatory Departmental Advisory Commissions

Council Member Landry moved that Resolution 2023-013, dissolving the Airport Commission, Arts and Humanities Commission, Commission on Disability Issues, Environmental Affairs Commission, Tourism Commission, Library Advisory Commission, Youth Commission, and the West End Commission as Department-led Non-Regulatory Commissions, be approved. Mayor Pro Tem Umphrey seconded the motion.

AFFIDAVIT OF PUBLICATION

STATE OF ARIZONA)
 :SS.
County of Cochise)

Nancy Bernard, being first duly sworn, deposes and says that: (he) (she) is the Legal Advertising Representative of the Herald/Review Media newspaper printed and published three days a week in the City of Sierra Vista, County of Cochise, State of Arizona that this affidavit is Page 1 of 2 with the full text of the sworn-to notice set forth on the pages that follow, and the hereto attached was printed and published correctly in the regular and entire issue of said Herald/Review Media:

PUBLICATION DATES:

14 Apr 2023

Notice ID: Og8NljmGFwDrC6OpVgCG

Notice Name: REVISED PUBLIC HEARING NOTICE - PY 23 AAP

Request of:

by: Matthew McLachlan



Legal Advertising Representative

VERIFICATION

STATE OF ARIZONA
COUNTY OF COCHISE



Signed or attested before me on this

20th day of April, 2023.



Notary Public

My Commission Expires: 8/12/2025

PUBLIC NOTICE

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COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

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520-439-2145 Jill.Adams@SierraVistaAZ.gov
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TOTAL PROPOSED CDBG FUNDING - \$250,075

The City of Sierra Vista is developing its PY 2023 Annual Action Plan for Community Development Block Grant (CDBG) funds. The amount of funds allocated for PY 2023 is \$250,075.

The Community Development Department encourages all parties to participate at a **PUBLIC HEARING on Thursday, May 4, 2023, at 5:00 P.M.**, at the City Council Chambers at City Hall, 1011 N. Coronado Drive, Sierra Vista, Arizona 85635. Otherwise, all communications should be addressed in writing to the Community Development Director.

Copies of the proposed PY 2023 Annual Action Plan will be available on April 17, 2023, for a 30-day public review at the City of Sierra Vista, City Hall, 1011 North Coronado Drive, Department of Community Development, and the website: www.SierraVistaAZ.gov.

Direct comments, questions, or suggested amendments to Matt McLachlan, Department of Community Development, at 520-439-2177 or via email at Matt.McLachlan@SierraVistaAZ.gov. Written comments on the above plan will be received through May 17, 2023, at 5:00 P.M. At the following address: City of Sierra Vista, 1011 North Coronado Drive, Department of Community Development ATTN Director.

NOTE: It is the policy of the City of Sierra Vista to comply in all respects with the non-discrimination requirements of Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Individuals who require the reports in an alternative format may contact Jill Adams at Jill.Adams@SierraVistaAZ.gov to make their needs known. Please make requests as soon as possible to allow sufficient time to arrange the accommodation. Si necesita ayuda en español para entender este documento, puede solicitarla sin costo adicional, mand un email a

Jill Adams
520-439-2145 Jill.Adams@SierraVistaAZ.gov
Publish: April 14, 2023

From: c j b <underwriter92@gmail.com>
Sent: Friday, April 21, 2023 10:58 PM
To: Matt McLachlan <Matt.McLachlan@SIERRAVISTAAZ.GOV>
Subject: Re: CDBG PY 2023 Grant \$250,075

HUD ? Where is relevance there? !nd 2030 is a LONG way away. Trying to predict even 5 yrs away is chancy. So slow things down this year re 2030 plan/

Allocate funds now to improve the look of SV. Good job so far on West End project. Keep up the good work

On Tue, Apr 18, 2023 at 8:27 AM Matt McLachlan <Matt.McLachlan@sierravistaaz.gov> wrote:

Good morning,

Thank you for your input. In most years, the City doesn't allocate CDBG funding for administration. Our request this year is for updating the Five-Year CDBG Consolidated Plan and implementing other HUD mandated requirements. At the same time, we will be updating the City's General Plan, VISTA 2030 and don't have the inhouse staff to accomplish both. We may not need to expend the full \$50k for outside consulting assistance. If that's the case, we will recommend reallocating the balance towards additional community improvement projects.

Sincerely,
Matt

From: c j b <underwriter92@gmail.com>
Sent: Monday, April 17, 2023 6:58 PM
To: Matt McLachlan <Matt.McLachlan@SIERRAVISTAAZ.GOV>
Subject: CDBG PY 2023 Grant \$250,075

I note that Item 5 is Program Administration, in the amount of \$50, 000.
This is 20 percent of the Grant.

Look at the other items: Fire hydrants, is large, ok. But the other 3 are small human service program grants. It surpasses credulity that more than 1000 hours (25 work weeks) at a generous \$50 per hour will be required to "administrate" these.

I would think that 200 hours of time at \$35 an hour is more realistic. This would allow under-served folks here in town to benefit by moving \$40,000 to help directly - rather than fatten the wallets of "administrators."

-
Chris Bright txt to: **602.696.8903**

Sierra Vista City Council
Meeting Minutes
May 4, 2023

Mayor McCaa called the May 4, 2023, City Council Regular Meeting to order at 5:00 p.m., City Hall Council Chambers, 1011 N. Coronado Drive, Sierra Vista, Arizona.

Roll Call:

Mayor Clea McCaa II – present
Mayor Pro Tem Carolyn Umphrey – present
Council Member William Benning – present
Council Member Gregory Johnson - present
Council Member Angelica Landry – present
Council Member Marta Messmer - present
Council Member Mark Rodriguez – present

Others Present:

Chuck Potucek, City Manager
Victoria Yarbrough, Assistant City Manager
Adam Thrasher, Police Chief
Brian Jones, Fire Chief
Laura Wilson, Leisure, Parks, and Library Director
Sharon Flissar, Public Works Director
Matt McLachlan, Community Development Director
Kennie Downing, Procurement Manager
Judy Hector, Marketing and Communications Manager
Tony Boone, Economic Development Manager
Jill Adams, City Clerk

Invocation – Council Member Messmer led everyone present in prayer.

Pledge of Allegiance – Mayor Pro Tem Umphrey led the Pledge of Allegiance.

[Item 1](#) Acceptance of the Agenda

Council Member Landry moved that the agenda for the Regular City Council Meeting of May 4, 2023, be approved. Council Member Benning seconded the motion. The motion unanimously carried, 7/0. Mayor McCaa, Mayor Pro Tem Umphrey, Council Members Benning, Johnson, Landry, Rodriguez, and Messmer voted in favor.

Presentations and Awards

Ms. Alexandra Kosmider stated that the Waterwise Youth Program with the University of Arizona has been doing the poster contest for many years, and they are happy to celebrate the hard work of the students and the teachers who helped promote the students' artistic abilities. The Waterwise Youth Program is dedicated to creating a culture of conservation in Cochise County. They go to classrooms, libraries, and after school programs throughout the County to teach about water and water conservation. She added that Water Awareness Month is in April noted that are a group of ten judges from the community who help decide the winners for the poster contest. The theme was "I care about water because." There were about 175 entries from seven schools representing eighteen classrooms and there are eleven winners:

The motion unanimously carried, 6/0. Mayor McCaa, Mayor Pro Tem Umphrey, Council Members Benning, Johnson, Landry, Rodriguez, and Messmer voted in favor.

Item 4 Consideration of DRAFT PY 2023 Community Development Block Grant (CDBG) Program Annual Action Plan

Mr. McLachlan stated that the Annual Action Plan is the City's funding application to HUD for Community Development Block Grant funding. It follows a federally prescribed format, responds to a series of questions that the City must address. There is some boiler plate information that gets carried over year to year and updated so some of it may look familiar. The most important part of the Plan is the proposed use of next year's funding. The City is expected to receive just over a quarter \$1,000,000. The allocations in the Plan reflect the direction of the Council following the applicants' presentations in March. The bulk of the funds will be spent on installing 10 to 12 strategically placed fire hydrants in the Montebello Subdivision. This is one of the areas that was identified for CDBG investment due to its low to moderate income status. The maximum amount available for program services is being divided up amongst the three nonprofits that made application, United Way of Sierra Vista, Cochise County, and the Cochise Family Advocacy Center, which are each proposed to receive \$15,750. The amount of \$6,000 will be going to Southern Arizona Legal Aid for services, benefiting low to moderate income clientele. The draft Plan also sets aside \$50,000 for the update of the City's Five-Year CDBG Consolidated Plan, which is due next year, as well as other regulatory compliance measures. In terms of next steps, staff will be providing any additional feedback received during the public comment period that closes on May 14, 2023. During the Council's May 25, 2023 meeting, staff will be requesting final approval of the Plan. Staff will then submit it to HUD, 45 days to review and approve. The City expects the grant agreement late summer, early fall.

In response to Council Member Rodriguez, Mr. McLachlan stated that the Montebello Neighborhood is southwest of the Charleston Road, Julio Cesar intersection. It was annexed about 13 years ago and has 250 lots with no hydrants. The City will be curing that deficiency through this grant.

New Business

Item 5 Discussion and Possible Action of Resolution 2023-029, Amendment to the City Board and Commission Guidelines

Council Member Benning moved that Resolution 2023-029, amendment to the City Board and Commission Guidelines, be approved. Council Member Johnson seconded the motion.

Ms. Adams stated that a couple of meetings ago, Council made their commissions Council advisory bodies. Council appointed members for the commissions, and this item provides those commissioners with guidance as to operating policies, open meeting law, and diverse types of things to help them better perform the duties of City Council Advisory Commissioners. The most recent changes were updated from a couple of years ago when the commission structure changed that has now reverted to Council Advisory bodies. The major change is the description of the new commissions. Staff will continue to update the guidelines because this is a living document, at least every couple of years to make sure that it is current and reflects the practices of the commissions. Lastly, she stated that now that Council has appointed some commissioners, commissions will be able to meet and set meeting schedules that will be put on the City website to get the word out and hopefully get some more interested bodies to fill some of the vacancies.