



# *City of Apache Junction*

## *Development Services Department*

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### MEMORANDUM

**DATE:** April 20, 2016

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

**THROUGH:** Bryant Powell, City Manager  
Larry Kirch, Development Services Director

**FROM:** Heather Patel, Grants Administrator

**SUBJECT:** Consideration of Proposed Resolution Nos. 16-17, authorizing the submission of Fiscal Year 2016 Community Development Block Grant and Fiscal Year 2016 State Special Project grant applications and Resolution No. 16-18, establishing a Residential Antidisplacement and Relocation Assistance Plan.

### **REQUEST**

Staff respectfully requests the city council:

1. Conduct a public hearing to receive input and discuss potential projects for the utilization of Community Development Block Grant Regional Account ("CDBG") funds for Fiscal Year 2016 ("FY16") and State Special Project ("SSP") funds for Fiscal Year 2016;
2. Select the project(s) to be submitted and designate which project will be submitted for CDBG for FY16 funding and which will be submitted for SSP for FY16 funding; and
3. Review, discuss, and approve Resolution No. 16-17, authorizing the submission of the city's FY16 CDBG and FY16 SSP applications and Resolution No. 16-18, establishing a Residential Antidisplacement and Relocation Assistance Plan.

Both Programs are Federal grant programs administered by the Arizona Department of Housing ("ADOH"). The CDBG funding is allocated to the community as long as a viable project is submitted, whereas the SSP funding is a statewide competitive application process.

### **BACKGROUND**

Since 1974, the United States Department of Housing and Urban Development has provided assistance to local communities through the CDBG and SSP Programs. These Programs were established to help communities address the following national objectives:

- 1) Meet the needs of low and moderate income citizens;
- 2) Prevent/eliminate slums and blight in a community; and/or
- 3) Address urgent needs to the health/welfare of a community.

A community can use the funds to address one of the national objectives or can direct the funds to a non-profit organization. Apache Junction has participated in the CDBG program since 1982.

The City of Apache Junction is eligible to submit applications to the Arizona Department of Housing (“ADOH”) for both the CDBG and SSP funding.

Crucial to the CDBG and SSP programs is the involvement of local citizens and elected officials. In fact, to participate in the programs and receive funds a community must be able to document that citizens and officials have been given the opportunity to discuss community needs and suggest possible projects. Ultimately, the decision on which CDBG and SSP projects will be submitted rests with the elected officials in a community.

To assist communities in meeting the requirements for public participation, ADOH has established a mandatory public participation process. Failure to meet the public participation requirements will result in the disqualification of the city from the programs and an inability to receive funds.

During the public meetings the city is required to discuss the following:

1) [Objectives of CDBG Program](#)

A. Project benefits the low to moderate income population

1. If the project will benefit the entire community. The city currently does not have a community wide low income percentage greater than 51% and therefore this option is not eligible;
2. If the project will benefit a limited clientele as defined by the CDBG program, it is eligible; or
3. If the project will benefit a specific area of the community, the area must be proven to be at least 51% low to moderate income to be eligible.

B. Project addresses slum and blight

1. If the area is an approved redevelopment area per ARS and the Arizona Department of Housing, it is eligible. Eligible Redevelopment Areas include Crossroads and Apache Trail.

C. Project addresses an urgent need

1. This is classified under natural disasters and is traditionally not eligible for the City of Apache Junction.

2) [Type of Eligible Activities](#)

Although many projects are considered eligible under the CDBG program, the proposed project must be reflected in the Arizona Department of Housing’s Consolidated Plan and Action Plan. Likewise there are restrictions for projects being submitted under the SSP

program including projects considered ready to go which means the environmental review and project design has been completed. Other projects shown preference include housing rehabilitation and equipment purchases.

3) The city's [previous](#) use of CDBG funds

For a complete list of past projects visit [www.ajcity.net/cdbg](http://www.ajcity.net/cdbg)

Housing	\$1,965,818
Public Safety	\$1,016,066
Public Works	\$1,771,816
Community facilities	\$579,170
Other projects	<u>\$650,979</u>
Total funding	\$5,983,849

4) [Amount of funds available](#)

The City of Apache Junction is anticipating receiving \$139,242 in CDBG funds to be used over a two year period of time (December 2016 – November 2018). These funds are guaranteed to the community as long as a viable project is submitted for funding to ADOH. The city may retain up to 18% of these funds for administrative costs. This application is due August 1, 2016.

In years past, the city partnered with the Town of Payson to receive double funding every other year. The city chose to end that partnership in 2011.

The City of Apache Junction is anticipating submitting an application for the SSP funds in which the city may request up to \$300,000 to be used over a two year period of time. These funds are a statewide competitive grant. The city may retain up to 18% of these funds for administrative costs. The anticipated application due date is winter 2016.

5) [Review of the city's grievance and technical assistance procedures](#)

A. Grievance Procedure

For detailed grievance procedures, visit [www.ajcity.net/cdbg](http://www.ajcity.net/cdbg).

B. Technical Assistance Procedure

Any individual/organization wishing to request technical assistance relating to the application process for CDBG or State Special Project funding should contact the City of Apache Junction's Grants Coordinator regarding submittal of request.

Requests for assistance must be in writing. Response to written request for assistance must be within three working days of receipt of request. Technical assistance will be available until close of the public participation process as indicated in the public notice posted each funding year.

Technical assistance may include, but is not be limited to, the following:

- 1) Provision of basic background information on CDBG;
- 2) Provision of basic background information on City Council procedures; and
- 3) Assistance in preparation of a one-page project proposal form.

Should an individual or organization need assistance preparing a request, based on a physical challenge or being non-English-speaking, that assistance will be provided through the Development Services Department and the City of Apache Junction at no charge to the individual or organization.

- 6) [Identification of housing and community development needs](#) through public meetings and hearings to obtain suggestion of projects by citizens, elected officials and staff
- 7) Discussion of needs/projects/priorities and staff recommendation including information pertaining to the number of residents served, the number of low income residents who will benefit from each activity and whether or not a resident (s) will be displaced as a result of the project.
- 8) [Implementation Schedule](#)

2/24/16	Public Notice #1
3/14/16	End of Technical Assistance
3/15/16	Public Meeting #1
3/21/16	Leadership Team meeting - staff discussion
4/13/16	Public Notice #2
4/18/16	Work Session – Council discussion
5/2/16	End of public comment period
5/3/16	Public Hearing #2
8/1/16	CDBG Regional Account application due to CAG
2017	SSP application due to Arizona Department of Housing
9/1/16	CDBG Regional Account application due to Arizona Department of Housing
12/2016	Anticipated CDBG Regional Account award notification and contract signing
1/2017	Anticipated CDBG Regional Account project start date

Based upon the city’s current low to moderate income status, the city must focus their CDBG and SSP efforts on projects that meet one of the following criteria:

- 1) Is within a designated and approved redevelopment area, e.g. Crossroads Redevelopment Area and Apache Trail Redevelopment Area;
- 2) Assist persons within a limited clientele category, e.g. seniors, disabled, etc.;
- 3) Assist homeowners who are proven to be low income, e.g. housing rehabilitation; and
- 4) Assist neighborhoods that are proven to be low income.

On March 15, 2016 a public meeting was held to solicit input from the public on potential projects for the submission of an application. Technical assistance was provided to the community until March 14,

2016 to help formulate projects for consideration and to determine if a potential project meets the requirements of the CDBG program. No projects were submitted by a member of the community.

Projects to be considered based upon previous citizen information and community needs include:

1) Owner occupied housing rehabilitation (“OOHR”)

This proposed project rehabilitates owner occupied homes in which a priority is given to occupants who are elderly, disabled, or under the age of 18. All applicants must be low to moderate income. SSP funding would be recommended for this type of project. Seven (&) homes could be rehabilitated with these funds.

2) Emergency Repair

This proposed project provides one-two improvements to a home with less restrictions than the OOHR program. This program is available to assist those homeowners who do not qualify under the OOHR program. The city currently has a waiting list of 16 homeowners. SSP funding would be recommended for this type of project. All 16 applicants could be served with these funds.

3) Infrastructure improvements – Pueblo del Sol

This neighborhood requires street, sidewalk and drainage improvements. A project in this neighborhood would serve approximately 725 residents. A special income survey would need to be completed in order to confirm low income eligibility. Engineering is complete and the environmental clearances would need to be updated. CDBG funding would be recommended for this type of project.

4) Land purchase, demolition and rebuild of affordable housing

This project is to use funds to purchase dilapidated (preferably unoccupied) homes and demolish them within a redevelopment area. The city would sign an agreement with Habitat for Humanity to build new homes and sell them to low income families. CDBG funding would be recommended for this type of project.

5) Public service projects

Although no non-profit has requested funding, this options provides the council the opportunity to consider funding a local nonprofit who can serve low to moderate income or limited clientele persons. CDBG funding would be recommended for this type of project.

6) Sidewalk installation – Smythe neighborhood

The Smythe neighborhood was the first neighborhood identified in the Strong Sustainable Community Initiative (“SSC”). The city council elected to submit an SSP application in FY15 for lighting. That application is pending. It is recommended sidewalks be installed along 5<sup>th</sup> Avenue, which would serve 1,070 residents of which 71.03% are low to moderate income.

Engineering would need to be completed and the environmental clearances updated. Both SSP and CDBG funding are recommended for this type of project.

7) Sidewalks or lighting – Grand View neighborhood

The Grand View neighborhood was the second neighborhood identified in the SSC Initiative. The city council elected to submit a CDBG application in FY15 for sidewalks. The project is nearing the procurement phase for construction services. Engineering is complete and environmental clearance would need to be updated. This project would serve 1,070 residents of which 71.03% are low to moderate income. SSP funding is recommended for the sidewalks and CDBG funding is recommended for the lighting.

On March 21, 2016, the Leadership team met to discuss the potential projects for presentation to the city council. The team's recommendation is:

- 1) CDBG – Land purchase and demolition
- 2) SSP – Grand View sidewalks

As part of the application requirements for submission of CDBG and SSP applications, a resolution is required that authorizes the city to submit applications to ADOH for funding. Resolution No. 16-17 further authorizes the Mayor to sign the applications, contracts, and grant documents, and take all actions necessary to implement and complete the activities submitted within the applications.

## **DISCUSSION**

A public hearing is required by the Arizona Department of Housing to provide the public an opportunity to comment on the potential projects before the city council for consideration. Staff respectfully requests the council take into consideration those projects listed above which have been found eligible as potential projects for submittal. Council's project selection and approval of Resolution No. 16-17 will enable city staff to prepare and submit the application(s) in a complete and timely manner.

Every five years a community is required by ADOH to adopt a Residential Antidisplacement and Relocation Assistance Plan. Resolution No. 16-18 outlines the city's plan. If this resolution is not adopted, the city will no longer be eligible to receive CDBG or SSP funding.

## **RECOMMENDATION**

Staff respectfully recommends council:

1. Conduct a public hearing and review the proposed projects;
2. Select the project(s) to be submitted and designate which project will be submitted for FY16 CDBG funding and FY16 SSP funding; and
3. Approve Resolution Nos. 16-17 and 16-18.

## **ACTION REQUIRED**

The following actions are required:

- 1) Convene a public hearing;
- 2) Select project(s) to be submitted as grant applications; and
- 3) Consideration of Resolution Nos. 16-17 and 16-18.

## **ATTACHMENTS**

Attachment One: Resolution No. 16-17

Attachment Two: Resolution No. 16-18