

City of Flagstaff

FY 2019 HUD Annual Action Plan



Submitted to the
US Department of Housing and Urban Development
June 4, 2019



2019 Annual Action Plan
Substantial Amendment #3

The purpose of the first substantial amendment was to reallocate funds from Flagstaff Shelter Service's Employment Navigation project to Flagstaff Shelter Service's COVID-19 Infectious Disease Response project for individuals experiencing homelessness.

The purpose of the second substantial amendment to the 2019 AAP was to incorporate the City of Flagstaff's 1st CDBG-CV allocation and to de-obligate 2019 funds allocated to the OOHR project and reallocate those funds to the CCHHS Eviction Prevention Program.

The purpose of the 3rd substantial amendment to the 2019 AAP is to incorporate the City of Flagstaff's second CDBG-CV allocation provided by the CARES Act.

Executive Summary

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

1. Introduction

The Annual Action Plan (Action Plan) is submitted to the U.S. Department of Housing and Urban Development (HUD) and serves as the formal application for the use of Community Development Block Grant (CDBG) entitlement funds received by the City of Flagstaff.

2. Summarize the objectives and outcomes identified in the Plan

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

The Action Plan defines the one-year activities in relationship to the five-year goals and objectives of the Consolidated Plan covering Fiscal Years 2016-2020, submitted to HUD on May 15, 2016. The Action Plan provides a brief description of the programs and projects of the City of Flagstaff in Fiscal Year 2019-2020, as well as funding announcements for the CDBG program. The City established four priorities based on the analysis of market and community conditions, and input from Flagstaff residents and service providers:

1. Neighborhood Revitalization & Public Facilities & Infrastructure
2. Public Services & Economic Opportunities
3. Addressing Homelessness
4. Decent Affordable Housing

The Community Development Block Grant (CDBG) program is provided through the US Department of Housing and Urban Development (HUD) Office of Community Planning and Development. Due to its size and composition, the City of Flagstaff is classified as an 'entitlement community'. This means that Flagstaff does not apply for the CDBG program but is awarded CDBG funds at a level based on a HUD formula involving population and demographics. To receive CDBG funds, every five years, the City must complete a Consolidated Plan, and a yearly Annual Action Plan based on the Consolidated Plan that details the uses of funds. Congress' primary objective for CDBG is to improve communities, principally for low and moderate-income persons by:

1. Providing Decent Housing,
2. Providing a Suitable Living Environment, and
3. Expanding Economic Opportunities.

Additionally, CDBG-CV dollars provided by the CARES (Coronavirus Aid, Relief and Economic Security) Act will be utilized to prevent, prepare for and respond to COVID-19, alleviating the impact of COVID-19 on Flagstaff's most vulnerable residents.

3. Evaluation of past performance

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

Flagstaff is proud of the accomplishments achieved. In the past two years, CDBG has served 2,480 individuals and 47 households. During the coming year, the City will continue to utilize viable resources and successfully administer CDBG sub-recipient contracts to improve the quality of life in the community.

The city strives to utilize CDBG funds in target neighborhoods; however, the actual distribution of funds to target areas depends on the number and type of proposals received. Last fiscal year, 100% of CDBG funding was expended in the City of Flagstaff. This fiscal year, the city will expend 41% of CDBG funding in Target Neighborhoods.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The consultation and public participation process for the development of this year's Annual Action Plan consisted of five public meetings and one-on-one technical assistance meetings with interested agencies. The draft Annual Action Plan was made available for public comment from March 1, 2019 to April 1, 2019. The funding allocations in this plan were brought to the City Council during a public meeting held on April 9, 2019 and were approved by City Council on April 16, 2019.

Flagstaff City Council's CDBG priorities for 2019 are homelessness, housing (rental and ownership), workforce job training, education (early childhood development) and neighborhood revitalization. The first public meeting, held on January 31, 2019, began the Annual Action Plan process. It introduced to the public the planning stages and solicited public participation for the CDBG Request for Proposal process. On February 28, 2019, a public meeting was held to discuss and receive comment on the proposals submitted.

On April 9, 2019, staff presented the ranked proposals to City Council and received final decision on the selected proposals at the City Council Meeting.

Notice of public meetings were published at least two weeks prior to each meeting in the Arizona Daily Sun, a newspaper of general circulation and to members of the local Continuum of Care. The Continuum of Care has developed an extensive mailing and email list that includes over 300 people who represent organizations that serve homeless and at-risk households, mainstream service and housing agencies, community development organizations, civic leaders, etc. This list is used to regularly inform these agencies of planning efforts, funding opportunities, changes in policy and practice or any other information that agencies may find useful.

Emails and notices provided information about the topic of the meeting, location, and how comments could be submitted if the person(s) was unable to attend. The forums and meetings were held in handicapped accessible locations. Accommodations for those with hearing and special language needs were made on an as needed basis when at least a 24 hour notice was provided to the City.

On April 10, 2020 staff requested and received City Council approval of a substantial amendment to the 2019/2020 Annual Action Plan.

On May 19, 2020 staff requested and received City Council approval of a second substantial amendment to the 2019/2020 Annual Action Plan.

On Nov 17, 2020 staff requested and received City Council approval of a third substantial amendment to the 2019/2020 Annual Action Plan.

Emails and notices provided information about the topic of the meeting, location, and how comments could be submitted if the person(s) was unable to attend. The forums and meetings were held in handicapped accessible locations. Accommodations for those with hearing and special language needs were made on an as needed basis when at least a 24 hour notice was provided to the City.

5. Summary of public comments

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

During the one-month public comment period for CDBG 2019, one comment was received.

During the 5 day public comment period for the 1st round of CDBG-CV funds, one comment was received.

During the 5 day public comment period for the 2nd round of CDBG-CV funds, ___ comment was received.

6. Summary of comments or views not accepted and the reasons for not accepting them

Below is the one public comment the City of Flagstaff Housing Section received. City of Flagstaff Housing staff held a technical assistance meeting with Coconino County Community Services to discuss the agency's concerns regarding a potential alternative project idea.

Public comment from Coconino County Community Services Interim Director, Norma Gallegos:

"Community Services is going to take off this year and will not be applying for this grant. We have always used these funds for eviction prevention because we do not have enough rental funds to meet the housing needs in the community. As I mentioned at the Public Hearing last week, it's difficult to come up with a new service when it comes to providing rental assistance because we already provide case management and financial empowerment to families who are requesting services.

We have heard from the community as well as staff that the federal requirements for these funds in terms of paperwork etc., creates more of a barrier to households who end up not returning because of the documentation that is required for this grant, which is unfortunate. Taking this year off will give us time to see if there are other opportunities where this grant could assist us in our Mission since it is a grant that is available each year."

Below is the one public comment the City of Flagstaff Council received in regard to CDBG-CV funding:

Kathleen Preston
Agenda Item #8
Block Grant

Greetings Mayor Evans and Council,

I am glad the City is moving forward with getting funds together to get homeless into hotel rooms where they can self isolate. I would urge you to use your position as council members to help secure a hotel for rent or purchase that has a reasonable price and meets all health dept needs. I know that Ross Altenbaugh manager of Shelter Services is working with a few different hotels, but in her meeting with the County she expressed that the price per room was significantly higher than the \$50/night at the

Aspen Hotel. The more expensive the rooms the less far these grants will go. Please do what you can to get a reasonable deal on whatever hotel situations are out there.

Also, I urge you to utilize your position to put pressure on our State and Federal government to get reimbursement funds for the hotels we need. The State still has money allocated by the feds for coronavirus relief and I think now is the time to ask for the money. We don't want this outbreak to get any larger. Thank you."

7. Summary

Not Applicable.

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

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

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

Agency Role	Name	Department/Agency
CDBG Administrator	FLAGSTAFF	City of Flagstaff Housing Section

Table 1 – Responsible Agencies

Narrative (optional)

The City of Flagstaff Housing Section is the HUD “lead agency” for the Consolidated Plan and Annual Action Plan. The Housing Section is part of the City’s Community Development Division. In addition to Housing, the Community Development Division includes the Engineering, Planning and Development Services sections.

The Housing Section works to address the shortage of affordable housing with several programs and tools. In addition to administration of the CDBG program, the Housing Section performs the below primary functions.

The City of Flagstaff Housing Authority (CFHA) manages 265 public housing units, 333 Housing Choice Vouchers, 106 Veterans Affairs Supportive Housing (VASH) vouchers, 80 apartment-style residences for a non-profit corporation and 12 Single Room Occupancy (SRO) vouchers for Seriously Mentally Ill (SMI).

- Research and Planning: Key to this focus area is the identification and maintenance of data pertinent to housing in Flagstaff and nationally, the creation and implementation of plans, the location and review of best practices and additional tools being used in other communities, and project specific planning.

- Policy: The development and subsequent implementation of policy initiatives are critical to the success of the City of Flagstaff's overall housing and economic development goals. In general, policy development and implementation are designed to enhance City program effectiveness, identify gaps or underserved groups, and enhance the private sector's ability to provide market-based solutions.
- Housing Programs and Development: This focus area encompasses programmatic areas, as well as the implementation of previous planning efforts, resulting in the creation of housing opportunities.

Consolidated Plan Public Contact Information

City of Flagstaff Housing Section

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

1. Introduction

In developing the 2019 Annual Action Plan, the City consulted with agencies providing services related to housing, social services, elderly persons, disabled persons, persons with HIV/AIDS, children experiencing neglect, and individuals and families impacted by homelessness. Agencies participating in the Annual Action Plan public meeting were.

1. Catholic Charities of Northern Arizona
2. Coconino County Community Services
3. City of Flagstaff
4. Flagstaff Family Food Center
5. Flagstaff Shelter Services
6. The Guidance Center
7. Housing Solutions of Northern Arizona
8. Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA)
9. Southwest Fair Housing Council

Activities that serve a special population, including homeless populations, and projects located in target neighborhoods received additional points in the ranking process. The City also gives points to activities that evidence community collaborations including leverage, staffing partnerships, other formal agreements, and letters of support.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The City's Housing Section works with coordinated entry, various agencies, and committees, along with City and County departments to coordinate resource delivery to eligible households. The City supports developers, when appropriate, that are seeking funding for Low Income Housing Tax Credits and provides support to other projects that will serve Flagstaff’s low and moderate-income households.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City participates with the Coconino County Continuum of Care (managed by the Arizona Department of Housing), including working groups, sub-committees and advisory groups around specific homeless and at risk-populations. These meetings bring together shelter providers, prevention providers, housing providers and agencies that deliver prevention, rapid re-housing, emergency and

transitional shelter services and permanent supportive housing opportunities. City of Flagstaff staff participate on the Executive Committee.

The City has lead the Point-In-Time (PIT) steering committee for the last three years and worked with Northern Arizona University to assist in developing the survey instrument for the Balance of State Continuum of Care. In addition, City staff leads the Flagstaff Project Homeless Connect steering committee and the System Design Steering committee.

City staff has been instrumental in the creation of Front Door Coordinated Entry. The System Design Steering Committee has created a single point of entry for coordinated assessment in the Flagstaff area, known as Front Door. Since January 2017, accessing housing and services has been dramatically simplified for those in crisis. When members of the community identify themselves to be in a housing crisis, they can access community services by entering the Front Door Program.

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

The City of Flagstaff is not an ESG grantee.

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

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	CATHOLIC CHARITIES OF NORTHERN ARIZONA
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Catholic Charities of Northern Arizona continued to monitor the needs of Northern Arizona communities and responded by providing life-changing services that protect and nurture children, help strengthen families and assist individuals in crisis. Catholic Charities delivers services in foster care, adoption and pregnancy counseling, North Star youth development and Westside Head Start early education. Over the years, in response to community needs, our Catholic Charities has grown to serve veterans and their families, sex-trafficked survivors, victims of domestic abuse, refugees and those experiencing homelessness.
2	Agency/Group/Organization	Coconino County Community Services
	Agency/Group/Organization Type	Services-Elderly Persons Services-homeless Services-Health Services-Education
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Coconino County Community Services Department (CCCSD) is the largest provider of emergency services in the community, specifically eviction/foreclosure prevention and move in assistance; it is the number one referral agency in both the County and the City of Flagstaff. CCCSD is the recognized Community Action Agency for the County and covers a service area of 18,000 square miles. CCCSD has successfully administered an eviction and foreclosure prevention program for the last thirty-five (35) years. The agency was consulted through public meetings, the public comment period and one on one technical assistance.
3	Agency/Group/Organization	City of Flagstaff
	Agency/Group/Organization Type	PHA Service-Fair Housing Other government – Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City will continue to utilize CDBG funds in target neighborhoods and owner-occupied housing rehabilitation. These programs serve low to moderate income residents of target neighborhoods, elderly persons and persons with disabilities. The programs improve infrastructure; eliminate health and safety hazards; facilitate ADA accessibility and aging in place; stabilize low income households through reduction of home repair and utility costs; increase building performance; revitalize low income neighborhoods; and preserves entry-level housing stock.
4	Agency/Group/Organization	Flagstaff Family Food Center
	Agency/Group/Organization Type	Services-Health Services-Education

	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Serving hope to Flagstaff families by providing hunger relief and children's literacy programs.
5	Agency/Group/Organization	Flagstaff Shelter Services
	Agency/Group/Organization Type	Services - Housing Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Flagstaff Shelter Services offers individuals experiencing homelessness shelter and supportive services and is focused on chronic homelessness, assisting many individuals whom have serious psychiatric or substance abuse issues. Flagstaff Shelter Services provides all individuals experiencing homelessness with coordinated entry know as Flagstaff's Front Door. The agency was consulted through public meetings, the public comment period and one on one technical assistance.

6	Agency/Group/Organization	The Guidance Center
	Agency/Group/Organization Type	Services-Health Health Agency Mental Health
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Guidance Center (TGC) is a not-for-profit Community Mental Health Center with locations serving Flagstaff. TGC provides a full range of services, which include everything from general mental health counseling for everyday stressors, to our inpatient psychiatric hospital for acute psychiatric emergencies. TGC is committed to creating healthy individuals, families and communities. The agency was consulted through public meetings, the public comment period and one on one technical assistance.
7	Agency/Group/Organization	Housing Solutions of Northern Arizona
	Agency/Group/Organization Type	Housing Services - Housing Services - Victims Community Development Financial Institution
	What section of the Plan was addressed by Consultation?	Housing Need Assessment

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Housing Solutions of Northern Arizona (HSNA) is a nonprofit housing organization, founded as the Affordable Housing Coalition in 1990 through the grassroots efforts of local citizens concerned about the lack of affordable housing in the Flagstaff community. HSNA expanded from an advocacy organization to one that focuses on programs designed to help residents identify and maintain safe, decent, and affordable housing. The agency's mission is "building opportunities for sustainable, affordable housing in northern Arizona." The agency was consulted through public meetings, the public comment period and one on one technical assistance.
8	Agency/Group/Organization	Southwest Fair Housing Council
	Agency/Group/Organization Type	Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Southwest Fair Housing Council provides comprehensive services to achieve and preserve equal access to housing for all people. The elimination of all forms of illegal discrimination related to housing. Through research, advocacy, enforcement, community outreach, passionate staff and diverse board, SWFHC helps more people achieve equal access to housing and are recognized as one of the superior fair housing organizations in the nation.

Identify any Agency Types not consulted and provide rationale for not consulting

Not applicable.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Arizona Department of Housing	The Balance of State Continuum of Care (BOSCO) is a collaborative and inclusive community based process for planning and managing homeless assistance resources and services effectively and efficiently to end homelessness in thirteen (13) counties of Arizona. Goals in Coconino County's BOSCO Strategic Plan include action items such as improving the implementation of Coordinated Entry; to continue conducting the County's annual Point in Time Count; to work collaboratively with stakeholders, funders and housing providers to create community housing needs assessment, etc.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The City participates with the Coconino County Continuum of Care (managed by the Arizona Department of Housing), including working groups, sub-committees and advisory groups around specific homeless and at risk-populations. These meetings bring together shelter providers, prevention providers, housing providers and agencies that deliver prevention, rapid re-housing, emergency and transitional shelter services, as well as permanent supportive housing opportunities. Flagstaff City staff participate on the Executive Committee. City staff also lead the Point-in-Time steering committee, the Homeless Connect steering committee and sit on the systems design steering committee.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The City of Flagstaff makes funding allocations based on community priorities and input. Priorities are determined by City Council and through input provided by the public, both in the planning and application processes.

Investments are allocated based on City Council's determination. Proposals for eligible activities are solicited through a formal Request for Proposals (RFP) process, which is open to qualified external organizations and City sponsored projects. Submitted proposals are evaluated and ranked, and a summary of the evaluation is presented to City Council for its review and consideration in making final funding decisions. A review committee consisting of City staff and external members determines a score for each proposal and makes recommendations to City Council based on the following priorities:

1. City Council annual CDBG priorities, 5-year Consolidated Plan and eligible CDBG funding
2. The need for funds and the demand for the project are demonstrated;
3. Geographic areas designated as target neighborhoods due to a disproportionate concentration of low income and minority populations;
4. Projects that meet the previous criteria and address the Primary, National and Consolidated Plan Objectives of the CDBG program; and
5. Projects that demonstrate the capacity to provide timely, compliant, and sustainable benefits to the community.

Activities that will serve a special population, including homeless populations, and projects located in target neighborhoods receive additional points in the ranking process. The City also gives points to activities that evidence community collaborations including leverage, staffing partnerships, other formal agreements, and letters of support.

The consultation and public participation process for the development of this year's Annual Action Plan consisted of three public meetings, a request for proposal process, and an invitation for written comment. Forums and meetings were conducted to solicit information on housing and community development needs and to elicit public comment on planned activities. The draft Annual Action Plan was made available for public comment from March 1, 2019 to April 1, 2019.

The first proposed amendment to the 2019/2020 Annual Action Plan was made available for public comment from April 5, 2020 to April 9, 2020. The five day public comment period was allowable by the Department of Housing and Urban Development's implementation of waivers of community planning and development grant programs and consolidated plan requirements to prevent the spread of COVID-19 and mitigate economic impacts. The waiver was also used for an amendment to the City of Flagstaff 2016-2020 Consolidated Plan Citizen Participation Plan.

The second proposed substantial amendment to the 2019/2020 Annual Action Plan was made available for public comment from May 6, 2020 to May 11, 2020. The five day public comment period was allowable by the Department of Housing and Urban Development implementation of waivers of community planning and development grant program and consolidated plan requirements to prevent the spread of COVID-19 and mitigate economic impacts.

The third proposed amendment to the 2019/2020 Annual Action Plan was made available for public comment from November 4, 2020 to November 9, 2020. The five day public comment period was allowable by the Department of Housing and Urban Development's implementation of waivers of community planning and development grant programs and consolidated plan requirements to prevent the spread of COVID-19 and mitigate economic impacts.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Internet Outreach	Non-targeted/broad community	Emails were sent to over 300 member of Coconino County's Continuum of Care informing agencies of important dates for the 2019 Community Development Block Grant Schedule, public comment period and deadlines.	No comments received.		

2	Public Meeting	<p>Persons with disabilities</p> <p>Non-targeted/broad community</p>	<p>On January 31, 2019 Housing staff held a public hearing to start the CDBG grant cycle and public participation process. The overview of the City's CDBG program assisted the public in understanding the possible funding available, eligible activities under the grant, City Council CDBG priorities, and the format of this year's CDBG process. Nine representatives from agencies attended.</p>	<p>From the Coconino County Community Services Interim Director: "Coconino County Community Services (CCCS) used CDBG funds for eviction prevention because we do not have enough rental funds to meet the housing needs in the community. It's difficult to come up with a new service when it comes to providing rental assistance because we already provide case management and financial empowerment to families who are requesting services." Coconino County Community Services have heard from the</p>	<p>Comment was accepted and discussed with agency.</p>	
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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
				community as well as staff that the federal requirements for these funds in terms of paperwork etc., creates more of a barrier to households who end up not returning because of the documentation that is required for this grant, which is unfortunate.		
3	Public Meeting	Persons with disabilities Non-targeted/broad community	A public meeting was held by City staff on Thursday, February 28, 2019 to review received proposals and to receive comments on the use of the City of Flagstaff's 2019 CDBG funds.	No comments received.		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Newspaper Ad	Persons with disabilities Non-targeted/broad community	Arizona Daily Sun ad February 10 & 17, 2019 - Invited the public to City Council Meeting to discuss the use of CDBG funding on April 9, 2019.	No comments received.		
5	Public Meeting	Persons with disabilities Non-targeted/broad community	On Tuesday, April 9 & 16, 2019, two public meetings were held by City Staff where City Council discussed and approved the submittal of the 2019 Annual Action Plan to HUD and use of the 2019 CDBG funds.	No comments received.		
6	Newspaper Ad	Persons with disabilities Non-targeted/broad community	Arizona Daily Sun ad April 5, 2020 invited public comment on the 1 st substantial amendment to the 2019/2020 Annual Action Plan	No Comments Received		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
7	Public Meeting	Persons with disabilities Non-targeted/broad community	On Friday April 12 a public meeting was held by City Staff where City Council discussed and approved the submittal of the 1 st amendment to the 2019 Annual Action Plan to HUD and use of the 2019 CDBG funds.	No Comments Received		

8	Newspaper Ad	<p>Persons with disabilities</p> <p>Non-targeted/broad community</p>	<p>Arizona Daily Sun AD May 6, 2020 - Invited public comment on the second amendment to the 2019/2020 Annual Action Plan and proposed use of the 1st round of CDBG-CV funds.</p>	<p>Kathleen Preston Agenda Item #8 Block Grant Greetings Mayor Evans and Council, I am glad the City is moving forward with getting funds together to get homeless into hotel rooms where they can self isolate. I would urge you to use your position as council members to help secure a hotel for rent or purchase that has a reasonable price and meets all health dept needs. I know that Ross Altenbaugh manager of Shelter Services is working with a few different hotels, but in her meeting with the</p>		
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				<p>County she expressed that the price per room was significantly higher than the \$50/night at the Aspen Hotel. The more expensive the rooms the less far these grants will go. Please do what you can to get a reasonable deal on whatever hotel situations are out there. Also, I urge you to utilize your position to put pressure on our State and Federal government to get reimbursement funds for the hotels we need. The State still has money allocated by the feds for coronavirus relief and I think now is the time to</p>	
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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
				ask for the money. We don't want this outbreak to get any larger. Thank you.		
9	Public Meeting	Persons with disabilities Non-targeted/broad community	On Tuesday, May 12 & 19, 2020, two public meetings were held by City Staff where City Council discussed and approved the submittal of the 2 nd substantial amendment to the 2019 Annual Action Plan to HUD and use of the 1 st round of CDBG-CV funds and reallocation of 2019 CDBG funds.			
10	Newspaper Ad	Persons with disabilities Non-targeted/broad community	Arizona Daily Sun ad Nov 3, 2020 invited public comment on the third substantial amendment to the 2019/2020 Annual Action Plan	TBD		

2019 Annual Action Plan
Substantial Amendment #3

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
11	Public Meeting	Persons with disabilities Non-targeted/broad community	On Tuesday, Nov 10 & 17, 2019, two public meetings were held by City Staff where City Council discussed and approved the submittal of the third substantial amendment to 2019 Annual Action Plan to HUD and proposed use of the 2 nd Round of CDBG-CV funds.	TBD		

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The amount of CDBG funding received by the City varies from year-to-year based on the federal budget. The City expects to receive between \$510,000 and \$650,000 each year during the next five years. The Annual Action Plan describes City allocations for the CDBG program during the coming year – PY2019-2020. These allocations fund activities to address goals for the primary Consolidated Plan areas: Affordable Housing, Homelessness, Community Development, Special Needs and Citizen Participation.

Additional federal funds to address goals were made available for public housing and programs addressing the needs of people experiencing homelessness. State government, local general funds and private resources are occasionally secured by the City or by local agencies for a variety of uses.

The CARES (Coronavirus Aid, Relief and Economic Security) Act of April 2020 provided Community Development Block Grant Funds (CDBG-CV) to Entitlement Communities to prevent, prepare for and respond to COVID-19. The City of Flagstaff allocation was \$359,640.

The CARES (Coronavirus Aid, Relief and Economic Security) Act of April 2020 provided an additional allocation of Community Development Block Grant Funds (CDBG-CV) to the City of Flagstaff in September 2020 to prevent, prepare for and respond to COVID-19. The City of Flagstaff

allocation was \$766,551. The cumulative amount for all allocation rounds for the City of Flagstaff is \$1,126,155.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	616,928	60,044	20,183	697,155	0	The City of Flagstaff's 2019 CDBG allocation totals \$697,155.48.
Other	public - federal	Other	359,604	0	0	359,604	0	CDBG-CV funds to be used to prevent, prepare for and respond to the Coronavirus.
Other	public - local	Public Services	59,000	0	0	59,000	0	City of Flagstaff General Funds to be leveraged with CDBG-CV funds for Eviction Prevention services.
Other	public - federal	Other	766,551	0	0	766,551	0	CDBG-CV funds to be used to prevent, prepare for and respond to the Coronavirus.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how

matching requirements will be satisfied

Federal funds will leverage possible additional resources to rehabilitate and/or develop affordable housing for renters or owners, to provide services to vulnerable populations including people experiencing homelessness, people living in poverty, and other people with special needs. When funding has matching requirements, match may be satisfied through local fundraising by nonprofit organizations, State Housing Trust Funds, and City General Funds. \$2,414,316 federal, state and local funds will leverage 2019 CDBG projects.

Coconino County Health and Human Services' Eviction Prevention program will also receive \$59,000 in City of Flagstaff General Funds per City Council direction given at the April 24, 2020 Budget Retreat. These funds will be leveraged with the CDBG allocation and administered in their combined entirety as one program contract between CCHHS and the City of Flagstaff.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Not applicable.

Discussion

Not applicable.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Infrastructure for Affordable Housing	2016	2021	Affordable Housing Non-Housing Community Development	Sunnyside	Revitalization, Public Facilities & Infrastructure Addressing Homelessness Decent Affordable Housing	CDBG: \$258,233	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 5 Households Assisted Rental units constructed: 5 Household Housing Unit Overnight/Emergency Shelter/Transitional Housing Beds added: 9 Beds Housing for Homeless added: 5 Household Housing Unit
2	Owner-occupied Housing Rehabilitation	2016	2021	Affordable Housing	Citywide	Decent Affordable Housing	CDBG: \$46,239.28	Homeowner Housing Rehabilitated: 0 Household Housing Unit
3	Operating Support	2016	2021	Homeless	Citywide	Public Services and Economic Opportunities Addressing Homelessness	CDBG: \$59,597 CDBG-CV #1: \$250,000 CDBG-CV#2: \$490,000	Public service activities other than Low/Moderate Income Housing Benefit: 3200 Persons Assisted Homeless Person Overnight Shelter: 3040 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	ADA Accessibility Improvements	2016	2021	Non-Homeless Special Needs Non-Housing Community Development	Sunnyside	Revitalization, Public Facilities & Infrastructure Addressing Homelessness	CDBG: \$24,836	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3000 Persons Assisted
5	Service and Facility Operating Support	2016	2021	Non-Housing Community Development	Citywide	Public Services and Economic Opportunities Addressing Homelessness	CDBG: \$0 CDBG-CV #1: \$73,644 CDBG-CV#2: \$80,000	Public service activities other than Low/Moderate Income Housing Benefit: 1060 Persons Assisted Homeless Person Overnight Shelter: 200 Persons Assisted
6	Housing Stabilization Services	2016	2021	Non-Housing Community Development	Citywide	Public Services and Economic Opportunities Decent Affordable Housing	CDBG: \$172,855.29 City of Flagstaff General Funds: \$59,000	Public service activities for Low/Moderate Income Housing Benefit: 91 Households Assisted Tenant-based rental assistance / Rapid Rehousing: 91 Households Assisted Homelessness Prevention: 91 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Infrastructure for Affordable Housing
	Goal Description	Housing Solutions of Northern Arizona will implement CDBG funds to expand its Sharon Manor Transitional Housing facility. The project would add 5 units of transitional housing, to the Sharon Manor House. This home currently has 8 studio apartments, with common kitchen and living space. The additional units would be a second story expansion and would increase the number of homeless victims of domestic violence to have resources to escape abuse, build self-sufficiency and identify decent, safe, permanent housing.
2	Goal Name	Owner-occupied Housing Rehabilitation
	Goal Description	<p>The City of Flagstaff will apply CDBG funds for its Owner-Occupied Housing Rehabilitation (OOHR). OOHR preserves existing affordable housing stock by eliminating health and safety hazards. It conducts home repairs, accessibility modifications which allows homeowners to live in safe, decent and affordable housing. The services are available to low to moderate Flagstaff homeowners.</p> <p>On May 19, 2020 Flagstaff City Council approved a substantial amendment de-obligating the remaining funds for this project and re-allocating them to Coconino County Health and Human Services for Eviction Prevention.</p>

3	Goal Name	Operating Support
	Goal Description	<p>Flagstaff Shelter Services will provide expanded shelter and services in response to the COVID-19 infectious disease pandemic. The FSS COVID-19 Infectious Disease Response Program will provide alternative, temporary shelter to a minimum of 2800 individuals at heightened risk of severe infection and exposure to COVID-19. Flagstaff Shelter Services will utilize physical space left vacant by the temporary re-location of high-risk clients to create appropriate social distance and separation between remaining clients in order to expand on-site day services. The agency will use CDBG funds to provide temporary off-site shelter, purchase crucial biohazard supplies to protect clients and staff and to hire additional support for the supervision of clients during daytime hours. During the winter months FSS will provide at least 40 households with non-congregate shelter.</p> <p>Coconino County Health and Human Services will use CDBG funds for the operational costs of providing shelter to homeless individuals who have tested positive for or been otherwise diagnosed with COVID-19 or are awaiting testing results. Clients will remain at the hotel site throughout the length of said individual's likelihood or confirmation of being actively contagious with the Coronavirus. CCHHS will provide temporary emergency shelter for a minimum of 240 individuals experiencing homelessness and recovering from, positive for, or awaiting test results for COVID-19.</p> <p>CDBG-CV funds will provide operational support to Flagstaff's Front Door Coordinated Entry Program. This collaborative project will serve as a "front door" to those experiencing a housing crisis in the City of Flagstaff. Front Door will provide a single entry point into the shelter and housing system to streamline services, reduce shelter stay and length of time homeless, increase program utilization and eliminate the need for households in crisis to "service hop." The Front Door also provides referral information to community members at risk of homelessness.</p>
4	Goal Name	ADA Accessibility Improvements
	Goal Description	<p>Flagstaff Family Food Center will utilize CDBG funding to rehabilitate the agency's community dining room located in the Sunnyside target neighborhood. The scope of work includes renovating and constructing an ADA restroom, and purchasing new industrial kitchen equipment which will be bolted into the ground. This activity would serve 3000 low to moderate income residence in Sunnyside.</p>

5	Goal Name	Service and Facility Operating Support
	Goal Description	<p>CDBG dollars will support homeless services delivered in the City of Flagstaff. This would primarily be in support of staffing, operational support, and eligible supplies for the PATH Homeless Outreach program; and staffing, operational support and eligible supplies for our housing programs, specifically family shelter and congregate living facilities which are at greater risk due to COVID-19. Additionally, as testing is critical in congregate facilities funds will be utilized to ensure adequate testing for the safety of residents in these facilities and ensure continual movement into and out of shared living into more permanent housing solutions within our community.</p> <p>CDBG-CV dollars will be used to support multiple non congregate housing facilities serving homeless individuals with justice system involvement and/or those with long term chronic substance use disorders. CDBG dollars will provide monthly rental and utility payments (up to 3 consecutive months) for tenants in 3 residential homes as well as for those enrolled in the Closing the Gap program. Funds will also be utilized for staff time and training as well as cleaning supplies and PPE for staff and residents safety at the living facilities.</p>
6	Goal Name	Housing Stabilization Services
	Goal Description	<p>Coconino County Health and Human Services (CCHHS) is one of the leading sources of eviction prevention and homeless diversion assistance in the City of Flagstaff. CDBG funding will expand current eviction prevention programs and provide Flagstaff residents with temporary financial assistance for low to moderate income households facing eviction and impacted by the COVID-19 Pandemic.</p>

Projects

AP-35 Projects – 91.220(d)

Introduction

In the 2019 CDBG process, three external agency proposals were received. There was one internal City of Flagstaff request. When program income is included and de obligated dollars are accounted for, the 2019 CDBG allocation is \$697,155.48. Four proposals requesting a total of \$826,545.87 in CDBG funding were received by the February 21, 2019 deadline. Recommendations were discussed and approved by Flagstaff's City Council at a public hearing on April 9, 2019. The following table identifies approved projects for 2019-2020 program year with a budget of \$697,155.48.

On April 10, 2020 a recommendation to re-allocate funds for the Flagstaff Shelter Services Employment Navigation Services for Individuals Experiencing Homelessness to the COVID-19 Infectious Disease Response for Individuals Experiencing Homelessness was made to City Council and the first substantial amendment to the 2019 AAP was approved.

On May 19, 2020 a recommendation to de-obligate any remaining CDBG 2019/2020 funds from the City's Owner Occupied Housing Rehabilitation Program and re-allocate funds to Eviction Prevention administered by Coconino County Health and Human Services was approved by City Council.

On May 19, 2020 Flagstaff City Council approved the second substantial amendment to the 2019/2020 Annual Action Plan as well as to incorporate the 1st round of CDBG-CV allocation and fund recommended projects.

On November 17, 2020 Flagstaff City Council approved the third substantial amendment to the 2019/2020 Annual Action Plan incorporating the 2nd round of CDBG-CV funding and allocation of funds to specific projects.

Please note that the expected amount available (in the AP-15) shows more than allocated in AP-35 Projects. IDIS (AP-35) will not allow cents in the expected resources for the city's projects which is triggers a warning in the Annual Action Plan Quality Check.

Projects

#	Project Name
1	Transitional Housing for Victims of Domestic Violence - Expanding Sharon Manor
2	City of Flagstaff - Owner Occupied Housing Rehabilitation Program
3	Flagstaff Family Food Center - Food Center Rehabilitation
4	FSS - COVID-19 Infectious Disease Response for Individuals Experiencing Homelessness

2019 Annual Action Plan
Substantial Amendment #3

#	Project Name
5	Administration
6	Coconino County Health and Human Services Eviction Prevention
7	CV City of Flagstaff Administration
8	CV Flagstaff Shelter Services COVID-19 Response
9	CV Catholic Charities Homeless Services
10	CV2 City of Flagstaff Administration
11	CV2 Coconino County Health and Human Services Operations for Motel Sheltering for Homeless COVID-19 positive Individuals
12	Flagstaff Shelter Services Expanded Shelter for COVID-19 Prevention
13	CV2 Catholic Charities Outreach and Jail Reentry
14	CV2 Catholic Charities Front Door

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

For FY 2019-2020, the City issued a request for proposals for CDBG activities. Proposals are evaluated based on CDBG eligibility and funding criteria that include the ratio of dollars per person that will benefit, percent of leverage funding, past successful CDBG contract administration, location of the project in a target area, and evidence of community collaborations. At least 70% of CDBG funds must serve low and moderate-income people and not more than 15% may be used for public services. Up to 20% may be used to cover administrative costs, including indirect costs. The largest obstacle to addressing underserved needs is insufficient funding, particularly for public services projects.

HUD has urged entitlement communities to consider the use of allocated CDBG funds for the prevention and response to community spread of COVID-19. City Council has approved a de-obligation and reallocation of up to \$164,000 from the annual CDBG 2019/2020 entitlement from the City administered Owner Occupied Housing Rehabilitation Program (OOHR) for allocation to COVID-19 Response programs.

CDBG-CV funds are designated for the prevention of, response to and preparation for the COVID-19 Infectious Disease Pandemic. The Department of Housing and Urban Development has encouraged consideration of approaches that prioritize the unique needs of low- and moderate-income persons and the development of partnerships between all levels of government and the private for-profit and nonprofit sectors

AP-38 Project Summary
Project Summary Information

1	Project Name	Transitional Housing for Victims of Domestic Violence - Expanding Sharon Manor
	Target Area	Sunnyside
	Goals Supported	ADA Accessibility Improvements Infrastructure for Affordable Housing
	Needs Addressed	Revitalization, Public Facilities & Infrastructure Addressing Homelessness Decent Affordable Housing
	Funding	CDBG: \$258,232
	Description	Housing Solutions of Northern Arizona (HSNA) will implement CDBG funding to expand its Sharon Manor Transitional Housing facility. The project will add 5 transitional housing units, which will increase the number of homeless victims of domestic violence who have resources to escape abuse, build-sufficiency and identify decent, safe, permanent housing.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	The additional units will expand the Sharon Manor program, increasing the number of homeless victims of domestic violence who have resources to escape abuse, build self-sufficiency and identify decent, safe, permanent housing. Not only will this project benefit the first 5 households who live on property, but an estimated 100 households will be assisted over the next 30 years (assuming an average length of stay of 18 months per household).
	Location Description	The transitional housing is for survivors of domestic violence and is located in the Sunnyside Target Neighborhood.
Planned Activities	CDBG funds will expand Housing Solutions of Northern Arizona's Sharon Manor, adding 5 units of transitional housing facility that serves survivors of domestic violence. The second story expansion to the Sharon Manor House will add additional units to a building that currently contains 8 studio apartments, common kitchen and living space. The additional units will expand the Sharon Manor program, increasing the number of homeless victims of domestic violence who have resources to escape abuse, build self-sufficiency and identify decent, safe, permanent housing. Our community has a documented ongoing need for additional transitional housing units to benefit victims of domestic violence.	
	Project Name	City of Flagstaff - Owner Occupied Housing Rehabilitation Program

2	Target Area	Citywide
	Goals Supported	Owner-occupied Housing Rehabilitation
	Needs Addressed	Decent Affordable Housing
	Funding	CDBG: \$46,238.71
	Description	CDBG dollars will be used to preserve existing affordable housing stock and benefit low income homeowners of Flagstaff. The objectives of the program include: 1) elimination of health and safety hazards in the home; 2) facilitation of ADA accessibility and aging in place; 3) financial stabilization of low income households through the reduction of home repair and utility costs; 4) increased building performance through weatherization and performance enhancing measures; 5) revitalization of low income neighborhoods; 6) preservation of the entry level housing stock.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Zero low to moderate income households will benefit from the City of Flagstaff's Owner Occupied Housing Rehabilitation Program (OOHR). On May 19, 2020 Flagstaff City Council approved a substantial amendment de-obligating the remaining funds for this project and re-allocating them to Coconino County Health and Human Services for Eviction Prevention.
	Location Description	The households that will benefit from OOHR are within the City of Flagstaff city limits.
	Planned Activities	CDBG dollars will be used to preserve existing affordable housing stock and benefit low income homeowners of Flagstaff.
3	Project Name	Flagstaff Family Food Center - Food Center Rehabilitation
	Target Area	Sunnyside
	Goals Supported	ADA Accessibility Improvements
	Needs Addressed	Revitalization, Public Facilities & Infrastructure
	Funding	CDBG: \$24,836

	Description	Flagstaff Family Food Center will utilize CDBG funding to rehabilitate the agency's community food kitchen restrooms in the Sunnyside target neighborhood. The scope of work includes rehabilitating three restrooms, making two ADA compliant. The activity will purchase industrial kitchen equipment (that will be bolted into the ground). This activity would serve 3000 low to moderate income residence in Sunnyside.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	The activity will serve 3000 low to moderate income residents of the Sunnyside Target Neighborhood.
	Location Description	Sunnyside Target Neighborhood
	Planned Activities	Flagstaff Family Food Center will utilize CDBG funding to rehabilitate the agency's community food kitchen restrooms in the Sunnyside Target Neighborhood. The scope of work includes rehabilitating three restrooms, making two ADA compliant. The activity will purchase industrial kitchen equipment (that will be bolted into the ground). This activity would serve 3000 low to moderate income residence in Sunnyside.
4	Project Name	FSS - COVID-19 Infectious Disease Response for Individuals Experiencing Homelessness
	Target Area	Citywide
	Goals Supported	Service and Facility Operating Support Operating Support
	Needs Addressed	Public Services and Economic Opportunities Addressing Homelessness
	Funding	CDBG: \$59,597

	Description	Flagstaff Shelter Services (FSS) will provide expanded shelter and services in response to the COVID-19 infectious disease pandemic. The FSS COVID-19 Infectious Disease Response would provide alternative, temporary shelter to a minimum of 100 medically vulnerable individuals at heightened risk of severe infection and exposure to COVID-19. Flagstaff Shelter Services will utilize physical space left vacant by the temporary re-location of high-risk clients in an attempt to create appropriate social distance and separation between remaining clients in order to expand on-site day services. The agency will use CDBG funds to provide temporary off-site shelter, purchase crucial biohazard supplies to protect clients and staff and to hire additional support for the supervision of clients during the daytime hours.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Flagstaff Shelter Services will serve 100 medically vulnerable/high-risk individuals experiencing homelessness with temporary, off-site shelter during the COVID-19 pandemic. Flagstaff Shelter Services will provide an additional 100 individuals experiencing homelessness with crucial day services allowing for necessary social distancing and prevention of community spread of the COVID-19 infectious disease.
	Location Description	The services will be provided at Northern Arizona's largest emergency shelter, Flagstaff Shelter Services.
	Planned Activities	The FSS COVID-19 Infectious Disease Response will provide alternative, temporary shelter to a minimum of 100 medically vulnerable individuals at heightened risk of severe infection and exposure to covid-19. Flagstaff Shelter Services will utilize physical space left vacant by the temporary re-location of high-risk clients in an attempt to create appropriate social distance and separation between remaining clients in order to expand on-site day services.
5	Project Name	Administration
	Target Area	Citywide
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: \$135,394

	Description	Funds required to pay for the administration of the CDBG program. This year's administration amount is a little less than 20% of the allocation and includes an approved indirect cost allocation rate of 10% of the grant award.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Not Applicable
	Location Description	Not Applicable
	Planned Activities	Funds required to pay for the administration of the CDBG program. This year's administration amount is a little less than 20% of the allocation and includes an approved indirect cost allocation rate of 10% of the grant award.
6	Project Name	Coconino County Health and Human Services Eviction Prevention
	Target Area	Citywide
	Goals Supported	Housing Stabilization Services
	Needs Addressed	Public Services and Economic Opportunities Addressing Homelessness Decent Affordable Housing
	Funding	CDBG: \$172,855.29 City of Flagstaff General Funds: \$59,000
	Description	Coconino County Health and Human Services (CCHHS) is one of the leading sources of eviction prevention and homeless diversion assistance in the City of Flagstaff. CDBG funding will expand current eviction prevention programs and provide Flagstaff residents with temporary financial assistance for low to moderate income households facing eviction and impacted by the COVID-19 Pandemic.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	CDBG funds will serve 91 unique families financially impacted by COVID-19 with eviction prevention.
	Location Description	Households served will be residents of Flagstaff. Services will be provided either virtually or at the County Health and Human Services building in Flagstaff, AZ.

	Planned Activities	CDBG funding will expand current eviction prevention programs and provide Flagstaff residents with temporary financial assistance for low to moderate income households facing eviction and impacted by the COVID-19 Pandemic.
7	Project Name	CV City of Flagstaff Administration
	Target Area	Citywide
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: \$35,960
	Description	Funds required to pay for the administration of the CDBG program. The administration for CDBG-CV funds is 10% of the allocation. The City of Flagstaff has waived the approved 10% indirect cost allocation.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	Not Applicable
	Location Description	Not Applicable
	Planned Activities	Funds required to pay for the administration of the CDBG program. The administration for CDBG-CV funds is 10% of the allocation. The City of Flagstaff has waived the approved 10% indirect cost allocation.
8	Project Name	CV Flagstaff Shelter Services COVID-19 Response
	Target Area	Citywide
	Goals Supported	Service and Facility Operating Support Operating Support
	Needs Addressed	Public Services and Economic Opportunities Addressing Homelessness
	Funding	CDBG-CV: \$250,000

	Description	Flagstaff Shelter Services will provide expanded shelter and services in response to the COVID-19 Infectious Disease Pandemic. The FSS COVID-19 Response: Caring for Flagstaff's Most Vulnerable Residents program will provide alternative temporary shelter to a minimum of 600 individuals at heightened risk of severe infection and exposure to COVID-19. Flagstaff Shelter Services will utilize physical space left vacant by the temporary re-location of all shelter clients/residents in an attempt to create appropriate social distance and separation between clients during expanded on-site day service hours. CDBG funds will be used to provide temporary off-site shelter and to hire additional support for the supervision of clients during the daytime hours and cover increased staffing costs directly attributed to COVID-19.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	800 unduplicated individuals will receive services.
	Location Description	Services will be provided at Northern Arizona's largest homeless shelter located in Flagstaff, AZ.
	Planned Activities	The FSS COVID-19 Infectious Disease Response will provide alternative, temporary shelter to a minimum of 600 medically vulnerable individuals at heightened risk of severe infection and exposure to covid-19. Flagstaff Shelter Services will utilize physical space left vacant by the temporary re-location of high-risk clients in an attempt to create appropriate social distance and separation between remaining clients in order to expand on-site day services.
9	Project Name	CV Catholic Charities Homeless Services
	Target Area	Citywide
	Goals Supported	Service and Facility Operating Support Operating Support
	Needs Addressed	Public Services and Economic Opportunities Addressing Homelessness
	Funding	CDBG-CV: \$73,643

	Description	Catholic Charities Homeless Outreach Program will increase outreach capabilities and distribute life-sustaining supplies to individuals experiencing homelessness and impacted by COVID-19. The Homeless Outreach Program identifies people with a serious mental illness and/or chronic substance use disorder as well as those at risk of exposure to or illness from COVID-19 who are experiencing homelessness and connects them with support and housing services. Catholic Charities additionally provides re-entry outreach and housing for individuals with justice involvement and a substance abuse disorder, exiting into homelessness. Outreach teams will: Provide regularly-updated handouts detailing available social services; Educate people on local camping rules and regulations; and Transport clients directly to detoxification centers, medical treatment, COVID-19 testing locations and psychiatric care. Housing case managers will provide diversionary or re-entry housing opportunities for individuals with justice involvement and at risk for COVID-19.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	560 individuals between outreach services and congregate housing facilities in a 6 month period.
	Location Description	Services will be provided citywide.
	Planned Activities	CDBG funds will support staffing, operational support, and eligible supplies for the PATH Homeless Outreach Program; and staffing, operational support and eligible supplies for housing programs, specifically the family shelter and congregate living facilities which are at greater risk due to COVID-19. Additionally, testing is critical in congregate facilities so funds would be utilized to ensure adequate testing for the safety of residents in these facilities and ensure continual movement into and out of shared living into more permanent housing solutions within our community.
10	Project Name	Administration
	Target Area	Citywide
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: \$20,000

	Description	Funds required to pay for the administration of the CDBG program. This year's administration amount is a flat amount of \$20,000. The additional allowable amount for administration is waived to maximize community benefit.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Not Applicable
	Location Description	Not Applicable
	Planned Activities	Funds required to pay for the administration of the CDBG program. This year's administration amount is a flat amount of \$20,000. The additional allowable amount for administration is waived to maximize community benefit.
11	Project Name	Operations for Sheltering of COVID-19 Positive Individuals Experiencing Homelessness
	Target Area	Citywide
	Goals Supported	Homeless Shelter
	Needs Addressed	Public Services and Economic Opportunities Addressing Homelessness
	Funding	CDBG-CV: \$200,000
	Description	Coconino County Health and Human Services (CCHHS) is providing temporary, emergency hotel shelter to COVID-19 positive or those awaiting results who are also experiencing homelessness.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	CDBG-CV funds will serve 240 unique individuals
	Location Description	Undisclosed location within the City of Flagstaff known as Hotel 2
	Planned Activities	CDBG will be used to pay for operations
12	Project Name	CV Flagstaff Shelter Services COVID-19 Response
	Target Area	Citywide

	Goals Supported	Service and Facility Operating Support Operating Support
	Needs Addressed	Public Services and Economic Opportunities Addressing Homelessness
	Funding	CDBG-CV: \$250,000
	Description	Flagstaff Shelter Services will provide expanded shelter and services in response to the COVID-19 Infectious Disease Pandemic. The FSS COVID-19 Response: Caring for Flagstaff's Most Vulnerable Residents program will provide alternative temporary shelter to a minimum of 600 individuals at heightened risk of severe infection and exposure to COVID-19. Flagstaff Shelter Services will utilize physical space left vacant by the temporary re-location of all shelter clients/residents in an attempt to create appropriate social distance and separation between clients during expanded on-site day service hours. CDBG funds will be used to provide temporary off-site shelter and to hire additional support for the supervision of clients during the daytime hours and cover increased staffing costs directly attributed to COVID-19.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	2000 unduplicated individuals will receive services and 40 families
	Location Description	Services will be provided at Northern Arizona's largest homeless shelter located in Flagstaff, AZ and offsite at multiple motels within City limits.
	Planned Activities	The FSS COVID-19 Infectious Disease Response will provide alternative, temporary shelter to a minimum of 2000 medically vulnerable individuals at heightened risk of severe infection and exposure to covid-19. Flagstaff Shelter Services will utilize physical space left vacant by the temporary re-location of high-risk clients in an attempt to create appropriate social distance and separation between remaining clients in order to expand on-site day services.
13	Project Name	Catholic Charities Closing the Gap and Jail Reentry Housing Programs
	Target Area	Citywide
	Goals Supported	Service and Facility Operating Support Operating Support

	Needs Addressed	Public Services and Economic Opportunities Addressing Homelessness
	Funding	CDBG-CV: \$80,000
	Description	Catholic Charities Homeless Outreach Program and Jail Reentry
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	500 individuals between outreach services and congregate housing facilities
	Location Description	Services will be provided citywide.
	Planned Activities	CDBG funds will support staffing, operational support, and eligible supplies for the PATH Homeless Outreach Program; and staffing, operational support and eligible supplies for housing programs, specifically the family shelter and congregate living facilities which are at greater risk due to COVID-19. Additionally, testing is critical in congregate facilities so funds would be utilized to ensure adequate testing for the safety of residents in these facilities and ensure continual movement into and out of shared living into more permanent housing solutions within our community.
14	Project Name	CV Catholic Charities Front Door Coordinated Entry
	Target Area	Citywide
	Goals Supported	Service and Facility Operating Support Operating Support
	Needs Addressed	Public Services and Economic Opportunities Addressing Homelessness
	Funding	CDBG-CV: \$40,000
	Description	CDBG funds will provide operational support to Flagstaff's Front Door Coordinated Entry Program. This collaborative project will serve as a "front door" to those experiencing a housing crisis in the City of Flagstaff. Front Door will provide a single entry point into the shelter and housing system to streamline services, reduce shelter stay and length of time homeless, increase program utilization and eliminate the need for households in crisis to "service hop."
	Target Date	6/30/2022

	<p>Estimate the number and type of families that will benefit from the proposed activities</p>	<p>400 individuals</p>
	<p>Location Description</p>	<p>Services will be provided citywide.</p>
	<p>Planned Activities</p>	<p>CDBG funds will provide operational support to Flagstaff's Front Door Coordinated Entry Program. This collaborative project will serve as a "front door" to those experiencing a housing crisis in the City of Flagstaff. Front Door will provide a single entry point into the shelter and housing system to streamline services, reduce shelter stay and length of time homeless, increase program utilization and eliminate the need for households in crisis to "service hop."</p>

AP-50 Geographic Distribution – 91.220(f)

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

The City has designated four target areas. These target areas encompass many of the areas of low-income and minority concentration and include:

- Sunnyside - Census Tract 3, Block Group 2, 3, & 4.
- Southside - Census Tract 8, Block Group 1.
- Pine Knoll - Census Tract 8, Block Group 2.
- La Plaza Vieja - Census Tract 11.02, Block Group 3

Geographic Distribution

Target Area	Percentage of Funds
Sunnyside	41
La Plaza Vieja	0
Southside	0
Pine Knoll	0
Citywide	100

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Proposals are evaluated based on CDBG eligibility and funding criteria that include the ratio of dollars per person benefitted, percent of leverage funding, past successful CDBG contract administration, location of the project in a target area, and evidence of community collaborations among other factors.

Discussion

The City strives to utilize CDBG funds in target areas; however, the actual distribution of funds to target areas depends on the number and type of proposals that are received. This fiscal year 41% of CDBG funds will be expended in the Sunnyside Target Area and the remainder will be expended citywide.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

One Annual Action Plan requirement is to provide information on the number of households that will benefit from affordable housing and the types of housing these households will be supported through. The following HUD tables define the City’s goals for the number of households that will be provided housing by housing activity.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	6
Special-Needs	2
Total	8

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	91
The Production of New Units	5
Rehab of Existing Units	2
Acquisition of Existing Units	0
Total	98

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

Discussion

Over the coming year a total of 98 households will benefit. Five (5) newly constructed transitional housing units will be established in the Flagstaff community and offered to survivors of domestic violence. Additionally, two (2) low to moderate households will receive housing rehabilitation services through the City of Flagstaff’s Owner Occupied Housing Rehabilitation Program and 91 households will be assisted with Eviction Prevention and Housing Stabilization services.

AP-60 Public Housing – 91.220(h)

Introduction

The City of Flagstaff Housing Authority provides 265 public housing units, 12 moderate rehab units, 358 housing choice vouchers and 66 Veterans Affairs Supportive Housing Vouchers. The public housing units are in good repair as the Housing Authority follows a system of ensuring that all major systems are well maintained. The Housing Authority develops a 5-year Plan to identify the capital needs of public housing developments and the methods by which living conditions will be improved for public housing residents.

Actions planned during the next year to address the needs to public housing

All major systems within the developments are in good repair due to an established life cycling system. Identified capital needs include replacing water lines, siding, roofs, water heaters and countertops.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The Housing Authority has multiple goals and objectives created to increase resident involvement including: ongoing surveys and formal annual resident input and participation to ensure the public housing environment is appealing and up-to-date; providing maintenance and repair training prior to occupancy; using the Siler Homes Activity Center as a base for various resident services including resource referral and goal setting for residents seeking economic self-sufficiency; establishing community partnerships to provide programming relevant to residents; continuing resident orientation; partnering with the Boys and Girls club to provide free on-site programs; and resident meetings, barbeques and newsletters to help residents with education, employment, job training and youth services.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Flagstaff's Housing Authority is a high performing PHA.

Discussion

The City of Flagstaff Housing Authority provides 265 public housing units, 12 moderate rehab units, 358 housing choice vouchers and 66 Veterans Affairs Supportive Housing Vouchers. The public housing units are in good repair as the Housing Authority follows a system of ensuring that all major systems are in good repair. The Housing Authority develops a 5-year Plan to identify the capital needs of public housing developments and the methods by which living conditions will be improved for public housing residents.

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

Introduction

The City is not a direct recipient of Emergency Solutions Grant funds from HUD yet invests a significant amount of financial and staff resources in addressing the needs of people experiencing homelessness and people with special needs. This section describes the City's one-year goals and actions for reducing and ending homelessness.

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

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

Continuum of Care members may apply for CDBG funds to assist street outreach, but with limited public service dollars, local agencies choose to apply for support in prevention and diversion programs. There are currently three nonprofit organizations that conduct outreach services, two of which only serve veterans. Funded programs are highly encouraged to participate in coordinated entry and the C of C's individual assessment plan (VI-SPDAT).

Addressing the emergency shelter and transitional housing needs of homeless persons

The City and Coconino County's Continuum of Care members recognize the critical nature of Housing First and permanent supportive housing. In the 2019 Point in Time Count 803 men, women and children were experiencing homelessness in Coconino County. Approximately 801 people remain on income restricted complex waitlists which 1,250 people were on the waitlist in 2018. The high cost of housing and a 20% employment rate among individuals experiencing homelessness means that these individuals and families may require a longer stay in shelter or transitional housing.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City will continue to support agencies that provide emergency and transitional housing to the extent allowed under the CDBG program. During the coming year, one agency will receive funds to support emergency shelter and housing services. The City and Continuum of Care members recognize the critical nature of Housing First and permanent supportive housing, yet the large number of homeless individuals and families, the high cost of housing and a 20% employment rate among homeless

individuals means that homeless individuals and families may require a longer stay in transitional housing. The City will also continue its active participation in the Coconino County Continuum of Care.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

CDBG-CV funds will be allocated to Coconino County Health and Human Services for their Eviction Prevention program. This program will serve low-income households at risk for homelessness by providing rental and mortgage vouchers to qualifying households.

The City will continue to support agencies that provide emergency and transitional housing to the extent allowed under the CDBG program. The City will also continue its active participation in the Coconino County Continuum of Care.

The City of Flagstaff Housing Authority has focused on placement of homeless veterans through the VASH rental voucher program. Other agencies have a strong record of success in placing and keeping homeless individuals housed through rapid re-housing programs.

Discussion

The City is an active participant in the local Continuum of Care and staff members participate in multiple committees and lead the annual Point in Time (PIT) count which is conducted for the Arizona Rural Continuum of Care. The City will continue to implement VASH Vouchers for Veterans experiencing homelessness. The City of Flagstaff Housing Section also provides Certification of Consistency associated with the 2016 Consolidate Plan.

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

Introduction:

Affordable housing barriers are regulatory or financial systems that make it harder for developers to create affordable housing. Barriers to affordable housing development can occur at many levels – local, state and federal government, as well as related industries, such as the real estate, insurance and finance industries.

HUD defines a regulatory barrier as "a public regulatory requirement, payment, or process that significantly impedes the development or availability of affordable housing without providing a commensurate health and/or safety benefit." To identify potential local public barriers to affordable housing development, the City completed HUD's Regulatory Barriers checklist.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Over the past decade, the City has taken extensive steps to remove barriers and promote affordable housing development, including the development of an Incentive Policy for Affordable Housing (IPAH), adopted in October 2009 and later integrated into the City zoning code. The IPAH is designed to foster the production of affordable housing units and is intended to reduce the deficit of all types of housing for households earning up to 150% of the Area Median Income (AMI).

Discussion:

The IPAH incentivizes developments that commit to permanently affordable housing units. When a developer takes advantage of the incentives offered under the IPAH, the affordable units are legally committed to the intended population through occupancy, resale and rent restrictions.

AP-85 Other Actions – 91.220(k)

Introduction:

In addition to establishing goals related to the use of CDBG funds, the City established HUD-required strategies to improve the delivery system, address lead-based paint hazards, reduce the incidence of poverty, and address barriers to affordable housing development. The City has also developed HUD-required program monitoring, and Minority- and Women Owned Business Enterprise Policies.

Actions planned to address obstacles to meeting underserved needs

The development and subsequent implementation of policy initiatives are critical to the success of the City of Flagstaff's overall housing and economic development goals. In general, policy development and implementation are designed to enhance City program effectiveness, identify gaps or underserved groups, and enhance the private sector's ability to provide market-based solutions. At present, the greatest obstacle to meeting underserved needs is insufficient funding. The City addresses this obstacle by prioritizing CDBG projects that provide leverage funding to meet the needs of a larger number of people.

Actions planned to foster and maintain affordable housing

The City's Incentive Policy for Affordable Housing (IPAH) will continue to be implemented. The IPAH is designed to foster the production of affordable housing units and is intended to reduce the deficit of all types of housing for households earning up to 150% of the Area Median Income (AMI). The IPAH standards may be applied to rental housing, homeownership housing, and shelter, as well as to expiring affordable housing developments. The IPAH incentivizes developments that commit to permanently affordable housing units.

Actions planned to reduce lead-based paint hazards

Distribute lead poisoning and lead hazard information to participants in federally-funded programs and to any interested resident. The City plans to rehabilitate 2 homes during the coming year and will provide lead-based paint hazard information to an estimated 8 applicants for owner occupied housing rehabilitation assistance.

The City follows a multi-pronged approach to reduce lead hazards, integrating the following actions into housing policies and procedures:

1. Rehabilitation Projects. The City follows strict HUD guidelines for testing and abatement of lead-based paint and other hazardous substances and requires compliance from its contractors and subcontractors. Any structure built before 1978 that is proposed for rehabilitation under federal programs, is tested for lead-based paint. Notices and requirements regarding testing and

removal of lead-based paint are provided to program participants, contractors and project sponsors. The City has licensed contractors who are available to perform limited abatement and/or removal procedures if lead-based paint is present. Full abatement services are contracted with licensed contractors located outside of the City.

2. Section 8 Housing Choice Vouchers. The PHA inspects prospective dwellings constructed prior to 1978 that will have a child under the age of six residing therein, for compliance with EPA and HUD Lead Based Paint rules and regulations. The inspection includes visual inspections for chipped, peeling, chalking and deteriorated interior and exterior paint. Clearance testing may be performed after remediation by the property owner, to assure a lead-safe environment.
3. Public Education. Lead hazard information is distributed to participants in homeownership and rental programs.

Actions planned to reduce the number of poverty-level families

The City will reduce the number of poverty level households by providing CDBG public services resources to local agencies that provide social supports, and eviction and foreclosure prevention. The City will also continue to rehabilitate housing units owner-occupied by households living at or below the poverty level to support these households in retaining quality, safe housing. Households living below the poverty level will also be made aware of the various local services available that provide an economic safety net and opportunities for increased earnings.

In May of 2020, Flagstaff City Council re-allocated the remaining 2019 program year CDBG funds to Coconino County Health and Human Services Eviction Prevention program for households financially impacted by the COVID-19 Pandemic and associated "stay-at-home" statewide orders.

Actions planned to develop institutional structure

The City of Flagstaff has well-developed and experienced institutional infrastructure for the delivery of housing and community development programs. The Housing Section works closely with nonprofit organizations to ensure that CDBG funds reach the neediest Flagstaff residents and neighborhoods. Organizations must annually apply for CDBG funds for eligible activities. The City also works closely with and is a member of the Coconino County Continuum of Care.

Actions planned to enhance coordination between public and private housing and social service agencies

The City has developed an extensive mailing and email list that includes over 300 people who represent organizations that serve homeless and at-risk households, mainstream service and housing agencies, community development organizations, civic leaders, etc. This list is used to regularly inform these agencies of planning efforts, funding opportunities, changes in policy and practice or any other information that agencies may find useful.

The Flagstaff Community has implemented a Coordinated Entry System for those experiencing homelessness, known as the Front Door. The Front Door Specialist conducts an assessment using The Vulnerability Index – Service Prioritization and Decision Assistance Tool (VI-SPDAT). The Front Door collaboration has united the Flagstaff community and the local Continuum of Care to fast track those in crisis to the best program to end that crisis.

On a weekly basis, a cadre of service providers meet for the Case Conferencing Team Meeting. Each case manager is representing his or her own agency that has signed the Service Provider MOU. The purpose of this meeting is to have a real-time discussion of each person or family on the community waitlist and to utilize scores from the VI-SPDAT to ensure fast and appropriate referrals to end homelessness for those on the list.

The Front Door is a cost-effective strategy that prioritizes a community conversation about how the systems function together, where the gaps in services exist, and how to answer the need. No longer will those in crisis be forced to go from shelter to shelter to access services.

Discussion:

NA

Program Specific Requirements

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

Introduction:

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	80,227
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	80,227

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%