

CDBG
2012 Annual Action Plan
City of Prescott
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CITY OF PRESCOTT

2012-2013 ANNUAL ACTION PLAN

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2012-2013 ANNUAL ACTION PLAN

Executive Summary

The City of Prescott is proposing projects in the 2012-2013 Annual Action Plan (2012-2013 AAP) that implement the goals enumerated in the City of Prescott Consolidated Plan 2010-2014. The projects address safety in the Dexter Neighborhood (LMI), facilities that provide shelter and treatment programs (LMC), and repairs to elderly, low-income housing. These projects include rehabilitation of West Yavapai Guidance Clinic transitional housing treatment facilities; Prescott Meals on Wheels weekend emergency meal funding to the elderly homebound and disabled; educational programs supporting fair housing; Catholic Charities weatherization of low- to moderate-income transitional housing units; and, Coalition for Compassionate and Justice, roof, heating and cooling repairs to LMI owner-occupied households. The term of this plan is from July 1, 2012 through June 30, 2013.

The proposed projects will create decent living environments for the very low- to moderate-income population and will assist with decreasing homelessness in Prescott. The City of Prescott CDBG program has been tentatively allocated \$222,897 in funding for Program Year 2012-2013 by HUD.

The City of Prescott supports those organizations providing housing for special needs populations as well as low-income housing projects. Projects within, but not administered by the City of Prescott, are identified in the body of this action plan.

Although the overall housing market is in decline and raw land prices are rising, affordable housing continues to be out of reach for a significant segment of the low- to moderate-income persons and families living in Prescott. Very few homes in the "affordable" price range have been, or are, on the market; and, ever-rising development costs continue to contribute to the lack of success in expanding the affordable housing arena.

The programs undertaken by the previous grants administrator are being continued and are now under the aegis of the Community Development Department.

During this year of transition with the retirement of the previous grants administrator, the public service component of funding was accomplished. Meals on Wheels served 90 different persons (elderly homebound and special needs clientele) 2,500 emergency meals on weekends. Arizona Women's Employment and Education, Inc., using CDBG funding, was able to help an average of 64 women per month and reported placing 33 women into some form of employment.

The West Yavapai Guidance Clinic was re-carpeted. As of this submission, WYGC is slated for a re-roofing at the Dameron facility which will begin in early June with a completion anticipated in July, 2012. This substantial project was not started until the new grants administrator took over and started the environmental review process; subsequently, friable asbestos was found. This delayed the start of the project until a "finding of no significance" and the ensuing legal requirements regarding the "notice of intent to release funds" were met.

Unfortunately, due to a buildup of unallocated and unspent CDBG funds starting in program year 2009, the 1.5 timeliness rule was not met. As the "new" grants administrator, proactive steps are being taken to ensure that the timeliness rule is met in 2012-2013; and, a substantial amendment is being proposed to reallocate approximately \$240,000 in funds to the Dexter Neighborhood (LMI) for ADA improvements, sidewalks, safety lighting, etc. The buildup of funds, especially those of 2011, was also attributable to the lack of environmental reviews for 2011-2012 projects which did not begin until January, 2012 when the new grants administrator was hired.

A substantial amendment reallocating \$45,000 from the Adult Care Services (aka Susan J. Rheem Day Care Center) was passed by Council on April 24, 2012 reallocating the money to Project Aware for demolition of a structure to be rebuilt with six LMI apartment units for formerly homeless women and their children.

Efforts will continue in reducing homelessness, caring for Prescott's special needs populations, and providing CDBG funding to those organizations that are providing services to the low- to moderate-income population and/or clientele.

Prescott City Council continually supports the efforts of the Community Development Block Grants program.

2012-2013 ANNUAL ACTION PLAN

Introduction

The Annual Action Plan for Program Year (PY) 2012-2013 is the City of Prescott's third Action Plan under the 2010-2014 Consolidated Plan.

Prescott was notified of "Entitlement Status" by the U. S. Department of Housing and Urban Development (HUD) in August, 2003. The City of Prescott initiated activity associated with the development of its first Consolidated Plan and Action Plan in Autumn, 2004. Both plans were adopted by City Council in May, 2005 and approved by HUD in July, 2005.

The 2010-2014 Consolidated Plan identifies 22 priority goals and strategies:

- Homeless and special needs populations (3)
- Affordable housing (11)
- Minority and low-income neighborhoods (3)
- Barriers to affordable housing (2)
- Fair housing (1)
- Lead-based paint mitigation (1)
- Public infrastructure (1)

All of the individual goals are considered to have "equal weight" in relation to the needs of the community. An annual review of the goals occurs as part of the planning process for the Action Plan. The process includes the evaluation of proposed projects in relation to the goals and the readiness of a project for funding.

Primary Activities of the FY11 Action Plan

The following projects and activities were suggested for funding during the community participation process that occurred as part of the FY11 Action Plan Process:

- Prescott Meals on Wheels – Homebound elderly program serving weekend emergency meals to the homebound and/or disabled. \$15,000 public service support.
- AWEE (Arizona Women's Education and Employment) – Operational Costs for LMC Availability/Sustainability. \$15,000.
- City of Prescott – Fair Housing education program. \$3,000 public service support.

- West Yavapai Guidance Clinic – facility improvements at multiple locations including Hillside Center and Cortez Center. LMC Availability/Sustainability FY10 Carryover \$10,998, FY11 \$157,840.
- Adult Day Care Center – new roof. \$45,000. [The roof was installed prior to receiving HUD approval; therefore, an amendment to the 2011 Annual Action Plan was undertaken and approved at the April 24, 2012 City Council Public Hearing reallocating the \$45,000 to Project Aware. The public comment period occurred from March 24 through April 23, 2012].
- Project Aware – purchase of property at 502 S. Montezuma Street for six units of rental housing for the formerly homeless. \$160,900. LMC Availability / Accessibility, Homeless Prevention [The 2011-2012 Annual Plan was amended on April 5, 2011 by City Council]. In addition, on April 24, 2012, City Council reallocated \$45,000 for the demolition of the property. The City, at present, is compiling additional data at SHPO's request].

Requests Received for the FY2012 Action Plan

The following requests were submitted by 501(c)3 non-profit agencies for funding consideration during the 2012 cycle (alphabetically):

1. **Catholic Charities** – \$32,306 for weatherization, window glazing, fencing, parking, grading of parking lot for women's housing.
2. **Coalition for Compassion and Justice** – \$15,000 to assist in repairs to heating and roofs for low-income mobile homeowners.
3. **Community Legal Services** – \$20,000 for community outreach and operational costs.
4. **Dexter Neighborhood (City of Prescott)**– \$61,800 to install sidewalks, ADA ramps and safety lighting in the neighborhood which houses low- to moderate-income persons.
5. **Four County Conference on Disabilities** – \$15,000 for life skills training and staffing for low- to moderate income persons/clientele..
6. **Granite Peak Unitarian Universalist Congregation** – \$8,700 for computer lab for ESL students, supplies, curriculum writing and instruction, advertising for neighborhood (Dexter) cleanups, tool program and part-time resource coordinator.
7. **Habitat for Humanity** – \$150,000 for infrastructure and engineering for six LMI new homes on Madison Street in the Dexter Neighborhood.
8. **NAZCARE, Inc.** – \$6,000 to rehabilitate lower-level including cooling/heating duct improvements, painting/drywall, computer cables and ADA entrances for low- to moderate clientele.
9. **Prescott Area Habitat for Humanity** – \$150,000 for Madison Park Cottages (6 single-family homes) infrastructure, permits and impact fees for low- to moderate clientele.

10. **Prescott Area Women's Shelter** – \$10,000 for flooring, carpeting, cabinetry and/or possible roof repair for low- to moderate clientele.
11. **Prescott Meals on Wheels** – \$30,000 to provide weekend meals for the low- to moderate-income elderly homebound and disabled.
12. **Project Aware** – \$45,000 for demolition of uninhabitable house that is scheduled to be replaced with six units of low- to moderate income housing for formerly homeless women and their children.
13. **United States Veterans Initiative** – \$21,000 to furnish eight studio apartments and six 2-bedroom units of housing for low- to moderate-income persons.
14. **West Yavapai Guidance Clinic** – \$88,908 to replace two generators, replace steps and sidewalks to ADA standards and rehabilitate 639 Dameron Drive for the purpose of providing child services to low- to moderate-clientele.

The following is requested by the City of Prescott:

15. **Dexter Neighborhood (City of Prescott)** – \$61,800 to install sidewalks, ADA ramps and safety lighting in the neighborhood which houses low- to moderate-income persons. [A substantial amendment will be undertaken to allocate approximately \$240,000 from previous years' unallocated funding].

Lead Agency

The City of Prescott is the lead agency for implementation of the Consolidated Plan, Action Plans and the CDBG Program.

The 2012 Annual Action Plan includes the following:

- 1) Introduction
- 2) Citizen Participation
- 3) Community Profile
- 4) Sources of Funds for Community Development Activities
- 5) Annual Action Plan, including Activities to Occur in the City of Prescott's FY 13 and HUD 2012-2013 funds
- 6) Other Community Needs/ CDBG/HUD Projects in Progress
- 7) Summary of City FY2011-2012 Budget
- 8) Relationship of Activities to Consolidated Plan Priorities
- 9) Minority and Low-Income Neighborhoods
- 10) Community Development Needs
- 11) Homeless and Special Needs Populations
- 12) Coordination with Other Organizations and Agencies
- 13) Affordable Housing
- 14) Barriers to Affordable Housing
- 15) Public Housing
- 16) Anti Poverty Strategy
- 17) Lead-Based Paint Hazard Reduction
- 18) Fair Housing
- 19) Geographic Distribution
- 20) Monitoring Plan
- 21) HUD Forms, Application
- 22) Local Government Certifications
- 23) Maps
- 24) Major Amendment to 2011 Plan

Citizen Participation in Consolidated and Action Plan Development

A six-member Citizens Advisory Committee was reappointed by the mayor to work with city staff, advisors and the community on issues and subjects associated with housing and community development.

- The committee held regular meetings on the following dates:

January 4, 2012 (Committee meeting to set timeline, elect chairman)
February 15, 2012 (Prioritize/rank requests from non-profit providers)
February 29, 2012 (review 1st draft of annual plan)

- Four public hearings were held on the following dates:

February 8, 2012 (requests non-profit providers and public commentary)
March 27, 2012 (draft annual plan presented at City Council)
April 24, 2012 (substantial amendment to the FY11 Annual Action Plan)
May 8, 2012 (approval of annual plan at City Council)

Additional meetings and/or public hearings are anticipated for the year. A substantial amendment reallocating funding and an amendment to the Consolidated Plan are anticipated to occur.

The City of Prescott actively solicited participation of residents, community stakeholders, and other local non-profit agencies in identifying housing and community development needs in Prescott and received input on prioritizing the expenditure of CDBG funds. Public meetings and public hearings were conducted at City Hall which is ADA accessible. A Spanish translator is on staff to answer questions, both spoken and written, that may arise on any aspect of the CDBG program. Two comments were received at the public hearings: 1) a person questioned the "extremely low income limits" (the Committee addressed this comment and noted HUD determines the definition of "extremely low income limits" at the federal level); and, 2) a woman whose daughter works for Community Legal Services stressed the need for more CDBG dollars as the staff is greatly overworked (the Committee took her comment under advisement during allocation prioritization).

During March 2012, a 30-day public comment period began on March 8, 2012 and ended on April 6, 2012. The 2012-2013 Action Plan was made available for public review during this period. Copies were made available at: City Hall, Office of Grants Administration and in the lobby area, 201 S. Cortez Street, Prescott; Prescott Downtown Library, 215 E. Goodwin Street; and on the City's website, www.cityofprescott.net.

The City worked proactively with agencies throughout the process. Fourteen agencies submitted requests for the 2012-2013 Annual Action Plan. Contact

was made with 38 non-profit provider agencies informing them of the process, dates of committee meetings and public hearings. Requests from non-profit providers showed an increase of approximately 10% over the 2011-2012 Annual Action Plan.



History

Prescott was founded in 1863 and incorporated in 1883. During the late 1800s, Prescott twice served as the territorial capital of Arizona. The Governor's Mansion is now preserved on the grounds of the Sharlot Hall Museum.

In 1864, the town site of Prescott was surveyed and laid out along Granite Creek where gold had been panned. The town was designated the capital of the new territory of Arizona after it was separated from New Mexico. President Lincoln wanted the territorial capital in the northern part of the territory, far away from the Confederate sympathizing cities to the south.

Lincoln also decided to populate this new capital with Northerners and Midwesterners; and, this decision resulted in Prescott being the most Midwestern-looking city in Arizona. Victorian homes and peaked-roof houses were built—a far cry from the adobe structures that were more common in the Southwest.

The early economy of the area centered on cattle ranching and mining. In July, 1900, a fire destroyed much of Prescott's commercial district. Within hours, makeshift shelters were erected on the Courthouse Plaza, and businesses began rebuilding. Following the fire, most buildings in the downtown area were reconstructed of brick, providing today's rich architectural heritage. Dubbed "*Everyone's Hometown*," Prescott is culturally diverse—from its

downtown Courthouse Plaza, famous “Whiskey Row”, historic preservation emphasis with 809 buildings on the National Register of Historic Places, the World’s Oldest Rodeo, Prescott Fine Arts Association, Sharlot Hall Museum, Phippen Art Museum, Folk Arts Fair, Frontier Days and Territorial Day—to the official designation by the State of Arizona as “Arizona’s Christmas City”. On February 14, 2012, the City of Prescott celebrated 100 years of statehood with the opening of a time capsule from 1962; consequently, sesquicentennial candidates will, once again, open the time capsule in 2062.

Location

Located in the mountains of north central Arizona approximately 90 miles northwest of Phoenix and 90 miles southwest of Flagstaff, the City borders the Prescott National Forest to the south and west. The average elevation is 5,400 feet. The local climate is mild, with average high temperatures ranging from 50° to 90° Fahrenheit; and, the average precipitation recorded at 19.8 inches, most of which is rain. Prescott and the nearby towns of Chino Valley, Prescott Valley and the newly-incorporated Dewey-Humboldt form what is known locally as the “Quad-City” area.

City Government

The council-manager form of government was adopted in 1958. The mayor is elected on a non-partisan ballot to represent the City of Prescott for a two-year term. The six members of the City Council are elected at large for four-year terms on a non-partisan ballot. Three of the six positions and the mayor’s position are up for re-election at the same time. Under the provisions of the City Charter, City Council appoints a city manager responsible for carrying out its established policies and administering operations.

The City’s General Plan acts as the primary guide for housing and community development practices. The General Plan was ratified by voters in May 2004, amended in October 2009; and, an 11-member 2011 General Plan Committee, appointed by the mayor and council, is working to update the plan during 2012. Currently, the approved General Plan in effect includes the following elements: Land Use, Growth and Cost of Development, Circulation, Open Space, Environmental Planning, Water Resources, Economic Development and Community Quality. Goals and strategies that address the varied needs of Prescott’s low- and moderate-income households are found throughout the General Plan. Many of these goals and strategies are incorporated into the Consolidated and Annual Action Plans.

Source of Funds for Community Development Activity & Annual Action Plan Activities to Occur in Federal Fiscal Year 2012

The development of the 2010-2014 Consolidated Plan and this 2012-2013 Action Plan provide a foundation for the use of federal, state and local resources to address community development priorities. For this, the third year program, the HUD Community Development Block Grant FY2012 allocation is projected at \$222,897.

A city goal is to increase the ability to leverage federal, state and local funds to support community development and housing improvements. The following amounts are based on the *anticipated* funding and are subject to change:

PROGRAM NAME	PROGRAM TYPE	FUNDING AMOUNT	OUTCOMES
Fair Housing	Fair housing programs, events, education Public Services	FY12 \$1,460	Improved understanding of fair housing regulations by residents, real estate personnel, HOAs, etc. for approximately 30 persons
Prescott Meals on Wheels 1280 E. Rosser Street Prescott, AZ 86301	Weekend emergency meals to homebound elderly and special needs populations LMC Availability/Sustainability Public Services	FY12 \$32,000	Attain a 10% increase in emergency weekend meals to elderly home-bound and special needs populations
Catholic Charities 434 W. Gurley Street Prescott, AZ 86301	Weatherization repair costs for low-to moderate income women LMC Availability/Sustainability Decent Housing	FY12 \$11,200	Increased energy-savings costs for two LMI women's apartment rentals
Coalition for Compassion & Justice 505 W. Gurley Street Prescott, AZ 86301	Repair heating / roofing in senior low-income mobile homes LMC Availability/Sustainability Decent Housing	FY12 \$15,000	Rehabilitate three to five elderly LMI mobile homes (roof repairs, heating and/or water heaters)
Dexter Neighborhood (refer to map in Attachment "C")	Sidewalk, ADA ramps, safety lighting improvements LMI/ Sustainability	FY12 \$61,658**	Increased connectivity and safety to schools, shopping and neighborhood services
West Yavapai Guidance Clinic (various locations)	Improvements at Hillside Center and Cortez Center LMC Availability/Sustainability	FY12 \$57,000	Sustainability repairs to two buildings including re-roofing and sidewalk, steps, ADA improvements
Administration, general	All administrative costs to provide implementation and completion of the FY12 grant, including: advertising, noticing, bid preparation costs, wages, postage, etc.	FY12 \$44,579	General administrative costs including: legal notices, postage, mailings, etc.

***Priority project to receive additional funds should surplus/unused/undesignated funds become available*

Project Aware 502 S. Montezuma Street Prescott, AZ 86303	Demolition of structure for six LMI apartments for formerly homeless women and their children LMI Availability	FY11 Carryover \$45,000 (by City Council amendment on 04-24-12)	Replace demolished structure and eliminate spot blight with six new units of LMI housing.
	Anticipated Total 2012-2013	\$222,897	
	Carryover 2011-2012	\$ 45,000	
	Total available funding	\$267,897	

Other Community Projects Supported by the City and/or Federal Funds

LIHTC / LITFC

Bradshaw Senior Apartments

The Bradshaws Senior Apartments, a LIHTC tax-credited complex, consists of 170 units of non-assisted, independent living for seniors who are 62 years of age or older or disabled persons. Currently, 162 units are completed with a waiting list of prospective tenants. This project is located in central Prescott, approximately one mile east of the Courthouse Plaza and within one block of public transportation. The project received site-plan approval in 2008; and, the water service agreement was reached with a portion of the City's water supply allocation that was set aside by City Council for affordable housing and workforce housing. According to the last update, 52.2% of the units are rented by households with incomes at or below 50% AMGI; and, 41.3% of the units are rented by households with incomes at or below 40% AMGI. Persons must income qualify to be able to rent these apartments.

- Phase I: A 46-unit, 3-story senior apartment with 1- 2- and 3-bedroom units. (LIHTC)
- Phase II: A 52-unit family apartment complex of 3 buildings with 2- and 3-bedroom units. (LIHTC)
- Phase III: A 46-unit, 3-story senior apartment building similar to Phase 1. (LIHTC)
- Phase IV: A 20-unit, a 2.5 and 3-story apartment building with 2- and 3-bedroom units. (LITFC)
- Phase V: An 8-unit, 2-story apartment building of 1 bedroom units is still to be constructed.

Habitat for Humanity

Habitat for Humanity has two major, on-going affordable housing projects in addition to several smaller rehabilitation projects. The major projects include:

- Sonora Street – a multi-family, phased development project planned by Michael Payatek, Architect. The development of this affordable housing project is scheduled to take place within a three- to five-year time frame; however, due to the slow economy, there has been no progress since 2010.
- Madison Cottages – plans for six single-family homes are in the planning stage. The platting process will be submitted to the City in 2013-2014. Along with alternate sources of funding, Habitat will request CDBG funding for engineering, infrastructure, etc.

City of Prescott FY2012-13 Budget Process:

Budget Amendments and Basis of Presentation

FY2012-2013 Budget Calendar	
January 31, 2012	Council Budget Action Plan session.
February 9, 2012	Departments/Divisions provided with budget preparation instructions for FY2012-13. Instructions located on the City's portal under link, "Budget Blog," www.cityofprescott.net .
March 9, 2012	Base budgets due.
March 23, 2012	Capital requests for FY2013, including estimated endings and carry-over of FY2012 projects. Anticipated FY2013 grants information due.
April (mid)	Review of base budgets, capital, new personnel and issues identified by city manager, budget and all departments.
May 24, 2012	Budget presented to City Council and the public at a workshop.
June 12, 2012	Council adopts "tentative budget" and sets date for public hearing on final budget, expenditure limitation, and tax levy.
June 26, 2012	Public hearing on final budget, Council adoption of final budget and five-year capital improvement program as well as establishment of expenditure limitation.
July 10, 2012	Council adoption of tax levy ordinance.

AMENDING THE BUDGET, BUDGET BASIS, AND FUND STRUCTURE

AMENDING THE BUDGET

Control of each legally adopted annual budget, according to City Charter, is at the department level. The City Manager may at any time transfer any unencumbered appropriation balance or portion thereof between general classifications of expenditure (object codes) within an office, department or agency. The City Manager generally gives authority to department heads to exceed one line item as long as other line items are reduced by a like amount. These arrangements are usually made directly between the requesting department and the Budget and Finance Department.

At the request of the City Manager, the Council may transfer any unencumbered appropriation balance or portion thereof between one office, department or agency to another.

The other option in amending the budget, according to state law, is for the Council to declare an emergency and then transfer the monies from one project to another. In essence, any approved Council transfers do amend the budget, although the budget is never reprinted. All transfers are reflected on the following year's legal schedules as required by the Auditor General's Office.

BUDGET BASIS

The City of Prescott budget as adopted is substantially consistent with generally accepted accounting principles (GAAP) with major differences being (1) encumbrances are treated as expenditures at fiscal year end; (2) certain liabilities, such as vacation and sick pay, are not accrued at year end for budget purposes; (3) interest expense has been accrued for GAAP in some General Fund departments, but not expenses in the budget comparisons; (4) depreciation is not budgeted as an expenditure in budgetary accounting; and (5) capital outlay is an expenditure in budgetary accounting and an asset in GAAP.

FUND STRUCTURE

The accounts of the City are organized on the basis of funds or account groups, each of which is considered a separate accounting entity. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The City of Prescott uses the following funds in its budget process:

The **GENERAL FUND** is established for the revenue and expenditures necessary to carry out basic governmental activities of the City such as police protection, recreation, planning, legal services, administrative services, etc. General Fund expenditures are made primarily for current day-to-day operating expenses and operating equipment. Capital expenditures for large-scale public improvements such as parks or streets are accounted for elsewhere in the Special Revenue Funds, Capital Project Funds, Enterprise Funds or Expendable Trust Funds.

SPECIAL REVENUE FUNDS are used to account for revenues derived from specific Budgetary Funds, Governmental Funds, Proprietary Funds, General Fund, Special Revenue Funds, Enterprise Funds, Internal Service Fund, Fleet Maintenance, Risk Management, Engineering, Facilities Maintenance, Water, Wastewater, Solid Waste/Transfer Station, Airport, Golf Course, Parking Garage, Streets, Open Space, and Transient Occupancy, Grants, Impact Fees, Miscellaneous Gifts and Donations, Debt Service Funds, Permanent Funds and Acker Trust.

Streets and Open Space – 1% Additional Tax and Highway User Revenues

In September, 1995, the voters approved increasing the sales tax rate from 1.0% to 2.0% for the purpose of street repairs and improvements for a ten year period effective January 1, 1996. In May, 2000, the voters expanded the use of the funds to include open space acquisitions and extended the sunset to January 1, 2016. In September of 2009, the voters approved the extension of this tax at $\frac{3}{4}$ % for street repairs and improvements. Financing for this fund is also provided by

the City's share of State gasoline taxes. State law requires these gasoline taxes to be used to maintain or construct streets. Beginning in FY2011, the Highway User Fund and Streets and Open Space Funds were combined. The accumulation and expenditure of these funds are accounted for in this area.

Transient Occupancy Tax Fund – In 1987 the voters established a two percent (2.0%) transient occupancy (hotel/bed) tax. By ballot provision, these revenues can only be used for tourism promotion and development of recreational facilities.

Grants Fund – This represents projects which expend grant monies received for various projects. Grant funds must be used for the stated purpose of the grant and must meet grantor expenditure guidelines.

Impact Fee Funds – These funds represent accounts to expend impact fees received to offset the cost of growth-related projects.

Miscellaneous Gifts Fund – Provide an account to track any contributions for miscellaneous gifts which the City may receive as well as the expenditures made.

PERMANENT FUNDS are used to report resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the reporting government's programs.

Acker Trust Fund – Accounts for the assets willed to the City by J.S. Acker. Revenue from investments and land sales are to be expended for cultural and recreational purposes only.

DEBT SERVICE FUNDS are established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. The City of Prescott's Debt Service Fund was established during FY1999 to pay for the principal and interest of general obligation debt for the police station construction and the Watson and Willow Lakes water rights and land purchase as well as improvement district bond payments.

ENTERPRISE FUNDS are established to account for operations that (1) are financed and operated in a manner similar to private business operations where the intent of the City is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or (2) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. The City of Prescott has six enterprise funds as follows:

Water Fund – To account for the provision of water services to the residents of the City and some residents of the County. All activities necessary to provide for water services are accounted for in this fund.

Golf Course Fund – To account for the provision of year-round golf to the residents of the City, county and visitors to the area. Beginning in FY1994, the Golf Course was established as a separate department. Prior to FY1994 the Golf Course was under direction of Recreation Services.

Airport Fund – To account for the provision of airport services to the general aviation and commercial flying public. Services include fueling, hangar and tie-down rentals, etc.

Solid Waste/Transfer Station Fund – To account for sanitation, landfill, and recycling services provided to City and County residents along with the operations of the City's transfer station facility that opened in September, 1991. All activities necessary to provide these services are accounted for in this fund. Since April of 1994, only fill materials have been accepted at the City's landfill.

Parking Garage Fund – To account for the operations of the City's parking garage. This facility was opened in June, 2005, and all activities necessary to maintain and operate the parking garage facility are accounted for in this fund.

INTERNAL SERVICE FUNDS are used to account for services and commodities furnished by one department or agency to other departments or agencies of the City on a cost-reimbursement basis.

Fleet Maintenance – To account for the cost of operating a maintenance facility for automotive and other equipment used by various departments. These costs are billed to the various using departments. The various user departments who acquire automotive and other equipment are responsible for replacement costs.

Risk Management – To account for the costs, both direct and indirect, of maintaining comprehensive property damage and general liability and workers' compensation insurance coverage. Revenue to this fund is derived from charges to City departments.

Engineering Services – To account for the costs, both direct and indirect, of the engineering department, which does work for other departments of the City. Revenue to this fund is derived from charges to City departments based on the work performed for the department.

Facilities Maintenance – To provide maintenance and custodial service to all city owned facilities.

Relationship of Activities to Consolidated Plan Priorities

The City of Prescott's 2010 – 2014 Consolidated Plan identifies housing and community development activities to be pursued in order to provide decent, affordable and safe housing along with needed community services and facilities for its residents. While the Consolidated Plan identifies a number of priority needs and strategies, the City will not pursue all areas of need in each program year because of limited resources. The City, during 2012-2013, will focus its resources and efforts on increasing housing for the homeless and special needs populations; continuation of providing weekend emergency meals to the elderly homebound and disabled; and repairs to service-provider buildings that identify with special needs clientele. All the projects being undertaken meet one of the three national objectives and will benefit low- to moderate-income persons and clientele. Accessibility, safety and infrastructure projects in the Dexter Neighborhood (LMI) have been designated as a priority.

The following priorities identified in the City of Prescott's Consolidated Plan follow. [A complete list of the City's Consolidated Plan Goals, Strategies and Priorities is available for viewing at the Office of the Grants Administrator, City Hall, 201 S. Cortez Street and on the City's website: www.cityofprescott.net.]

Homeless and Special Needs Population

Goal: Increase the supply of permanent housing for homeless and other special needs populations.

Project: Demolition of uninhabitable building for replacement with six units of affordable housing for LMI formerly homeless women and their children for Project Aware.

Priority Strategy: Support organizations that develop and provide permanent supportive housing and other populations including those moving from transitional housing.

Objective: Decent Housing

Outcome: Affordability/Accessibility

Goal: Increase supportive services to homeless and special populations.

Project: Delivery of weekend emergency meals to Prescott Meals-on-Wheels. (PMOW also receives funding from NACOG for weekday meals; however, NACOG does not fund weekend meals).

Priority Strategy: Support organizations that provide supportive services to homeless and special populations.

Objective: Decent Living Environment

Outcome: Availability/Accessibility

The City's General Plan and the Consolidated Plan both list affordable housing as a major issue. The Consolidated Plan includes the following goals and priority strategies to address affordable housing. In the current economic environment housing prices, although lower in cost, are still not in the range to be affordable for the workforce population's income-to-payment ratio. Additionally, financial institutions have tightened loan qualifications.

Goal: Increase the supply of rental units affordable in close proximity to employment and services to extremely low-income households.

Project: Demolition of uninhabitable building for replacement with six units of affordable housing for LMI formerly homeless women and their children for Project Aware.

Priority Strategy: Support the development of rental units affordable to extremely low-income households.

Objective: Decent Housing

Outcome: Affordability

Goal: Rehabilitate existing housing stock.

Project(s): Catholic Charities' energy-efficient weatherization of two apartment units and Coalition for Compassionate Justice' home repairs for elderly and/or disabled persons.

Priority Strategy: Support owner-occupied housing rehabilitation programs for low- and moderate-income homeowners.

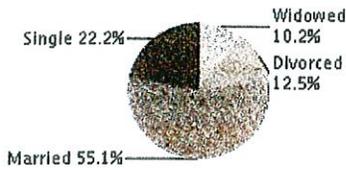
Objective: Decent Housing

Outcome: Affordability/Accessibility

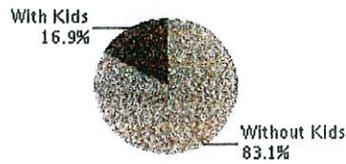
The organizations represented include those serving special populations: the seriously mentally ill, veterans, individuals recovering from drug and alcohol dependency and the chronically homeless as well as those serving the basic needs of homeless, at-risk and low-income families. These individuals and organizations confirm the significant, unmet need for emergency, transitional and permanent housing and services for homeless, at-risk and low-income households. The greatest identified, unmet need is for housing and services for homeless families. It is agreed that this population represents the silent and unseen homeless, primarily because families fear the loss of their children to temporary, or even permanent, state custody. The following chart is taken from the Consolidated Plan 2010-2014:

Household Composition

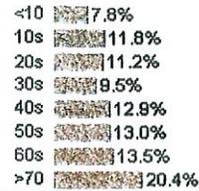
Relationship



Children



Population by age



**Table 1A
Homeless and Special Needs Populations**

Continuum of Care: Housing Gap Analysis Chart

		Current Inventory	Under Development	Unmet Need/ Gap
Individuals				
Example	Emergency Shelter	100	40	26
Beds	Emergency Shelter	67		42
	Transitional Housing	107		45
	Permanent Supportive Housing	14	6	50
	Total	188	6	137
Persons in Families With Children				
Beds	Emergency Shelter	43		100
	Transitional Housing	40		75
	Permanent Supportive Housing	0		40
	Total	83		215

Continuum of Care: Homeless Population and Subpopulations Chart

Part 1: Homeless Population	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Number of Families with Children (Family Households):	13	98/	92	200
1. Number of Persons in Families with Children	8	3	5	16
2. Number of Single Individuals and Persons in Households without children	19	6	15	40
(Add Lines Numbered 1 & 2 Total Persons)	30	104	107	240
Part 2: Homeless Subpopulations	Sheltered		Unsheltered	Total
a. Chronically Homeless	40			
b. Seriously Mentally Ill	49			
c. Chronic Substance Abuse	93			
d. Veterans	97			
e. Persons with HIV/AIDS	0			
f. Victims of Domestic Violence	6			
g. Unaccompanied Youth (Under 18)	7			

Goal: Increase the supply of transitional housing for families.

Project: The City of Prescott is working with organizations such as Project Aware to increase the number of transitional and permanent housing units. In addition, the Bradshaw Senior Community and Bradshaw Family Community is funded by LIHTC.

Priority Strategy: Support organizations that develop and provide transitional housing for families.

Objective: Decent Housing

Outcome: Availability/Accessibility

Goal: Increase supportive services to homeless and special populations.

Project(s): Meals on Wheels, West Yavapai Guidance Clinic

Priority Strategy: Support organizations that provide supportive services to the homeless and special needs populations. The Consolidated Plan's planning process generated significant discussion about affordable housing and the homeless/special needs population, with the focus of directing CDBG funds toward these areas.

Objective: Decent Living Environment

Outcome: Availability/Accessibility/Sustainability

Coordination with the Public, Agencies and Service Providers

Many of the organizations that serve the special needs population and those with low- to moderate-incomes participate in the Affordable Housing and Homeless Coalition (AHHC). The Coalition provides an avenue for the member organizations to work cooperatively towards meeting unmet needs. A perceived lack of a concentrated effort by the City to address affordable housing and homelessness issues continues to be a major concern, as has the lack of coordination among local government jurisdictions.

The list of projects and activities provided in the Introduction and Executive Summary of this action plan is intended to assist with future coordination between the City and other organizations wanting to develop housing projects. The City participates in a regional coalition to find solutions to the impediments to workforce and affordable housing issues. Municipalities participating in the regional coalition include the City of Prescott, the Town of Prescott Valley and Chino Valley.

Given the limited financial resources and the combined capacity of the City and

other organizations to deliver needed housing services, the system functions satisfactorily. With the availability of CDBG funds annually, and with a CDBG-dedicated staff person, the delivery system may be further refined as follows:

Goal: Increase coordination within city government, with other organizations and with organizations that serve low- and moderate-income and special needs populations.

Project: Update and maintain a current list of non-profit 501(c)(3) providers; and, offer a workshop for understanding the goals, eligible and ineligible activities, timeliness, monitoring and reporting requirements of the CDBG program. (Workshop to be held in the month of November, 2012).

Strategy: Participate in the Affordable Housing and Homeless Coalition Meetings.

Strategy: Continue participation in the Central Yavapai Metropolitan Planning Organization.

Strategy: Participate in the Dexter Neighborhood area meetings when possible.

Barriers to Affordable Housing

The Prescott City Council has identified workforce housing as a planning priority with an expectation that a housing plan will be developed. A General Plan Committee, appointed by the mayor and Council and tasked with updating the General Plan, has been meeting since May, 2011. Both the Consolidated Plan and the General Plan support this effort. Both plans suggest that government policies, regulations and procedures may impede development and/or increase the cost of development. Both plans provide information on: the local real estate market, the increasing land values and increasing construction costs; subsequently, the following priority strategies involve the local decision-making process.

Goal: Provide for a balanced community with a diversity of neighborhoods and residential housing types and prices.

Priority Strategy: Rezone property and allocate water to housing development that provides a diversity of residential housing types and prices, including units affordable to low- and moderate-income households in accordance with the affordable housing strategy.

City Council previously allocated 20% of the remaining water supply for affordable and/or workforce housing. The allocation is still in effect in 2012.

Objective: Decent Housing
Outcome: Availability/Accessibility

Priority Strategy: Evaluate the effectiveness of waiving or paying permit fees and paying impact fees for housing that is affordable for low- to moderate-income households.

Objective: Decent Housing
Outcome: Availability/Accessibility

Public Housing

The City of Prescott does not participate in, or operate, a public housing program. No program of this type exists within the community.

Anti-Poverty Strategy

Consistent with the Consolidated Plan, reducing the number of households living below the poverty level include the following goal and related strategies:

Goal: Reduce the number of poverty-level households in Prescott.

Strategy: Identify the populations with the greatest poverty level and incorporate housing and services for these populations into program development.

Strategy: Support Low Income Housing Tax Credit and other similar projects that incorporate housing and/or services for poverty-level households.

Strategy: Expand job availability for low-income persons through the enforcement of the Section 3 initiative which mandates that contractors on federally-funded construction projects attempt to recruit low-income subcontractors and employees.

Lead-Based Paint Hazard Reduction

The Residential Lead-Based Paint Hazard Reduction Act of 1992 emphasizes prevention of childhood lead poisoning through housing-based approaches. The City has established the following goals and strategies to address lead-based paint hazards. Houses or facilities built before 1978 that are being rehabilitated with CDBG assistance will be tested for lead in painted surfaces; consequently, if lead is present, it will be abated through removal or encapsulation as part of the

rehabilitation contract.

Goal: Strengthen efforts to educate the public and private sector about lead-based paint poisoning hazards.

Project: Conduct a fair housing workshop / seminar for residents of Prescott, landlord/tenants, non-profit agencies, real estate agents, homeowner association representatives, LIHTC personnel, etc.

Strategy: Incorporate lead-based paint information and notification procedures into appropriate city-operated and sponsored housing and public service programs.

Strategy: Ensure sufficient equipment and environmental service resources are available to provide the testing necessary to conduct public facility and housing rehabilitation programs or projects.

Fair Housing

The City of Prescott was notified of CDBG "Entitlement" eligibility in August 2003; consequently, there was a requirement to update the Analysis of Impediments to Fair Housing (AI), a supporting document to the Consolidated Plan. The 2005 Analysis of Impediments to Fair Housing was outsourced to the Southwest Fair Housing Council (SWFHC) and was approved by Council on July 26, 2005. Due to constraints in the current economy, the updated Analysis of Impediments to

Fair Housing (AI) was accomplished under the aegis of the Community Development Department planning staff. The revision to the AI was approved by City Council on August 31, 2010.

The City has and continues to make use of media tools (public service announcements, advertisements and mailings) to apprise the public on fair housing topics including predatory lending practices and landlord-tenant rights. A fair housing workshop was held at City Hall on April 6, 2012 by the Southwest Fair Housing Council. Area realtors, homeowners associations, management companies, and the general public were invited. The fair housing seminar notification occurred by direct mailing, radio announcement, website posting and poster display throughout high-traffic areas of the city. Additionally, Fair Housing Month was acknowledged by City Council with a proclamation on April 3, 2012.

Goal: Ensure equal housing access for all persons regardless of race, color, religion, sex, handicap, familial status or national origin.

Project: Conduct a fair housing workshop for residents of Prescott, landlord/tenants, non-profit agencies, real estate agents, homeowner association representatives, LIHTC personnel, etc.

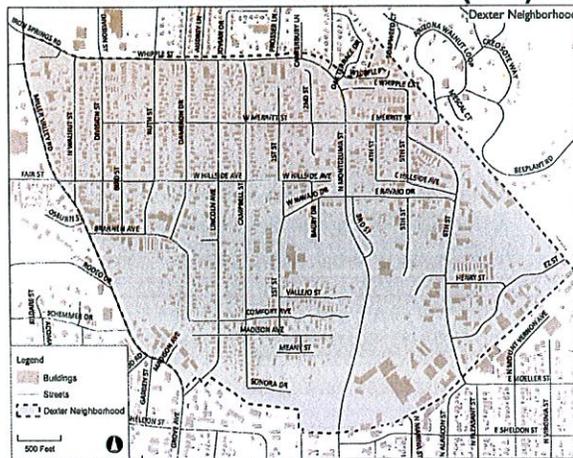
Strategy: Develop a partnership with the local real estate sales industry to promote fair housing and justice in determining housing values and insurance ratings, especially in older neighborhoods and those undergoing transition.

Geographic Distribution

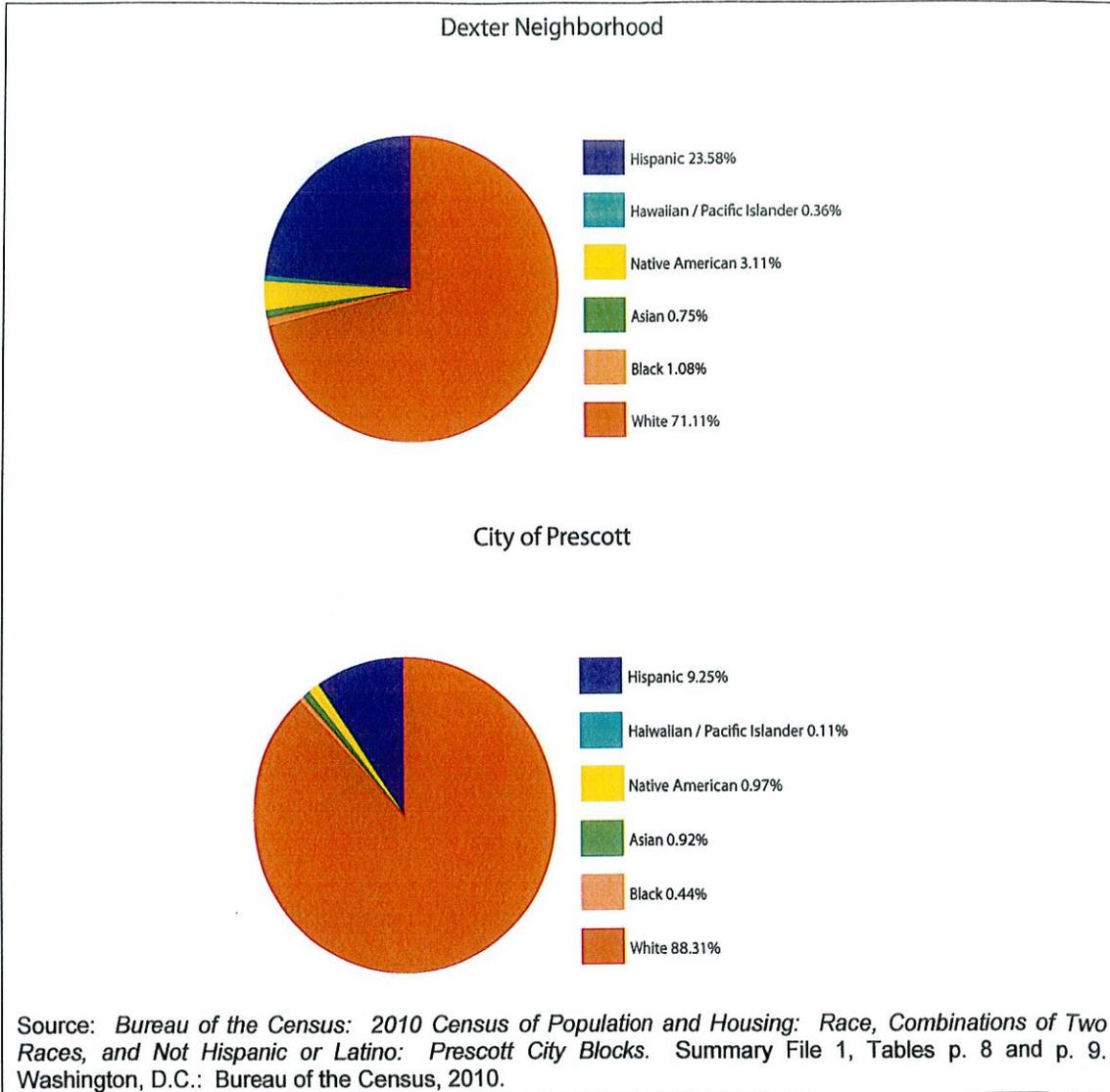
The City, with limited resources and identified housing and community development needs, has elected to maximize the effectiveness of current CDBG funds by channeling the funds to support low- to moderate-income neighborhood improvements. These activities are located within two- to five-miles of the city center and within five miles of major employment centers. Based on the 2010 American Community Survey (ACS) Data (5 year average from 2005 – 2009) the census tract that encompasses the Dexter neighborhood produced these results:

Mean Household Income - \$33207 (+/- \$2938 MOE)
Median Household Income - \$27078 (+/- \$5586 MOE)

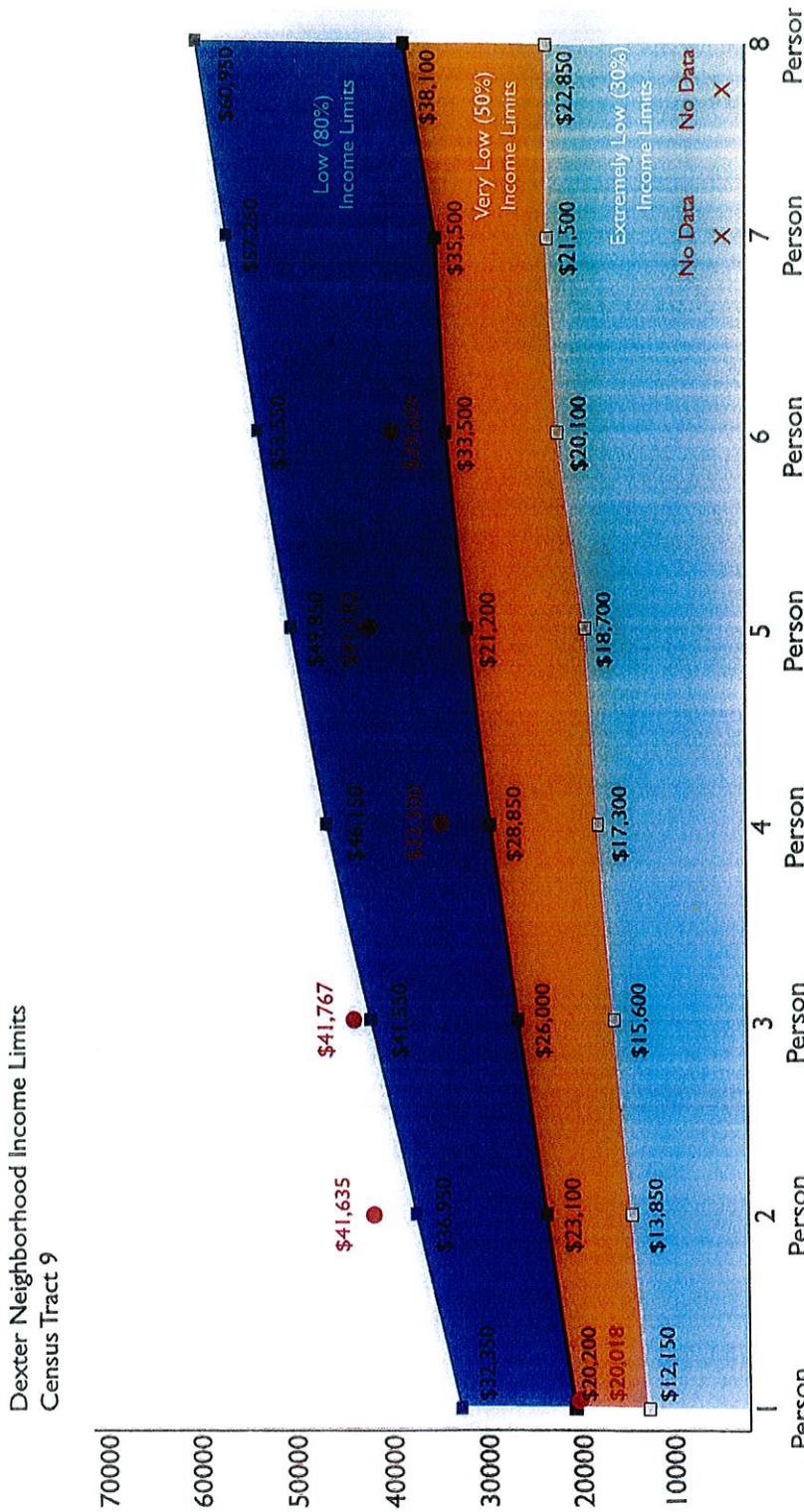
DEXTER NEIGHBORHOOD (LMI)



Comparison of Racial & Ethnic Data Dexter Neighborhood & City of Prescott



Dexter Neighborhood Income Limits Census Tract 9



Sources:
 2006-2010 American Community Survey
 Arizona. Population and Housing Characteristics.
 Washington, DC: Bureau of the Census, December 2011
 "FY 2012 Income Limits Summary, Yavapai County, Arizona."
 FY 2012 Income Limits Documentation System.
 U.S. Department of Housing and Urban Development, 13-12-2011.
 Web. 11 Jun 2012.
 <<http://www.huduser.org/portal/datasets/il/fi2012/2012summary.odht>>

This graph depicts the Income Limits for household size in Yavapai County, Arizona in relation to the median income per household size for the census tract containing the Dexter neighborhood. Census data is derived from the American Community Survey 2006-2010 5-year Estimates. Median Income values for census tract 9 are illustrated in red. For seven and eight person household sizes there was no data presented.

Houshold Median Income for Block Groups
within Census Tract 9, Yavapai County, AZ

This chart illustrates the number of households that fall below or meet the 80% income threshold for the block groups containing the Dexter neighborhood. Block groups 2 & 3, specifically comprise 98% of the Dexter neighborhood and are indicated with a grey box around their census data. Based on calculations for the U.S. Department of Housing and Urban Development the 80% income threshold for a 4 person household is **\$46,150**. Data that falls below this standard is demonstrated in **red** while the income breakdown that contains the 80% threshold is demonstrated in **blue**. It is important to note due to the aggregated nature of economic census data there is no way to definitively ascertain how many households in the \$45,000 to \$49,999 are either below or meet the 80% income threshold.

Block Groups	Less than 10000	10000 to 14999	15000 to 19999	20000 to 24999	25000 to 29999	30000 to 34999	35000 to 39999	40000 to 44999	45000 to 49999
1	56	48	15	67	56	110	12	49	13
2	66	40	74	82	27	27	14	105	63
3	0	12	69	74	29	0	39	13	0
4	118	94	53	111	27	12	33	30	29

 = 100 housholds



2101 total housholds



1562 housholds below 80% threshold



105 housholds within the 80% threshold

Sources:
2006-2010 American Community Survey Arizona. Population and Housing Characteristics. Washington, DC: Bureau of the Census, December 2011
"FY 2012 Income Limits Summary, Yavapai County, Arizona." FY 2012 Income Limits Documentation System. U.S. Department of Housing and Urban Development 13-12-2011 Web 11 Jun 2012 <<http://www.huduser.org/portal/datasets/il/fy2012/2012summary.odn>>

Monitoring Plan

In order for the CDBG program to be effective, housing policies, goals, strategies and activities must be consistently monitored and revised as necessary. The City of Prescott has dedicated a full-time grants administrator to coordinate and implement the CDBG program. The grants administrator will conduct monitoring reviews to insure that the programs and activities are being carried out in a timely manner in accordance with the Five-Year Consolidated Plan and Annual Action Plan.

Monitoring will occur to insure that the statutory and regulatory requirements of the CDBG program are being met. The grants administrator will determine whether a project is eligible under the CDBG program and the National Objectives of the HUD Program: 1) benefiting low- and moderate-income persons/clientele; 2) preventing or eliminating slums or blight on a spot or area basis; and, 3) addressing an urgent community need.

In addition, the grants administrator will monitor costs associated with each on-going funded activity. Monitoring will include: determining that the costs are necessary and reasonable in relation to federal guidelines and policies; environmental review; clearance procedures; and reporting procedures.

The City of Prescott will employ several tools of measuring the success of the CDBG activities in meeting local housing and community development needs. HUD requirements will be followed in carrying out the program goals of both the Consolidated Plan and the Consolidated Annual Performance and Evaluation Report (CAPER).

To increase CDBG program success, the new grants administrator is working on the following and plans to implement the changes during the 2012-2013 program year:

- offering an educational workshop to non-profit organizations outlining the application process, monitoring practices, subrecipient agreements, timeliness requirements and recordkeeping for non-profit agencies during 2012-2013 and ensuing years;
- amending the Consolidated Plan to require a substantial amendment when allocation changes are 20% or more of the year's funding (at the present time the 2010-2014 Con Plan requires an amendment at 10%-this slows down the re-allocation of funding should a project be unable to adhere to the projected completion);
- revising the non-profit application form to include additional, pertinent information—i.e., project cost estimation, project timeline, proposed budget, program team, etc.; and,
- attending training workshops when offered by HUD.

Attachment A

Public Participation



NOTICE OF PUBLIC HEARING
City of Prescott
One Year Annual Action Plan (FY12)
Community Development Block Grants

PUBLIC NOTICE IS HEREBY GIVEN THAT A PUBLIC HEARING will be held in the Council Chambers, City of Prescott, 201 South Cortez Street, Prescott, Arizona at 2:00 PM on Wednesday, February 8, 2012 for the purpose of a facilitated discussion regarding the scope and content of the Annual Action Plan for Fiscal Year 2012. Public comment will be accepted regarding community needs and priorities. Public comment will also be accepted regarding the City's Community Development Block Grant (CDBG) open-proposal process. Proposal packets will be available at the public hearing.

Questions/information regarding this public hearing should be directed to Kathy Dudek, Grants Administrator, City of Prescott at 777-1143.

The City of Prescott endeavors to make all public meetings accessible to persons with disabilities and/or non-English speaking persons upon request. With 72 hours advance notice, special assistance can be provided for sight and/or hearing impaired persons at public meetings. Please call 777-1100 or 777-1100 (tdd) to request an accommodation to participate in this meeting.

PUBLIC HEARING - FEBRUARY 8, 2012
Postcard mailed to over 730 homes in the
Dexter Neighborhood (LMI)



Kathy T. Dudek, Grants Administrator

201 S. Cortez Street
Prescott, AZ 86303
E-mail: kathy.dudek@prescott-az.gov

Phone: 928.777.1143
Fax: 928.771.5870

December 28, 2011

**MEMORANDUM OF
PUBLIC HEARING
REVISED DATE**

Please be advised that the newspaper advertisement for the CDBG public hearing on January 11, 2012 was not printed by *The Courier* as scheduled; therefore, to meet public hearing notification statutes, the public hearing date has been changed. (*The January 11, 2012 public hearing has been cancelled*).

The revised public hearing for the CDBG Annual Plan and non-profit provider requests has been rescheduled for Wednesday, February 8, 2012 at 2:00 p.m. in Council Chambers, City Hall, 201 S. Cortez Street, Prescott Arizona.

I am attaching both a revised public hearing letter and a revised Needs Identification Form which contains the corrected dates. The Committee has requested that each non-profit provider bring seven (7) copies of the completed request form to the public hearing on February 8.

If you cannot attend the public hearing and would like to submit a request, the revised deadline is Tuesday, February 14, 2012 at 5:00 p.m. Please send or deliver your completed Needs Identification Form to my attention at the above address.

Should you have any questions or require additional information, please contact me at 928.777.1143 or via e-mail: kathy.dudek@prescott-az.gov.

Sincerely,

**Kathy Dudek
Grants Administrator**

Enclosure:

**Revised Public Hearing Letter
Needs Request Form**

CITIZENS ADVISORY COMMITTEE
CDBG – FACILITATED PUBLIC HEARING
WEDNESDAY, FEBRUARY 8, 2012
2:00 p.m.

COUNCIL CHAMBERS
201 S. CORTEZ STREET
PRESCOTT, ARIZONA
(928) 777-1143

The following agenda will be considered by the CITIZENS ADVISORY COMMITTEE (COMMUNITY DEVELOPMENT BLOCK GRANTS) at a Public Hearing on February 8, 2012 at 2:00 P.M. in COUNCIL CHAMBERS, CITY HALL, 201 S. CORTEZ STREET, PRESCOTT, ARIZONA. Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02.

- I. **CALL TO ORDER**
- II. **INTRODUCTIONS / ATTENDANCE**

Members

Miriam Haubrich, Chairman
James R. Johnson
Jerome Jones
Pamela Wickstrom

Alan Carlow, Council Liaison
Kathy Dudek, Grants Administrator
Suzanne Derryberry, Recording Secretary

- III. **PURPOSE OF THE COMMITTEE**
- IV. **NATIONAL OBJECTIVES**
- V. **NON-PROFIT / PROVIDERS, SUGGESTED PROJECT PRESENTATIONS and DISCUSSION**
- VI. **TIMELINE INFORMATION FOR FISCAL YEAR 2012**
- VII. **ADJOURNMENT**

THE CITY OF PRESCOTT ENDEAVORS TO MAKE ALL PUBLIC MEETINGS ACCESSIBLE TO PERSONS WITH DISABILITIES. WITH 72 HOURS ADVANCE NOTICE, SPECIAL ASSISTANCE CAN BE PROVIDED FOR SIGHT AND/OR HEARING IMPAIRED PERSONS AT PUBLIC MEETINGS. PLEASE CALL 777-1272 OR 777-1100 (TDD) TO REQUEST AN ACCOMMODATION TO PARTICIPATE IN THIS MEETING.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at City Hall and on the City's website on February 3, 2012 at 4:00 PM in accordance with the statement filed with the City Clerk's Office.



Kathy Dudek, Grants Administrator
Community Development Department



PRESCOTT CITY COUNCIL REGULAR VOTING MEETING AGENDA *A M E N D E D

PRESCOTT CITY COUNCIL
REGULAR VOTING MEETING
TUESDAY, MARCH 27, 2012
3:00 PM

Prescott Council Chambers
201 South Cortez
Prescott, Arizona
(928) 777-1100

The following Agenda will be considered by the Prescott City Council at its Regular Voting Meeting pursuant to the Prescott City Charter, Article II, Section 13. Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02.

◆ **CALL TO ORDER**

◆ **INVOCATION** Rev. Julia McKennaJohnson, Pastor
Each One Reach One Ministries

◆ **PLEDGE OF ALLEGIANCE** Mayor Kuykendall

◆ **ROLL CALL:**

MAYOR AND CITY COUNCIL:

Mayor Kuykendall	
Councilman Arnold	Councilman Hanna
Councilman Blair	Councilman Kuknyo
Councilman Carlow	Councilman Lamerson

◆ **SUMMARY OF CURRENT OR RECENT EVENTS**

I. **CONSENT AGENDA**

CONSENT ITEM A LISTED BELOW MAY BE ENACTED BY ONE MOTION. ANY ITEM MAY BE REMOVED AND DISCUSSED IF A COUNCILMEMBER SO REQUESTS.

A. Approval of the minutes of the Prescott City Council Workshop of March 6, 2012, and the Regular Voting Meeting of March 13, 2012.

II. REGULAR AGENDA

- A. Public Hearing and consideration of a liquor license application submitted by William Roy Bast, applicant for Bill & Kays Tastebuds Pizza LLC, for a Series 12, Restaurant, license for Tastebuds Pizza located at 334 South Montezuma.
- B. **Public Hearing for Community Development Block Grant (CDBG) Annual Action Plan FY2012.**
- C. Approval of a contract with Double J's Installation, Inc., for carpet replacement at West Yavapai Guidance Clinic at 505 S. Cortez Street in an amount not to exceed \$18,624.83 (CDBG funding).
- D. Approval of a Contract for Services with Prescott Mountain Bike Alliance, an Arizona nonprofit corporation, for a Mountain Bike Pump Track within Granite Creek Park.
- E. Approval of a license agreement with Charles M. Horsley and Margaret C. Horsley, JT, for a recreation trail northwest of Watson Lake.
- F. Approval to purchase emergency vehicle equipment builds for seven (7) each previously purchased 2012 Chevrolet Tahoe police vehicles from First In, Inc., for a total amount of \$164,416.37.
- G. Approval of bid and contract for perimeter fencing at the Police Department shooting range to Prescott Fence Company in the amount of \$21,347.65.
- H. Approval to submit 2012 Hazardous Fuels Grant application to the Arizona Division of Forestry.
- I. Recognition of outgoing Councilmember John Hanna.
- J.* **Consent to sale of E2 Hangar Lease, as amended (City Contract #1988-142, 1988-142A and 1988-142B) from Nostalgaire to MH Property, LLC (John Stonecipher).**
- K.* **Disposition of bids and associated construction phase engineering services for the Runway 21L-3R Runway Safety Area Improvement Project at Prescott Municipal Airport.**

III. ADJOURNMENT

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing AMENDED notice was duly posted at Prescott City Hall on _____ at _____ m. in accordance with the statement filed by the Prescott City Council with the City Clerk.

Elizabeth A. Burke, City Clerk

III. REGULAR AGENDA

- A. Public Hearing and consideration of a liquor license application from Michael Adam Stanger, applicant for Granite Mountain Brewing, LLC, for a Series 03, *Domestic Microbrewery*, license for Granite Mountain Brewing located at 123 North Cortez Street.
- B. Renewal of Off-track Pari-mutuel Wagering permit for Matt's Saloon located at 112 S. Montezuma Street submitted by Turf Paradise.
- C. Public Hearing and approval of the CDBG 2012-2013 Annual Action Plan.
- D. Approval of Contract with Badger Roofing, Prescott Valley, AZ, for roof replacement, West Yavapai Guidance Clinic, 642 Dameron Drive, in an amount not to exceed \$171,285.22. (CDBG FY11 Funding)
- E. Approval of multiple contracts for the purchase of library materials.
- F. Adoption of Resolution No. 4126-1236 – A resolution of the Mayor and Council of the City of Prescott, Yavapai County, Arizona, authorizing the City of Prescott to enter into an Intergovernmental Agreement with Yavapai County for the purpose of renting a horizontal brush grinder owned by the County, including use of personnel qualified to operate the grinder, and authorizing the Mayor and staff to take any and all steps necessary to accomplish the above.
- G. Award of a bid and contract to Fann Contracting, Inc., for the South Mount Vernon/Senator Highway Improvements Project in the amount of \$5,770,000.00.
- H. Approval of a professional services agreement with Atkins Engineering for engineering of stormwater drainage system improvements within Yavapai Hills Subdivision in an amount not to exceed \$136,272.00. (Yavapai County Flood Control District Funding)
- I. Discussion / possible action re Downer Trail gate south of Sierry Peaks Drive.
- J. Discussion of 2012 Legislative Session.

IV. ADJOURNMENT

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall on _____ at _____ m. in accordance with the statement filed by the Prescott City Council with the City Clerk.

Elizabeth A. Burke, MMC, City Clerk

COUNCIL AGENDA MEMO – May 8, 2012	
DEPARTMENT: Community Development - CDBG	
AGENDA ITEM: Public hearing and approval of the CDBG 2012-2013 Annual Action Plan	

Approved By:	Date:
Department Head: Tom Guice, Community Development Director	
Finance Director: Mark Woodfill	
City Manager: Craig McConnell <i>Craig McConnell</i>	4-24-12

BACKGROUND

As a CDBG "entitlement" community, the City of Prescott is charged with developing an Annual Action Plan that proposes how CDBG federal funding will be expended. The plan is an adjunct to the Consolidated Plan 2010-2014 that was approved by Council on May 11, 2010.

The Citizens Advisory Committee, appointed by the Mayor and Council, held a public hearing on February 8, 2012, to receive requests from non-profit providers and input from the public. More than 750 postcards were sent to persons residing in the low to moderate income Dexter Neighborhood. Letters were sent to 33 non-profit service providers; subsequently, 13 requests for non-profit funding were presented to the Committee at the first public hearing. A second public hearing was held before City Council on March 27, 2012.

The *anticipated* funding allocation for 2012-2013 is \$222,897.00. Of this amount, a maximum of 15% (\$33,434) may be used for public service projects; 20% for administrative costs (\$45,794) which include legal notification, advertisements, training, salary, etc. The remaining funds (\$144,883) are to be spent on rehabilitation, renovation and/or housing activities that benefit low- to moderate-income persons or clientele.

Requirements of the Annual Action Plan include a 30-day public comment period which began on March 8, 2012, and ended on April 6, 2012. Comments received from the public are attached to the draft Annual Action Plan.

To be eligible for funding, one of three CDBG national objectives must be met:

- the project must benefit low- to moderate-income persons or clientele;
- the project must eliminate slums or blight on an "area" or "spot" basis;
- the project must meet an recent "urgent" need that poses a serious and immediate threat to the health or welfare of the community and cannot be corrected with other sources of funding.

In conjunction with the Consolidated Plan 2010-2014 and the CDBG national objectives, the Citizens Advisory Committee, after meetings held on February 15, 2012, and February 29, 2012, recommends the following projects to be funded with the *anticipated* \$222,897.00:

Agenda Item: CDBG 2012-2013 Annual Action Plan Public Hearing

February 29, 2012, recommends the following projects to be funded with the *anticipated* \$222,897.00:

PROGRAM NAME	PROGRAM TYPE	FUNDING AMOUNT	
Fair Housing (CDBG required element)	Fair housing programs, events, education Public Services	FY12 Funds	\$1,430
Prescott Meals on Wheels	Weekend emergency meals to homebound elderly and special needs populations. LMC Availability/Sustainability Public Services	FY12 Funds	\$32,000
Catholic Charities	Weatherization repair costs for low-to moderate income women LMC Availability/Sustainability Decent Housing	FY12 Funds	\$11,200
Coalition for Compassion & Justice	Repair heating / roofing in senior low-income mobile homes LMC Availability/Sustainability Decent Housing	FY12 Funds	\$15,000
Dexter Neighborhood	Sidewalk, ADA ramps, safety lighting improvements LMI/ Sustainability	FY12 Funds	\$60,473**
West Yavapai Guidance Clinic	Improvements at Hillside Center and Cortez Center LMC Availability/Sustainability	FY12 Funds	\$57,000
Administration, general	All administrative costs to provide implementation and completion of the FY12 grant, including: advertising, noticing, bid preparation costs, wages, postage, etc.	FY12 Funds	\$45,794
**Priority project to receive additional funds should surplus/unused/undesignated funds become available			
Anticipated Total FY2012			\$222,897

The above amounts are based on the *anticipated* funding and are subject to change.

Recommended Action: 1) Close the public hearing; and, 2) Recommend approval of the CDBG 2012-2013 Annual Action Plan.



CITIZENS ADVISORY COMMITTEE COMMUNITY DEVELOPMENT BLOCK GRANTS A G E N D A

CITIZENS ADVISORY COMMITTEE
CDBG COMMITTEE MEETING
WEDNESDAY, FEBRUARY 15, 2012
3:00 PM

COUNCIL CHAMBERS
201 S. CORTEZ STREET
PRESCOTT, ARIZONA
(928) 777-1143

The following agenda will be considered by the **CITIZENS ADVISORY COMMITTEE (COMMUNITY DEVELOPMENT BLOCK GRANTS)** at its **Committee Meeting** to be held on **February 15, 2012** in the **Council Chambers, City Hall** located at **201 S. Cortez Street** at **3:00 PM**. *Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02.*

- I. CALL TO ORDER
- II. INTRODUCTIONS

MEMBERS

Miriam Haubrich
James R. Johnson
Jerome Jones
Pam Wickstrom

Alan Carlow, Council Liaison
Kathy Dudek, Grants Administrator

III. REGULAR ITEMS

1. Consider approval of the minutes of January 4, 2012.
2. Review past funding and prioritize non-profit requests for FY12.
3. Annual Action Plan FY11 progress report.

IV. ADJOURNMENT

The City of Prescott endeavors to make all public meetings accessible to persons with disabilities. With 72 hours advance notice, special assistance can also be provided for sight and/or hearing impaired persons at public meetings. Please call 777-1100 (voice) or (TDD) to request an accommodation to participate in this meeting.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall and on the City's website on February 13, 2012 at 1:00 p.m. in accordance with the statement filed with the City Clerk's Office.

Kathy Dudek, Grants Administrator
Community Development Department



CITIZENS ADVISORY COMMITTEE COMMUNITY DEVELOPMENT BLOCK GRANTS **A G E N D A**

CITIZENS ADVISORY COMMITTEE - CDBG
REGULAR MEETING
WEDNESDAY, FEBRUARY 29, 2012
3:00 PM

COUNCIL CHAMBERS
201 S. CORTEZ STREET
PRESCOTT, ARIZONA
(928) 777-1143

The following agenda will be considered by the **CITIZENS ADVISORY COMMITTEE (COMMUNITY DEVELOPMENT BLOCK GRANTS)** at its **Committee Meeting** to be held on **February 29, 2012** in the **Council Chambers, City Hall** located at **201 S. Cortez Street** at **3:00 PM**. *Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02.*

I. CALL TO ORDER

II. INTRODUCTIONS

MEMBERS

Miriam Haubrich
James R. Johnson
Jerome Jones
Pam Wickstrom

Alan Carlow, Council Liaison
Kathy Dudek, Grants Administrator

III. REGULAR ITEMS

1. Consider approval of the minutes of February 15, 2012.
2. Discuss substantial amendment FY11.
3. Review / rank funding requests FY12 including public comments.
4. Draft Annual Plan FY12 status, timeline, public hearing and public comment process.
5. April -- Fair Housing Month.

IV. ADJOURNMENT

The City of Prescott endeavors to make all public meetings accessible to persons with disabilities. With 72 hours advance notice, special assistance can also be provided for sight and/or hearing impaired persons at public meetings. Please call 777-1100 (voice) or (TDD) to request an accommodation to participate in this meeting.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall and on the City's website on February 24, 2012 at 4:00 p.m. in accordance with the statement filed with the City Clerk's Office.



Kathy Dudek, Grants Administrator
Community Development Department

PROCLAMATION

"FAIR HOUSING MONTH" April 2012

WHEREAS, The Civil Rights Act of 1968, commonly known as the Federal Fair Housing Act, and the Fair Housing Amendments Act of 1988 prohibit discrimination in the sale, rental, leasing and financing of housing or land to be used for the construction of housing, or in the provision of brokerage services on the basis of race, color, religion, sex, disability, familial status or national origin; and

WHEREAS, the 1986 and 1988 Federal Fair Housing Acts declare that it is a national policy to ensure equal opportunities in housing; and

WHEREAS, April has traditionally been designated as Fair Housing Month in the United States.

NOW, THEREFORE, I Marlin D. Kuykendall, Mayor of the City of Prescott, do hereby proclaim April as:

"FAIR HOUSING MONTH"

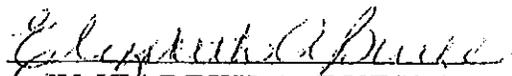
IN WITNESS THEREOF, I have hereunto set my hand and caused the Seal of the City of Prescott, to be affixed this 3rd day of April, 2012.



MARLIN D. KUYKENDALL

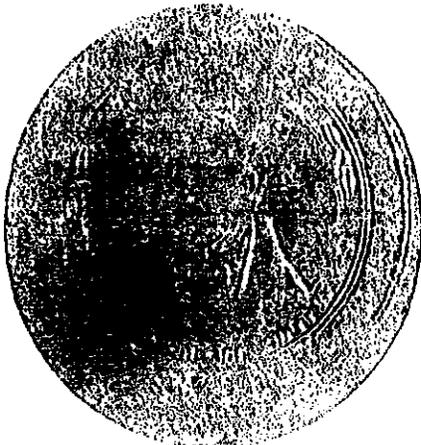
Mayor

ATTEST:



ELIZABETH A. BURKE,

City Clerk



Fair Housing Rights and Responsibilities

FREE SEMINAR



Presented by the Southwest Fair Housing Council
and the City of Prescott, Arizona

Friday, April 6, 2012

8:30 – 9:30 a.m.

City of Prescott - Council Chambers
201 S. Cortez, Prescott, Arizona

KNOWING AND UNDERSTANDING YOUR LANDLORD-TENANT AND FAIR HOUSING RIGHTS AND RESPONSIBILITIES

This is a free landlord-tenant law and fair housing seminar

Please RSVP to Kathy Dudek at 928-777-1143

THE CITY OF PRESCOTT ENDEAVORS TO MAKE ALL PUBLIC MEETINGS ACCESSIBLE TO PERSONS WITH DISABILITIES. WITH 72 HOURS ADVANCE NOTICE, SPECIAL ASSISTANCE CAN BE PROVIDED FOR SIGHT AND/OR HEARING IMPAIRED PERSONS AT PUBLIC MEETINGS. PLEASE CALL 777-1272 OR 777-1100 (TDD) TO REQUEST AN ACCOMMODATION TO PARTICIPATE IN THIS MEETING.



Attachment B
SF424
Certifications
Projects

**APPLICATION FOR
FEDERAL ASSISTANCE**

OMB Approved No. 3076-0006

Version 7/03

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		2. DATE SUBMITTED May 10, 2012	Applicant Identifier 08-City of Prescott	
<input type="checkbox"/> Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier	
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier	
5. APPLICANT INFORMATION				
Legal Name: City of Prescott		Organizational Unit: Department: Community Development		
Organizational DUNS: 07-446-3936		Division: Grants Administration		
Address: Street: 201 S. Cortez Street		Name and telephone number of person to be contacted on matters involving this application (give area code)		
City: Prescott		Prefix: Mrs.	First Name: Kathy	
County: Yavapai		Middle Name: T.		
State: AZ		Last Name: Dudek		
Zip Code 86303	Suffix:			
Country: USA		Email: kathy.dudek@prescott-az.gov		
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 8 6 - 6 0 0 0 2 5 7		Phone Number (give area code) 928-777-1143		Fax Number (give area code) 928-771-5870
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.)		7. TYPE OF APPLICANT: (See back of form for Application Types) B. Municipal Other (specify)		
Other (specify)		9. NAME OF FEDERAL AGENCY: US HUD Region IX, San Francisco, CA		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): Community Development Block Grant		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: 1) Meals on Wheels (elderly,homebound) \$32,000; 2) Catholic Charities (weatherization) \$11,200; 3) CCJ (home repair) \$15,000; 4) WYGC facilities (renovation) \$57,000; 5) Fair Housing (education) \$1,460; 6) Dexter Neighborhood (LMI sidewalk, safety, lighting, ADA) \$61,657; 7) Administration \$44580.		
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): City of Prescott, AZ		13. PROPOSED PROJECT Start Date: July 1, 2012		
		Ending Date: June 30, 2013		
15. ESTIMATED FUNDING:		14. CONGRESSIONAL DISTRICTS OF:		
a. Federal	\$	222,897 ⁰⁰		a. Applicant District 1
b. Applicant	\$.		b. Project District 1
c. State	\$.		
d. Local	\$.		
e. Other	\$.		
f. Program Income	\$.		
g. TOTAL	\$	222,897 ⁰⁰		
16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?				
a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:				
b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW				
17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No				
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.				
a. Authorized Representative				
Prefix Mayor	First Name Marlin		Middle Name D	
Last Name Kuykendall			Suffix	
b. Title Mayor of the City of Prescott			c. Telephone Number (give area code) 928-777-1380	
d. Signature of Authorized Representative 			e. Date Signed May	

Previous Edition Usable
 Authorized for Local Reproduction

Standard Form 424 (Rev.9-2003)
 Prescribed by OMB Circular A-102



CPMP Non-State Grantee Certifications

Many elements of this document may be completed electronically, however a signature must be manually applied and the document must be submitted in paper form to the Field Office.

- This certification does not apply.
 This certification is applicable.

NON-STATE GOVERNMENT CERTIFICATIONS

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

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about --
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will --
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted --
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

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

8. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
9. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
10. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.



Signature/Authorized Official

May 10, 2012

Date

Marlin D. Kuykendall

Name

Mayor, City of Prescott

Title

201 S. Cortez Street

Address

Prescott, AZ 86303

City/State/Zip

928-777-1380

Telephone Number

- This certification does not apply.
 This certification is applicable.

Specific CDBG Certifications

The Entitlement Community certifies that:

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

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

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

11. Maximum Feasible Priority - With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
12. Overall Benefit - The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2012, 2013, 2014, (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
13. Special Assessments - It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

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

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

14. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
15. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Jurisdiction

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

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K and R, of title 24;

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

May 10, 2012

Signature/Authorized Official

Date

Martin D. Kuykendall
Martin D. Kuykendall

Name

Mayor, City of Prescott

Title

201 S. Cortez Street

Address

Prescott, AZ 86303

City/State/Zip

928-777-1380

Telephone Number

<input type="checkbox"/>	This certification does not apply.
<input checked="" type="checkbox"/>	This certification is applicable.

APPENDIX TO CERTIFICATIONS

Instructions Concerning Lobbying and Drug-Free Workplace Requirements

Lobbying Certification

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

Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code) Check if there are workplaces on file that are not identified here. The certification with regard to the drug-free workplace is required by 24 CFR part 21.

Place Name	Street	City	County	State	Zip
City of Prescott	201 S. Cortez St	Prescott	Yavapai	AZ	86303
Fair Housing	201 S. Cortez St	Prescott	Yavapai	AZ	86303
Administration / Comm. Dev.	201 S. Cortez St	Prescott	Yavapai	AZ	86303
WYGC Renovation	639-642 Dameron	Prescott	Yavapai	AZ	86303
Prescott Meals on Wheels	1280 E. Rosser	Prescott	Yavapai	AZ	86301
CCJ Home Repair	505 W. Gurley St	Prescott	Yavapai	AZ	86301
Catholic Charities renovation	218-220 N Virginia	Prescott	Yavapai	AZ	86301

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules: "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15); "Conviction" means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes; "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any

Jurisdiction

controlled substance; "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including:

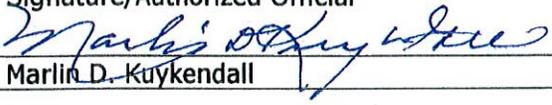
- a. All "direct charge" employees;
- b. all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and
- c. temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Note that by signing these certifications, certain documents must be completed, in use, and on file for verification. These documents include:

- 1. Analysis of Impediments to Fair Housing
- 2. Citizen Participation Plan
- 3. Anti-displacement and Relocation Plan

May 10, 2012

Signature/Authorized Official


Marlin D. Kuykendall

Date

Name

Mayor, City of Prescott

Title

201 S. Cortez Street

Address

Prescott, AZ 86303

City/State/Zip

928-777-1380

Telephone Number

Project Name: CCJ Home Repair Furnaces / Roofs / Water Heaters										
Description:	IDIS Project #: UOG Code: UOG Code									
Repairs or replacements to roofs, heating systems, hot water tanks for elderly and/or disabled owner-occupied LMI persons primarily living in mobile homes.										
Location:	Priority Need Category									
Various, not yet selected	<table border="1"> <tr> <td>Select one:</td> <td>Owner Occupied Housing ▼</td> </tr> </table>	Select one:	Owner Occupied Housing ▼							
Select one:	Owner Occupied Housing ▼									
Expected Competition Date	Explanation:									
6/30/2013	The owners of these mobile homes are generally elderly or disabled and have no funding of their own to afford the repairs necessary to provide a suitable living environment in the amount of \$15,000									
Objective Category <input type="radio"/> Decent Housing <input checked="" type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity	Specific Objectives									
Outcome Categories <input checked="" type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input checked="" type="checkbox"/> Sustainability	<table border="1"> <tr> <td>1</td> <td>Improve the quality of owner housing</td> <td>▼</td> </tr> <tr> <td>2</td> <td></td> <td>▼</td> </tr> <tr> <td>3</td> <td></td> <td>▼</td> </tr> </table>	1	Improve the quality of owner housing	▼	2		▼	3		▼
1	Improve the quality of owner housing	▼								
2		▼								
3		▼								
Project-level Accomplishments	10 Housing Units ▼	Proposed 3		Accompl. Type: ▼	Proposed					
		Underway			Underway					
		Complete			Complete					
	Accompl. Type: ▼	Proposed		Accompl. Type: ▼	Proposed					
		Underway			Underway					
		Complete			Complete					
	Other ▼	Proposed		Accompl. Type: ▼	Proposed					
		Underway			Underway					
		Complete			Complete					
Proposed Outcome	Performance Measure	Actual Outcome								
Suitable Living Environment	Track number of LMI repairs									
14B Rehab; Multi-Unit Residential 570.202 ▼	Matrix Codes ▼									
Matrix Codes ▼	Matrix Codes ▼									
Matrix Codes ▼	Matrix Codes ▼									
Program Year 1	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.					
		Actual Amount			Actual Amount					
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.					
		Actual Amount			Actual Amount					
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units					
		Actual Units			Actual Units					
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units					
		Actual Units			Actual Units					

Program Year 2	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units		
	Actual Units			Actual Units		
Program Year 3	CDBG ▼	Proposed Amt.	15,000	Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	04 Households ▼	Proposed Units	3	Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units		
	Actual Units			Actual Units		
Program Year 4	CDBG ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units		
	Actual Units			Actual Units		
Program Year 5	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units		
	Actual Units			Actual Units		

Project Name: Prescott Meals on Wheels					
Description:	IDIS Project #: UOG Code: UOG Code				
This program serves the elderly population through its homebound program as well as in their cafeteria. Approximately 80% of the clientele or low to moderate income. Supporting this public service for the elderly and disabled will help to insure continuation of the service. This particular request is to serve emergency weekend meals to the homebound elderly and disabled.					
Location:	Priority Need Category				
Rowle P. Simmons Community Center 1280 E. Rosser Street Prescott, AZ 86301	Select one: Non-homeless Special Needs				
Expected Completion Date: 4/15/2013	Explanation: Assistance to the program for weekend emergency home-delivered meals to elderly and handicapped LMI in the amount of \$32,000				
Objective Category <input type="radio"/> Decent Housing <input checked="" type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity	Specific Objectives				
Outcome Categories <input type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input checked="" type="checkbox"/> Sustainability	1 Improve the services for low/mod income persons 2 3				
Project-level Accomplishments	01 People	Proposed	110	Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
	Accompl. Type:	Proposed		Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
	Accompl. Type:	Proposed		Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
Proposed Outcome	Performance Measure	Actual Outcome			
Sustainability	Track number of persons and meals served.				
05A Senior Services 570.201(e)	Matrix Codes				
Matrix Codes	Matrix Codes				
Matrix Codes	Matrix Codes				
Program Year 1	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.
		Actual Amount			Actual Amount
	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.
		Actual Amount			Actual Amount
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units
		Actual Units			Actual Units
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units
		Actual Units			Actual Units

Program Year 2	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
Program Year 3	CDBG ▼	Proposed Amt.	32,000	Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	01 People ▼	Proposed Units	110	Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
Program Year 4	Fund Source: ▼	Proposed Amt.		CDBG ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
Program Year 5	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	

Project Name: WYGC Renovation of facilities						
Description:	IDIS Project #: UOG Code: UOG Code					
Improvements/Renovations of West Yavapai Guidance clinic locations. WYGC provides an extraordinary amount of services to low- to-moderate-income clientele. The facilities are in need of repairs in order to remain as a suitable environment for special needs clientele.						
Location:	Priority Need Category					
625 Hillside Ave Prescott, AZ 505 S. Cortez St. Prescott, AZ 642 Dameron Dr. Prescott AZ	Select one: Non-homeless Special Needs ▼					
	Explanation:					
6/30/2013	The request for \$57,000 for much needed repairs, new roof, new parking lot, interior improvements, sidewalk/stairs/ADA improvements					
Objective Category	Specific Objectives					
<input type="radio"/> Decent Housing <input checked="" type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity						
Outcome Categories	1 Improve the services for low/mod income persons ▼					
<input type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input checked="" type="checkbox"/> Sustainability	2 ▼					
	3 ▼					
Project-level Accomplishments	09 Organizations ▼	Proposed 1	Accompl. Type: ▼	Proposed		
		Underway		Underway		
		Complete		Complete		
	09 Organizations ▼	Proposed 1	Accompl. Type: ▼	Proposed		
		Underway		Underway		
		Complete		Complete		
	01 People ▼	Proposed 100	Accompl. Type: ▼	Proposed		
		Underway		Underway		
		Complete		Complete		
Proposed Outcome		Performance Measure		Actual Outcome		
Sustainability		Track number of clients served				
03 Public Facilities and Improvements (General) 570.201(c) ▼		Matrix Codes ▼				
Matrix Codes ▼		Matrix Codes ▼				
Matrix Codes ▼		Matrix Codes ▼				
Program Year 1	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	

Program Year 2	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
Program Year 3	CDBG ▼	Proposed Amt.	57,000	Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	09 Organizations ▼	Proposed Units	1	Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
	01 People ▼	Proposed Units	100	Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
Program Year 4	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
Program Year 5	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	

Project Name: Catholic Charities						
Description:	IDIS Project #: UOG Code: UOG Code					
This facility living quarters is for low-to-moderate income women and their children. Weatherization/replacement of windows, as well as non-functional windows, is needed.						
Location: 218-220 N. Virginia St.	Priority Need Category Select one: Non-homeless Special Needs ▼					
Expected Completion Date: 6/30/2013	Explanation: This facility provides apartment space for low-to-moderate income women and their children, weatherization \$11,200.					
Objective Category <input type="radio"/> Decent Housing <input checked="" type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity	Specific Objectives					
Outcome Categories <input type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input checked="" type="checkbox"/> Sustainability	1 Improve the quality of affordable rental housing ▼ 2 ▼ 3 ▼					
Project-level Accomplishments	01 People ▼	Proposed 5	Accompl. Type: ▼	Proposed		
		Underway		Underway		
		Complete		Complete		
	Accompl. Type: ▼	Proposed	Accompl. Type: ▼	Proposed		
		Underway		Underway		
		Complete		Complete		
	Accompl. Type: ▼	Proposed	Accompl. Type: ▼	Proposed		
		Underway		Underway		
		Complete		Complete		
Proposed Outcome	Performance Measure	Actual Outcome				
Sustainability	Track repairs and number of clients					
03 Public Facilities and Improvements (General) 570.201(c) ▼	Matrix Codes ▼					
Matrix Codes ▼	Matrix Codes ▼					
Matrix Codes ▼	Matrix Codes ▼					
Program Year 1	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	

Program Year 2	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
Program Year 3	CDBG ▼	Proposed Amt.	11,200	Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	01 People ▼	Proposed Units	5	Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
Program Year 4	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
Program Year 5	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	

Project Name: Dexter Neighborhood Improvements						
Description:	IDIS Project #: UOG Code: UOG Code					
The Dexter Neighborhood is the only designated LMI neighborhood in the Prescott area. Areas within this neighborhood lack sidewalks, lack ADA accessibility, and lack safety lighting.						
Location:	Priority Need Category					
various streets within the Dexter Neighborhood	Select one: Infrastructure ▼					
Explanation:						
Expected Completion Date:	Infrastructure improvements: sidewalks, ADA ramps, safety lighting in the LMI Dexter neighborhood, \$61,657.					
6/30/2013						
Objective Category						
<input type="radio"/> Decent Housing <input checked="" type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity						
Specific Objectives						
Outcome Categories	1 Improve quality / increase quantity of public improvements for lower income persons ▼					
<input checked="" type="checkbox"/> Availability/Accessibility	2 ▼					
<input type="checkbox"/> Affordability	3 ▼					
<input type="checkbox"/> Sustainability						
Project-level Accomplishments	01 People ▼	Proposed 150	Accompl. Type: ▼	Proposed		
		Underway		Underway		
		Complete		Complete		
	Accompl. Type: ▼	Proposed	Accompl. Type: ▼	Proposed		
		Underway		Underway		
		Complete		Complete		
	Accompl. Type: ▼	Proposed	Accompl. Type: ▼	Proposed		
		Underway		Underway		
		Complete		Complete		
Proposed Outcome		Performance Measure		Actual Outcome		
Sustainability		Track number of units involved				
03L Sidewalks 570.201(c) ▼		Matrix Codes ▼				
Matrix Codes ▼		Matrix Codes ▼				
Matrix Codes ▼		Matrix Codes ▼				
Program Year 1	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	

Program Year 2	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units		
	Actual Units			Actual Units		
Program Year 3	CDBG ▼	Proposed Amt.	61,657	Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	01 People ▼	Proposed Units	150	Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units		
	Actual Units			Actual Units		
Program Year 4	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units		
	Actual Units			Actual Units		
Program Year 5	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units		
	Actual Units			Actual Units		

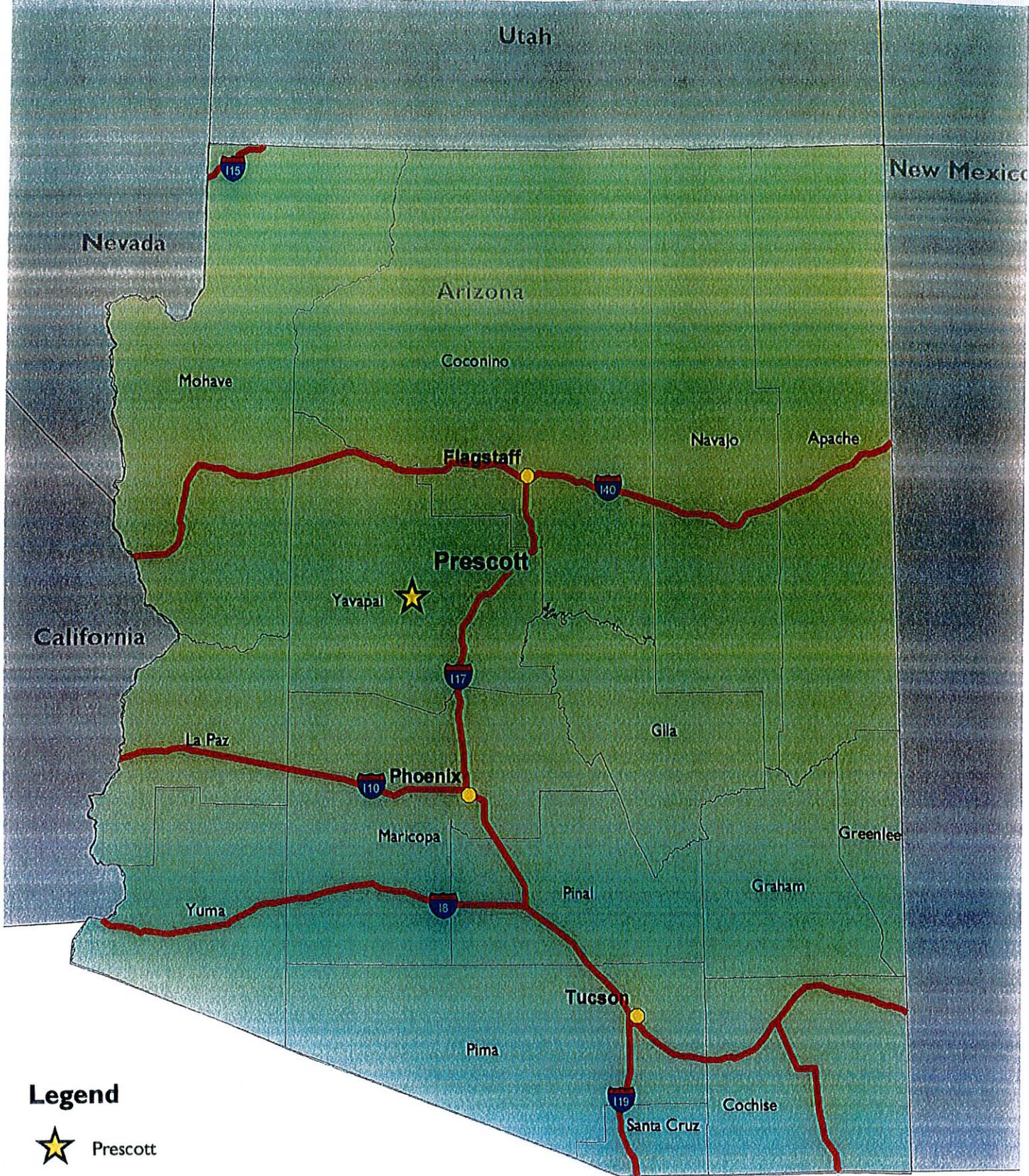
Project Name: Administration	
Description:	IDIS Project #: UOG Code: UOG Code
All administration costs to provide implementation and completion of this grant including advertising, noticing, bid preparation costs, wages, etc.	
Location: 201 S. Cortez Street Prescott, AZ 86303	Priority Need Category Select one: Planning/Administration ▼
Explanation:	
Project Name: 6/30/2013	General Administraton 20% = \$44,579
Objective Category <input type="radio"/> Decent Housing <input type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity	Specific Objectives
Outcome Categories <input type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input type="checkbox"/> Sustainability	1. ▼ 2. ▼ 3. ▼
Project-level Accomplishments	Accompl. Type: ▼ Proposed <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Accompl. Type: ▼ Proposed <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Underway <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Underway <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Complete <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Complete <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Accompl. Type: ▼ Proposed <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Accompl. Type: ▼ Proposed <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Underway <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Underway <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Complete <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Complete <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Accompl. Type: ▼ Proposed <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Accompl. Type: ▼ Proposed <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Underway <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Underway <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Complete <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Complete <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Proposed Outcome Administration	Performance Measure
Actual Outcome	
21A General Program Administration 570.206 ▼	Matrix Codes ▼
Matrix Codes ▼	Matrix Codes ▼
Matrix Codes ▼	Matrix Codes ▼
Program Year 1	Fund Source: ▼ Proposed Amt. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Fund Source: ▼ Proposed Amt. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Actual Amount <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Actual Amount <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Fund Source: ▼ Proposed Amt. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Fund Source: ▼ Proposed Amt. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Actual Amount <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Actual Amount <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Accompl. Type: ▼ Proposed Units <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Accompl. Type: ▼ Proposed Units <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Actual Units <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Actual Units <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Accompl. Type: ▼ Proposed Units <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Accompl. Type: ▼ Proposed Units <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Actual Units <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Actual Units <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Program Year 2	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
Program Year 3	CDBG ▼	Proposed Amt.	44,579	Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
Program Year 4	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
Program Year 5	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	

Project Name: Fair Housing					
Description:	IDIS Project #: <input type="text"/> UOG Code: UOG Code				
Fair Housing Programs Education and Public Service Activities					
Location:	Priority Need Category				
201 S. Cortez Street Prescott, AZ 86303	Select one: <input type="text" value="Priority Need Category"/>				
Explanation:					
Project Name:	Fair Housing Educational Activities, Publications \$1460				
6/30/2013					
Objective Category					
<input checked="" type="radio"/> Decent Housing <input type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity					
Specific Objectives					
Outcome Categories	1 Improve the services for low/mod income persons				
<input checked="" type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input type="checkbox"/> Sustainability	2				
	3				
Project-level Accomplishments	01 People	Proposed		Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
	Accompl. Type:	Proposed		Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
	Accompl. Type:	Proposed		Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
Proposed Outcome		Performance Measure		Actual Outcome	
05 Public Services (General) 570.201(e)		Matrix Codes			
05J Fair Housing Activities (if CDBG, then subject to 570.201(e))		Matrix Codes			
Matrix Codes		Matrix Codes			
Program Year 1	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.
		Actual Amount			Actual Amount
	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.
		Actual Amount			Actual Amount
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units
		Actual Units			Actual Units
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units
		Actual Units			Actual Units

Attachment “C”

Geographic Information



Legend

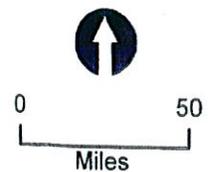
- ★ Prescott
- Phoenix
- Tucson
- Flagstaff

— Interstate

□ Bordering States

□ Arizona

Regional Overview Prescott, Arizona



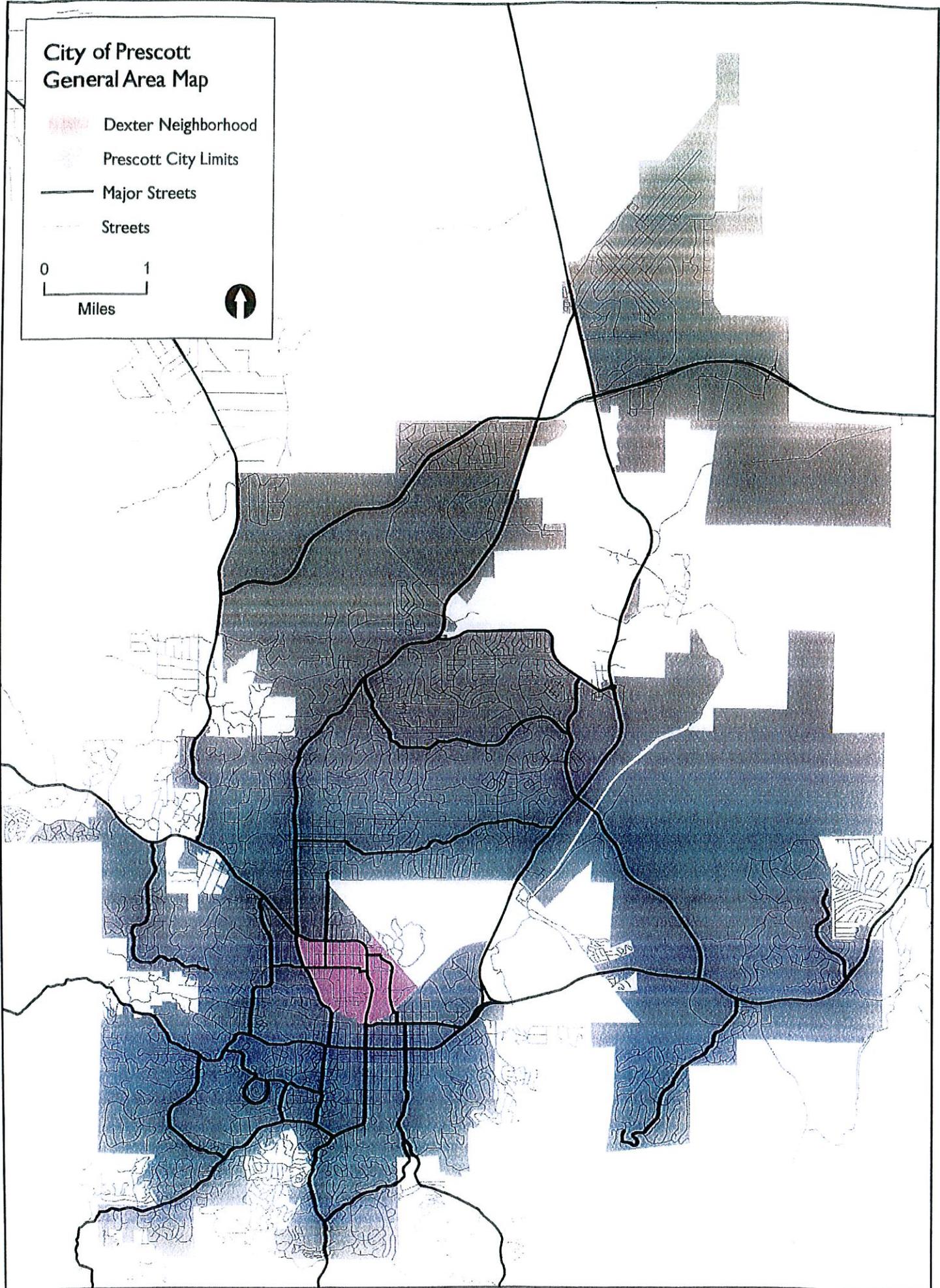
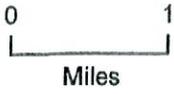
City of Prescott General Area Map

 Dexter Neighborhood

 Prescott City Limits

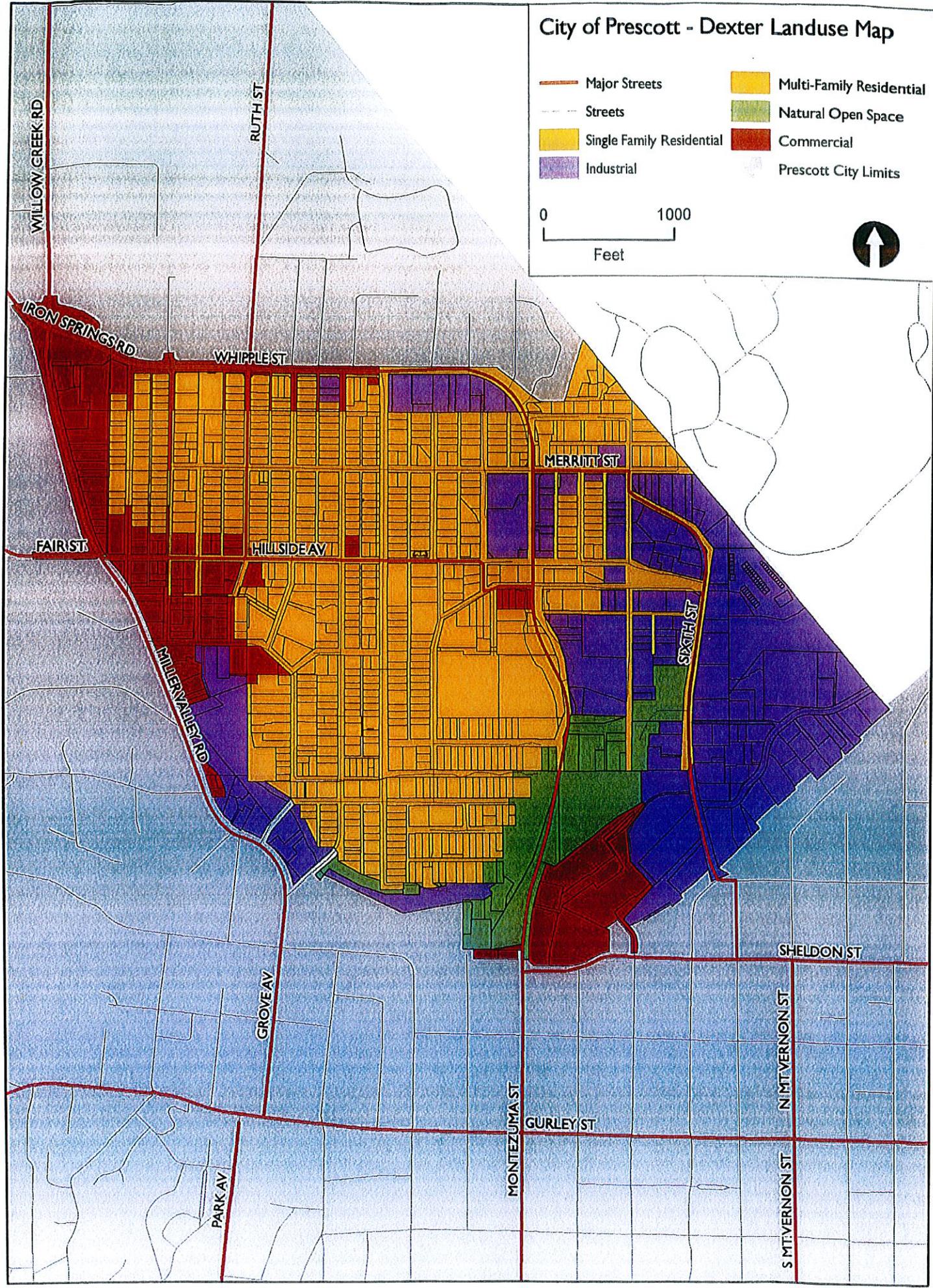
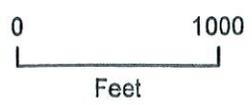
 Major Streets

 Streets



City of Prescott - Dexter Landuse Map

- Major Streets
- Streets
- Single Family Residential
- Industrial
- Multi-Family Residential
- Natural Open Space
- Commercial
- Prescott City Limits

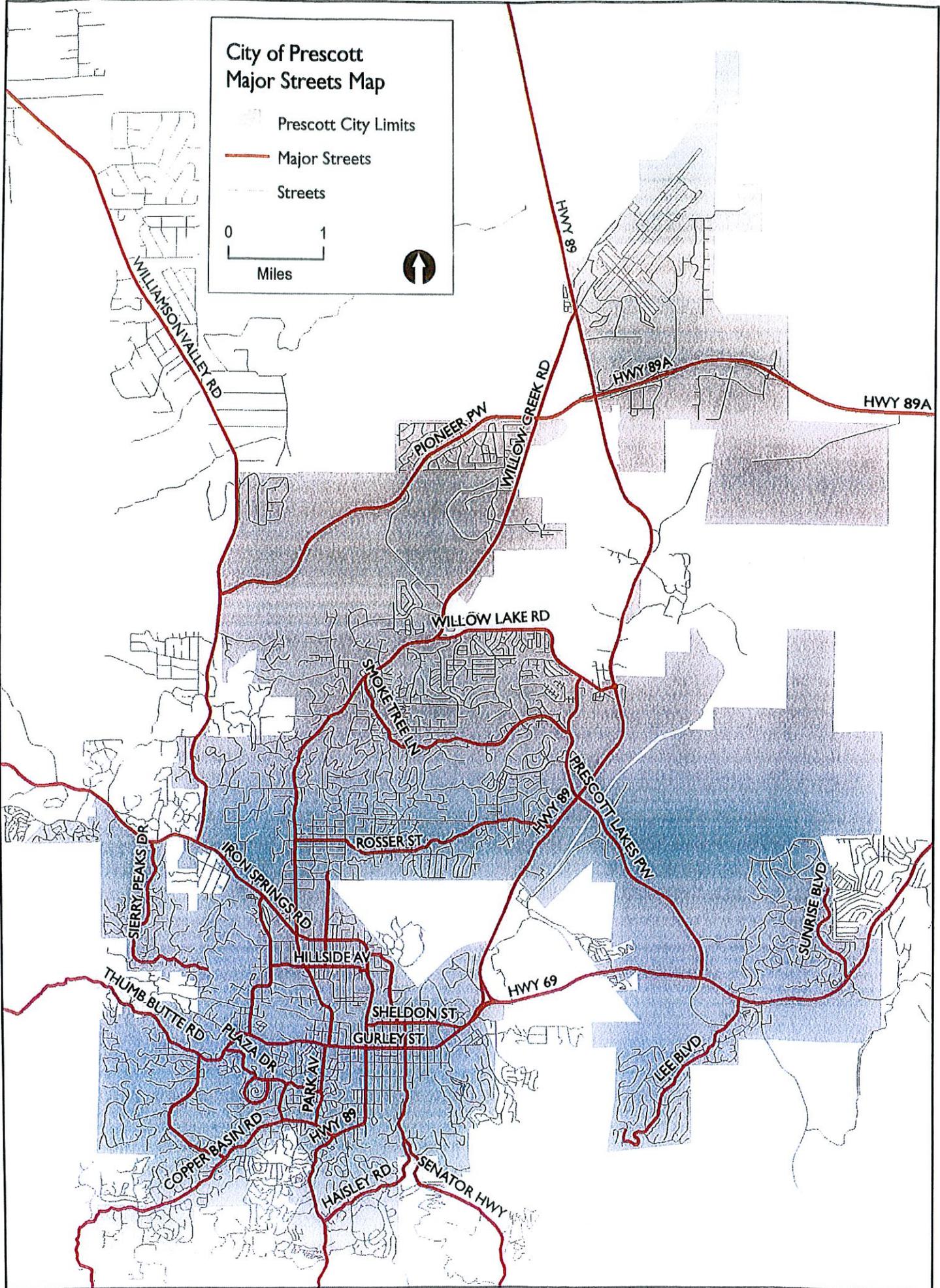
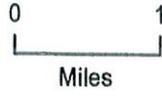


City of Prescott Major Streets Map

Prescott City Limits

Major Streets

Streets



Attachment “D”

Major Amendment 2011 Annual Plan

COUNCIL AGENDA MEMO – April 24, 2012

DEPARTMENT: Community Development - CDBG

AGENDA ITEM: Public Hearing - Amendment to the 2011 CDBG Annual Action Plan transferring \$45,000 of funding allocation to Project Aware from Adult Care Services

Approved By: *City Council* EOB Date: *4/24/12*

Department Head:	<i>Tom Guice</i> , Community Development Director	
Finance Director:	Mark Woodfill	
City Manager:	Craig McConnell <i>Craig McConnell</i>	<i>4-17-12</i>

BACKGROUND

The CDBG Consolidated Plan requires that any change in funding constituting more than 10% of the annual allocation requires a substantial amendment.

The roof and ceiling replacement project slated for the Adult Care Services (aka the Susan J. Rheem Day Care Center) located at 844 Sunset Avenue, did not meet HUD / CDBG guidelines; therefore, the \$45,000 exceeds 10% of the \$265,421.00 funding for 2011 and an amendment is required to reallocate the funds. (Please note: this project is not related to the Adult Center of Prescott, located in the Rowle P. Simmons Adult Center, 1280 E. Rosser Street).

The Citizens Advisory Committee (CAC) met on February 29, 2012, and is recommending that the \$45,000 be reallocated to Project Aware for demolition and related costs to secure the property located at 502 S. Montezuma Street. This property will be rebuilt with six affordable-housing apartment units for formerly homeless, low- to moderate-income women and children.

Requirements of the proposed amendment include a 30-day public comment period which began on March 24, 2012, and ended on April 23, 2012. The amendment was published in *The Courier* on March 23, 2012. Copies of the draft amendment were available for public viewing on the City's website, at the Prescott Downtown Library and at City Hall.

This project meets the following two CDBG national objectives, hence, is eligible for funding:

- the project will benefit low- to moderate-income persons or clientele
- the project will eliminate slums or blight on an "area" or "spot" basis

Recommended Action: 1) MOVE to close the public hearing; and 2) MOVE to approve the Amendment to the CDBG 2011 Action Plan.

Community Development Block Grant Program
Substantial Amendment to the City of Prescott
2011 Annual Action Plan
March 23, 2012

Community Development Block Grant
SUBSTANTIAL AMENDMENT TO
THE 2011 Action Plan for
The City of Prescott, Arizona
July 01, 2011 – June 30, 2012
Revised Public Hearing Notice
Web address where the amendment is posted:
www.cityofprescott.net
Contact: Kathy Dudek
Grants Administrator, City of Prescott
201 S. Cortez Street, Prescott, AZ 86303
Telephone 928-777-1143
Fax 928-771-5870
Email: kathy.dudek@prescott-az.gov

Persons needing Spanish Translation can contact Matt Dunbar, City of Prescott @ 777-1210 for assistance.

Approval of this amendment is scheduled to take place at the Public Hearing to be held on Tuesday April 24, 2012 at 3:00 P.M in Council Chambers, City Hall, 201 S. Cortez Street, Prescott, AZ 86303.

Background

The Citizen Participation Plan requires that any changes in funding for a project that constitutes 10% or more of the annual allocation for projects requires a substantial amendment. Listed below are the proposed changes to the Annual Action Plan 2011:

Changes

Allocation for 2011 Annual Action Plan dollars are to be reallocated as follows:

Old: Adult Care Services (aka Susan J. Rheem Day Care Center, 844 Sunset Ave., Prescott, AZ) -\$45,000

New: Project Aware, Prescott, AZ + \$45,000

*(Please note: This amendment is **not** associated with the Adult Center of Prescott, located in the Rowle P. Simmons Community Center, 1280 E. Rosser Street, Suite B, Prescott, AZ).*

Citizen Participation and Public Comment

The draft amendment will be available for public review and comment beginning March 24, 2012 through April 23, 2012 at the following City of Prescott locations: City Hall, Community Development Department, Grants Administration Division, 201 S. Cortez Street; and, Prescott Downtown Public Library, 215 E. Goodwin Street. Public comments should be sent to: Kathy Dudek, Grants Administrator, City of Prescott, 201 S. Cortez Street, Prescott, AZ 86303. Comments may also be sent via email: kathy.dudek@prescott-az.gov.

Other Considerations

Reallocation of this funding provides for the demolition of the dilapidated building and associated costs located on ±0.18 acres at 502 S. Montezuma Street, APN: 109-14-019. The building will be razed and plans include replacing the structure with six units of low-income housing for formerly homeless families and veterans. Reallocation is requested due to the inability to use previously-allocated CDBG funds for the Adult Care Services (aka Susan J. Rheem Day Care Center, 844 Sunset Avenue, Prescott, AZ) roofing project that did not follow HUD requirements.

Source of Funds for Community Development Activity

The development of the 2010-2014 Consolidated Plan and the FY 2011 Action Plan provide a foundation for the use of federal, state and local resources to address community development priorities. For this second program year, the HUD Community Development Block Grant, FY 2011 allocation is \$265,421.00.

A City of Prescott goal is to increase the ability to leverage federal, state and local funds to support community development and housing improvements.

Publish March 23, 2012, The Courier

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall and on the City's website on March 20, 2012 at 1:00 PM in accordance with the statement filed with the City Clerk's Office.



Kathy Dudek, Administrative Assistant
Community Development Department

Community Development Block Grant Program
Substantial Amendment to the City of Prescott
2011 Annual Action Plan
March 23, 2012

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Publish March 23, 2012, The Courier

AFFIDAVIT OF PUBLICATION

STATE OF ARIZONA)
County of Yavapai) SS.

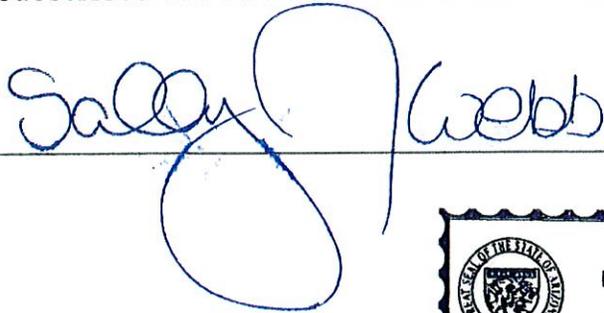
Ann E. Rebinskas, being first duly sworn on his/her oath says:
The s/he is the Advertising Administrative Assistant of PRESCOTT NEWSPAPERS, INC.,
an Arizona corporation, which owns and publishes the COURIER, a Daily Newspaper
published in the City of Prescott, County of Yavapai, Arizona; that the notice attached
hereto, namely,

City of Prescott / Notice of Public Hearing / Annual Action Plan
3 X 6 Display ad - Prescott Daily Courier



has, to the personal knowledge of affiant, been published in the newspaper aforesaid,
according to law, from the 17th day of January 2012 to the 29th day of January 2012
Both inclusive, without change, interruption or omission, amounting in all to 2
insertions, made on the following dates: January 17th, 2012 and January 29th, 2012.

Subscribed and sworn before me this 31st day of January 2012

 _____, Notary Public

