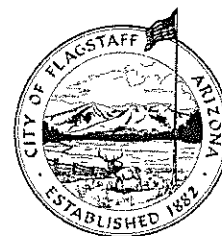


**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**



**To:** The Honorable Mayor and City Council

**From:** Justyna Costa, 779-7650 x7377  
Community Development Department

**Date:** October 7, 2009

**Meeting Date:** November 3, 2009

**TITLE:**

Consideration of an Intergovernmental Agreement with Coconino County for the Housing Stabilization Program.

**RECOMMENDED ACTION:**

Approve the Intergovernmental Agreement for the administration of the Coconino County Housing Stabilization Program in the amount of \$52,614 in Community Development Block Grant Funds.

---

**ACTION SUMMARY:**

Approving the Intergovernmental Agreement (IGA) will allow Coconino County to administer the Housing Stabilization Program funded by U.S. Department of Housing and Urban Development (HUD) 2009/2010 Community Development Block Grant (CDBG) funds.

**DISCUSSION:**

**Background/History:**

On August 18, 2009 City Council approved Resolution No. 2009-39 which approved the 09/10 Annual Action Plan and the distribution of \$619,558 in Community Development Block Grant Funds. As part of that distribution, the City Council approved \$52,614 for the Housing Stabilization Program based on the proposal for use of funds submitted by Coconino County. The use of funds for this purpose has also been approved by the HUD. The Housing Stabilization program maintains or re-establishes housing for individuals and families in the City of Flagstaff who are, or may face being, homeless in most cases due to eviction or foreclosure.

The County has successfully administrated a housing stabilization program and is the largest provider of emergency crisis and long term case management services in Coconino County. The County is the recognized Community Action Agency for Coconino County. With a service area of 18,000 square miles, the County is challenged to provide effective integrated services in this primarily rural environment.

In 2002, the County applied for and was awarded City of Flagstaff CDBG dollars to provide additional housing stabilization services to City residents. The County has successfully administered this program for the past seven years and, when monitored, has always been found to be in compliance with all requirements and is considered to be a low-risk sub-recipient.

## Staff Report

### Key Considerations:

The County has extensive history and experience in the provision of emergency services and in particular, housing stability and homelessness. The program eligibility criteria and scope are as follows:

#### Program Eligibility Criteria

Eligibility for the Housing Stabilization Program requires that the household:

- Reside in the City limits of Flagstaff.
- Have a pending mortgage foreclosure or pending eviction notice or have move-in confirmation for a new residence.
- Have employment or recurrent income that will allow them to continue to pay their mortgage or rent beyond the one time assistance provided by the County.
- Meet the income eligibility criteria of 150% of the Federal Poverty Guidelines (FPG) which is approximately 52% of the Area Median Income (AMI).
- Participate in the County's case management program.

#### Scope of Work

The County will provide the necessary, personnel, equipment, office space, meeting space, supplies and services to conduct a Housing Stabilization Program, with up to \$600 for a minimum of 80 households in the City of Flagstaff over a one-year period of time. An eligible household may receive services once in a twelve-month period.

The following parameters will apply to those households:

- Grant payment up to \$600 for an initial eviction prevention, move in costs and mortgage foreclosure prevention
- Grant payment up to \$600 for short term shelter(motel)
- Grant payment up to \$300 towards an additional emergency grant payment for housing

The approval of the IGA is key to funding the Housing Stabilization Program for Flagstaff residents. It is anticipated that with these funds the Program will provide assistance for a minimum of 80 City of Flagstaff households.

#### Community Benefits and Considerations:

Provision of housing assistance in the form of annual one time eviction or mortgage foreclosure assistance allows low income Flagstaff families to stay in their homes when faced with a financial crisis. This enables families to maintain stable, suitable living environments and facilitates a more stable community. Research has shown that it is cheaper to prevent homelessness than to be rescued out of it. It should be noted that many of the low income families of Flagstaff work in jobs related to the tourist industry at minimum wage. The continued sluggish economy, low wage base and the increase in utility rates have left many Flagstaff families in crisis. Flagstaff's low income population are often the first people hurt by economic

**Staff Report**

down turns and have the least capacity to sustain reduced employment over a long period of time. Providing assistance and support to one of the most vulnerable populations enables the County to assist in the prevention of homelessness. A stable population helps to create a more viable community and attract new businesses, new employment opportunities, which in turn stabilizes the tax base.

The CDBG funding for the Housing Stabilization Program is pure program dollars used for direct housing stabilization services.

**Community Involvement:**

The City conducted a formal proposal and extensive public participation process as part of the Annual Action Planning process for the initial allocation of CDBG funds. The County was the only agency that applied to utilize CDBG funds for a Housing Stabilization program.

**Financial Implications:**

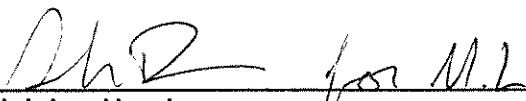
The funds for this IGA were allocated as part of the 2009/2010 CDBG Annual Action Plan Amendment process and has been reviewed and approved for this use by HUD.

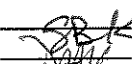
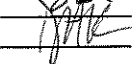

**Options and Alternatives:**

1. Approve the IGA.
2. Not approve the IGA and reallocate the funds to a different CDBG eligible activity.
3. Not approve the IGA and risk losing \$52,614 of CDBG funding.

**Attachments/Exhibits:**

- 1) Intergovernmental Agreement between the City of Flagstaff and Coconino County for the Housing Stabilization Program.

  
 \_\_\_\_\_  
**Division Head** *(Acknowledgment that all reviews have been completed and required approvals initialed below.)*

INITIALS	RESPONSIBILITY	DATE	INITIALS	RESPONSIBILITY	DATE
	BIDS/PURCHASES	10/20/09	_____	FINANCE/BUDGET	_____
	GRANTS	10/19/09	_____	CONTRACTS	_____
_____	LEGAL	_____		IGAS	_____
_____	_____	_____	_____	HOUSING	10/20/09

DATE OF COUNCIL APPROVAL: \_\_\_\_\_

After recording, return to:  
City Clerk  
City of Flagstaff  
211 W. Aspen Avenue  
Flagstaff, AZ 86001

**INTERGOVERNMENTAL AGREEMENT**  
**between**  
**Coconino County**  
**and**  
**City of Flagstaff**  
**for the**  
**Housing Stabilization Program**

This Intergovernmental Agreement ("Agreement") is made as of the \_\_\_\_\_ day of \_\_\_\_\_ 2009, by and between and the **CITY OF FLAGSTAFF**, an Arizona municipal corporation with offices at 211 West Aspen Avenue, Flagstaff, Arizona ("City"), and **COCONINO COUNTY**, a political subdivision of the State of Arizona, with offices at 219 East Cherry Avenue, Flagstaff, Arizona ("County").

**RECITALS**

A. The City wishes to use Community Development Block Grant funds to conduct a Housing Stabilization program for approximately eighty (80) low income households in the City of Flagstaff.

B. The County, acting through its Community Services Department, is willing to contract with the City to provide eligible households with foreclosure/eviction prevention services and short-term shelter and move-in assistance through the Housing Stabilization program.

NOW, THEREFORE, pursuant to Arizona Revised Statutes Section 11-952, authorizing contracts between public agencies for services or the joint exercise of powers common to both, and the inherent powers of each party to protect the health and welfare of its constituents, and in consideration of the premises and the mutual covenants contained herein, the parties agree as follows:

**1. Statement of Work.**

The County agrees that it will use the funds provided to it under this Agreement by the City to provide eligible households with foreclosure/eviction prevention services and short-term shelter and move-in assistance (the "Project"). County will provide administrative and program related costs and will use the funds provided by the City in assisting eligible households to obtain foreclosure/eviction prevention services and short-term shelter and move-in assistance in accordance with the Special Conditions of the Agreement, attached as Exhibit A.

## **2. Payments by City to County.**

- 2.1 Project Funds. City will pay the County an amount not to exceed Fifty-Two Thousand Six Hundred and Fourteen Dollars (\$52,614.00) to be expended by the County as described in Section 1, Statement of Work. The County agrees to be responsible for all sums in excess of this amount which are necessary to complete the Project.
- 2.2 Payments. City will pay Project funds to the County as reimbursement payments. The City will reimburse County for work which is complete in amounts that are approved by the City. To request payments, County will submit the Request for Payment Forms in the format attached to this Agreement as Exhibit B. County will submit all payment requests by line item and activity in conformance with the budget attached to this Agreement as Exhibit C and incorporated in this Agreement by reference. Only Project expenses incurred during the duration of this Agreement will be eligible for reimbursement. Reimbursement invoices must be received no later than sixty (60) days after expiration of this Agreement.
- 2.3 Budget Changes. If County requires variances from the budget in Exhibit C, County will submit a new budget to the City with a written request for authorization of a budget amendment. City staff is authorized to approve or reject budget amendments from CDBG funds.

## **3. Disposition of Program Income.**

“Program Income” means gross income received by the County directly generated from the use of CDBG funds as described in 24 C.F.R. 570.500. The use of Program Income by the County shall comply with the requirements set forth in 24 C.F.R. 570.504. Any Program Income received by the County shall be transferred to the City of Flagstaff within thirty (30) days of receipt.

## **4. Administrative Requirements for Expenditure of CDBG Funds.**

- 4.1 Accounting. The County shall comply with the requirements and standards of OMB Circular No. A-87 and with OMB Circular A-102. The County's financial management system shall include, at a minimum accurate, current and complete disclosures of the grant program; records which adequately identify the source and application of funds provided for financially assisted activities; effective control over and accountability for grant cash, real and personal property and other assets; comparison of actual outlays with budgeted amounts; and records supported by source documentation.
- 4.2 Procurement. The County shall procure all materials, property, or services in accordance with the requirements of OMB Circular A-102, Procurement Standards and the standards set forth in 24 C.F.R. Part 85.36 except with respect

to price limits. County procurement outreach and documentation shall be governed by the price limits set forth in the City of Flagstaff procurement standards, notwithstanding OMB Circular A-102 and 24 C.F.R. Part 85.36. All procurement undertakings must make an effort to utilize Minority and Women Owned Business Enterprises. The County shall maintain an inventory of all equipment, furniture and non-expendable personal property purchased with CDBG Funds.

- 4.3 Internal Controls. The County will operate according to a written set of policies and procedures that define staff qualifications and duties, lines of authority, separation of functions, and access to assets and sensitive documents. Included in these policies and procedures will be written accounting procedures for approving and recording transactions and the control of cash receipts, disbursements, and cash balances. County financial policies and lines of authority shall be reviewed during monitoring visits defined in Section 4.
- 4.4 Monitoring. The County agrees to cooperate and provide all information necessary for the City to monitor the County periodically to ensure compliance with this Agreement, compliance with federal regulations and laws, fiscal responsibility, adequate performance and any other item of concern relating to the use of CDBG Funds and the provisions defined in this Agreement. The monitoring may take the form of at least one site visit of County's place of business and other various requests for information.
- 4.5 Documentation and Record-Keeping. The County shall maintain all records required by the Federal Regulations specified in 24 C.F.R. Part 570.506 that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to:
- 4.5.1 Records providing a full description of each activity undertaken;
  - 4.5.2 Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program;
  - 4.5.3 Records required to determine the eligibility of activities;
  - 4.5.4 Records documenting compliance with the fair housing and equal opportunity components of the CDBG program;
  - 4.5.5 Financial records as required by 24 C.F.R. Part 570.502, and OMB Circular A-102; and
  - 4.5.6 Other records necessary to document compliance with Subpart K of 24 C.F.R. 570.
  - 4.5.7 Records as required to comply with the requirements of the Community

Planning and Development Outcome Performance Measurement System as published in the Federal Register on March 7, 2006 and associated HUD guidance.

- 4.6 Records Retention. The County will retain all records pertinent to the expenditures incurred under this agreement for a minimum period of ten (10) years after the Agreement closure. If litigation, claims, audits, negotiations, or other actions that involve any of the records cited have started before the end of the ten year period, then such records must be retained until completion of the actions and resolution of all issues, or expiration of the ten-year period, whichever occurs later.
- 4.7 Client Data. The County shall maintain client data demonstrating client eligibility for services provided. Such information shall be made available to City monitors or their designees for review upon request. Such data shall include, but not be limited to:
- 4.7.1 Client name
  - 4.7.2 Address
  - 4.7.3 Income level and AMI percentage
  - 4.7.4 Race and ethnicity
  - 4.7.5 Special Need
  - 4.7.6 Household size
  - 4.7.7 Description of service provided
  - 4.7.8 Number of female headed households
  - 4.7.9 Amount of leverage
  - 4.7.10 Number of individuals and households assisted to avoid homelessness
  - 4.7.11 Number of individuals and households assisted to transition out of homelessness
- 4.8 Disclosure. The County understands that some of client information collected under this Agreement is private and the use or disclosure of such information, when not directly connected with the administration of the City's or County's responsibilities with respect to services provided under this Agreement, is prohibited by Arizona State law unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent or guardian.
- 4.9 Audits and Inspections. All County records, with respect to any matters covered by this Agreement, shall be made available to the City, its designees, or the Federal Government, at any time during normal business hours, as often as the City or Federal Government deems necessary until all required records destroyed or are turned over to the City of Flagstaff or Federal Government to audit, examine, and make excerpts or transcripts of all relevant data provided. Any deficiencies noted in audit reports must be fully cleared by the County within 30 days after receipt by the County. Failure of the County to comply with the above

audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments. The County hereby agrees to have an annual County audit conducted in accordance with current City policy concerning County audits and, as applicable, OMB Circular A-133.

- 4.10 Monthly Reports to City. During the entire Agreement period, the County shall prepare and submit to the City by the 15th of each month, a Monthly Performance Report, a form for which is attached as Exhibit D. The County agrees to submit other reports and records as may be required by the City from time to time, which are related to the implementation of the Project, adherence to the Agreement, and adherence to Federal, State and Local laws and regulations.
- 4.11 Program Income Reports to the City of Flagstaff. All program income must be reported on Request for Payment no later than 30 days following the receipt of the program income. During the Agreement period, the County shall report program income on all Request for Payment and Disbursement forms, subtracting program income from each payment request. After the Agreement expiration, County shall submit an annual financial report to the City, detailing CDBG generated program income received, interest earned and reuse of CDBG generated program income as approved per Section 1.4.
- 4.12 Reports to HUD. The County agrees to submit reports to HUD and the City as required, including but not limited to litigation reports, financial management reports required by Federal Management Circular 74-7, equal opportunity reports as may be necessary pursuant to the rules and regulations under Title VI, Civil Rights Act of 1964; Title VIII, Civil Rights Act of 1968; Section 3 of the Housing and Urban Development Act of 1968; Section 109 of the Act, Executive Order 11246, as amended and Executive Order 11053, or any reports as may be further required.
- 4.13 Close-Out Report. The County's obligation to the City shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to: making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the City), and determining the custodianship of records. The City will send the County written notification that a Close Out Report is due when one of the following obligations have been met, and the County shall submit the Close-out Report attached in that letter within sixty (60) days of receiving this notification:
- 4.13.1 The CDBG Funds stated in Section 1 have been expended and the Statement of Work has been completed;
- 4.13.2 The Agreement has expired; or
- 4.13.3 The Statement of Work has been completed.



- 4.14 Certification of Completion. City will provide the County with a letter that certifies completion of the Project upon satisfactory completion of the Close-Out Report and submission of all required documentation by the County. The City shall not unreasonably withhold such certification.
- 4.15 Financial Audit. The County shall submit a financial audit and management letter to the City within 30 days after receipt of the auditor's report or nine (9) months after the end of the audit period during which federal funds were expended. The audit shall be in conformance with the audit requirements of OMB Circular A-133.

## **5. Reversion of Assets Upon Expiration or Termination of Agreement.**

Upon expiration or termination of this Agreement, County shall transfer to the City any CDBG funds paid by the City to the County under this Agreement and which are on hand at the time of expiration or termination, as well as any accounts receivable attributable to the use of CDBG funds, as provided by 24 C.F.R. 570.504(b)(8). County shall also transfer to the City any and all assets purchased with CDBG funds including, but not limited to, equipment furniture and unused materials or supplies.

## **6. Duration; Suspension and Termination.**

This duration of this Agreement shall be for 365 days from the issuance of the City's Notice to Proceed and in accordance with the Schedule of Completion attached to this Agreement as Exhibit E and incorporated by reference, unless sooner terminated as provided in this Agreement. City may suspend or terminate this Agreement if County fails to comply materially with any term of this Agreement as provided in 24 C.F.R. 85.43. This Agreement may be terminated for convenience in accordance with 24 C.F.R. 88.44. City may also terminate this Agreement in accordance with Section 18, below.

## **7. Indemnification.**

Each party (as "Indemnitor") agrees to indemnify, defend and hold harmless the other party (as "Indemnatee") for, from and against any and all claims, losses, liability, costs or expenses, including reasonable attorney fees, (hereinafter collectively referred to as "Claims") arising out of noncompliance with State or Federal law or arising out of bodily injury of any person, including death, or property damage, but only to the extent that such Claims which result in vicarious or derivative liability to the Indemnatee are caused by the act, omission, negligence, misconduct or other fault of the Indemnitor, its officers, officials, agents, employees or volunteers.

- 7.1 Notwithstanding any other provision of this Agreement to the contrary, any agreement by one party to hold harmless or indemnify the other party shall be limited to, and be payable only from, the indemnifying party's available insurance or self-insurance coverage for liability assumed by contract available as a part of its general liability

insurance program.

**8. Notices and Communication Between the Parties.**

Any notice or other communication required or permitted to be given under this Agreement shall be in writing and sent to the address given below for the parties' representatives to be notified, or to such other address notice of which is given in accordance with this Section 8:

If to the City:

Justyna Costa  
Housing and Grants Administrator  
City of Flagstaff  
211 West Aspen Avenue  
Flagstaff, Arizona 86001

If to the County:

Miquelle Scheier  
Senior Manager  
Coconino County Community Services  
2625 N. King Street  
Flagstaff, Arizona 86004

Copy to:

City Manager  
City of Flagstaff  
211 West Aspen Avenue  
Flagstaff, Arizona 86001

**9. Authority to Contract.**

Each party represents and warrants that it has full power and authority to enter into this Agreement and perform its obligations hereunder and has taken all required acts or actions necessary to authorize the same.

**10. Compliance with All Laws.**

County shall comply with all applicable Federal, State and local laws, regulations and standards, including but not limited to the following provisions of Title 24 of the Code of Federal Regulations:

- 570.600 General.
- 570.601 Public Law 88-352 and Public Law 90-284; affirmatively furthering fair housing; Executive Order 11063.
- 570.602 Section 109 of the Act.
- 570.603 Labor standards.
- 570.604 Environmental standards.
- 570.605 National Flood Insurance Program.
- 570.606 Displacement, relocation, acquisition, and replacement of housing.
- 570.607 Employment and contracting opportunities.
- 570.608 Lead-based paint.
- 570.609 Use of debarred, suspended or ineligible contractors or subrecipients.
- 570.610 Uniform administrative requirements and cost principles.

- 570.611 Conflict of interest.
- 570.612 Executive Order 12372.
- 570.613 Eligibility restrictions for certain resident aliens.
- 570.614 Architectural Barriers Act and the Americans with Disabilities Act.
- 24.100 *et seq.* Drug-Free Workplace Act of 1988 regulations

**11. Dispute Resolution.**

If a dispute arises out of or relates to this agreement, and if the dispute cannot be settled through negotiation within forty-five (45) days of notification of the dispute, the parties agree first to try in good faith to resolve the dispute by mediation before resorting to litigation or some other dispute resolution procedure. Mediation shall be self-administered and conducted in Flagstaff, Arizona, under the CPR Mediation Procedures established by the CPR Institute for Dispute Resolution, 366 Madison Avenue, New York, NY 10017, (212) 949-6490, www.cpradr.org, with the exception of the mediator selection provisions, unless other procedures are agreed upon by the parties. Unless the parties agree otherwise, the mediator(s) shall be selected from panels of mediators on the roster of the Coconino County Superior Court's Alternative Dispute Resolution Program. Each party agrees to bear its own costs in mediation. The parties will not be obligated to mediate if an indispensable party is unwilling to join the mediation. This agreement does not constitute a waiver of the parties' right to initiate legal action if a dispute is not resolved through good faith negotiation or mediation, or if provisional relief is required under the Arizona or Federal Rules of Civil Procedure.

**12. Conflict of Interest.**

This Agreement may be terminated by either party without penalty or further obligation, in accordance with the provisions of Arizona Revised Statutes §38-511.F, in the event of the occurrence of any of the circumstances described in A.R.S. §38-511.A.

**13. Entire Agreement.**

This Agreement contains the entire understanding and agreement between the parties with respect to the subject matter hereof and supersedes any prior written or oral understandings or agreements between the parties.

**14. Modification of Agreement.**

This Agreement may be amended at any time by written amendment approved by the governing bodies of the City and the County and executed by duly authorized representatives of both parties.

**15. Waiver.**

No delay in exercising any right or remedy shall constitute a waiver of such right or remedy, and no waiver by the parties of the breach of any provision of this Agreement shall be construed as a waiver of any preceding or succeeding breach of the same or any other provision of this

Agreement.

**16. Severability.**

If any provision or provisions of this Agreement, or the application of such provision to any person or circumstance, is determined to be invalid or unenforceable to any extent, the remainder of this Agreement will be valid and will be enforced to the fullest extent permitted by law.

**17. Acknowledgement of the Use of City's CDBG Funds.**

County shall acknowledge, during the term of this Agreement, City's contribution of CDBG funds for the Project in all instances where contributions to the Project are recognized or listed.

**18. Compliance with Federal Immigration Laws and Regulations.**

County warrants that it complies with all Federal immigration laws and regulations that relate to its employees and complies with A.R.S. § 23-214.A. County acknowledges that pursuant to A.R.S. § 41-4401 (Laws 2008, Ch. 152, Sec. 8, effective September 30, 2008), a breach of this warranty is a material breach of this Agreement subject to penalties up to and including termination of this Agreement, and that the City retains the legal right to inspect the papers of any employee who works on the Agreement to ensure compliance with this warranty. The provisions of this section 21.2 must be included in any contract County enters into with any and all of its subcontractors who provide services under this Agreement or any related subcontract. "Services" are defined as furnishing labor, time or effort in the State of Arizona by a contractor or subcontractor. "Services" include construction or maintenance of any structure, building or transportation facility or improvement to real property.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the day and year first above written.

**City of Flagstaff**

**Coconino County**

\_\_\_\_\_  
By: Sara Presler, Mayor

\_\_\_\_\_  
By: Matt Ryan, Chairman  
Board of Supervisors

Attest:

Attest:

\_\_\_\_\_  
City Clerk

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

Approved as to form and as to authority

Approved as to form and as to authority

granted by law:

granted by law:

---

City Attorney

---

Deputy County Attorney

## EXHIBIT A

### SPECIAL CONDITIONS OF THE AGREEMENT

#### 1. PROGRAM ELIGIBILITY CRITERIA

- 1.1 Eligibility for the Housing Stabilization Program requires that the household:
  - 1.1.1 Reside in the City limits of Flagstaff;
  - 1.1.2 Face the possibility of a mortgage foreclosure or pending eviction notice or have move-in confirmation for a new residence;
  - 1.1.3 Meet the income eligibility criteria of 80% of the Area Median Income (AMI);  
and
  - 1.1.4 Participate in CCCSD's case management program.
- 1.2 County shall document and retain all client records with regard to program eligibility.

#### 2. SCOPE OF WORK

- 2.1 County agrees to provide the necessary, personnel, equipment, office space, meeting space, supplies and services to conduct a Housing Stabilization Program, for approximately 80 households in the City of Flagstaff over a one-year period of time. The following parameters will apply to those households:
  - 2.1.1 Grant payment of \$600 for an initial eviction prevention, move in costs and mortgage foreclosure prevention
  - 2.1.2 Grant payment cap of \$600 for short term shelter(motel)
  - 2.1.3 Grant payment cap of \$300 towards an additional emergency grant payment for housing
- 2.2 County will adhere to CDBG guidelines which stipulate an allowance for "emergency grant payments made over a period of up to three consecutive months directly to the provider of such items or services on behalf of an individual or family"
- 2.3 Once a client receives these emergency grant payments he or she won't be eligible for additional assistance from this program for a twelve-month period of time.
- 2.4 County will provide each household applying for assistance with an assessment of overall client strengths and needs, and will assist in the development of client-focused, results-oriented plans to help families progress toward stability. Using the framework of our established case management program supports the long term ability of the family to maintain adequate housing. County will provide the following Case Management services, including but not limited to:

- 2.4.1 Determination of eligibility for potential clients;
- 2.4.2 Identification and resolution of immediate client crisis;
- 2.4.3 A program of incremental steps developed by the client and case management staff to implement a coordinated, integrated plan of action that enables the client to move through the crisis to become more self-supporting and stable;
- 2.4.4 Appropriate services and/or benefits will be identified, planned, obtained, provided, recorded, monitored and finalized;
- 2.4.5 Information and referral sources will be provided to all clients seeking assistance;
- 2.4.6 Collaboration and coordination with other appropriate service agencies will occur on a case by case basis;
- 2.4.7 Follow up will occur at regular intervals depending on the level of crisis. Those with more complex crises will be followed for longer periods of time;
- 2.4.8 Staff will advocate on behalf of families with landlords, mortgage companies, and others.

3 Parameters for Time-Limited Short-Term Shelter Assistance:

- 2.4.1 No more than 10% of the proposed grant will be committed to short-term shelter assistance.
- 2.4.2 These funds will be targeted only to those seeking and eligible for move-in assistance.
- 2.4.3 Shelter assistance funds will be targeted towards families with children and to those who have significant medical issues.
- 2.4.4 Assessment process will be used to determine those who would be vulnerable to homelessness in their search process.
- 2.4.5 If other resources are available, we will refer to those entities first.
- 2.4.6 There will be a maximum of a two-week stay for the household. This will be determined on a week to week basis.
- 2.4.7 There will be a \$600 cap for any motel stay.
- 2.4.8 These funds will target those who are currently Flagstaff residents rather than those seeking to relocate to Flagstaff.
- 2.4.9 Through the case management process, households will demonstrate that they are actively engaged in seeking housing.
- 2.4.10 An eligible applicant may receive this service once in a twelve month period.

2.5 Parameters for Additional Emergency Grant Payments:

- 2.5.1 Those receiving CDBG funds must agree to participate in the case management program. As such, participants will meet with County case management staff on

- 2.4.1 Determination of eligibility for potential clients;
  - 2.4.2 Identification and resolution of immediate client crisis;
  - 2.4.3 A program of incremental steps developed by the client and case management staff to implement a coordinated, integrated plan of action that enables the client to move through the crisis to become more self-supporting and stable;
  - 2.4.4 Appropriate services and/or benefits will be identified, planned, obtained, provided, recorded, monitored and finalized;
  - 2.4.5 Information and referral sources will be provided to all clients seeking assistance;
  - 2.4.6 Collaboration and coordination with other appropriate service agencies will occur on a case by case basis;
  - 2.4.7 Follow up will occur at regular intervals depending on the level of crisis. Those with more complex crises will be followed for longer periods of time;
  - 2.4.8 Staff will advocate on behalf of families with landlords, mortgage companies, and others.
- 3 Parameters for Time-Limited Short-Term Shelter Assistance:
- 2.4.1 No more than 10% of the proposed grant will be committed to short-term shelter assistance.
  - 2.4.2 These funds will be targeted only to those seeking and eligible for move-in assistance.
  - 2.4.3 Shelter assistance funds will be targeted towards families with children and to those who have significant medical issues.
  - 2.4.4 Assessment process will be used to determine those who would be vulnerable to homelessness in their search process.
  - 2.4.5 If other resources are available, we will refer to those entities first.
  - 2.4.6 There will be a maximum of a two-week stay for the household. This will be determined on a week to week basis.
  - 2.4.7 There will be a \$600 cap for any motel stay.
  - 2.4.8 These funds will target those who are currently Flagstaff residents rather than those seeking to relocate to Flagstaff.
  - 2.4.9 Through the case management process, households will demonstrate that they are actively engaged in seeking housing.
  - 2.4.10 An eligible applicant may receive this service once in a twelve month period.
- 2.5 Parameters for Additional Emergency Grant Payments:
- 2.5.1 Those receiving CDBG funds must agree to participate in the case management program. As such, participants will meet with County case management staff on

12/12



an ongoing basis. During those subsequent meetings, the County will ascertain the status of participants' basic needs with regard to housing as well as progress made towards goals established by participants.

- 2.5.2 During this process, the case worker will determine if housing is in jeopardy.
- 2.5.3 The case worker will identify what potential options a client has to address a housing crisis.
- 2.5.4 Case workers will evaluate CDBG services received to date in order to ensure compliance with CDBG regulations.
- 2.5.5 If the client is actively participating in meeting established or revised goals *and* has limited options to resolve their housing crisis, he or she will be eligible to receive an additional emergency grant up to \$300.

# CITY OF FLAGSTAFF CDBG MONTHLY PERFORMANCE REPORT

**PROJECT TITLE:** Housing Stabilization - Coconino County Community Services

**COF PROJECT NUMBER:** 88C-09

**GRANT PROJECT NUMBER:** B-09-MC-06-0150

**DATE OF REPORT:**

**NOTICE TO PROCEED DATE:**

**CONTRACT EXPIRATION DATE:**

**PLEASE CHECK APPROPRIATE MONTH BELOW:**

1 <sup>st</sup> <input type="checkbox"/>	2 <sup>nd</sup> <input type="checkbox"/>	3 <sup>rd</sup> <input type="checkbox"/>	4 <sup>th</sup> <input type="checkbox"/>	5 <sup>th</sup> <input type="checkbox"/>	6 <sup>th</sup> <input type="checkbox"/>	7 <sup>th</sup> <input type="checkbox"/>	8 <sup>th</sup> <input type="checkbox"/>	9 <sup>th</sup> <input type="checkbox"/>	10 <sup>th</sup> <input type="checkbox"/>	11 <sup>th</sup> <input type="checkbox"/>	12 <sup>th</sup> <input type="checkbox"/>	13 <sup>th</sup> <input type="checkbox"/>
14 <sup>th</sup> <input type="checkbox"/>	15 <sup>th</sup> <input type="checkbox"/>	16 <sup>th</sup> <input type="checkbox"/>	17 <sup>th</sup> <input type="checkbox"/>	18 <sup>th</sup> <input type="checkbox"/>	19 <sup>th</sup> <input type="checkbox"/>	20 <sup>th</sup> <input type="checkbox"/>	21 <sup>st</sup> <input type="checkbox"/>	22 <sup>nd</sup> <input type="checkbox"/>	23 <sup>rd</sup> <input type="checkbox"/>	24 <sup>th</sup> <input type="checkbox"/>	25 <sup>th</sup> <input type="checkbox"/>	Final <input type="checkbox"/>

**SUBGRANTEE:**

Coconino County Community Services 2625 N King Street, Flagstaff, Arizona 86003 (928) 522-7998  
 NAME ADDRESS PHONE

**GRANTING AGENCY:**

City of Flagstaff 211 West Aspen, Flagstaff, Arizona 86001 (928) 779-7632 X7377  
 NAME ADDRESS PHONE

**SUMMARY OF OVERALL PROJECT (e.g. goals, approaches, timetables):**

**SUMMARY OF ACTIVITIES TO DATE:**

**CHALLENGES:**

**LIST OTHER ATTACHMENTS AS NECESSARY:**

---

Signature

Date

**Attachment 1:**

- Client name
- Address
- Income level and AMI%
- Race and ethnicity
- Special needs
- Household size
- Description of service provided
- Number of female headed households
- Amount of leverage
- Number of individuals and households assisted to avoid homelessness
- Number of individuals and households assisted to transition out of homelessness

**CITY OF FLAGSTAFF, COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**  
**REQUEST FOR PAYMENT - FORM ONE (I)**

	date	Program Year 2009
1. Grantee: Coconino County Community Services - Housing Stabilization	3. Request Number 1	4. Amount Requested
5. Make check payable and mail to: Coconino County Community Services, 2625 N King St, Flagstaff, AZ 86004		

**I. IDENTIFICATION**

**II. STATUS OF CBDG FUNDS**

Expenditures					
(1) Budget Item #	(2) Item Name	(3) Application Budget	(4) Previous Expenditures	(5) Current Requested Amount	(6) Balance
1	Housing Stabilization	\$52,614.00	-	-	\$ 52,614.00
<b>(8) TOTALS</b>		\$ 52,614.00	-	-	\$ 52,614.00

**III. CERTIFICATION**

I (we) certify that this Request for Payment has been drawn in accordance with the terms and conditions of the Contract cited above. I (we) also certify that the data recorded above is correct, that the amount of the request for payment is not in excess of current needs, and is anticipated to be disbursed with 10 days of receipt, as documented by the attached Disbursement Documentation Form (F-4).

Date:	Signature:	Title:	
Date:	Signature:	Title:	
<b>FOR CITY USE ONLY</b>			
GRANTS/CONTRACTS MANAGER: <input type="checkbox"/> Requested Amount Approved <input type="checkbox"/> Requested Amount Decreased	PROJECT MANAGER: Approved:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
BY: STACEY BRECHLER-KNAGGS	DATE	BY: JUSTYNA COSTA	DATE



**Project Schedule**  
 City of Flagstaff  
 Project Description: Housing Stabilization  
 Implementing Agency: Coconino County Community Services  
 Project No.: 88C-09  
 Grant No: B-09-MC-04-0150  
 Date: 7/13/09

Persons Served: 80 Households

Item No.	Item Description	1st month begins with the Notice To Proceed														
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th		
	Determine Eligibility															
	Identify and Resolve Immediate Crisis															
	Case Management															
	Community Cooperation															
	Case Management Follow Up															

**Project Budget  
City of Flagstaff  
Community Development Block Grant (CDBG) Program**

Project Description: Housing Stabilization  
 Implementing Agency: Coconino County Community Services  
 Contract No.: 88C-09  
 Grant No: B-09-MC-04-0150  
 Date: 7/13/09

Households Served: 80	Item and Activity	Item / Activity Description	SOURCE 1		SOURCE 2		SOURCE 3		SOURCE 4		PROJECT TOTALS
			CDBG	FUNDING	PUBLIC FUNDING	PRIVATE FINANCING	IN-KIND				
<b>1</b>	<b>Housing Stabilization</b>										
A		Eviction/Mortgage foreclosure prevention, move-in ass	\$ 47,353.00								\$47,353.00
B		Short Term Shelter Assistance									\$5,261.00
<b>2</b>	<b>Program Services</b>										
A		General Office Supplies							\$ 420.00		\$420.00
B		3 caseworkers @ 60% of total time							\$ 24,202.00		\$24,202.00
<b>3</b>	<b>Administration</b>										
A		Program administration @ 15%							\$ 7,892.00		\$7,892.00
<b>4</b>	<b>Indirect Costs</b>										
		Office space, phone, electricity, supplies, etc @ 23%							\$ 12,101.00		\$12,101.00
		Leveraged Funding Sources for Housing Stability Activities									
A		ADOH (\$ allocated for Flagstaff)			\$139,217.00						\$139,217.00
B		EA-County General Fund (\$ Allocated for Flagstaff)			\$ 39,899.00						\$39,899.00
C		DES/ESGP (\$ Allocated for Flagstaff)			\$ 13,246.00						\$13,246.00
D		DES/LIHEAP (\$ Allocated for Flagstaff)			\$172,121.00						\$172,121.00
E		DES/CSBG (\$ Allocated for Flagstaff)			\$ 34,589.00						\$34,589.00
F		DES/TANF (\$ Allocated for Flagstaff)			\$ 99,883.00						\$99,883.00
G		ACAA- EAP (\$ Allocated for Flagstaff)			\$ 4,723.00						\$4,723.00
		<b>CDBG TOTALS</b>									
		<b>Totals</b>	\$ 52,614.00	\$503,678.00	\$ 44,615.00	\$600,907.00					