Board of Supervisors Memorandum

May 1, 2018

Submission of Community Development Block Grant Fiscal Year 2018-19 Funding Recommendations and Related Certifications to U.S. Department of Housing and Urban Development

Background

The following documents are attached for Board of Supervisors consideration on May 1, 2018:

1. Resolution No. 2018–____ approving and authorizing submission to U.S. Department of Housing and Urban Development (HUD) for Pima County's Fiscal Year (FY) 2018–19 Annual Action Plan and applicable certifications;

2. Summary of FY 2018–19 Community Development Block Grant (CDBG) project recommendations; and

3. Summary of FY 2018–19 Emergency Solutions Grant (ESG) recommendations.

The FY 2018–19 Pima County Annual Action Plan is the implementation plan for the five-year, 2015–2019, HUD Consolidated Plan. The FY 2018–19 Annual Action Plan lists the eligible projects and activities recommended for funding under the County's CDBG and ESG programs. Pima County received 93 applications totaling $5,850,284 in requests for the FY 2018–19 CDBG and ESG programs. A comprehensive memorandum report of the application process as well as a five-year history of Pima County CDBG allocations is also attached for your consideration.

Recommendation

I recommend the Board of Supervisors pass, adopt and approve the attached Resolution No. 2018–____, approving submission of the Community Development Block Grant and Emergency Solutions Grant project recommendations; related HUD certifications; and,

authorizing staff to submit the Fiscal Year 2018–19 Annual Action Plan to the US Department of Housing and Urban Development.

Respectfully submitted,

C.H. Huckelberry,
County Administrator

CHH/mp–April 13, 2018

Attachments

c: Jan Lesher, Chief Deputy County Administrator
Margaret M. Kish, Director, Community Development & Neighborhood Conservation
Maggie Crowdes, Finance Analyst Supervisor, Grants Management Division
Daniel Tylutki, Senior Program Manager, Community & Rural Development

BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: May 1, 2018

Title: Pima County Resolution to Approve Submission of the 2018-2019 Annual Action Plan to the U.S. Department of Housing and Urban Development

Introduction/Background:

Each year Pima County is required by the U.S. Department of Housing and Urban Development (HUD) to update its Five Year 2015-2019 Consolidated Plan and develop an Annual Action Plan (AAP) for each program year. The AAP outlines the needs, priorities and strategies for housing, social services, and community development programs for Pima County. The Plan also establishes policies and goals for the County, in addition to, serving as Pima County's application for HUD annual entitlement funding. The projected funding levels contained in this FY2018-2019 Annual Action Plan are contingent on final federal approval.

Discussion:

For FY 2018-2019, Pima County anticipates $2,589,081 in Community Development Block Grant (CDBG) funds. All CDBG projects must meet the HUD National Objective to assist low- and moderate-income persons. Other HUD annual entitlement/ formula grant programs detailed in FY 2018-2019 Annual Action Plan include the Emergency Solutions Grant (ESG) at $233,372 to address homelessness, and the City of Tucson/Pima County Consortium HOME Investment Partnership Program (HOME) funds at $2,474,885 (City of Tucson at $1,757,168 and Pima County at $717,717) to promote affordable housing initiatives. Actual funding levels are subject to change pending congressional actions. Any allocation change over 20% may require an amendment from HUD.

Conclusion:

In order to secure HUD formula funding for the 2018-2019 program year, the Community Development and Neighborhood Conservation (CDNC) Department conducts a year long planning process in preparation of this Annual Action Plan which describes proposed projects and activities utilizing CDBG and ESG funds. HOME funds are allocated via a separate open and continuous application process.

Recommendation:

Staff recommends Board approval of the FY 2018-2019 Pima County Annual Action Plan, including funding allocations for CDBG and ESG program activities. CDNC shall be directed to submit the Board approved Annual Action Plan to HUD. The Chairman of the Board of Supervisors ("Chairman") shall be authorized to execute all necessary HUD agreements and other certifying documents pertaining to CDBG, ESG and HOME projects and activities identified in the plan. Finally, Chairman shall be authorized to execute all subrecipient agreements between agencies and the County for respective CDBG, ESG, and HOME funded projects and activities identified in the FY 2018-2019 Pima County Annual Action Plan.

Fiscal Impact:

Once approved, $3,540,170 in federal investment will be made available for eligible projects and activities that provide direct community and public benefit for Pima County residents. Typically the HUD CDBG, ESG and HOME funds are directly leveraged 2 to 1 by other local, state and federal resources.

Board of Supervisor District:

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ All

Department: CDNC/Joel Gastelum Telephone: 520-724-6750

Contact: Daniel Tylutki Telephone: 520-724-6754

Department Director Signature/Date: Margaret M. Kuhn 04/12/2018

Deputy County Administrator Signature/Date: [signature] 4/13/2018

County Administrator Signature/Date: C. Dahlberg 4/13/18

RESOLUTION **2018 - ____**

PIMA COUNTY RESOLUTION TO APPROVE SUBMISSION OF THE ANNUAL ACTION PLAN 2018-2019 TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

The Board of Supervisors of Pima County, Arizona finds:

1. Pima County ("County"), through its Department of Community Development and Neighborhood Conservation ("CDNC"), administers several federal and local grant programs to benefit low-income, homeless, and certain special needs individuals in Pima County.

2. County is the recipient of U.S. Department of Housing and Urban Development ("HUD") grant funds under: Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; Title II of the Cranston-Gonzalez National Affordable Housing Act ("NAHA"); and, Title IV of the McKinney-Vento Homeless Assistance Act (collectively referred to as "the HUD Grants").

3. HUD has granted Pima County federal funds for fiscal year (FY) 2018-2019 from the following grant programs:

Community Development Block Grant ("CDBG")	$2,589,081.00
HOME Investment Partnerships ("HOME")	$ 717,717.00
Emergency Solutions Grant ("ESG")	$ 233,372.00

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

5. The Annual Action Plan describes community needs in Pima County and explains the proposed projects under CDBG, HOME, and ESG for FY 2018-2019.

NOW, THEREFORE, BE IT RESOLVED, that:

A. The Annual Action Plan for FY 2018-2019,and the funding allocations therein, is approved for:

   1. The 2018-2019 CDBG Program;
   2. The 2018-2019 HOME Program, and
   3. The 2018-2019 ESG Program.

B. CDNC staff is directed to submit the Annual Action Plan for 2018-2019 to HUD;

C. The Chairman of the Board of Supervisors ("Chairman") is authorized to execute all necessary HUD agreements and other documents to obtain HUD funding for the CDBG, HOME and ESG projects designated in the Annual Action Plan for FY 2018-2019;

D. CDNC staff is directed to prepare CDBG, HOME and ESG agreements with agencies as authorized by HUD through its approval and funding of the Annual Action Plan for 2018-2019 for the distribution of CDBG, HOME and ESG funds; and

E. The Chairman is authorized to execute all agreements between Pima County and the agencies to carry out the CDBG, HOME and ESG projects set forth in the HUD-approved Annual Action Plan for 2018-2019.

Passed and adopted, this _____ day of _____, 2018.

_____
Chairman, Pima County Board of Supervisors

ATTEST:

_____
Clerk of the Board

APPROVED AS TO FORM

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

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing --The jurisdiction will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

Anti-Lobbying --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.

Signature of Authorized Official Date

Chairman, Board of Supervisors
Title

Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Following a Plan -- It is following a current consolidated plan that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s)_____[a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

Compliance with Laws -- It will comply with applicable laws.

_____ _____

Signature of Authorized Official Date

Chairman, Board of Supervisors

Title

OPTIONAL Community Development Block Grant Certification

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

N/A

Signature of Authorized Official

Date

Title

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

Eligible Activities and Costs -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

Subsidy layering -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

_____ _____
Signature of Authorized Official Date

Chairman, Board of Supervisors
_____
Title

Emergency Solutions Grants Certifications

The Emergency Solutions Grants Program recipient certifies that:

Major rehabilitation/conversion/renovation – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation.

If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion.

In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the recipient serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for these individuals.

Matching Funds – The recipient will obtain matching amounts required under 24 CFR 576.201.

Confidentiality – The recipient has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement – To the maximum extent practicable, the recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the recipient undertakes with assistance under ESG are consistent with its consolidated plan.

Discharge Policy – The recipient will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

_____ _____
Signature of Authorized Official Date

Chairman, Board of Supervisors
_____
Title

Housing Opportunities for Persons With AIDS Certifications

The HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under that program shall be operated for the purpose specified in the consolidated plan:

1. For a period of not less than 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,

2. For a period of not less than 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

N/A

Signature of Authorized Official

Date

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

FY 2018/2019 Pima County Community Development Clock Grant (CDBG) Program

Location/Applicant	Program	Activity	District	18-19 Request	Recommendation
Ajo Center for Sustainable Agriculture	"Seeds of Future"	ps	3	$ 27,087	$21,740
Ajo Community Health Center; d.b.a. Desert Senita Community Health Center	Upgrade Dental Operatory Chairs	pf	3	$ 37,506	$0
Ajo - International Sonoran Desert Alliance	Ajo Builds	hsg	3	$ 50,000	$40,000
Ajo - International Sonoran Desert Alliance	Ajo Works	ps	3	$ 25,000	$20,000
Ajo - International Sonoran Desert Alliance	Life Safety Improvements at Historic Ajo Plaza	pf	3	$ 65,000	$0
Elephant Head Volunteer Fire Department Inc	Elephant Head Volunteer Fire Department Building Repairs	pf	2 & 3	$ 150,000	$50,000
Portable Practical Educational Preparation, Inc.	Amado Teen Project	ps	3	$ 42,000	$30,000
Arivaca Coordinating Council/Arivaca Human Resources	Arivaca Coordinating Council/Arivaca Human Resources Building Update	pf	3	$ 21,100	$21,100
Friends of the Arivaca Schoolhouse & Historic Townsite, Inc	Arivaca schoolhouse kitchen floor and wall repair	pf	3	$ 85,000	$0
Avra Water Co-op, Inc.	Aging Meter Replacement Program/MXU Install Program	pf	3	$ 30,000	$20,000
Avra Water Co-op, Inc.	Pipeline Replacement Program	pf	3	$ 31,833	$0
Drexel Heights Fire District	Family Safety Program	ps	3 & 5	$ 15,000	$11,560
Drexel Heights Fire District	Fire Hydrants	infra	3 & 5	$ 17,000	$0
Southwest Community Center	Happy Food Program	ps	5	$ 37,500	$10,000
Southwest Community Center	Southwest Community Center Renovations	pf	5	$ 13,874	$13,874
Flowing Wells Neighborhood Association and Community Coalition	Operating Funds and Technical Assistance	ps	1 & 3	$ 35,000	$10,000
Flowing Wells - Amistades, Inc.	Ellie Towne Teen Program	ps	3	$ 15,000	$15,000
Flowing Wells School District	Flowing Wells Family Resource Center	ps	1, 3	$ 60,000	$36,500
Flowing Wells School District	Flowing Wells Family Resource Center Facility Improvement	pf	1 & 3	$ 15,000	$15,000
Northwest Fire District	Flowing Wells Fire Hydrants	pf	3	$ 30,000	$0
Friends of Robles Ranch	Site Manager- My Friends Closet Program	ps	3	$ 19,040	$12,000
Three Points Fire District	Community be Safe Program	ps	3	$ 9,500	$0
Greater Green Valley Community Fund	Regional Non-Profit Hub & Training Center	ps	2 & 4	$ 50,000	$0
Sahuarita Food Bank-Good Shepherd United	Sahuarita Food Bank Commercial Kitchen	pf	2, 3 & 4	$ 95,000	$50,000
Town of Marana	Administration	admin	1	$ 20,000	$13,000
Town of Marana	Colonia-Neighborhood Cleanup	ps	1	$ 15,000	$10,000
Town of Marana	Emergency Home Repair	hsg	1	$ 75,000	$18,500
Town of Marana	Owner-Occupied Housing Rehabilitation	hsg	1	$ 85,000	$18,500
City of South Tucson	Administration	admin	2	$ 55,000	$35,000
City of South Tucson	Animal Control Program	ps	2	$ 20,000	$13,000
City of South Tucson	Bicycle-Pedestrian Safety Program	ps	2	$ 15,000	$10,000
City of South Tucson	Code Enforcement Program	ps	2	$ 15,000	$13,000
City of South Tucson	Community Cleanup	ps	2	$ 10,000	$4,000
City of South Tucson	Community Policing and Crime Prevention	ps	2	$ 60,000	$30,000
City of South Tucson	Emergency Home Repair Program	hsg	2	$ 60,000	$0
City of South Tucson	Fire and Rescue Safety Equipment	infra	2	$ 50,000	$30,000
City of South Tucson	Youth Programs	ps	2	$ 120,000	$100,000
Pima County CDNC	Administration	admin	All	$ 450,000	$430,000
Pima County CDNC	Brownfields	bf	All	$ 50,000	$0
Pima County CDNC	Commercial Façade	pf	All	$ 75,000	$0
Pima County CDNC	Project Delivery	pf	All	$ 150,000	$30,000
Pima County CDNC	Emergency Demolition	demo	All	$ 50,000	$0
Pima County CDNC	Emergency Septic	hsg	All	$ 75,000	$164,507
Pima County CDNC	Home Repair Program Lead	hsg	All	$ 25,000	$0
Pima County CDNC	Home Repair Program	hsg	All	$ 650,000	$600,000
Administration of Resources and Choices	Senior Boarding Home Business Development Program	ed	1,2,3	$ 65,000	$0
Arizona Youth Partnership	Rural Marana Afterschool Program	ps	All	$ 30,000	$0
Catholic Community Services dba Pio Decimo Center	Getting Ahead	ps	All	$ 56,161	$30,000
Catholic Community Services dba Community Outreach Program for the Deaf	Safety in Deaf Services	pf	All/5	$ 48,000	$0

Chicanos Por La Causa, Inc.	CPLC Youth After School Programming	ps	All	$ 25,000	$0
Chicanos Por La Causa, Inc.	Financial Literacy Leading to Financial Capability	ps	All	$ 30,000	$0
Chicanos Por La Causa, Inc.	Security and Beautification at Toltecalli Charter High School	pf	All/2	$ 50,000	$0
Chicanos Por La Causa, Inc.	Youth Programs	ps	All	$ 25,000	$10,000
Community Food Bank, Inc.	CFB Partner Agency Investment	pf	All	$ 50,000	$45,000
Community Food Bank, Inc.	CFB Produce Expansion - Phase 2	pf	All/2	$ 100,000.00	$0
Community Home Repair Projects of Arizona	Emergency Home Repair Program	hsg	All	$ 175,000	$175,000
DIRECT Center for Independence	Home Access Program at DIRECT LLC	hsg	All	$ 65,000	$50,000
Habitat for Humanity Tucson	Habitat Home Repair Owner-Occupied Housing Rehabilitation	hsg	All	$ 150,000	$50,000
Habitat for Humanity Tucson	Shelter Technical Assistance and Maintenance Support	pf	3	$ 50,000	$45,000
Mobile Meals of Southern Arizona, Inc.	Home-Delivered, Medically-Tailored Meals for Severely Disabled Adults with Disablitities	ps	1,2,4,5	$ 40,000	$0
Open Doors Community School	Open Doors Community School Facilities Update and Expansion	pf	1,3	$ 65,000	$50,000
Oyegbola Family Foundation	Raising Awareness on Substance Abuse Disorders, Health Disparities and Health Inequality in South Tucson as well as Pima County Arizona by providing results based outpatient services.	pf	2	$ 120,000	$0
Pima Prevention Partnership	Pima County Teen Court	ps	All	$ 25,000	$15,000
Primavera Foundation, Inc.	Emergency Mens Shelter	pf	All/3	$ 100,000	$0
Primavera Foundation, Inc.	Safe, Healthy, Green- Winstel	SHG	All/2	$ 150,000	$0
Southern Arizona AIDS Foundation	CDBG Safe, Healthy & Green	SHG	All/5	$ 150,000	$0
Southern Arizona AIDS Foundation	CDBG Savoy House	pf	All/5	$ 60,000	$0
Southern Arizona Association for the Visually Impaired (SAAVI)	Independent Living Services for Blind Pima County Residents	ps	All	$ 20,000	$0
Southern Arizona Children's Advocacy Center	Investigative Services for Child Abuse Victims	ps	All	$ 87,513	$0
Southwest Fair Housing Council	Fair Housing Enforcement, Education, and Outreach	admin	All	$ 35,000	$25,000
The Church of St. Francis in the Foothills UMC	Harvesting toward a Food Secure integrated community	ps	All	$ 18,000	$0
Tucson Center for Women and Children dba Emerge Center Against Domestic Abuse	Safe, Healthy & Green Emergency Shelter Improvements	SHG	All/5	$ 150,000	$100,000
Tucson Clean & Beautiful, Inc.	South Tucson Community Greenway	ps	2	$ 25,000	$17,800
Watershed Management Group	Green Stormwater Infrastructure for Neighborhood Cleanup	pf	All	$ 150,000	$80,000
Vail Unified School District #20	Restoration of The Vail Connection @ GVACC	pf	4	$ 100,000	$0
Total				**$ 5,316,114**	**$2,589,081**

HUD Eligible Activity Abbreviations: admin = Administration; ps = Public Service; pf = Public Facility Improvement; SHG = Safe Healthy Green Shelter Set Aside; infra = Infrastructure Improvement; hsg = Houisng Rehabilitation; ed = Economic Development; land = Land Acquisition; demo = Demolition; bf = Brownfields and Clearance.

FY 2018/2019 Emergency Solutions Award

ESG Component	Agency	Program	Activity Focus	District	18/19 Request	Recommendation
Street Outreach	CPSA	Street Outreach	Families, Individuals		$ 81,711	$ -
Street Outreach	Primavera Foundation	Street Outreach	Families, Individuals		$ 25,000	$ -
Emergency Shelter	Emerge!	Emergency Shelter	DV Families	ALL	$ 36,000	$ 36,000
Emergency Shelter	Our Family Services	Emergency Shelter	Families, Individuals	ALL	$ 32,527	$ 25,000
Emergency Shelter	PC Sullivan Jackson Employment	Motel Voucher	Families, Individuals	ALL	$ 20,000	$ 15,000
Emergency Shelter	Primavera Foundation	Casa Paloma	Single Women	ALL	$ 25,000	$ 10,000
Emergency Shelter	Primavera Foundation	Greyhound EFS	Families	ALL	$ -	$ -
Emergency Shelter	Primavera Foundation	Family Pathways	Families, Individuals	ALL	$ 25,000	$ 10,000
Emergency Shelter	SAAF	Anti-Violence	Families, Individuals	ALL	$ 16,000	$ -
Emergency Shelter	Salvation Army	Hospitality House	Families, Individuals	ALL	$ 30,000	$ -
Emergency Shelter	Sister Jose Women's Center	Emergency Shelter	Single Women	2	$ 36,000	$ 25,000
Homeless Prevention	Green Valley Assistance Svs	Valley Assistance Family MAP (Map a Plan)	Families, Individuals	4	$ 15,000	$ 15,000
Homeless Prevention	Interfaith Community Svs	Homeless Prevention	Families, Individuals	1,4	$ 60,000	$ 45,000
Homeless Prevention	Our Family Services	Homeless Prevention	Families, Individuals	ALL	$ 29,124	$ 20,000
Homeless Prevention	PC CSET	Emergency Solutions	Families, Individuals	ALL	$ 26,000	$ 14,869
Rapid Rehousing	Emerge!	Rapid Rehousing	DV Families	ALL	$ 24,000	$ -
Rapid Rehousing	Our Family Services	Housing Solutions	Families, Individuals	ALL	$ 35,162	$ -
Administration	Pima County, CDNC Dept.	Program Coordinator	Administration	ALL	$ 17,646	$ 17,503
TOTAL					**$ 534,170**	**$ 233,372**

OMB Number: 4040-0004
Expiration Date: 10/31/2019

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☒ New	
☒ Application	☐ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:	4. Applicant Identifier:

5a. Federal Entity Identifier:	5b. Federal Award Identifier:
B-18-UC-040502	

State Use Only:

6. Date Received by State:	7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: Pima County Arizona

* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:
86-6000543	0337386620000

d. Address:

* Street1: 2797 E. Ajo Way, 3rd Floor
Street2:
* City: Tucson
County/Parish:
* State: AZ: Arizona
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 85713-6223

e. Organizational Unit:

Department Name:	Division Name:
CDNC	Community & Rural Development

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr. * First Name: Joel
Middle Name: G
* Last Name: Gastelum
Suffix:

Title: Program Manager

Organizational Affiliation:

* Telephone Number: 520-724-6750 Fax Number: 520-724-6750

* Email: joel.gastelum@pima.gov

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

US Department of Housing and Urban Development (HUD)

11. Catalog of Federal Domestic Assistance Number:

14.218

CFDA Title:

Community Development Block Grants/Entitlement Grants

*** 12. Funding Opportunity Number:**

N/A

* Title:

N/A

13. Competition Identification Number:

N/A

Title:

N/A

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Pima County Community & Rural Development Program

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: 7 & 8

* b. Program/Project: 7 & 8

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2018

* b. End Date: 06/30/2019

18. Estimated Funding ($):

* a. Federal	2,589,081.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	2,589,081.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☐ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Mr.

* First Name: Joel

Middle Name: G

* Last Name: Gastelum

Suffix:

* Title: Program Manager

* Telephone Number: 520-724-6750

Fax Number: 520-724-6750

* Email: joel.gastelum@pima.gov

* Signature of Authorized Representative:

* Date Signed: 4/10/18

OMB Number: 4040-0004
Expiration Date: 10/31/2019

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☒ New	
☒ Application	☐ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:	4. Applicant Identifier:

5a. Federal Entity Identifier:	5b. Federal Award Identifier:
E-18-UC-040502	

State Use Only:

6. Date Received by State:	7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: Pima County Arizona

* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:
86-6000543	0337386620000

d. Address:

* Street1: 2797 E. Ajo Way, 3rd Floor
Street2:
* City: Tucson
County/Parish:
* State: AZ: Arizona
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 857136223

e. Organizational Unit:

Department Name:	Division Name:
CDNC	Homeless & Special Populations

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr. * First Name: Joel
Middle Name: G
* Last Name: Gastelum
Suffix:

Title: Program Manager

Organizational Affiliation:

* Telephone Number: 520-724-6750 Fax Number: 520-724-6750

* Email: joel.gastelum@pima.gov

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

US Department of Housing and Urban Development (HUD)

11. Catalog of Federal Domestic Assistance Number:

14.231

CFDA Title:

Emergency Solutions Grant Program

*** 12. Funding Opportunity Number:**

N/A

* Title:

N/A

13. Competition Identification Number:

N/A

Title:

N/A

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Pima County Community & Rural Development Program

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

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* a. Applicant: 7 & 8

* b. Program/Project: 7 & 8

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2018

* b. End Date: 06/30/2019

18. Estimated Funding ($):

* a. Federal	233,372.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	233,372.00

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☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .

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Add Attachment | Delete Attachment | View Attachment

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☒ ** I AGREE

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Authorized Representative:

Prefix: Mr.

* First Name: Joel

Middle Name: G

* Last Name: Gastelum

Suffix:

* Title: Program Manager

* Telephone Number: 520-724-6750

Fax Number: 520-724-6750

* Email: joel.gastelum@pima.gov

* Signature of Authorized Representative:

* Date Signed: 4/10/18

PIMA COUNTY
COMMUNITY DEVELOPMENT

MEMORANDUM

Date: April 11, 2018

To: Chuck Huckelberry,
County Administrator

Via: Jan Lesher,
Chief Deputy County Administrator

From: Margaret Kish, Director

Daniel Tylutki,
Senior Program Manager

Cc: Joel Gastelum,
CDBG Program Manager

Re: Board of Supervisors Agenda Item, May 1, 2018;
Pima County Fiscal Year 2018-19 HUD Annual Action Plan

Summary:

Attached for your consideration is a resolution to authorize Pima County to submit to the US Department of Housing and Urban Development (HUD) its Fiscal Year (FY) 2018-19 Annual Action Plan (AAP), and associated certifications, for community development projects and activities. Pima County's FY 2018-19 AAP programs one-year CDBG and ESG eligible activities in adherence to the Five Year Consolidated Plan, 2015-2019, Priorities, Goals, and Objectives. These HUD entitlements are made available to subrecipients to fund eligible activities that address identified needs and priorities to improve the quality of life for low- to moderate-income Pima County residents.

In March, President Trump signed a spending bill effectively increasing HUD's national budget for CDBG 10%; however, final allocations at the entitlement jurisdiction level have not been announced. In an effort to move forward and not delay the AAP process, staff conservatively estimates level funding for CDBG this year. Any additional funding realized will be programmed to CDNC Home Repair and Emergency Septic Programs, as well as other activities, for the benefit of County residents. The financial impact to Pima County is a total of $3,540,170 in HUD grant revenue for FY 2018-19 as estimated below:

HUD Grant	FY 2018-19 Allocation Estimate	Recaptured Funds	Total Available
CDBG:	$2,589,081	$0	$2,589,081
HOME:	$717,717	$0	$717,717
ESG:	$233,372	$0	$233,372

The final Board of Supervisors (Board) approved AAP is typically due to HUD by May 15 and has been scheduled for consideration on the May 1, 2018 Board Meeting Agenda.

Purpose:

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

Citizen's Participation Plan (October-December):

Community meetings are organized and held during the months of October through December. Staff meets and discusses emerging needs and community issues with respective Board of Supervisor staff to determine target areas for these meetings. Whenever possible, staff coordinates and schedules with community groups, town coordinating councils and other organizations that conduct regularly planned public meetings to encourage attendance and active participation. Simultaneously, staff updates and prepares an online Community Planning Application via ZoomGrants, which is released to the public in October via formal legal notice. The Community Planning Application is also distributed to non-profit agencies, community groups and participating jurisdictions (i.e., Oro Valley, Marana, Sahuarita and South Tucson) for which there are current contacts on file.

For the FY 2018-19, community meetings were conducted in all Pima County Board of Supervisor Districts to discuss the AAP. During these meetings, the Community Planning Application and estimated HUD funding were reviewed; federal CDBG and ESG rules detailed; and, funding priorities for successful applications discussed. The competitiveness for available CDBG Public Services funds, capped at 15 percent of the total grant, is emphasized.

Most importantly, the Citizen Participation Plan and associated public meetings allow staff to work directly with the community to identify and prioritize potential projects or programs likely to respond to the Community Planning Application. In total, staff held a series of 20 public meetings in urban and rural communities throughout Pima County. This effort included conducting a series of technical assistance workshops related to the implementation of ZoomGrants. Direct technical assistance was also provided to City of South Tucson and Town of Marana staff—both active Pima County CDBG program "Units of General Local Government (UGLG's)" via our Urban County Cooperative Agreement, executed triennially. Participating Urban County UGLG's have the responsibility to determine their own local needs and priorities when submitting proposed programs and projects for consideration. The Community Planning

Pre-Application and subsequent Final Application for responsive proposals were due November 30, 2017 and January 31, 2018, respectively. In total, Pima County received 93 responsive proposals totaling $5,850,284 in requests for CDBG and ESG funds.

Funding Priorities and Recommendations (February-April):

Pima County's extensive review process for CDBG and ESG proposals is similar, yet slightly varied. For both programs, a two-part program staff review is conducted. First, Pre-Applications are reviewed by staff to ensure full compliance with HUD regulations. The Pre-Application review also allows program staff to conduct direct technical assistance to agencies in an effort to solicit more complete and responsive application submittals. For new agencies applying to Pima County or for HUD funds, staff conducts separate on-site "Due Diligence" reviews to determine if sufficient agency capacity exists to manage complex grant resources. The second phase of program staff review includes the thorough analysis of the Final Applications. Staff recommendations are then forwarded to a program manager level "Concurrence Review" team consisting of personnel from various County community service, health, grants, finance, and planning related divisions and departments to ensure recommended agencies are in good standing across multiple programs, fiscal audits, and comprehensive planning initiatives such as PimaProspers. Once managerial level review is complete, the CDNC Department Director and the County Administrator's Office review revised recommendations before being forwarded to respective Board staff for further evaluation and analysis.

For CDBG, Pima County received 75 applications totaling $5,316,114 in requests. Pima County subsequently made CDBG funding recommendations for 46 projects, allocating the complete allocation from the estimated FY 2018-19 HUD allocation ($2,589,081), utilizing the following funding priorities, evaluation, and analysis at each level of review:

1. On-site Due Diligence Review for agencies new to applying for County or federal funds.
2. Compliance and consistency with federal laws and regulations.
3. Degree to which project benefits very low- to moderate-income residents in unincorporated Pima County with emphasis in established Community Development Target Areas and in participating jurisdictions.
4. Urgency of community development need, and identified community support, addressed by project.
5. Cost and feasibility analysis.
6. Ability to leverage other resources.
7. Applicant budget analysis including previous years funding and timely expenditure of funds.
8. Agency is in good standing with the County and the Arizona Corporation Commission.
9. Applicant capacity and experience with federal funds and program requirements.
10. Agency risk assessment, including single-audit or chart of accounts review.

For ESG funding recommendations, Pima County employs the same funding priorities in its review and recommendation process utilized for CDBG, in addition to, adhering to federal

HEARTH Act requirements. In short, participation, review and recommendations from the homeless population and the local Continuum of Care, Tucson Planning Council for the Homeless (TPCH), is fully incorporated into the final ESG funding allocations for Board and HUD approval. In summary, 18 applications totaling $534,170 in requests were reviewed. Final ESG recommendations include funding 11 programs for eligible activities totaling $233,372 in available FY 2018-19 funds.

For awarded agencies, Pima County conducts a series of post award trainings to provide programmatic and financial direction to ensure grant compliance per 2 CFR 200. In a continued departmental effort to build agency capacity, staff is developing and will make available a technical assistance workshop for agencies not recommended for funding.

Public Process and Approvals (May - July):

In addition to an active Citizen's Participation Plan and prioritized recommendation process, a formal public process is conducted for required local and federal approvals to execute the AAP. The draft AAP narrative and proposed CDBG and ESG activities are posted online April 10, 2018, for a required 15-day public comment period prior to Board consideration and approval the first Tuesday in May. In addition, Pima County and the City of Tucson held a joint public meeting on March 13, 2018 to provided a mid-term update of its current Five Year 2015-2019 Consolidated Plan for public comment and input into their respective AAP's. On May 1, 2018 the Board of Supervisors will review the draft Pima County FY 2018-19 AAP including applicable federal regulations and funding priorities. All public comments are incorporated into the AAP final draft. To date, no formal public comments have been received for the AAP.

Once the Board approves the FY 2018-19 AAP, it is submitted to HUD for review and approval. CDNC actively works with HUD staff, typically, during the months of May and June to complete this submittal process. Pima County is required to upload its AAP, required certifications, and funded projects and activities into HUD's Integrated Disbursement and Information System (IDIS), eCon Planning Suite. Staff intends to make this electronic database submission prior to the May 15 federal statutory deadline to allow sufficient time to resolve any system glitches or delays with HUD should they arise. Once the AAP is accepted by HUD, the County Administrator receives notice that it has been approved and an Intergovernmental Agreement (IGA) is issued, typically in August, to receive and contract federal funds to subrecipients beginning October 1, 2018. CDNC also coordinates with Board staff to issue formal award letters and notice to agencies within each respective district that their proposed programs or projects have been funded. Programs or projects that are not funded also receive notice from the CDNC with an invitation to debrief and provide technical assistance for future applications.

Contracts, Subrecipient Programmatic Monitoring and Federal Reporting (July-September):

As the IGA is being processed and notices to agencies submitted, staff, in direct collaboration with the Deputy County Attorney, begin to negotiate and contract with funded agencies and organizations. Budgets and scopes of work are finalized for each program or project. Also during this time, staff is required to conduct federal end of year reporting activities, monitor agencies, and, prepare the Pima County Consolidated Annual Performance and Evaluation Report (CAPER) to HUD. In summary, the CAPER captures open and completed projects including summaries of program accomplishment to HUD for previous years' AAP activities. A public process, similar to the approval of the AAP, is conducted by staff and the final report is submitted to HUD in September. Once submitted, staff will initiate the Citizen's Participation Plan for the next federal fiscal year 2019-2020 AAP process.

Conclusion:

The program administration of HUD CDBG and ESG funds is an annual planning and public process guided by the priorities, goals, and objectives identified Pima County's HUD Five-Year Consolidated Plan; 2015-2019. The Five-Year Consolidated Plan provides the regulatory framework for funding program or project activities that implement Pima County's existing affordable housing, homeless and community development policies and programs over its five-year period. For FY 2018-19, Pima County received 93 applications and recommends funding for CDBG and ESG projects. The following table includes the last five years of HUD CDBG funding for Pima County.

U.S. Department of Housing and Urban Development
Pima County Community Development Block Grant Allocations
Five-Year History

FY 14/15	$2,498,948
FY 15/16	$2,592,446
FY 16/17	$2,613,490
FY 17/18	$2,589,081
FY 18/19	**$2,589,081***

*Level funding estimate based on March 23, 2018 passage of Omnibus Spending Bill. Official entitlement allocations are forthcoming from HUD, any reductions or increase will be absorbed by CDNC programs that benefit Pima County residents.