CITY OF SURPRISE
Planning and Zoning Commission Meeting
16000 N. Civic Center Plaza
Surprise, AZ 85374
Thursday, February 7, 2019 @ 6:00 PM
COUNCIL CHAMBERS

A. Call To Order

B. Roll Call

C. Pledge of Allegiance

D. Current Events and Reports

E. Staff Reports

F. Planning and Zoning Commission Agenda:

CALL TO THE PUBLIC:

INSTRUCTIONS: In order to address the Board\Commission, you will need to fill out a Call to the Public Form available at the front counter, and then turn it in to the Secretary before the meeting begins.

Note: A.R.S. 38-431.01(H) - During this time members of the public may address the Board\Commission only on issues within the jurisdiction of the Board\Commission which are not an item on the agenda. At the conclusion of the open call, the Board\Commission may respond to criticism, may ask staff to review the matter or may ask that the matter be put on a future agenda. No discussion or action shall take place on any item raised.

CONSENT AGENDA:

1.	Internal	Consideration and action to review and approve or disapprove the January 24, 2019 Planning and Zoning Commission Minutes.	Community Development

REGULAR AGENDA ITEM - PUBLIC HEARING:

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

2.	Citywide	Presentation and discussion pertaining to the Public Service Activities for the Community Development Block Grant Program, Fifth Year Annual Action Plan for Year 2019-2020.	None Alicia Rubio Human Svcs and Comm Vitality
3.	Internal	Open meeting law and conflicts of interest presentation.	None Community Development
4.	Citywide	Presentation and discussion regarding transportation access at Sierra Montana Crossings Driveway on Greenway Road.	None Community Development

G. Other Business and Future Agenda Items

H. Executive Session

For information purposes: Upon a public majority vote of a quorum of the Commission, the Commission may hold an executive session, which will not be open to the public, but for only the following purposes

- discussion or consideration of records exempt by law from public inspection (A.R.S. §38-401.03 (A)(2)); or
- discussion or consultation for legal advice with the city's attorneys (A.R.S. §38-431.03 (A)(3)).

Confidentiality Requirements: Pursuant to A.R.S. §38-431.03(C)(D), any person receiving executive session information pursuant to A.R.S. §38-431.02 shall not disclose that information except to the Attorney General or County Attorney or by agreement of the Commission, or as otherwise ordered by a court of competent jurisdiction.

The Commission may vote to hold an executive session for the purpose of obtaining legal advice from the Commission's attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3).

I. Adjournment

SHERRY ANN AGUILAR, CITY CLERK, MMC

POSTED:January 30, 2018 at 3:30 PM

SPECIAL NOTE: PERSONS WITH SPECIAL ACCESSIBILITY NEEDS, INCLUDING LARGE PRINT MATERIALS OR INTERPRETER, SHOULD CONTACT THE CITY CLERK'S OFFICE @ 623.222.1200 OR TTY 623.222.1002, BY NO LATER THAN 24 HOURS IN ADVANCE OF THE REGULAR SCHEDULED MEETING TIME.

CITY OF SURPRISE
Planning and Zoning Commission Meeting

Council Meeting Date: February 7, 2019 Contact Person:
Submitting Department: Community Development District: Internal
Staff Recommendations:

Consent: Yes Regular: No Public Hearing: No Report/Discussion: No

Agenda Wording:
Consideration and action to review and approve or disapprove the January 24, 2019 Planning and Zoning Commission Minutes.

Motion:
Consideration and action to review and approve or disapprove the January 24, 2019 Planning and Zoning Minutes.

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:
1. 1-24-19 PZ MIN-DRAFT

CITY OF SURPRISE
PLANNING AND ZONING COMMISSION

MEETING MINUTES

January 24, 2019 / 6:00 PM

COUNCIL CHAMBERS
16000 North Civic Center Plaza
Surprise, AZ 85374

CALL TO ORDER.

Chair Matthew Keating called the Planning and Zoning Commission Meeting to order at 6:00 p.m. at Surprise City Hall, 16000 North Civic Center Plaza, Surprise, Arizona 85374, on January 24, 2019.

A. ROLL CALL
In attendance were Chair Matthew Keating, Vice Chair Dennis Bash, Commissioners Mitchell Rosenbaum, Ken Chapman, Dennis Smith, Gisele Norberg and Scott Krous.

STAFF PRESENT:
Community Development Director Eric Fitzer, Assistant Director Lloyd Abrams, Chief Deputy City Attorney Ellen Van Riper, Planner Joshua Mike, Current Planning Supervisor Robert Kuhfuss, and Planning and Zoning Commission Secretary Lorraine Nevarez.

COUNCIL MEMBERS PRESENT:

None.

B. PLEDGE OF ALLEGIANCE

C. CURRENT EVENTS REPORT
None.

D. STAFF REPORT

Chair Keating shared that he attended the Governor's State of Address. The Governor discussed water resources, teacher's pay, teacher's recruitment and retention.

CALL TO THE PUBLIC:

Chair Keating opened the call to the public to discuss any items not listed on the agenda.

Hearing no comments, Chair Keating closed the call to the public.

CONSENT AGENDA:

Item 1 – Internal – Consideration and action approving the January 10, 2019 Planning and Zoning Commission Minutes.

Commissioner Smith made a motion to approve the January 10, 2019 Planning and Zoning Commission Minutes as presented. Vice Chair Rosenbaum seconded the motion. Motion passes with 7 votes in favor.

Item 2 – Citywide – Presentation and discussion regarding the Land Development Ordinances Code update.

Joshua Mike, planner, presented item 2 to the Commission.

The Commission discussed the following:

- Age Specific Overlay Zoning District
- Transfer of Development Rights
- Open Space Zoning Districts
- Traditional Neighborhood Development
- Conditional Use Permit
- Updated Land Use Matrix
- Use Specific Standards
- Transit Oriented Development
- Elimination of PUD Overlay Zoning District
- Amending Existing Residential Zoning Districts
- Planning and Engineering Design Standards
- Outdoor Lighting Standards
- Land Division
- Parking Standards

Item 3 – Internal – Open Meeting Law and Conflicts of Interest Presentation

The Commission moved this item to the next Planning and Zoning Commission meeting.

Commissioner Norberg made a motion to continue item 3 to the next Planning and Zoning Commission. Commissioner Smith seconded the motion. Motion passes 7 in favor.

OTHER BUSINESS:

Item 7 – INTERNAL - Discussion pertaining to future agenda items.

None.

ADJOURNMENT:

Hearing no further business, Chair Keating asked for a motion to adjourn the Planning and Zoning Commission meeting.

Commissioner Norberg made a motion to adjourn the meeting. Commissioner Smith seconded the motion. Motion passes 7 in favor.

Meeting adjourned at 8:16 p.m.

_____
Eric Fitzer
Community Development Director

_____
Matthew Keating
Planning and Zoning Commission Chair

The foregoing instrument is a full, true and correct copy of the original document on file in the office of the City Clerk, City of Surprise, Arizona.

ATTEST BY: _____
Lorraine Nevarez, Commission Secretary

DATE: _____

CITY OF SURPRISE
Planning and Zoning Commission Meeting

Council Meeting Date: February 7, 2019

Contact Person: Alicia Rubio, NS PROG COORDINATOR

Submitting Department: Human Svcs and Comm Vitality

District: Citywide

Staff Recommendations: None

Consent: No Regular: No Public Hearing: No Report/Discussion: No

Agenda Wording:

Presentation and discussion pertaining to the Public Service Activities for the Community Development Block Grant Program, Fifth Year Annual Action Plan for Year 2019-2020.

Motion:

Discussion Only

Background:

As an entitlement city, Surprise receives an annual allotment of Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development (HUD).
CDBG Public Service Activities can be carried out by either city departments or qualified nonprofit organizations that are interested in providing services that address one or more of the public service needs targeted in the city's Consolidated Plan. CDBG public service funds can be used to provide a variety of public services, such as child care, health services, job training, youth services, and recreation activities for low- to moderate-income individuals and families. The funding amount under discussion is $90,000.

Objective Analysis:

The presentations will enable the Commission to become familiar with each organization and their mission.

Policy Compliant:

This action is compliant with City and Council policies as well as federal guidelines.

Financial Impact:

None at this time. Once through the approval process with City Council and Housing and Urban Development, this item will allow for Community Development Block Grant expenditures for up to $90,000. This is a federal grant where expenditures will be reimbursed from the grant for fiscal year 2020.

Budget Impact:

This grant will be included as part of the Fiscal Year 2020 budget.

FTE Impact:

None.

ATTACHMENTS:

1. Staff Report
2. Rubric
3. Presentation
4. St. Vincent de Paul
5. Ability 360
6. A New Leaf
7. Friends of the SouthWest Family Advocacy Center
8. WHAM
9. Bloom 365
10. Dysart Community Center
11. Benevilla
12. Central Arizona Shelter Services
13. Community Legal Services
14. Northwest Valley Connect
15. Lutheran Social Services of the SouthWest
16. City of Surprise Crisis Assistance
17. Not my Kid

Date: February 7, 2019

To: Planning and Zoning Commission

From: Seth Dyson, Human Services and Community Vitality Director
Joe Gladieux, Human Services and Community Vitality Manager
Alicia Rubio, Neighborhood Services Coordinator

Re: CDBG-Funded Public Service Activities

Introduction

As an entitlement city, Surprise receives a yearly allotment of Community Development Block Grant (CDBG) funding from the U. S. Department of Housing and Urban Development (HUD). Per grant guidelines, the city has the ability to designate up to 15% of the grant award to fund eligible public services with the intent of serving low- to moderate-income persons within the City of Surprise.

Today's Planning and Zoning Commission Public Hearing meeting is aimed at assisting the Commission on recommending applicant(s) to City Council from the applications received. Agencies will present their request tonight and funding recommendations will take place at the March 7, 2019 meeting. Upon approval by City Council, the CDBG Public Services Activities will be submitted to HUD as part of the Annual Action Plan for 2019-20.

Background

CDBG Public Service Activities can be carried out by either city departments or qualified nonprofit organizations that are interested in providing services that address one or more of the public service needs targeted in the city's Consolidated Plan. CDBG public service funds can be used to provide a variety of public services, such as child care, health services, job training, youth services, and recreation activities for low- to moderate-income individuals and families.

According to HUD regulations, CDBG funds may be used to provide public services (including labor, supplies, materials and other costs), provided the public service is:

- A new service or a quantifiable increase in the level of a service.
- Serves low- to moderate-income persons in the City of Surprise through area benefit or serving a particular clientele like seniors or homeless persons.

Funding Limit

CDBG Public Service funding is limited to 15% of the annual CDBG allocation for the program year (PY). For example, the CDBG allocation for City of Surprise for the PY 2018-19 was $638,560, thus the funding awarded to applicants cannot exceed **$95,784.00;** however, best practice is to award closer to 14% of the allocation. Anticipated funding from HUD for PY 2019-20 is approximately $638,560. Recommendations today are based on this anticipated allocation amount.

Previous Actions

Last year the city awarded funding to thirteen area non-profits and city departments, to include:

- Benevilla was awarded $8,000 to provide adult day care and preschool.
- Central Arizona Shelter Services was awarded $5,000 to provide emergency shelter services.
- City of Surprise Resource Center was awarded $23,500 for Utility Assistance and Eviction Prevention.
- City of Surprise Summer Youth Employment Program awarded $15,000 for job training.
- A New Leaf was awarded $5,000 for domestic violence case management.
- North West Valley Connect was awarded $5,000 for their transportation call center and Ride-Connect services.
- Potter's House was awarded $2,000 for their mentorship/after school program.
- St. Mary's Food Bank was awarded $12,000 for the Emergency Food Box Program.
- St. Vincent de Paul was awarded $2,700 for their utility and rental assistance program.
- Sojourner Center was awarded $5,000 for domestic violence and human trafficking awareness.
- Sun Health was awarded $8,000 for their Cancer Navigator program.
- Youngtown Community Lending Center was awarded $1,584 for their medical equipment lending program.
- Wham was awarded $3,000 for their Veteran's with PTSD (post-traumatic stress syndrome) program "Path to Healing"

Updated Actions

The request for applications for CDBG Public Service Activities for PY 2019-20 were released on December 5, 2018. Applications were due January 11, 2019. Staff will evaluate the eligible applications as per the scoring rubric (Attachment 1) approved by the Planning and Zoning Commission. Staff funding recommendations will be provided to the commission on March 7, 2019.

Funding Requests Received:

St. Vincent de Paul	$10,000
Ability 360	$31,640
New Leaf	$10,000
Friends of the Southwest	$13,650
WHAM	$ 8,686
Bloom 365	$30,000
Dysart Comm. Center	$19,500
Benevilla	$26,800
CASS	$10,000
Community Legal Services	$ 8,253
Northwest Valley Connect	$15,000
Lutheran Social Services	$50,000
COS Crisis Assistance	$30,000
Not My Kid	$ 4,800
Total Funding Requests	**$268,329**
Total Public Service Funding Available	**$90,000**
Total anticipated CDBG allocation	**$638,560**

Future Actions

- Planning and Zoning Commission Public Hearing March 7, 2019
- City Council Workshop: April 2, 2019
- City Council Public Hearing and approval April 16, 2019
- Submission to HUD as part of Annual Action Plan 2019-20 by May 15, 2019.

Recommendations

Presentations only.

		Program Design and Community Impact (50 PTS)						Experience and Capacity (35 Points)				Leveraging (5)	Reference (10)		
Organization	**Requested Amount:**	**Evidence of Need (10 Points)**	**High Priority in Consolidated Plan (5 Points)**	**Feasible as presented (10 Points)**	**Sustainable (5 Points)**	**Assisting Priority Population (5 Points)**	**Program can be completed within 12 months (15 Points)**	**Existing ongoing Program (5 Points)**	**Past Performance (10 Points)**	**Sufficient Experienced Staff (10 Points)**	**Experience working with Federal Programs (10 Points)**	**Pledge of Leveraging Resources (5 Points)**	**Letters of Reference (5 Points)**	**TOTAL AVERAGE POINTS**	**RECOMMENDATION**
New Leaf/FH	$10,000														
COS Cris Assist	$30,000														
CASS	$10,000														
StVDP	$10,000														
AB 360	$31,640														
Friends SW	$13,650														
Wham	$8,686														
Dysart CC	$19,500														
Benevilla	$26,800														
Bloom 365	$30,000														
NW Valley	$15,000														
CLS	$8,253														
LSS of SW	$50,000														
Not my Kid	$4,800														
	$268,329														

SURPRISE
ARIZONA

CDBG Public Services Public Hearing

Human Service & Community Vitality | February 7, 2019

Today's Objectives

- CDBG Public Services Grant Process
- Applicant Evaluation
- Agency Presentations

CDBG Public Services Grant

Background

- City of Surprise is a Direct CDBG Entitlement Community
- Yearly Funding Through CDBG program

  - Received $638,560 for 2018-2019

  - Funding amount for 2019-2020 (anticipated) $638,560
- 14% of Allotment – **Public Services**

  - Estimated $90,000 available

Process Timeline

December 5, 2018 – January 11, 2019

Application Period

February 7, 2019

P & Z Public Hearing

March 7, 2019

P & Z Public Hearing and Recommendation

Process Timeline

April 2 and 16, 2019

Council Workshop, Public Hearing and Recommendation

May 15, 2019

Submit Action Plan to HUD

CDBG Goals for Public Service

National Objectives Surprise Will Meet

- Benefit Low to Moderate Income (LMI) Persons
- Area benefit
- Limited Clientele

- Note: If a Project Doesn't Meet the Above Criteria, it Doesn't Qualify.

Application Description

Applicant	Project Name	Requested Amount	Eligibility
St. Vincent de Paul	Utility & Rental Assistance	$10,000	Low/Mod Clientele
Ability 360	Surprise Program for Home Accessibility (SPHA)	$31,640	Low/Mod Clientele
New Leaf – Faith House	Domestic Violence Case Management	$10,000	Low/Mod Clientele

Application Description

Applicant	Project Name	Requested Amount	Eligibility
Friends of the South West Family Advocacy Center	Trauma Counseling Services	$13,650	Low/Mod Clientele
Wham	Art: A Path to Healing	$8,686	Low/Mod Clientele
Bloom 365	Bloom it Up Surprise	$30,000	Low/Mod Clientele
Dysart Community Center	Kids Club After School Program	$19,500	Low/Mod Clientele

Application Description

Applicant	Project Name	Requested Amount	Eligibility
Benevilla	Adult Day Care/Child Care	$26,800	Low/Mod Clientele
CASS	Regional Homeless	$10,000	Low/Mod Clientele
Community Legal Services	Fair Housing Outreach	$8,253	Low/Mod Clientele
North West Valley Connect	Call Center and Ride Connect	$15,000	Low/Mod Clientele

Application Description

Applicant	Project Name	Requested Amount	Eligibility
Lutheran Social Services	I-Help	$50,000	Low/Mod Clientele
COS – Crisis Assist	Utility/Rental Assistance	$30,000	Low/Mod Clientele
Not my Kid	Amplif(i)	$4,800	Low/Mod Clientele
	TOTAL REQUEST	**$268,329**	

SURPRISE
ARIZONA

QUESTIONS OR COMMENTS?

Joe Gladieux
Human Service & Community Vitality Manager

Alicia Rubio
Human Service & Community Vitality
Neighborhood Services Program Coordinator

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete & submit this form to the Welcome Center,
City of Surprise,
16000 N. Civic Center Plaza
Surprise, AZ 85374
We do not accept e-mail or electronic submissions

Organization Information	
Name of Organization:	Society of St Vincent de Paul St Clare of Assisi Conference
Contact Person:	Richard T. Jessen
Contact Person Title:	Conference President
Mailing Address:	17111 W. Bell Rd., Surprise, AZ 85374
Street Address *(if different from mailing)*:	
Phone:	(cell) 623-302-6048 (home) 623-594-8384
Fax:	n/a
E-mail:	srjdgmental@gmail.com
Website URL *(if applicable)*:	svdpstclare.com

Legal Status of Applicant:

- ☐ State-Certified CHDO
- x Non-Profit (non-CHDO) (Exhibit A&B)
- ☐ Public Housing Authority
- ☐ State Agency
- ☐ Local Government
- ☐ Tribal Government
- ☐ Council of Government
- ☐ General Partnership
- ☐ Limited Partnership
- ☐ Limited Liability Company
- ☐ Corporation

Applicant's Qualifications:	**Yes**	**No**	**NA**
Drug Free Policies	x		
Fair Housing Policies	x		
Equal Employment Opportunity Employer	x		

Project Description

Proposed Project Title:	SVDP Utility & Rent Assistance

Check applicable priority area(s) that the project addresses:

- ☐ Child care
- ☐ Youth Services
- ☐ Health Care
- ☐ Job training/job creation
- ☐ Literacy programs
- ☐ Recreation programs
- ☐ Education programs
- ☐ Public safety services
- ☐ Fair housing activities
- ☐ Services for senior citizens
- ☐ Services for homeless persons
- ☐ Drug abuse counseling and treatment
- ☐ Qualified Veteran Services
- ☐ Welfare (as defined by CDBG)
- ☐ Code Enforcement Services
- ☐ Transportation/Transit
- x Other

If Other, describe Other:
(1) Public Service; and (2) Homelesness Prevention

Describe the problem or need to be addressed by proposed project. (Please attach an extra sheet if needed)

Utility bills, especially high APS electric bills, during hot summer months, and rental assistance for Surprise families in financial crisis (low income or no income).

Project Location & Service Area - Describe the area to be served by the project. If possible, include a map.

That part of the City of Surprise, AZ, within the boundaries of St. Clare of Assisi parish. (parish boundaries: North of Northern Ave., west of Litchfield Rd and Grand Ave., south of Lone Mtn Road, east of Sun Valley Pkwy). (Exhibit 6).

Targeted demographic population of the city:

Any resident within our parish boundaries in the City of Surprise in financial crisis (usually due to job loss or income reduction or a health problem impairing earning capacity) who asks our SVDP Conference for assistance. The need is especially great during the hot summer months when the electric bills are very expensive. Rental rates have been increasing throughout the city making it more difficult for low income families.

Proposed Measurable Outcomes – Please provide an outcome statement to be achieved through the use of CDBG funding:

During our fiscal year (Oct. 2017-Sept. 2018), we did 561 home visits and helped 1872 people. We paid $14,793.37 for shelter and $80,182.84 for utility assistance. Our Vincentian volunteers spent 14,986 hours on this and other assistance projects, including food pantry and feeding the hungry, et alia.

During fiscal year 2016-17: 580 home visits; 1854 people served. We paid $11589.56 for shelter and $83207.87 for utility assistance. 9689 volunteer hours.

It is the intent of the City of Surprise to fund those activities that meet a High Priority in City's Consolidated Plan and comply with CDBG National Objectives- Describe in detail how the proposed project complies with these two objectives:

1. Surprise Consolidated Plan, Table 10 (p. 32) General Public Services. Objective: suitable living environment. Outcome: sustainability.

2. 24 CFR 570.201(f)(2) alleviate emergency conditions threatening public health and safety.

Organizational Capacity

Please describe organization's history and prior experience, including a list of similar projects: (Please attach an extra sheets if needed)

The Society of SVDP is a worldwide Christian community; founded in Parish in 1833. The National Council of the U.S., Society of St. Vincent de Paul, Inc., was established in St. Louis, MO., in 1845. The Society of SVDP has been functioning in the Phoenix, AZ. area since April 26, 1946.

Our St Clare of Assisi Conference of the Diocesan Council of the Society of SVDP was "aggregated" (formally joined and accepted) September 8, 2005. As of 10/1/18, we had 112 members (Vincentians) in our Conference.

Our mission is threefold: (a) strengthen our spirituality; (b) support our fellowship; (c) service to the needy and to promote self-sufficiency.

We have more than thirty (30) Vincentian volunteers who meet at the home of people requesting assistance.

Financial Audits and Reports: *(Please submit a copy of most recent financial audit)*	**Yes**	**No**	**NA**
Were the financial statements of the organization prepared in accordance with generally accepted accounting principles?			n/a
Was there accurate and complete disclosure of the financial expenditures of each federally sponsored program?			n/a
Was an audit of the financial records obtained annually (or at least biennially) in accordance with federal regulations and local requirements?			n/a (see internal SVDP audit; Exhibit 1. (11/8/18 audit report is pending)
Was the audit performed by a licensed Certified Public Accountant?			n/a
Was the latest audit forwarded to the funding agency?			n/a
Has a copy of all applicable audits/reviews (including any management letter, if appropriate) been forwarded to the funding agency?			n/a

Please Provide Other Funding Source References: (Please attach extra sheets if needed)
APS Bill Assistance - Jackie Solares, SVDP Special Ministries, Exh. #2
SVDP District #3/McCauley Trust, a/k/a Mimi's Miracles Fund - Pres. Dolores Witherspoon, Exh. #3
Society of SVDP, Exec. Director Steve Zabilski, Exh. #4
Our St Clare of Assisi Conference raises all the rest - 2017-18 Annual Report, Exh.5
Letter of recommendation from The Villas at Mountain Vista Ranch, Exh. 7
Letter of recommendation from Char Wiedow, manager of SVDP Thrift Store, Exh.8

Program Team: Identify the name of the responsible party and the experience that they have in this role. Team members identified after the application are subject to review. Attach extra sheets if needed.	
Staff Member	**Background and Expertise of Personnel**
Name:Richard T. Jessen Title: President FTE on This Project:	4.5 years as a Vincentian volunteer
Name: Donna Amdor Title: 1st VP FTE on This Project:	3.5 years as a Vincentian volunteer
Name: James Morse Title: Treasurer FTE on This Project:	11.3 years as a Vincentian volunteer
Name: Marilyn Van Eynde Title: secretary FTE on This Project:	7.3 years as Vincentian Volunteer
Name: Bill Ford Title:Past Acting President FTE on This Project:	24 years as Vincentian volunteer
Name: Dean Guillory Title: Past President FTE on This Project:	17 years as Vincentian volunteer
Name: Sheila Richardson Title: Past President FTE on This Project:	16 years as Vincentian volunteer

Project Cost

Estimated Total Cost of Project:	$95,000		
CDBG Funding Amount Requested for Project:	$10,000		
Total Number of Units Served:	35		
Total Cost per Unit	avg. $250 to $300		
Total CDBG Cost per Unit	$10,000		
Amount and Source of Other Funds Leveraged for Project: *(Please submit proof of other funding sources)*	**Source**	**Year**	**Amount**
	parishioner donations		60,000.00+
	McCauley Trust Fund/Dt #3		12,000.00
	Misc. fund raisers		13,000.00
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	We continue to rely upon the above sources and we help to the extent of the financial assistance received.		
If your project is not fully funded, will your organization be able to implement project with partial funding?	Yes, if donations, etc., as listed above, continue. We continue our work until we are out of money. So far, God has provided the financial support for most of our work.		

Project Timeline

Project start date: 10/9/19 Project completion date: 10/31/20

Applicants must provide a schedule for the Program that lists major activities and indicate when they will be executed. Additional information such as contractor selection, final inspection, loan closing, etc. should be included when known.

Program Schedule

Major Program Activities:	**1st Quarter**			**2nd Quarter**			**3rd Quarter**			**4th Quarter**		
	(each box represents one month)											
ongoing assistance to needy families	x	x	x	x	x	x	x	x	x	x	x	x
intake/home visits to low-income clients	x	x	x	x	x	x	x	x	x	x	x	x

Proposed Budget				
Specific Cost *Item/Description*	**CDBG Amount Requested**	**Other Funds Source**	**Other Funds Amount**	**Total Amount** *CDBG + Other Sources*
$95,000 cash assistance to needy families for utilities, rent, etc	$10,000	donations, fund raisers, McCauley Trust fund grant	$85,000	$95,000.00
Total	$10,000.00		$85,000.00	$95,000.00

Required Certifications for CDBG Public Services Activities Application

Signature of Agency Representative with Binding Authority below certifies the following statements:

- Organization has no conflict of interests with City of Surprise appointed or elected representatives and does not employ city appointed or elected representatives or their families.

- Organization will comply with federal requirements to be observed by organizations being funded with CDBG funds, including compliance with federal Labor Standards, Section 3, Segregated Facilities, Equal Opportunity, and Non- Discrimination. Section 109, Title VI and EO 11246. All requirements are described in 24 CFR 570 (CDBG Entitlement Grants).

- Authorized official certifies that this CDBG Public Services application package has been reviewed and all information provided in this application and attachments is true and correct.

- Sufficient funds are available from non-CDBG sources to complete the project, as described, if CDBG funds are allocated to the applicant.

Signature of authorized agency representative

12/17/18
Date:

Richard T. Jessen
Printed name

Conference President
Title

Society of St. Vincent de Paul, St Clare of Assisi Conference
Organization

Rec'd 1/2/19 KAR

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete & submit this form to the Welcome Center,
City of Surprise,
16000 N. Civic Center Plaza
Surprise, AZ 85374
We do not accept e-mail or electronic submissions

Organization Information	
Name of Organization:	Ability360
Contact Person:	Darrel Christenson
Contact Person Title:	Vice President of Community Integration
Mailing Address:	5025 East Washington St., Suite 200 Phoenix, AZ 85034-7439
Street Address *(if different from mailing):*	
Phone:	Main: (602) 256-2245
Fax:	Main: (602) 254-6407
E-mail:	Darrel's: darrelc@ability360.org
Website URL *(if applicable)*:	www.ability360.org

Legal Status of Applicant:

- ☐ State-Certified CHDO
- X Non-Profit (non-CHDO)
- ☐ Public Housing Authority
- ☐ State Agency
- ☐ Local Government
- ☐ Tribal Government
- ☐ Council of Government
- ☐ General Partnership
- ☐ Limited Partnership
- ☐ Limited Liability Company
- ☐ Corporation

Applicant's Qualifications:	**Yes**	**No**	**NA**
Drug Free Policies	X		
Fair Housing Policies			X
Equal Employment Opportunity Employer	X		

Project Description

Proposed Project Title:	Surprise Program for Home Accessibility (SPHA)

Check applicable priority area(s) that the project addresses:

- ☐ Child care
- ☐ Youth Services
- ☐ Health Care
- ☐ Job training/job creation
- ☐ Literacy programs
- ☐ Recreation programs
- ☐ Education programs
- ☐ Public safety services
- ☐ Fair housing activities
- X Services for senior citizens
- ☐ Services for homeless persons
- ☐ Drug abuse counseling and treatment
- ☐ Qualified Veteran Services
- ☐ Welfare (as defined by CDBG)
- ☐ Code Enforcement Services
- ☐ Transportation/Transit
- X Other

If Other, describe Other: Persons with Disabilities

Describe the problem or need to be addressed by proposed project. (Please attach an extra sheet if needed)

For persons with disabilities, securing accessible and affordable housing is universally considered the biggest impediment to living independently in the community. Currently, thousands of people with disabilities have difficulty moving about in their homes due to architectural barriers and there are long waiting lists for ready-made, affordable and accessible units.

According to Disabled World (2016), there are an estimated 775,000 people with disabilities in the state of Arizona, (or 14.5% of the population over the age of five) and approximately 131,000 people, (or 2.4% of the state's population), experience difficulties with activities of daily living to include bathing, dressing, or moving around inside their homes. Other data suggests that the state figures are as high as close to 1.2 million overall Arizona residents. As our population ages, the percentage of persons with disabilities will increase, therefore the demand for accessible housing will continue to grow.

According to the Dec. 2016 report from the Harvard Joint Center for Housing Studies, less than 4% of existing U.S. homes has features that allow for easy wheelchair access, including entryways without stairs, wide hallways and doors, and a first-floor bathroom. At the same time, one in three U.S. households is projected to be led by someone 65 or

older by 2035 – and about 17 million households will include someone with a physical disability that affects their mobility.

According to a 2014 AARP survey, 87% of seniors want to stay in their homes as long as possible. The Federal Housing Survey reports that almost three million households did renovations to ease elderly or disabled access in 2015, accounting for 4% of all home renovations. The US Census data identifies that the number of Americans 65 and older is expected to rise 35% from 2010 to 2020. This means a change in housing is needed.

The Centers for Disease Control (CDC) tells us that among older adults, falls are the leading cause of injury deaths and falls are the most common cause of non-fatal injuries and hospital admissions for trauma. They agree that simple home modifications can make life safer and less expensive for all compared to costlier institutions.

Ability360 continues to not only provide for home modification programming, but we advocate for more accessibility to be built in to new construction as well. We support the housing industry in being forward thinking to include accessible features in ALL new construction. This policy saves money on the back-end when modifications are then needed later. More Americans are looking at options to age in place with safe and convenient homes for a life-time. Accessible features work for everyone, from young families with children to seniors who want to stay in active living in their community of choice. Ability360 has successfully teamed up with a multifamily developer to achieve 100% accessibility on 3 multifamily housing properties within the Valley.

Project Location & Service Area - Describe the area to be served by the project. If possible, include a map.

City-wide in Surprise.

Targeted demographic population of the city:

One hundred percent of the eligible program participants will be Surprise residents who either have a significant disability or who are seniors, who receive Surprise water bills and are of low-to-moderate incomes. This program is city-wide within Surprise.

Residents must: 1. Have a significant disability, 2. Be able to benefit from a modification, 3. Sign a form verifying their income. Ability360 staff requires that all consumers sign its Consumer Application/ Intake Form when being opened for home modification program services verifying residency. 4. Have a verifiable Surprise residence, 5. Be a homeowner or rent an apartment, house or mobile home, 6. If renting, have a signed release from the landlord stating that they agree to the proposed modification, 7. Have a one year lease.

Proposed Measurable Outcomes – Please provide an outcome statement to be achieved through the use of CDBG funding:

The Surprise Program for Home Accessibility (SPHA) will allow 7 households with a person with significant disability or who are seniors to more safely access their homes independently, thus increasing their quality of life in the community.

1. Assist residents to maintain and enhance independent living for 7 households by completing home modifications to increase accessibility in their home.
2. Increases home safety as it reduces falls, injuries, hospitalization or worse, institutionalization in nursing homes. Each Surprise resident with a disability assisted to live in the community with Home & Community Based Services saves taxpayers at least $40,000 annually compared to costlier options (i.e. institutional nursing home placement).
3. Increases the number of accessible housing stock by 7, easing the rapidly growing need for these valuable accessible units.
4. Increases employability of those who desire going back to work.
5. Increase people's participation and contributions to the livelihood of the community.

It is the intent of the City of Surprise to fund those activities that meet a High Priority in City's Consolidated Plan and comply with CDBG National Objectives- Describe in detail how the proposed project complies with these two objectives:

Housing Rehabilitation is a High Priority in the City's Consolidated Plan and the Surprise Program for Home Accessibility (SPHA) aligns and complies with this High Priority. Ability360's CDBG funded home modification program also meets the National Objective #1 – Primary Benefit to Low and Moderate Income Persons as we serve persons with disabilities and seniors who fit this income eligibility requirement.

One hundred percent of the program's consumers will be Surprise residents and every one of our program consumers are persons of low-to-moderate incomes since nearly 70% of persons with disabilities are unemployed, HUD recognizes the group in its "limited clientele" category.

Ability360 will remove architectural barriers & facilitate structural home modifications for 7 low-to-moderate income residents with significant disabilities & seniors to improve home accessibility & safety. Modifications include: ramps, grab bars, widening doorways, raised toilets, tub cuts etc.

1. In-home assessments & technical consultation will be provided to determine necessary modifications.

2. Licensed, bonded, insured & experienced contractors will provide the modifications & are identified through a competitive bid process that includes Minority & Women

contractors.

3. Program limits will be $4,999 per homeowner & for renters in complexes with less than 8 units. The limit will be $2,000 for those who rent in complexes with 8 units or more. The average cost per modification is estimated at $3,300.

4. In keeping with Ability360's Independent Living philosophy of consumer empowerment, choices, options and responsibilities, residents, their family members or friends are expected to contribute 10% of the costs of the project, or provide matching community volunteerism or attending advocacy training.

5. Scope of work will exclude modifications affecting painted surfaces that exceed no more than 2 sq. ft. per room in residences built prior to 1978.

6. The Program Coordinator will give every consumer and contractor a Consumer Satisfaction/ Completion form upon completion & will randomly inspect completed projects to ensure satisfaction.

7. Appropriate referrals to other Ability360 programs and/or to outside community resources by the Program Coordinator further facilitate the resident's independence & safety in the home. Services include, but are not limited to: Information & Referral, Independent Living Skills Instruction, Home Care Services & Peer Mentoring are some of the services that are provided as needed. For residents who are not eligible for the SPHA program, other community resources are provided to address their home modification needs.

Organizational Capacity

Please describe organization's history and prior experience, including a list of similar projects: (Please attach an extra sheets if needed)

Ability360 has been serving individuals with disabilities, their families and the community in Maricopa & Pinal Counties for 37 years and is one of the largest Centers for Independent Living in the nation. Our mission statement is: "Ability360 offers and promotes programs designed to empower people with disabilities to take personal responsibility so they may achieve or continue independent lifestyles within the community." Ability360 is a grassroots organization whose staff and Board are represented by a majority of those with a disability. All of our programs are consumer-directed, cross-disability, providing choices and options to consumers.

Ability360 has a proven track record as we have been providing CDBG funded Home Accessibility programming to thousands of consumers over the past 28 years. Currently we are in 5 cities: Phoenix in our 28th year, Mesa in our 20th year, Peoria in our 19th year, Tempe and Surprise in our 6th year and over the years have been in the following cities: Glendale 19 years, Scottsdale 5 years, Chandler and the Town of Gilbert 1 year each.

Ability360 also has an 11 year track record of contracting with Maricopa County Arizona Long Term Care System (ALTCS) provider Mercy Care and successfully completing over 2,000 home modification projects during this time while maintaining a 98% retention rate in the community.

The program infrastructure is in place with experienced staff and licensed, bonded, insured & experienced contractors so we can quickly turn around project requests. The program Policies & Procedures have been refined and updated over the years. The scope of activity is contingent upon the level of CDBG funding awarded by the City of Surprise for FY 19-20. The budget request is based upon 7 projects at $3,300 each for a Labor & Materials cost of $23,100. Any award less than that will reduce the number of projects and reduce expenses to operate the program proportionally. There is no other program like this in the city to improve accessibility for residents with disabilities.

Financial Audits and Reports: *(Please submit a copy of most recent financial audit)*	**Yes**	**No**	**NA**
Were the financial statements of the organization prepared in accordance with generally accepted accounting principles?	X		
Was there accurate and complete disclosure of the financial expenditures of each federally sponsored program?	X		
Was an audit of the financial records obtained annually (or at least biennially) in accordance with federal regulations and local requirements?	X		
Was the audit performed by a licensed Certified Public Accountant?	X		
Was the latest audit forwarded to the funding agency?	X		
Has a copy of all applicable audits/reviews (including any management letter, if appropriate) been forwarded to the funding agency?	X		

Please Provide Other Funding Source References: (Please attach extra sheets if needed)

In addition to City of Surprise CDBG funding, program match funds will come from two sources:

1. Ability360 will provide match staffing for .02 FTE for Receptionist and .01 FTE for the President/CEO. The total Ability360 match contribution leverage from its discretionary funds will equate to $2,847 for the program's operation.

2. A 10% consumer match ($2,310) is requested toward each project's Labor & Materials. Matches can come in the form of a cash contribution, volunteering, attending an Advocacy training, or having a match provided for them by a family member or friend. Ability360 currently calculates volunteering at a $20/hour level. No consumer is ever denied a home modification project due to failure to contribute their 10% share. Should the consumer exhaust every means possible, Ability360 volunteers and Peer Mentors are willing to contribute their volunteer hours on behalf of Home Modification Program consumers, giving back for those who they don't even know. The cash match is rolled back in to the Labor & Materials budget line item.

Program Team: Identify the name of the responsible party and the experience that they have in this role. Team members identified after the application are subject to review. Attach extra sheets if needed.	
Staff Member	**Background and Expertise of Personnel**
Name: Paul Pearson Title: Program Coordinator FTE on This Project: .05 FTE	8 years of direct service experience with Ability360
Name: Darrel Christenson Title: VP of Community Integration FTE on This Project: .02 FTE	20 years with Ability360 Management, 12 years prior providing direct service at another Center for Independent Living
Name: Viktoria Johnson Title: Senior Accountant FTE on This Project: .02 FTE	19 years of experience in accounting with a Master's degree in Accounting, 5 years with Ability360
Name: Sophia Jubert Title: Program Assistant FTE on This Project: .02 FTE	Most recently 3 Years – Supported Deputy Council for Colorado State University – Pueblo Supportive Role positions for nearly 30 Years
Name: Maribel Sanchez Title: Receptionist FTE on This Project: .02 FTE	17 years of experience with Ability360
Name: Phil Pangrazio Title: President/ CEO FTE on This Project: .02 FTE	19 years as Ability360's President/ CEO, Ability360 Board member prior.

Project Cost

Estimated Total Cost of Project:	$ 36,797		
CDBG Funding Amount Requested for Project:	$ 31,640		
Total Number of Units Served:	7 Households		
Total Cost per Unit	$ 5,257		
Total CDBG Cost per Unit	$ 4,520		
Amount and Source of Other Funds Leveraged for Project: *(Please submit proof of other funding sources)*	**Source**	**Year**	**Amount**
	Ability360's Match	FY19-20	$ 2,847
	Consumer 10% Match	FY19-20	$ 2,310
	TOTAL		$ 5,157
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	Ability360 will not be able to provide the service in the City of Surprise if funds are not awarded.		
If your project is not fully funded, will your organization be able to implement project with partial funding?	Yes, Ability360 would adjust its Scope of Work according to the level of funding awarded.		

Project Timeline

Project start date: 7/1/19 **Project completion date:** 6/30/20

Applicants must provide a schedule for the Program that lists major activities and indicate when they will be executed. Additional information such as contractor selection, final inspection, loan closing, etc. should be included when known.

Program Schedule

Major Program Activities:	**1st Quarter**			**2nd Quarter**			**3rd Quarter**			**4th Quarter**		
	(each box represents one month)											
Contract Execution	X											
Outreach to Contractors & Update Procedures		X										
Contractors Selected			X									
Environmental Reviews Applicant Referrals Accepted	X	X	X	X	X	X	X	X	X	X	X	X
Consumer Intakes	X	X	X	X	X	X	X	X	X	X	X	X
Home Modification Completions	X	X	X	X	X	X	X	X	X	X	X	X

Proposed Budget

Specific Cost *Item/Description*	**CDBG Amount Requested**	**Other Funds Source**	**Other Funds Amount**	**Total Amount** *CDBG + Other Sources*
Program Coord. Salary & ERE	$3,335			$3,335
Program Mgr. Salary & ERE	$2,163			$2,163
Sr. Accountant Salary & ERE	$1,727			$1,727
Program Assistant Salary & ERE	$638			$638
Telephone	$120			$120
Travel/ Mileage 0.51/ mile	$357			$357
Office Supplies, Postage, Printing	$200			$200
Labor & Materials	$23,100	10% Consumer Match	$2,310	$25,410
President/ CEO Salary & ERE		Ability360 Match	$1,731	$1,731
Receptionist Salary & ERE		Ability360 Match	$1,116	$1,116
Total	$31,640		$5,157	$36,797

ABILITY360

December 19, 2018

Dear Members of the City of Surprise Planning and Zoning Commission,

I am writing on behalf of Ability360 to our express interest in applying for FY19-20 Community Development Block Grant (CDBG) funding in the amount of $31,640 to provide 7 home modification projects for Surprise residents with significant disabilities or who are seniors city-wide.

The Surprise Program for Home Accessibility (SPHA) will allow persons to more safely access their homes independently, thus increasing their quality of life in the community.

1. Assist residents to maintain and enhance independent living for 7 households by completing home modifications to increase accessibility in their home.
2. Increases home safety as it reduces falls, injuries, hospitalization or worse, institutionalization in nursing homes. Each Surprise resident with a disability assisted to live in the community with Home & Community Based Services saves taxpayers at least $40,000 annually compared to costlier options (i.e. nursing home placement). In one year alone, your investment of roughly $30,000 will net a taxpayer saving of $280,000.
3. Increases the number of accessible housing stock by 7, easing the rapidly growing need for these valuable accessible units.
4. Increases employability of those who desire going back to work.
5. Increase people's participation and contributions to the livelihood of the community.

The mission of the City of Surprise is to enhance the quality of life through sustainable reconstruction of aging infrastructure systems and housing stock at the neighborhood level in order to develop a healthy living environment. Ability360's program meets this mission with one hundred percent of the Surprise program consumers being in HUD's "limited clientele" category, since nearly 70% of persons with disabilities still are unemployed.

One of the key components of the program is the fact that we require consumers of the program to contribute a 10% match to the Labor & Materials construction costs. This aligns with Ability360's Independent Living Philosophy of empowering individuals with disabilities, giving them choices and options in their lives. Matches can come in the form of a cash contribution, volunteering, attending an Advocacy training, or having a match provided for them by a family member or friend. Ability360 currently calculates volunteering or attending Advocacy training at a $20/hour level. No consumer is ever denied a home modification project due to failure to contribute their 10% share. Should

MAIN OFFICE
5025 E. Washington St.
Suite 200
Phoenix, AZ 85034

602/256.2245 Office
602/254.6407 Fax
7-1-1 AZ Relay

the consumer exhaust every means possible, Ability360 volunteers and Peer Mentors are willing to contribute their volunteer hours on behalf of Home Modification Program consumers, giving back for those who they don't even know.

Ability360 will also contribute in-kind matches with staff time for a Receptionist and its President/ CEO, totaling $2,847 in salaries and ERE.

Each of the 7 projects average $3,300, therefore should Ability360 not be awarded the full request amount the scope of work will be reduced accordingly, along with proportional reductions in staff time etc. There is an economy of scale benefit with a larger program budget meaning that a higher portion of monies will go directly toward projects.

In addition to the Home Modification Program, Ability360 provides one-stop, wrap around services such as: Independent Living Skills Instruction, Peer Mentoring, Home Care Services, Employment Program, Benefits to Work, Socialization through Recreation, Advocacy etc. A majority of Ability360's staff and Board of Directors are persons with disabilities themselves.

We have nearly three decades of Home Modification program experience, completing thousands of household accessibility projects throughout the Valley. For persons with disabilities, securing appropriate housing is always the biggest impediment to living independently in the community. Ability360 would like to continue our partnership with the City of Surprise as good stewards of your funds with our belief in advocacy, independence and equality as we empower persons to achieve and maintain the lifestyle of their choice.

Thank you,

Darrel J. Christenson

Darrel J. Christenson M.S.
Vice President of Community Integration
Ability360

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete & submit this form to the Welcome Center,
City of Surprise,
16000 N. Civic Center Plaza
Surprise, AZ 85374
We do not accept e-mail or electronic submissions

RECEIVED
JAN 07 2019
BY:

Organization Information	
Name of Organization:	A New Leaf, Inc.
Contact Person:	Beth Noble
Contact Person Title:	Grants and Contracts Manager
Mailing Address:	868 E. University Dr. Mesa, AZ 85203
Street Address *(if different from mailing)*:	Faith House Women's Crisis Shelter 8581 B N. 61st Ave. Glendale, AZ 85203 (Confidential Location)
Phone:	480.477.4039
Fax:	480.969.0039
E-mail:	contracts@turnanewleaf.org
Website URL *(if applicable)*:	www.turnanewleaf.org

Legal Status of Applicant:

-] State-Certified CHDO
- X Non-Profit (non-CHDO)
-] Public Housing Authority
-] State Agency
-] Local Government
-] Tribal Government
-] Council of Government
-] General Partnership
-] Limited Partnership
-] Limited Liability Company
-] Corporation

Applicant's Qualifications:	Yes	No	NA
Drug Free Policies	X		
Fair Housing Policies	X		
Equal Employment Opportunity Employer	X		

Project Description

Proposed Project Title:	Faith House Women's Crisis Shelter

Check applicable priority area(s) that the project addresses:

-] Child care
-] Youth Services
-] Health Care
-] Job training/job creation
-] Literacy programs
-] Recreation programs
-] Education programs
-] Public safety services
-] Fair housing activities
-] Services for senior citizens

- X Services for homeless persons
- Δ Drug abuse counseling and treatment
- Δ Qualified Veteran Services
- Δ Welfare (as defined by CDBG)
- Δ Code Enforcement Services
- Δ Transportation/Transit
- Δ Other

If Other, describe Other:_____

Describe the problem or need to be addressed by proposed project. (Please attach an extra sheet if needed)

Based on the 2018 Point-In-Time Count, 6,298 people experienced homelessness in Maricopa County on the morning of January 23, 2018. This is a 12% increase from the region's 2017 number of 5,605. In the City of Surprise alone, 39 unsheltered individuals were identified- this number has more than doubled since 2017. Of the total count, approximately 28% were families; 36% of the one-day count population were women. In the past five years, the number of unsheltered individuals and families has increased by 127%. These statistics demonstrate that shelter remains a priority need in Maricopa County. (Please see additional information in Attachment #1.)

Project Location & Service Area - Describe the area to be served by the project. If possible, include a map.

Faith House is located in the northern part of the City of Glendale, providing convenient access for residents of Glendale, Surprise, Phoenix, Peoria, and other surrounding locations. This location is confidential since many of the residents are victims of domestic abuse. Faith House currently works with service providers and police departments of local cities, assuring that women and children are removed from unsafe living conditions and are connected to housing and support services as quickly as possible. Please see Attachment #2 for a map of Faith House's confidential location.

Targeted demographic population of the city:
Faith House serves women and children in crisis who are victims of homelessness, sexual and domestic violence, and trafficking. In FY 17/18, Seventy-three percent (73%) of all individuals served were female; 27% were male. Children represented 53% of residents. Ethnicity: 23%-Caucasian, 35%- African-American, 31%-Hispanic, 7%-Native American, 2%-Asian or Pacific Islander and 2%- were of another ethnic makeup; Families are generally comprised of a mother and 2-3 children. The shelter also serves a number of single women over the age of 45; many have Serious Mental Illness (SMI) and are in the process of applying or appealing to obtain SSDI benefits.
Historical data indicates that 100% of shelter residents report low-to-moderate income.
A New Leaf projects serving 4 Surprise households (8 individuals) in FY 19/20. Faith House staff coordinate with the Surprise Police Department and Family Resource Center to assure that residents of the City of Surprise are quickly connected to shelter and services.

Proposed Measurable Outcomes – Please provide an outcome statement to be achieved through the use of CDBG funding:

The primary goal of Faith House is to provide safe housing and crisis management to women and children who have been in unsafe living conditions. Once stabilized, individuals and families are able to begin to take steps to heal from trauma and gain tools necessary for living an independent life.

- 85% of clients will report that they know how to plan for continued safety, as measured by surveys conducted at program exit.
- 85% of clients will report an increased knowledge of service available, as measured by surveys conducted at program exit.
- 85% of clients will report having (re)gained control of their lives, as measured by surveys conducted at 30 days and again at program exit.

It is the intent of the City of Surprise to fund those activities that meet a High Priority in City's Consolidated Plan and comply with CDBG National Objectives- Describe in detail how the proposed project complies with these two objectives:
Faith House Women's Crisis Shelter is a 24-hour emergency shelter for women and children who are victims of homelessness, domestic violence, sexual assault, and human trafficking. The shelter provides 72 beds: 20 transitional beds (5 units); 8 beds for single women (4 units); 44 beds for families (11 units).
In addition to providing shelter, food, and basic needs, services include case management, personal advocacy, crisis counseling, and age-appropriate children's services. Services provide an array of supportive resources to build an independent, stable future. Faith House's Children's Specialist will provide one-on-one and group activities to meet the unique needs of children struggling with the effects of abuse and/or homelessness. Further, Surprise residents at Faith House may be eligible to access Rapid Re-Housing services, decreasing their number of days in shelter. This increase in service aligns with the City of Surprise's priority to provide services to the City's homeless population, including strategies for helping homeless persons make the transition to permanent, independent living.
Faith House also meets the National Objective to provide services which benefit low-to-moderate income (LMI) households. This is determined through the completion of an intake application, which requires a participant to disclose annual income and family size. This information is then used to determine their income status. 100% of the women and children served report income which falls within the LMI standards.

EQUAL HOUSING OPPORTUNITY

Organizational Capacity

Please describe organization's history and prior experience, including a list of similar projects: (Please attach an extra sheets if needed)

A New Leaf has provided vital behavioral health and social services since 1971 while managing more than 30 programs and services with an annual $35 million-dollar budget and 500+ employees. Annually, more than 32,000 individuals, children, and families in need participate in the agency's continuum of Housing, Health, and Community Services which include:

- domestic violence shelters
- homeless shelters
- permanent supportive housing
- affordable housing
- Rapid Re-Housing
- advocacy programs
- Individual Development Accounts
- Community Action Program
- foster care/adoption services
- behavioral health
- youth services
- workforce and business development
- early childhood education

The vast majority of services provided by A New Leaf are free to the client and are accomplished through strategic partnerships, paid staff, valuable volunteers, government and private grants, and donations. Please see Attachment #3 for further information.

Financial Audits and Reports: *(Please submit a copy of most recent financial audit)*	**Yes**	**No**	**NA**
Were the financial statements of the organization prepared in accordance with generally accepted accounting principles?	X		
Was there accurate and complete disclosure of the financial expenditures of each federally sponsored program?	X		
Was an audit of the financial records obtained annually (or at least biennially) in accordance with federal regulations and local requirements?	X		
Was the audit performed by a licensed Certified Public Accountant?	X		
Was the latest audit forwarded to the funding agency?	X		
Has a copy of all applicable audits/reviews (including any management letter, if appropriate) been forwarded to the funding agency?	X		

Please Provide Other Funding Source References: (Please attach extra sheets if needed)

Other FY 19/20 anticipated funding sources for Faith House Women's Crisis Shelter include:

- City of Glendale
- City of Peoria
- AZ Department of Economic Security
- AZ Department of Public Safety VOCA funding
- National Child and Adult Food Care Program
- Nationwide Foundation
- West Valley Lutheran Thrift Shop
- Phoenix Suns Charities Program
- In-N-Out Burger Foundation
- Freeport McMoRan
- Marley Foundation
- West Valley Mavericks Foundation
- Sunstate Equipment
- Sunrise Foundation
- Westgate Resorts Foundation
- Additional Private and Individual Contributions

EQUAL HOUSING OPPORTUNITY

Program Team: Identify the name of the responsible party and the experience that they have in this role. Team members identified after the application are subject to review. Attach extra sheets if needed.	
Staff Member	**Background and Expertise of Personnel**
Name: Dana Martinez Title: Director of Shelter Services FTE on This Project: .25	Dana Martinez fills the role of Director of Shelter Services. She has worked for A New Leaf for nearly 22 years, demonstrating the ability to effectively manage shelter programs.
Name: Rosalie Hernandez Title: Program Manager FTE on This Project: .5	Ms. Hernandez has worked for the agency for 11 years and currently oversees three programs which include: Court Advocacy Program and Faith House Shelter. In her role as Program Manager, Ms. Hernandez maintains budgetary and contractual requirements for various local, state, and federal funding sources. She also supervises staff and the development of program processes and procedures to enhance services to the community.
Name: Christine O'Brien Title: Program Supervisor FTE on This Project: 1	For 21 years, Christine has been impacting the lives of women and children through A New Leaf's services. Her current role includes submitting reports and for various funders, as well as overseeing the day-to-day operation of Faith House.
Name: Nealeen Pratt Title: Housing/ Employment Specialist FTE on This Project: 1	Nealeen has worked in human services for more than three years, most recently as Housing and Employment Specialist at Faith House. She is currently working on a degree in Criminal Justice. She is certified in First Aid, CPR, and CPI.
Name: Jacqueline Lopez Title: Children's Specialist FTE on This Project: .75 * (CDBG funding is requested to pay for .314 of this staff position.)	Ms. Lopez serves as Faith House's bilingual Children's Specialist, meeting the vital needs of the shelter's youngest victims. She presently is completing a Bachelor's in Social Work degree from Arizona State University. She has worked in health and human services since 2010, most specifically with women and children.
Name: Aimee Francosa Title: Case Manager I FTE on This Project: .5	Aimee just recently joined the staff at Faith House. She holds a Bachelor's degree in Psychology and is currently working on a Master's in Professional Counseling. She has worked in health and human services for more than one year.
Name: Chanelle Wyatt Title: Case Manager 1 FTE on This Project: .5	Chanelle has worked with children and special-needs populations since 2007. She recently joined the Faith House staff as Case Manager.

EQUAL HOUSING OPPORTUNITY

Project Cost

Estimated Total Cost of Project:	$1,446,967		
CDBG Funding Amount Requested for Project:	$10,000		
Total Number of Units Served:	300 (8 City of Surprise Residents)		
Total Cost per Unit	$4,823 (total budget/ total # of individuals		
Total CDBG Cost per Unit	$1,250 (10,000/ 8 Surprise residents)		
Amount and Source of Other Funds Leveraged for Project: *(Please submit proof of other funding sources)* *19/20 funding is currently pending.	**Source**	**Year**	**Amount**
	Glendale- CDBG	19/20*	$27,500
	Glendale- ESG	19/20*	$33,000
	CACFP	19/20*	$65,000
	AZ DES	19/20	$182,221
	AZ DPS- VOCA	19/20	$306,298
	HUD	19/20	$347,900
	City of Peoria	19/20*	$15,000
	Private Funding	19/20*	$338,731
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	Following best business practices, each of A New Leaf's programs have a cash reserve to cover operational costs for a minimum of three (3) months of operation. This financial strategy helps the organization manage unexpected budget crises. A New Leaf continues to actively pursue all available funding opportunities to increase support and funding in an effort to maintain and improve services provided by Faith House. Collaborative partnerships, volunteer efforts, and community resources remain an essential component of the organization's strategic planning process and budgeting efforts. Additionally, A New Leaf's Philanthropy Department has focused efforts on increasing awareness of the need for individual donations to support shelter services.		
If your project is not fully funded, will your organization be able to implement project with partial funding?	Services provided at Faith House are critical for serving women in crisis and their children. A New Leaf consistently makes every effort to ensure, that despite funding cuts and budget shortfalls, critical services provided by Faith House are not impacted. Reduced funding would result in a reduced scope of service and reduced service capacity for women and their children.		

Project Timeline

Project start date: 07/01/2019 **Project completion date: 06/30/2020**

Applicants must provide a schedule for the Program that lists major activities and indicate when they will be executed. Additional information such as contractor selection, final inspection, loan closing, etc. should be included when known.

Program Schedule

EQUAL HOUSING OPPORTUNITY

Major Program Activities:	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	(each box represents one month)			
Clients will complete assessments and Safety Plans upon intake into the shelter.	ON-GOING			
Clients will receive shelter, food, and basic needs.	ON-GOING			
Clients will set goals with their Case Manager in their FOCUS meeting.	ON-GOING			
Case Managers will provide transportation as necessary.	ON-GOING			
Case Managers will meet with clients weekly.	ON-GOING			
Staff will offer weekly group meetings.	ON-GOING			
The Housing and Employment Specialist will assist residents in obtaining employment and housing, including Rapid Re-Housing options.	ON-GOING			
Children will participate in activities such as music and art therapy, pet therapy, and field trips.	ON-GOING			
The Children's Specialist will meet individually with children to provide support.	ON-GOING			
Preschool children are enrolled at the Child Development Center.	ON-GOING			
Referrals will be made to outside services to meet the needs of each client.	ON-GOING			

Proposed Budget				
Specific Cost *Item/Description*	**CDBG Amount Requested**	**Other Funds Source**	**Other Funds Amount**	**Total Amount** *CDBG + Other Sources*
Salaries	$8,500	*	$418,267	$426,767
ERE	$1,500	*	$75,431	$76,931
Professional Fees	0	*	$2,415	$2,415
Advertising	0	*	$107	$107
Supplies/ Postage	0	*	$37,808	$37,808
Telephone/ Communication	0	*	$11,803	$11,803
Occupancy	0	*	$59,802	$59,802
In-Kind Rent	0	In-Kind	$202,889	$202,889
Travel	0	*	$1,748	$1,748
Conferences	0	*	$972	$972
Depreciation	0	*	$17,325	$17,325
Non-Payroll Insurance	0	*	$20,627	$20,627
Equipment Leases	0	*	$26,469	$26,469
Client Assistance	0	*	$364,011	$364,011
Other Program Expense	0	*	$12,860	$12,860
Management & General	0	*	$266,005	$266,005
Total	$10,000		$1,518,539	$1,528,539

* ADES, HUD, VOCA, City of Glendale

EQUAL HOUSING OPPORTUNITY

Required Certifications for CDBG Public Services Activities Application

Signature of Agency Representative with Binding Authority below certifies the following statements:

- Organization has no conflict of interests with City of Surprise appointed or elected representatives and does not employ city appointed or elected representatives or their families.
- Organization will comply with federal requirements to be observed by organizations being funded with CDBG funds, including compliance with federal Labor Standards, Section 3, Segregated Facilities, Equal Opportunity, and Non-Discrimination. Section 109, Title VI and EO 11246. All requirements are described in 24 CFR 570 (CDBG Entitlement Grants).
- Authorized official certifies that this CDBG Public Services application package has been reviewed and all information provided in this application and attachments is true and correct.
- Sufficient funds are available from non-CDBG sources to complete the project, as described, if CDBG funds are allocated to the applicant.

Signature of authorized agency representative

January 5, 2019
Date:

Michael T. Hughes
Printed name

Chief Executive Officer
Title

A New Leaf, Inc.
Organization

ATTACHMENT 1
A New Leaf
Faith House Women's Crisis Shelter

Needs Statement (Continued)

Faith House Women's Crisis Shelter is open to women and their children who have faced homelessness as the result of domestic violence, abuse (physical, sexual or psychological), trauma associated with abuse, mental illness, substance abuse, pregnancy, involvement with the criminal justice system, lack of education and work experience, health issues and disabilities.

Domestic Violence: Arizona ranked eighth in the nation for female homicides in 2017, according to the National Coalition Against Domestic Violence. Interpreting this statistic, Allie Bones, CEO of the Arizona Coalition to End Sexual & Domestic Violence, told the Phoenix New Times: "Arizona has always been in the top 10 for women killed by intimate partners." Some additional statistics for domestic violence in Arizona are provided below:

- Statewide, there were 28,546 crisis center calls for domestic violence in 2016. That year, 7,428 adults and children received shelter and transitional housing, for a total of 283,170 emergency shelter nights provided to Arizona adults and children in need of services, including 227 at Faith House.
- In 2017, a total of 33,310 crisis center calls were received, and 7,290 adults and children received services, including emergency shelter and transitional housing. Service providers estimated that 50% of the total number of individuals served in 2017 were children.
- A total of 400,665 nights of service and 155,267 hours of case management, individual and group counseling, and legal advocacy were provided for Arizona's victims of domestic violence in 2017. The average length of program stay in 2017 was 51 days, and Faith House provided services to a total of 202 individuals, 118 of whom were children.

From a law enforcement perspective, the Municipal Courts statewide data show that domestic violence petitions increased 3.5% from 13,238 in FY 2016 to 13,697 in FY 2017. Petitions for injunctions against harassment increased 2.9%, from 6,747 in FY 2016 to 6,946 in FY 2017.
Petitions for orders of protection increased by 1.7% in Superior Court, from 12,569 in FY 2016 to 12,778 in FY 2017.
The challenges for Faith House residents are many. Often, women come to shelter with little or no money and a lack of family resources. Emotionally paralyzed, women see little hope of improving their circumstances.

In addition to overcoming challenges associated with victimization, women also face the following barriers as they strive to gain the ability to live independently:

- **Poverty:** Nearly all of the women who enter Faith House lack financial resources necessary to provide for themselves and their children. In Arizona, an income of $17.89 per hour is necessary in order to afford a two-bedroom apartment. Uneducated women experience difficulty obtaining jobs that pay this level of income to maintain housing for themselves and their children. Although some women have received TANF, these benefits are only available for 12 months; many families have already exhausted their one-year benefit. Even with TANF benefits, this provides only $240 in food stamps and $139 cash monthly for bus passes, diapers, phone,

leaving little for other family needs. Not all women who enter the program are employable; Faith House staff assist these women in applying for benefits for which they may be eligible.

- **Addiction:** As a low-barrier shelter, Faith House does not turn women away because of substance abuse. Those who are struggling with substance abuse are referred to treatment programs in order to overcome addiction.
- **Serious Mental Illness (SMI):** A large percentage of Faith House residents suffer from mental illness. Referrals are made to appropriate services. If a woman becomes a threat to the well-being of other residents, staff will work with other shelter providers to locate safe and appropriate housing.
- **Lack of Childcare:** Women who have been abused or who have witnessed abuse toward their children are apprehensive to leaving their children in the care of others; additionally, the cost of childcare is unaffordable to a woman with a minimum wage job. Some women are able to use DES childcare funding, but the required volunteer component of this program conflicts with work schedules for many mothers. Faith House offers preschool childcare, which makes it possible for more women to work without fear for their children's safety.
- **Lack of Transportation:** Employment options are limited if a woman does not have her own transportation. While bus passes are available, this does limit the hours a woman is able to work; further, bus transportation will lengthen the hours a mother is away from her children.
- **Bad Credit:** Women who have been previously evicted or have been unable to pay utility bills will have a more difficult time obtaining permanent housing. Also, it is common for victims of domestic abuse to have no credit because abusive partners frequently control household finances.
- **Legal Concerns:** Women who seek to obtain Orders of Protection, divorce, and custody of their children need the support of A New Leaf staff as they navigate the legal system. Women with criminal histories may enter the program with outstanding fines and frequently have difficulty finding permanent housing.

Faith House is a 24-hour emergency shelter serving women and children in crisis. Faith House residents live in a safe and confidential location as they take steps toward healing and independence. On-site support services include immediate crisis stabilization, basic needs, safety planning, case management, child care, employment/vocational training assistance, financial literacy and coaching, parenting and life skills workshops, advocacy & legal assistance, assistance with securing permanent housing, and referrals.

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APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete & submit this form to the Welcome Center,
City of Surprise,
16000 N. Civic Center Plaza
Surprise, AZ 85374
We do not accept e-mail or electronic submissions

Organization Information	
Name of Organization:	Friends of Southwest Family Advocacy Center
Contact Person:	Betty Lynch
Contact Person Title:	Board Treasurer
Mailing Address:	2333 N. Dysart Creek Pkwy Suite A200 Goodyear AZ 85395
Street Address *(if different from mailing)*:	
Phone:	623-935-3781
Fax:	
E-mail:	Cats01@cox.net
Website URL *(if applicable)*:	

Legal Status of Applicant:

- ☐ State-Certified CHDO
- ☒ Non-Profit (non-CHDO)
- ☐ Public Housing Authority
- ☐ State Agency
- ☐ Local Government
- ☐ Tribal Government
- ☐ Council of Government
- ☐ General Partnership
- ☐ Limited Partnership
- ☐ Limited Liability Company
- ☐ Corporation

Applicant's Qualifications:	**Yes**	**No**	**NA**
Drug Free Policies	X		
Fair Housing Policies	X		
Equal Employment Opportunity Employer	X		X

Project Description

Proposed Project Title: Southwest Family Advocacy Center Trauma Counseling Services

Check applicable priority area(s) that the project addresses:

- ☐ Child care
- ☐ Youth Services
- ☐ Health Care
- ☐ Job training/job creation
- ☐ Literacy programs
- ☐ Recreation programs
- ☐ Education programs
- ☐ Public safety services
- ☐ Fair housing activities
- ☐ Services for senior citizens
- ☐ Services for homeless persons
- ☐ Drug abuse counseling and treatment
- ☐ Qualified Veteran Services
- ☐ Welfare (as defined by CDBG)
- ☐ Code Enforcement Services
- ☐ Transportation/Transit
- ☒ Other

If Other, describe Other: Trauma counseling for victims of abuse

Describe the problem or need to be addressed by proposed project. (Please attach an extra sheet if needed)

See attached

Project Location & Service Area - Describe the area to be served by the project. If possible, include a map.

See attached

Targeted demographic population of the city:
See attached

Proposed Measurable Outcomes – Please provide an outcome statement to be achieved through the use of CDBG funding:
See attached
It is the intent of the City of Surprise to fund those activities that meet a High Priority in City's Consolidated Plan and comply with CDBG National Objectives- Describe in detail how the proposed project complies with these two objectives:
See attached

CDBG City of Surprise 2019

Southwest Family Advocacy Center Trauma-Focused Counseling Services

By the Friends of the Southwest Family Advocacy Center

Describe the problem or need to be addressed by the proposed project:

The Southwest Family Advocacy Center (SWFAC) opened in May of 2008, and is located in Goodyear, Arizona; it is a multidisciplinary facility which provides collaborative resources necessary during a criminal investigation of child abuse, domestic violence, sexual assault, and elder abuse. The Center is a victim-friendly facility in which all the agencies involved in the investigation, prosecution and treatment of the abuse help victims heal and hold offenders accountable. The Center is government-funded and administered by the Cities of Avondale, Buckeye and Goodyear and the County of Maricopa (Maricopa County Sheriff's Office). The Friends of the Southwest Family Advocacy Center is a non-profit group formed to support the operations of the Southwest Family Advocacy Center and is the organization applying for the CDBG grant.

Since opening in 2008, the City of Surprise Police Department has brought 488 cases/victims to the center for services including any or all of the following: (forensic interview, forensic medical exam, counseling, victim advocacy, and confrontation call). The Center is currently providing trauma counseling services (242 individual therapy sessions) to 15 victims of abuse who are residents of Surprise. Victims of abuse and their non-offending family members are referred for trauma counseling which is available on site at no cost to victims. The Center is one of the few agencies in the West Valley to provide specialized trauma-focused therapy for abuse victims. Trauma counseling is funded through grants, victim compensation, and private insurance with grant funding being our primary funding source. Currently, victims residing in Surprise are assigned to the Center's waiting list for counseling services and priority given to victims from one of our four partner agencies (Avondale, Buckeye, Goodyear, and MCSO). Our goal is to increase the availability of trauma counseling services to Surprise residents who are victims of abuse and decrease victims' wait time for counseling. Our need is to secure funding to hire a part-time contract therapist who specializes in trauma therapy and will provide trauma counseling free of charge to Surprise residents who are victims of abuse.

One of the main purposes of the Center is to minimize further trauma to victims and help them begin the healing process. When victims and their non-offending family members are at the Center, they have gone through a traumatic event and are in crisis. Learning that a child or a family member has been abused can be overwhelming, and victims and their caregivers can feel embarrassed and guilty about the abuse. Additionally, victims feel any or all of the following: denial, anger, helplessness, lack of assertiveness, hurt and betrayal, sexual inadequacy, fear of violence, self-blame, concern about finances, anxiety, dissociation, mood issues, trust issues, and fear of drug or alcohol abuse. Trauma counseling is an immediate service that gives victims the opportunity to express feelings that otherwise may come out as aggression, nightmares, anxiety or depression. Counseling helps the victim to understand that the abuse is not their fault, and

when victims tell their story in a safe environment, they become free from that fear; build their self-esteem and self-confidence and have trust and hope again. Counseling also assists parents, caregivers and family members of the victim to cope with their feelings about the abuse, as well as determine the best ways to interact with and support the victim. Trauma counseling supports victims and their families in restoring the life stability that has been lost as a result of the abuse and allows them to begin to understand and banish their feelings of guilt and helplessness.

Project Location & Service Area:

The Southwest Family Advocacy Center is located at 2333 N Pebble Creek Parkway in Goodyear, Arizona. The Center's service area includes the following: Avondale, Buckeye, Goodyear, Tolleson, El Mirage, Surprise, Wickenburg and the unincorporated areas in the West Valley (covered by the Maricopa County Sheriff's Office).

Targeted Demographic Population of the City:

Funding received from this project proposal will focus on counseling services for Surprise residents (when the crime was committed) who are victims of abuse (child sexual or physical abuse, adult victims of domestic violence, sexual assault, sexual abuse, and elder abuse) and for victims whose victimization occurred within the City of Surprise's jurisdiction.

Proposed Measurable Outcomes:

100% of abuse victims meeting the demographic target described within will be referred by the Center's victim advocate or the City of Surprise Police Department's victim advocate for trauma therapy intake, assessment and therapy sessions.

90% of Surprise resident's receiving trauma counseling will report increased awareness of resources for support and healing as measured by counseling surveys monthly and at the end of treatment.

90% of Surprise resident's receiving trauma counseling will report improved well-being and decreased anxiety as measured by counseling surveys monthly and at the end of treatment.

It is the intent of the City of Surprise to fund those activities that meet a High Priority in City's Consolidated Plan and comply with CDBG National Objectives. Describe in detail how the proposed project complies with these two objectives.

Eligible activities for this project proposal meet a High Priority in the City's Consolidated Plan in the area of Public Services and include providing trauma counseling services for Surprise residents who are victims of abuse. Services are available to low and middle-income residents classified as a limited clientele exclusively benefiting L/M income persons: abused children, battered spouses (victims of domestic violence, sexual abuse), elderly persons (victims of elder abuse) and adult victims with disabilities. Trauma therapy will stabilize victims allowing them to return to work and school and be active members of society who contribute to the economic welfare of the city.

The CDBG National Objectives met by this project are:

L/M Income Area Benefit: The public service is available to all the residents in a particular primarily residential area, and at least 51% of those residents (or less if the exception criteria are applicable) are L/M income persons. The counseling services of the proposed project are available to Surprise residents who are victims of abuse and frequently single-parent families, victims with disabilities, battered spouses, abused children, elderly on fixed income, and families without health insurance who have no means to secure trauma therapy.

L/M Income Limited Clientele The public service is limited to a specific group of people, at least 51% of whom are L/M income persons. Services qualifying under this category serve a specific clientele, rather than providing service to all the persons in a geographic area. An L/M income limited clientele activity is an activity which provides benefits to a specific group of persons rather than everyone in an area generally. The proposed project benefits particular persons (victims of abuse) without regard to the area in which they reside (City of Surprise) as well as to a specific group of persons (victims of abuse) who reside in the area (City of Surprise). In either case, at least 51% of the beneficiaries of the activity must be L/M income persons. The proposed project exclusively benefits a clientele who are generally presumed by HUD to be principally L/M income persons and include: abused children, elderly persons, adults with disabilities and battered spouses.

Please describe the organization's history and prior experience, including a list of similar projects:

The Southwest Family Advocacy Center is a recipient of three Victims' of Crime Act (VOCA) grants and annual grants from the Arizona Child and Family Advocacy Network and the National Children's Alliance. The staff has experience in managing grants, fulfilling all financial requirements, objectives and outcome measurements and complying with all reporting requirements. The Center works with the City of Avondale's Finance department to comply with all grant requirements and has successfully fulfilled obligations of all current and previous grants.

The Center is currently administering a multi-year VOCA grant providing for trauma counseling therapy services for victims from the four partner agencies (Avondale, Buckeye, Goodyear, and MCSO). The staff has experience in delivering trauma therapy including the following modalities: trauma-focused cognitive behavioral therapy, eye movement desensitization and reprocessing, contextual behavior trauma therapy, and play and sand therapy. The staff has developed policy and procedures for therapy referrals, intakes, assessments, treatment plans, outcome measurements, and clinical supervision. Additionally, counseling staff is experienced in and has procedures for documenting and reporting on counseling clients' demographics, services provided and outcome measurements.

Organizational Capacity

Please describe organization's history and prior experience, including a list of similar projects: (Please attach an extra sheets if needed)

See attached.

Financial Audits and Reports: *(Please submit a copy of most recent financial audit)*	**Yes**	**No**	**NA**
Were the financial statements of the organization prepared in accordance with generally accepted accounting principles?			✓
Was there accurate and complete disclosure of the financial expenditures of each federally sponsored program?			✓
Was an audit of the financial records obtained annually (or at least biennially) in accordance with federal regulations and local requirements?			✓
Was the audit performed by a licensed Certified Public Accountant?			✓
Was the latest audit forwarded to the funding agency?			✓
Has a copy of all applicable audits/reviews (including any management letter, if appropriate) been forwarded to the funding agency?			✓

* Audit not required for non-profit with revenue under $10,000.

Please Provide Other Funding Source References: (Please attach extra sheets if needed)

NA - new non-profit; first time recipient of funding.

Program Team: Identify the name of the responsible party and the experience that they have in this role. Team members identified after the application are subject to review. Attach extra sheets if needed.	
Staff Member	**Background and Expertise of Personnel**
Name: Debbie Olson Title: Advocacy Center Director FTE on This Project: 5%	Grant management and reporting.
Name: Sheila Sorenson Title: Bd. Member FTE on This Project: 5%	Grant management and reporting
Name: Contract Title: Therapist FTE on This Project: 70%	to be determined but must have specialty in trauma focused therapy for victims of abuse + licensed by State of Arizona.
Name: Samantha White Title: Clinical Supervisor FTE on This Project: 5%	Clinical Supervision of Contract Therapist
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	

Project Cost

Estimated Total Cost of Project:	$ 24,550
CDBG Funding Amount Requested for Project:	$ 13,650
Total Number of Units Served:	168 sessions (approximately 14 victims)
Total Cost per Unit	$ 81.25 per session
Total CDBG Cost per Unit	$ 81.25 per session

Amount and Source of Other Funds Leveraged for Project:
(Please submit proof of other funding sources)

Source	Year	Amount
Local funds from the Center (Staff + supplies)	FY '19	$ 8,500
Local funds from the Center (office space)	FY '19	$ 2,400

Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	Will pursue other grant opportunities and funding through private donations and fundraising events.
If your project is not fully funded, will your organization be able to implement project with partial funding?	Yes, but to less victims.

Project Timeline

Project start date: Upon funding **Project completion date:** 1yr after funding

Applicants must provide a schedule for the Program that lists major activities and indicate when they will be executed. Additional information such as contractor selection, final inspection, loan closing, etc. should be included when known.

Program Schedule

Major Program Activities:	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
	(each box represents one month)											
Contract w/ therapist (legal and finance)	✓	✓	✓									
Provide Services				✓	✓	✓	✓	✓	✓	✓	✓	✓
Intakes + Assessments				✓	✓	✓						
Therapy Sessions					✓	✓	✓	✓	✓	✓	✓	✓
Evaluations + Outcomes							✓	✓	✓	✓	✓	✓

Proposed Budget

Specific Cost *Item/Description*	CDBG Amount Requested	Other Funds Source	Other Funds Amount	Total Amount *CDBG + Other Sources*
168 sessions @ $81.25 each	$ 13,650		$ –	$ 13,650
Office space lease		Local through Center	2,400	2,400
Grants (staff) management		Local through the Center	5,500	5,500
Counseling Clinical Supervision		Local through the Center	2,000	2,000
Supplies		Local through the Center	1,000	1,000
Total	$ 13,650		$ 10,900	$ 24,550

Required Certifications for CDBG Public Services Activities Application

Signature of Agency Representative with Binding Authority below certifies the following statements:

- Organization has no conflict of interests with City of Surprise appointed or elected representatives and does not employ city appointed or elected representatives or their families.
- Organization will comply with federal requirements to be observed by organizations being funded with CDBG funds, including compliance with federal Labor Standards, Section 3, Segregated Facilities, Equal Opportunity, and Non-Discrimination. Section 109, Title VI and EO 11246. All requirements are described in 24 CFR 570 (CDBG Entitlement Grants).
- Authorized official certifies that this CDBG Public Services application package has been reviewed and all information provided in this application and attachments is true and correct.
- Sufficient funds are available from non-CDBG sources to complete the project, as described, if CDBG funds are allocated to the applicant.

Betty Lynch
Signature of authorized agency representative

Date: 1/8/19

Betty Lynch
Printed name

Board Treasurer
Title

Friends of the Southwest Family Advocacy Center
Organization

Contact Information:

For application assistance, please call:
Alicia Rubio
Neighborhood Services Coordinator
City of Surprise
16000 N. Civic Center Plaza
Surprise, AZ 85374
623-222-3240 Ph.
623-222-1002 TDD
623-222-3301 Fax

All applications must be postmarked by Friday, January 11, 2019 or received at city hall no later than 2 PM on Thursday, January 10, 2019.

Applicants are strongly encouraged to attend the City of Surprise Planning and Zoning Commission Public Hearing held at 6pm in the City Hall Council Chambers on Thursday, February 7, 2019 and March 7, 2019. At the initial meeting, each organization will be allotted 3 minutes to present to the Commission about your organization's submitted application. The March 7, 2019 meeting is the Commission's final recommendation to City Council

All original applications will be date stamped. Late submissions will not be accepted.

Persons with disabilities may request reasonable accommodation. Requests should be made as early as possible to allow time to arrange the accommodations.

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete & submit this form to the Welcome Center,
City of Surprise,
16000 N. Civic Center Plaza
Surprise, AZ 85374
We do not accept e-mail or electronic submissions

Organization Information	
Name of Organization:	What's Happenin' Arts Movement (WHAM) Arts Center
Contact Person:	Connie Whitlock
Contact Person Title:	Executive Director
Mailing Address:	16560 N. Dysart Rd. Surprise, AZ 85378
Street Address *(if different*	

from mailing):	
Phone:	623-584-8311
Fax:	623-544-1550
E-mail:	connie.whitlock@wham-art.org
Website URL *(if applicable)*:	www.wham-art.org

Legal Status of Applicant:

- State-Certified CHDO
- √Non-Profit (non-CHDO)
- Public Housing Authority
- State Agency
- Local Government
- Tribal Government
- Council of Government
- General Partnership
- Limited Partnership
- Limited Liability Company
- Corporation

Applicant's Qualifications:	**Yes**	**No**	**NA**
Drug Free Policies	√		
Fair Housing Policies			x
Equal Employment Opportunity Employer	√		

Project Description

Proposed Project Title:	

Check applicable priority area(s) that the project addresses:

- Child care
- Youth Services
- Health Care
- Job training/job creation
- Literacy programs
- √Recreation programs
- √Education programs
- Public safety services
- Fair housing activities
- Services for homeless persons
- Drug abuse counseling and treatment
- √Qualified Veteran Services
- Welfare (as defined by CDBG)
- Code Enforcement Services
- Transportation/Transit
- Other

If Other, describe Other:_____

☑ Services for senior citizens

Describe the problem or need to be addressed by proposed project. (Please attach an extra sheet if needed)

According to the U.S. Census Bureau, Maricopa County alone has a population of over 500 thousand veterans living in the area. 32,833 are Gulf War era, pre and post 9/11. As the United States powers down its presence in Syria and its wars in Iraq and Afghanistan, the significant public health issues related to Post Traumatic Stress Disorder (PTSD), and moral injury are steadily climbing. Not to mention an already huge population of Vietnam Vets. Unfortunately, most returning-home veterans are left on their own to develop coping skills. Since health is a fundamental personal and social asset, it is essential that outreach and support programs devoted to healing be more fully integrated into the fabric of the community.

Therapeutic art is a path to overcoming the trauma of war, and finally being able to move on. If the point of therapy is to get what is bothering a person out into the open, there's possibly no better way to accomplish that goal than to express what one feels through the artistic process. Sometimes a person just can't face the fact that it is okay to leave the baggage of war behind. By expressing how one really feels in the pit of the soul through the use of art, perhaps the mind can begin to let go of the trauma by transferring the images and ideas to another object of their creation through the medium of art. Some who have engaged in the use of art therapy have found that at the very least, it is a helpful tool to take their mind off what is bothering them. Others have realized that art therapy is an avenue that helps them to overcome the stigma often associated with being labeled as having a mental disorder. "Either you control the memory or the memory controls you." Ron Capps – founder of the national Veterans Writing Project. For Veterans with Traumatic Brain Injury, art therapy also promotes fine motor skills.

Christine Johnston-Klauschie, Psychologist for VA West Valley Center, states "As counselor and therapists, we are very aware of the healing benefits of art therapy for our Veterans."

"Art - A Path to Healing," a FREE program giving Veterans with PTS a year-long art course led by WHAM's professional artists, began in August 2014, is now into its fifth year. It is held the 2nd Monday of each month from 10 a.m. to 2 p.m with a free lunch. The WHAM artists teach drawing, painting, woodworking, clay, gourds, metal, stained glass, and mixed media to the Veterans. Our program has approximately 38 registered veterans ranging from recently deployed military personnel, to Vietnam Vets, to World War II Veterans.

Everybody coping with PTS needs an outlet, some way to express themselves. This is one powerful way to not only help the veterans cope, but to make the public at large aware of this serious problem.

WHAM is collaborating with other art organizations in the Greater Phoenix Area who all offer their own unique programs to veterans.

Project Location & Service Area - Describe the area to be served by the project. If possible, include a map.

16560 N. Dysart Rd

A map is included in this packet.

The service area is the entire City of Surprise. Activities to be held at WHAM Art Center which is located at the very fringe of the Old Town Site, therefore satisfying the Heritage District requirement.

Targeted demographic population of the city:

"Art - A Path to Healing" provides a one year art course to all veterans who apply, from anywhere in the Valley. However it is targeted to veterans with Post Traumatic Stress, and attracts Surprise veterans, some of whom live in the Old Town. This program is free to the veteran and includes all art supplies, equipment, and a lunch for students. They will participate in drawing, painting, clay sculpture, gourd making, mixed media and other mediums. There are 12 classes a year, once a month. Classes include veterans primarily from Surprise, and also Peoria, Buckeye, Glendale, El Mirage, Sun Cities, and Phoenix. Classes are held at WHAM Art Center on the second Monday of the month. According to the US Census there are 12,670 veterans of war in Surprise.

WHAM pays one of our veterans, Budd Gilbert, a monthly stipend of $200 to recruit other veterans into this program. He travels to Honor House, the VA in Phoenix and the Northwest VA, and other Veteran Organizations to speak and meet possible program participants. He is the best advocate for the success of the program since he is recovering from PTS himself, and says WHAM's Art: A Path to Healing has helped him cope with his stresses and get back into society. Our veterans have become their own best advocates by talking to other veterans, telling about their experience and encouraging others to participate. It is difficult to plan on an exact number of veteran participants for each class since many of them have issues with their PTS, transportation and the stigma of having a disability. Our recruiter, Budd Gilbert, attends each class along with our program manager and an instructor. The current program is going into its fifth year with many original veterans continuing from when it first started. We have met a goal of adding teaching creative writing in poetry. Dustin Gurdey, qualified literary artist, is teaching creative writing at $100 dollars per month. "Bibliotherapy" first came into popular use in the 1960s. The goal is not to analyze the writer's work, but to help them communicate feelings. Writing has proven an effective way for returning veterans of war to express profound feelings and memories.

A number of our vets are low to moderate income within the federal guidelines for low to moderate income based on family size.

Proposed Measurable Outcomes – Please provide an outcome statement to be achieved through the use of CDBG funding:

Over the period of one year, collaborative, arts-focused programming will foster bridges between 20+ veterans - primarily those diagnosed with PTS, and the society they have re-entered.

Expression will be gauged by the production of artwork, and stress relief will be measured by a rubric scale under development.

Many of our veterans have become proficient artists, showing in exhibits at WHAM and throughout the Phoenix Area Veteran's Art Exhibits. WHAM has a veterans-only gallery area where many visitors visit and purchase veterans art work.

Funding will help provide supplies, publicity, materials, refreshments, printing, photography and teacher/recruiter stipends. It will be an honour to include the City of Surprise logo on our publicity.

It is the intent of the City of Surprise to fund those activities that meet a High Priority in City's Consolidated Plan and comply with CDBG National Objectives- Describe in detail how the proposed project complies with these two objectives:

The project aligns with the City of Surprise Consolidated Plan 2015-19 in:
Public services, benefitting low- to moderate-income persons in the Original Townsite area of the city.
Public service activities through nonprofit organizations.

The City of Surprise is a designated Arizona Veteran Supportive City by The Arizona Coalition for Military Families, and the City of Surprise demonstrates its ongoing commitment to vets through a dedicated page on the City website.

The project is "shovel-ready", meaning it is currently operating and not a pilot project.

WHAM's facility is a vital component in neighbourhood revitalization.

Urgency Requirement: Five wars in 50 years have created a new at-risk U.S. population: combat-scarred veterans with alarming rates of homelessness, joblessness, addiction, suicide and Post Traumatic Stress. According to a recent article on the Wounded Warrior Homes website 'over half a million U.S. troops deployed since 2001 suffer from PTSD and one in five veterans of the Iraq or Iraqi war came home with PTSD; however, less than 20% will receive adequate care.' Arizona is home to 527,400 U.S. veterans, including 173,929 from the Vietnam War and 156,610 from the Gulf and Mideast wars. Arizona ranks 9th nationally for veteran suicides. Veterans commit suicide at triple the rate of all other citizens in Arizona. In Arizona, 11,535 veterans have been diagnosed by the Veteran's Administration with PTSD. Only about 50% of those screening positive for PTSD or major depression seek help. Too often, combat veterans have endured physical damage, experienced post-traumatic stress and/or suffered a combination of both. Our goal is to ease the lives of veterans, with proven workshops that lead the way to healing and are aligned with our mission.

Organizational Capacity

Please describe organization's history and prior experience, including a list of similar projects: (Please attach an extra sheets if needed)

WHAM Art Association's 'Art: A Path to Healing' art class has, unofficially, been observed to relieve depression and anxiety as well as to improve orientation to reality.

WHAM's mission is to support, advance, and promote artistic awareness, participation, and expression in all areas of Visual Arts - bringing the ARTS to people of all ages, ethnicities, abilities, and economic status in many of the West Valley cities and towns. We enhance economic development and artistic collaboration for our members, the community, and other organizations.

Our tagline 'art, create, motivate, impact' summarizes WHAM's objectives to connect people through the arts.

Located in the Old Town Site of Surprise, WHAM began in 2006, with no staff and few members. It has grown to almost 200 members with a wide variety of artistic genres. The membership is artists

from all over the West Valley. Currently nine Team Managers are employed. The organization was created primarily to support the West Valley of Phoenix Metro. Currently, out of 13 west valley cities, we are the only Community Art Center in the West Valley. Programs: A 8500 sq. ft. community art center in Surprise with 15 working artists studios, 3 classrooms, a professional art gallery, two smaller galleries, a sculpture garden and a traveling art studio taking art to the parks; exhibits, festivals, art education, events, and instructional art classes for adults and children; a variety of outreach programs to under-served populations.

The current veterans visual arts program is going into its fifth year with many original veterans still participating. Many veterans are wanting to learn creative writing through poetry. An article in Stars and Stripes notes that writing classes for vets through Walter Reed Medical Center revealed that "…it is surprising the clarity with which these veterans recognize the burdens they carry and their ability to share their experiences."

Dr. Christine Johnston-Klauschie from the Department of Veteran Affair's West Valley Vet Center wrote on January 20, 2016 that it would be beneficial to the Veterans they work with to have art therapy programs close by.

We also receive referrals from Honor House located in 1729 E. Osborn Phoenix, Arizona 85016. Their mission is: ". . . to provide a complete transitional package that utilizes resources from the community to meet the therapeutic needs of our Veterans affected by combat."

The project is overseen by our Executive Director, and coordinated by Marty Wolfe, a part-time employee. Marty maintains our facility and is in charge of "Art: A Path to Healing", to sign up veterans, maintain reports, find instructors to teach the classes, and attend to all veterans' issue. Marty works closely with Budd Gilbert and Connie. Marty also maintains and loads the clay kilns, collects monthly studio rent and assigns studios.

Ms. Whitlock is primarily a clay artist, and has exhibited in numerous shows and is the creator of many works of public art, and recipient of many awards. She is WHAM's founder. All the instructors are practicing artists.

"BROTHERHOOD, In honour of Veterans and their families whose loyalty, service, and sacrifice during times of war and peace define the character of this great nation." So reads the plaque on a piece of public art unveiled on Nov 11, 2016, created by veterans for veterans through Art: A Path to Healing "a WHAM Art Association program that helps Veterans find a sense of purpose and accomplishment, through creation and expression." Goodyear installed this 12-foot cement sculpture at their Goodyear Ballpark celebrating the military.

We have attached a flyer advertising the course.

Financial Audits and Reports: *(Please submit a copy of most recent financial audit)*	**Yes**	**No**	**NA**
Were the financial statements of the organization prepared in accordance with generally accepted accounting principles?	√ Please note that the Financial Statement is generated by an external accountant but is not a full		

	Audit		
Was there accurate and complete disclosure of the financial expenditures of each federally sponsored program?	√		
Was an audit of the financial records obtained annually (or at least biennially) in accordance with federal regulations and local requirements?			√ We are not at a stage where a full audit is in our budget. At the grant workshop we were assured this would not be an issue.
Was the audit performed by a licensed Certified Public Accountant?	Our financial statement is issued by an external Accountant		
Was the latest audit forwarded to the funding agency?			x
Has a copy of all applicable audits/reviews (including any management letter, if appropriate) been forwarded to the funding agency?			x

Please Provide Other Funding Source References: (Please attach extra sheets if needed)

Desert Diamond Casino and Arizona Art Alliance, letters attached.

Program Team: Identify the name of the responsible party and the experience that they have in this role. Team members identified after the application are subject to review. Attach extra sheets if needed.	
Staff Member	**Background and Expertise of Personnel**
Name: Connie Whitlock Title: Executive Director FTE on This Project: 20 hrs per month	Connie Whitlock, Executive Director, is a clay and mural artist with 18 years' experience in creating art, teaching art and promoting art. She has a background in an 18 year career as general manager of an electronics distributorship in Southern California. She founded WHAM Art Association, a non-profit, 501 (c) 3 art organization in 2006, dedicated to promote art. Connie is the only full time staff person on this project. 20 hours per month on this project.
Name: Title: FTE on This Project:	Marty Wolfe, is the Program Manager. She is part time. She is also responsible for producing the program luncheons. Apportioned pay plus employment taxes $4800
Name: Title: FTE on This Project:	Marketing Team: Website / Facebook/Newsletter/Graphics ME Odom, Tony Andrulis, Marion Wishnesfski, Sally Johnson, Jimmy Garcia. All part time.
Name: Title: FTE on This Project:	Bud Gilbert, recruiter, a monthly stipend of $200.
Name: Title: FTE on This Project:	

Project Cost

Estimated Total Cost of Project:	$29894
CDBG Funding Amount Requested for Project:	$8686
Total Number of Units Served:	20-35, we average 20 at a time.
Total Cost per Unit	$1195
Total CDBG Cost per Unit	$347

Amount and Source of Other Funds Leveraged for Project: *(Please submit proof of other funding sources)*

Source	Year	Amount
Arizona Art Alliance	2019	2000
Desert Diamond allocation	2019	3000

Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	WHAM identifies and cultivates financial support for its programs on an ongoing basis through individual solicitations, fund-raising events, board support, sponsorships, and grant-writing. With a growing constituency, we have a modestly growing budget which is balanced.
If your project is not fully funded, will your organization be able to implement project with partial funding?	Yes, we will continue to operate the vital program with partial funding. Our request to City of Surprise is for 29% of the total project costs. Our stipends may be delayed with partial funding. WHAM leadership and the veterans it serves would be grateful and proud to receive a grant from the City of Surprise which would act as leverage for further support.

Project Timeline

Project start date: 1/2/2019_____ **Project completion date:** Ongoing

For the City of Surprise purposes, the project funding will be utilized for twelve months starting on Nov1 2019.

Applicants must provide a schedule for the Program that lists major activities and indicate when they will be executed. Additional information such as contractor selection, final inspection, loan closing, etc. should be included when known.

Program Schedule

Major Program Activities:	**1st Quarter**		**2nd Quarter**		**3rd Quarter**		**4th Quarter**					
	(each box represents one month)											
Contract with City signed	x											
First City sponsored art classes for vets		x										
Classes continue			x	x	x	x	x	x	x	x	x	x

Publicity continues Recruitment continues												
Holiday Sale		x										
Vets public Exhibition of work in West Gallery at WHAM									x			
Activities continue										x	x	x

Proposed Budget

Specific Cost *Item/Description*	**CDBG Amount Requested**	**Other Funds Source**	**Other Funds Amount**	**Total Amount** *CDBG + Other Sources*
Art supplies	$2750	Desert Diamond and AAA (confirmed), Boeing ECF, AZ Lottery, Tohono O'odham Nation, Arizona Commission on the Arts (identified)	$2750	$5500
Equipment (tools, benches, kilns, glazes)		WHAM	1100	1100
Printing	1700	Desert Diamond and AAA (confirmed), Boeing ECF, AZ Lottery, Tohono O'odham Nation (identified)	1700	3400
Photography	100			100
Overhead (facility, fees)		WHAM	2002	2002
Teachers		WHAM	2100	2100
Assistants		WHAM	1500	1500
Mileage (recruiter)		WHAM	200	200
Office supplies	250	WHAM and committed funds from AAA and Desert Diamond	250	500
Insurance		WHAM	20	20
Veterans lunches	400	Individual and business contributions	400	800

Classrooms ($100 x 12)		WHAM	1200	1200
Staffing (allocation of project manager, executive director, marketing staff)		WHAM and committed funds from AAA and Desert Diamond	5700	5700
Stipend for instructor of literary arts ($50/2 hrs/12 months)	1200			1200
Recruiter	1200	Donations	1200	2400
Publicity (ads, magazines, flyers, posters, psas)	1086	West Valley Arts Council, Arizona Art Alliance, VFW	1086	2172
Total	8686		$21208	29894

Required Certifications for CDBG Public Services Activities Application

Signature of Agency Representative with Binding Authority below certifies the following statements:

- Organization has no conflict of interests with City of Surprise appointed or elected representatives and does not employ city appointed or elected representatives or their families.
- Organization will comply with federal requirements to be observed by organizations being funded with CDBG funds, including compliance with federal Labor Standards, Section 3, Segregated Facilities, Equal Opportunity, and Non-Discrimination. Section 109, Title VI and EO 11246. All requirements are described in 24 CFR 570 (CDBG Entitlement Grants).
- Authorized official certifies that this CDBG Public Services application package has been reviewed and all information provided in this application and attachments is true and correct.
- Sufficient funds are available from non-CDBG sources to complete the project, as described, if CDBG funds are allocated to the applicant.

Connie Whitlock 1/10/2019

Signature of authorized agency representative Date: 1/10/2019

Connie Whitlock Connie Whitlock
Printed name

Executive Director
Title

WHAM Art Association
Organization

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete & submit this form to the Welcome Center,
City of Surprise,
16000 N. Civic Center Plaza
Surprise, AZ 85374
We do not accept e-mail or electronic submissions

RECEIVED
JAN 10 2019
BY:
10:41am

Organization Information	
Name of Organization:	BLOOM365
Contact Person:	Donna Bartos
Contact Person Title:	CEO
Mailing Address:	20403 N Lake Pleasant Rd Suite 117-492 Peoria, AZ 85382
Street Address *(if different from mailing)*:	
Phone:	602-524-9607
Fax:	N/A
E-mail:	donna@bloom365.org
Website URL *(if applicable)*:	www.bloom365.org

Legal Status of Applicant:

- ☐ State-Certified CHDO
- X Non-Profit (non-CHDO)
- ☐ Public Housing Authority
- ☐ State Agency
- ☐ Local Government
- ☐ Tribal Government
- ☐ Council of Government
- ☐ General Partnership
- ☐ Limited Partnership
- ☐ Limited Liability Company
- ☐ Corporation

Applicant's Qualifications:	**Yes**	**No**	**NA**
Drug Free Policies	X		
Fair Housing Policies	X		
Equal Employment Opportunity Employer	X		

Project Description

Proposed Project Title:	**BLOOM IT UP SURPRISE**

Check applicable priority area(s) that the project addresses:

- ☐ Child care
- X Youth Services
- ☐ Health Care
- ☐ Job training/job creation
- ☐ Literacy programs
- ☐ Recreation programs
- ☐ Education programs
- ☐ Public safety services
- ☐ Fair housing activities
- ☐ Services for senior citizens
- ☐ Services for homeless persons
- ☐ Drug abuse counseling and treatment
- ☐ Qualified Veteran Services
- ☐ Welfare (as defined by CDBG)
- ☐ Code Enforcement Services
- ☐ Transportation/Transit
- ☐ Other

If Other, describe Other:_____

Describe the problem or need to be addressed by proposed project. (Please attach an extra sheet if needed)

According to the Centers for Disease Control (CDC), 70% of youth are in a romantic relationship. For many, these early relationships are positive and healthy, but for one third they are abusive and violent (CDC). The warning signs of coercion and control are often present, but not evident to teens. Most teens do not have the information to recognize early indicators of abuse, where to go for help, and how to help a friend/peer. Applying the "1/3" statistic from the CDC, with over 7,000 high school students in Dysart Union School District, there are an estimated 2,500 DUSD students at risk of experiencing verbal, emotional and physical dating violence. According to the American Psychological Association, poverty in childhood increases one's chances of experiencing relationship violence; thus BLOOM365 targets schools with high poverty levels.

BLOOM365's mission is to prevent teen dating abuse BEFORE it starts which addresses the CDBG priority of youth services and enrichment. Through our BLOOM IT UP program, we partner with schools and youth organizations to ensure teens who have witnessed, experienced or caused domestic, sexual or teen dating violence have access to age-appropriate prevention/intervention resources at school, in their community and online. Our goal is to improve the safety and well-being of teens so they can reach their full potential to build healthy relationships, free of abuse and violence.

Our teen-centered BLOOM IT UP program addresses all three levels of prevention. The primary level prevents abuse before it occurs, preventing attitudes that tolerate abuse and violence. It stops potential abusers before they commit their first act of violence. The secondary level provides short-term responses and interventions to prevent abuse from happening again. The tertiary level offers ongoing support for teen victims, and in 2019 we will add interventions for teens causing harm. BLOOM365 has partnered with schools within the DUSD since 2013. If awarded, a minimum of 2,500 unduplicated Surprise teens will be served with 2019 Surprise

CDBG funding.

With these Surprise CDBG funds, the following 3-Step BLOOM IT UP program and wrap-around services will be delivered within the DUSD during school hours and after school (2pm-8pm) and on the weekends at confidential mobile Blooming Point Advocacy sites within the City of Surprise. The following programming and services will be provided by an Outreach Advocate, Teen Volunteer Coordinator, and four trained, student Lead Peer Advocates:

1. Education: Our research-based, trauma-informed 7-hour curriculum will be delivered via health education classes. Utilizing a methodology (developed by ASU Morrison Institute) to measure increased knowledge, changes in attitudes, and behaviors among teens who complete the curriculum, this grant will educate an estimated 2,500 City of Surprise teens on building safe and healthy relationships. (Public service for youth/Consolidated Plan)

2. Advocacy: An estimated 250 unduplicated Surprise teens who disclose experiencing or witnessing domestic, sexual or teen dating violence, will be provided with safe, confidential, free and age relevant psycho-educational therapy, case management and peer to peer support at school, at confidential Blooming Point advocacy sites within the City of Surprise and online.

3. Activism: Inspired to change the culture around them from "wilting" to "blooming" and cultivate empathy, respect, kindness, and consent as the standard, we estimate 250+ Surprise teens will start or join a Peer Advocate Crew at school or in their community to foster peer activism year-round. Four Lead Peer Advocates, one from each of the DUSD high schools, will be trained and hired to lead weekly peer-to-peer support activities in their schools and community based sites within the City of Surprise.

Project Location & Service Area - Describe the area to be served by the project. If possible, include a map.

School-Based: (Map Attached)

Since 2012-2013 BLOOM365 has collaborated with High Schools within the DUSD, including Dysart, Shadow Ridge, Valley Vista, and Willow Canyon to provide awareness, outreach and education to students. In addition, Paradise Honors has partnered with BLOOM365 since 2016. If awarded these funds, we will be able to enhance and expand our collaborations within DUSD schools by training and hiring a part time teen Lead Peer Advocate, or "campus rep" for each school.

Community-Based: (Map Attached)

Dysart Community Center
We currently collaborate with the Dysart Community Center, where the majority of teens engaged in after school programs there reside within the City of Surprise.

Mobile Advocacy/Blooming Point Sites
In 2017 we opened our first bricks and mortar Blooming Point Advocacy Center for Teens at 19th Avenue and Northern at Rio Salado College. Blooming Point is a safe place where teens have access to nightly support groups, counseling, individual advocacy, safety planning, resource connections and case management support. Blooming Point also serves as a training center where teens inspired to help "uproot abuse" become trained as Peer Educators and Advocates. We are exploring collaborations with Ottawa University and other potential Blooming Point satellites within the City of Surprise.

Targeted demographic population of the city:

We partner with schools and youth organizations to reach teens and young adults between the ages of 13 and 24. We anticipate an estimated 2,500 or more City of Surprise teens will benefit from the proposed activity through our prevention education and outreach work in schools and community-based organizations. We anticipate as a result of these outreach efforts 250 teens who have witnessed or experienced domestic, sexual or dating violence will reach out for help with safety planning, healing, coping, and self-esteem building.

Proposed Measurable Outcomes – Please provide an outcome statement to be achieved through the use of CDBG funding:

Teens are generally reluctant to seek help for domestic, sexual and teen dating violence due to barriers such as stigma, fear of getting themselves or their partner/friend in trouble, fear of being alone, limited knowledge of resources available for teens, and lack of transportation. With these funds we will alleviate these barriers by ensuring services for teens are accessible (at school, online, and in their community). Because teens do not access services they don't trust and are more likely to "tell a friend" about abuse before an adult, therefore we will train and hire four teen Lead Peer Advocates to share information on healthy relationships with their peers and where to seek help.

Through expanded peer to peer advocacy, we will increase utilization of services, lower the risk of re-victimization and alleviate health consequences. Our ultimate objective is to improve the safety, healing, and well-being of teens and save lives.
We will measure success against the following expected outcomes:

*Educate 2,500 additional Surprise teens on how to prevent violence and build healthy relationships;

*Intervene early to reduce the continued risk of perpetration and victimization for an estimated 250 Surprise teens;

*Activate 250 teens through Peer Advocate Crews;

*Hire, train and mentor 4 teen Lead Peer Advocates to alleviate help-seeking barriers via peer to peer awareness and referrals to support.

Surprise Teen Testimonial

EQUAL HOUSING OPPORTUNITY

"I've been a member of the Surprise Youth Council for a few years and dating violence was one of the issues we wanted to tackle," Isabella de Vlieger, a senior at Paradise Honors High School. "When I heard about BLOOM365 and its incredible ability to create change in the community, I knew I wanted to get involved with the organization."

She has learned abuse doesn't have to be physical or even glaringly obvious. It's made her examine her own relationships. And she now feels equipped to do so. Our seven-dose curriculum has empowered Isabella to examine her own relationships – with her peers, family, and friends. "I have always wanted to address gender inequality and the role power plays in relationships, but I never had the tools or knowledge to do so. After going through the seven doses, I feel equipped to help those around me and become a true advocate for this cause."

Isabella was hired in 2018 as a Lead Peer Advocate and trains and coaches Peer Advocate Crews.

It is the intent of the City of Surprise to fund those activities that meet a High Priority in City's Consolidated Plan and comply with CDBG National Objectives- Describe in detail how the proposed project complies with these two objectives:

According to the City of Surprise Consolidated Plan 2018-2019 Annual Action Plan, a high priority is to provide public services activities to city's youth and persons in crisis as well as other populations. BLOOM IT UP Surprise will provide services to Surprise teens enrolled in high school or engaged in youth programming within the city. The primary purpose of this project is to help teens in crisis who are witnessing or experiencing domestic, sexual or teen dating violence.

According to the American Community Survey (ACS) 2016 data, 11.7% of thus in the Dysart Union School District have incomes below the poverty level, 19.4% are below 150% of the poverty level and 28.9% are below 200% of the poverty level. Also according to ACS, the statistics for the whole of Surprise are 10.2% of the population live with income below poverty level, 16.9% have income below 150% of poverty level and 25.8% have income below 200% of poverty level. Thus, BLOOM IT UP services the low to moderate income population of Surprise.

Organizational Capacity

Please describe organization's history and prior experience, including a list of similar projects: (Please attach an extra sheets if needed)

BLOOM365 prevents teen dating abuse before it starts. Since 2013, our trained staff and volunteers have delivered our researched-based "BLOOM IT UP" prevention education curriculum to 24,000 teens in 20 Phoenix/Glendale area partner schools and 12 community-based organizations (Boys and Girls Clubs, YMCA's, UMOM group homes etc.). This first step of our prevention work resulted in over 2,400 teens experiencing, witnessing or causing domestic, sexual or teen dating violence reaching out for help and activated over 5,000 curriculum "graduates" to promote safe and healthy relationships among their peers via teen-led Peer Advocate Crews and social media campaigns. Our work saves lives and transforms school communities.

EDUCATION IMPACT
Our education outcomes are solid and consistent, and we are ready to expand and scale the BLOOM IT UP impact to additional Surprise teens:
• 80% or more of BLOOM IT UP "graduates" can recognize the red flags of abuse
• 80% or more understand the root causes of domestic, sexual and teen dating abuse
• 99% practice safety planning for ending an abusive relationship
• 80% gain a new skill for building healthy relationships
• 98% increase their confidence to stand up and speak out as upstanders
• 10% break their silence of victimization and reach out for help
• 5% engage in ongoing, follow-up support, such as support groups, counseling

ADVOCACY IMPACT
• 100% report feeling believed and validated
• 90% report improved sense of safety
• 90% report improved coping skills and healing
• 80% report improved sense of well-being, as measured by social connectedness to peers, improved self-esteem, and enhanced stability

ACTIVISM IMPACT
• 40% sign up to start a Peer Advocate Crew at school to spread awareness
• 10% complete 40 hours of additional Peer Advocate training
• 5,000 hours of Peer Advocate volunteer time is logged annually

A 2015 third-party evaluation conducted by the Arizona State University Morrison Institute further articulates our experience and deems BLOOM IT UP a promising practice for the primary prevention of sexual and domestic violence among teens.
(https://morrisoninstitute.asu.edu/products/reducing-teen- dating-abuse)

In 2018 we partnered with the ASU School of Social Work to further evaluate the impact of our education, advocacy and activism efforts.
Our staff of 12 have each completed 40 hours of domestic violence victim advocacy training, and on average, each have a direct education impact on 3,000 teens a year and have indirectly served thousands of more youth via the training of Peer Educators and Peer Advocates.

Program Team:
Identify the name of the responsible party and the experience that they have in this role. Team members identified after the application are subject to review. Attach extra sheets if needed.

Financial Audits and Reports: *(Please submit a copy of most recent financial audit)*	**Yes**	**No**	**NA**
Were the financial statements of the organization prepared in accordance with generally accepted accounting principles?	**X**		
Was there accurate and complete disclosure of the financial expenditures of each federally sponsored program?	**X**		
Was an audit of the financial records obtained annually (or at least biennially) in accordance with federal regulations and local requirements?	**N/A**		
Was the audit performed by a licensed Certified Public Accountant?	**N/A**		
Was the latest audit forwarded to the funding agency?	**N/A**		
Has a copy of all applicable audits/reviews (including any management letter, if appropriate) been forwarded to the funding agency?	**X**		

Please Provide Other Funding Source References: (Please attach extra sheets if needed)

BLOOM365 received a 2017-2020 $1,200,000 Victims of Crime Act (VOCA) grant which provided the foundation for the growth of the BLOOM IT UP program throughout Maricopa County. With VOCA and match funding, we served almost 10,000 teens in FY2018. With these funds, we hired a team of mobile advocates who, in addition to education, provide drop-in advocacy at schools and community-based partner sites, such as one n ten, UMOM group homes, Florence Crittenton and more. Mobile services include safety planning, goal setting, listening, resource connections, and case management. We work with school counselors and partner organization staff to ensure services are coordinated.

We also were recently awarded a $75,000 Community of Care grant from Dignity Health, in collaboration with one n ten and ASU School of Social Work to pilot a new Youth Violence Intervention & Prevention Project (Y-VIPP). Y-VIPP will address the untreated risk factors associated with interpersonal violence perpetration among youth and meet the urgent public health need for age-appropriate interventions for youth at risk for causing harm. We will build a Coordinated Community Response Team to reduce the likelihood of a young perpetrator "slipping through the cracks."

Staff Member	Background and Expertise of Personnel
Name: Donna Bartos Title: CEO FTE on This Project: 10%	Bartos (BA in Communications; Minor in Political Science (Western Maryland College), '95; MPA-Gender Based Violence (CU Denver) in progress) founded Purple Ribbon Council (DBA BLOOM365) to address the often-unaddressed risk factors and root causes of power and control-based violence.
Name: Sebastian Blackwell Title: Program Director FTE on This Project: 10%	Blackwell (BS in Sociology) joined BLOOM365 in September 2016 to develop, coordinate and deliver youth-centered trainings and education/curriculum throughout the service area. He will lead this project and train Coordinated Community Response Teams in each school community.
Name: Chelsea Hill Title: Lead Outreach Advocate FTE on This Project: .5	Deliver the BLOOM IT UP education curriculum in schools and youth organizations, as well as facilitate support groups and provide weekly advocacy support at mobile Blooming Point satellites.
Name: Marli Mayon Title: Peer Advocate & Volunteer Coordinator FTE on This Project: .25	Recruit, train, schedule, and mentor Lead Peer Advocates.
Name: TBD Title: 4 Lead Peer Advocates FTE on This Project: 5-10 hours a week each	Lead Peer Advocates are high school students (age 16+) who lead the following Peer to Peer activities in their school community: o Monthly peer to peer awareness/education (podcast, health fair, social media, workshop, etc.) o Bi-monthly Peer Advocate Crew meetings o Weekly peer guided support group

Project Cost

Estimated Total Cost of Project:	$94,363		
CDBG Funding Amount Requested for Project:	$30,000		
Total Number of Units Served:	2,500		
Total Cost per Unit	$37.75		
Total CDBG Cost per Unit	$12		
Amount and Source of Other Funds Leveraged for Project: *(Please submit proof of other funding sources)*	**Source**	**Year**	**Amount**
	VOCA	2019-2020	$400,000 for all Maricopa County
	Dignity Health	2019	$75,000 West Valley
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	The multi-year VOCA grant supports the bulk of BLOOM IT UP programming through 2020, allowing us to expand current programming, serving more teens. We recently launched a certificate training program for school personnel, parents, and professionals to enhance their responses to teen dating abuse. The fees from these trainings provide new revenues to help sustain BLOOM IT UP. In July 2019, domestic/sexual violence prevention advocates, military personnel and school staff from communities across Arizona and the U.S. will travel to Phoenix to become trained to implement BLOOM IT UP and replicate our model in their local school communities. On average, each "early adopter partner" will pay $5,500 for the licensing rights.		
If your project is not fully funded, will your organization be able to implement project with partial funding?	Partial funding will not allow BLOOM365 to hire a Lead Peer Advocate for each school community nor dedicate hours from the Lead Outreach Advocate to deliver the seven dose outreach curriculum. These changes would result in the three steps not being fully implemented impeding the overall success of the program. However, with only $15,000, BLOOM IT UP Surprise would hire a Lead Peer Advocate for each school community and dedicate 5 hours a week of the Lead Outreach Advocate to focus on the schools. Community based advocacy will be the primary focus. BLOOM365 will look to raising funds from other sources to fully implement the program.		

Project Timeline

Project start date: July 1, 2019 **Project completion date:** June 30, 2020

Applicants must provide a schedule for the Program that lists major activities and indicate when they will be executed. Additional information such as contractor selection, final inspection, loan closing, etc. should be included when known.

Program Schedule

Major Program Activities:	**1st Quarter**			**2nd Quarter**			**3rd Quarter**			**4th Quarter**		
	(each box represents one month)											
CEO and Program Director formalize relationship with DUSD schools and Blooming Point satellites	X	X										
Lead Outreach Advocate teach the 7 doses of BLOOM IT UP in health ed or PE classes			X	X	X	X	X	X				
Volunteer Coordinator identify, hire and train four Lead Peer Advocates			X	X	X							
Lead Peer Advocates provide peer to peer support and refer teens who disclose violence to BLOOM365				X	X	X	X	X	X	X	X	
Lead Peer Advocates foster peer awareness and activism year-round through weekly activities				X	X	X	X	X	X	X	X	

Proposed Budget

Specific Cost *Item/Description*	**CDBG Amount Requested**	**Other Funds Source**	**Other Funds Amount**	**Total Amount** *CDBG + Other Sources*
Program Director		Dignity	$5,000	$5,000
Lead Outreach Advocate	$19,760	VOCA	$19,760	$39,520
Peer Advocate & Volunteer Coord.		VOCA	$9,880	$9,880
Lead Peer Advocates	$10,000			$10,000
Benefits, etc		VOCA	$7,923	$10,098
Telephone		VOCA	$3,600	$3,600
Rent		Unrestricted donations	$6,000	$6,000

Insurance		Unrestricted donations	$2,200	$2,200
Travel		Unrestricted donations	$2,501	$2,501
Fingerprinting	$240			$240
Office Supplies		Unrestricted donations	$836	$836
Printing		Unrestricted donations	$8,475	$8,475
Postage/office equipment		Unrestricted donations	$4,380	$4,380
Total	$30,000		$64,363	$102,730

Required Certifications for CDBG Public Services Activities Application

Signature of Agency Representative with Binding Authority below certifies the following statements:

- Organization has no conflict of interests with City of Surprise appointed or elected representatives and does not employ city appointed or elected representatives or their families.

- Organization will comply with federal requirements to be observed by organizations being funded with CDBG funds, including compliance with federal Labor Standards, Section 3, Segregated Facilities, Equal Opportunity, and Non-Discrimination. Section 109, Title VI and EO 11246. All requirements are described in 24 CFR 570 (CDBG Entitlement Grants).

- Authorized official certifies that this CDBG Public Services application package has been reviewed and all information provided in this application and attachments is true and correct.

- Sufficient funds are available from non-CDBG sources to complete the project, as described, if CDBG funds are allocated to the applicant.

Signature of authorized agency representative

1/1/19
Date:

Donna Bartos
Printed name

CEO
Title

BLOOM365
Organization

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete & submit this form to the Welcome Center,
City of Surprise,
16000 N. Civic Center Plaza
Surprise, AZ 85374
We do not accept e-mail or electronic submissions

Organization Information	
Name of Organization:	Dysart Community Center
Contact Person:	Annie Ansell
Contact Person Title:	Executive Director
Mailing Address:	P.O. Box 716, El Mirage, AZ 85335
Street Address *(if different from mailing)*:	14414 N. El Mirage Road, El Mirage, AZ 85335
Phone:	623-249-3812
Fax:	623-583-7359
E-mail:	execdir@dysartcommunitycenter.org
Website URL *(if applicable)*:	www.dysartcommunitycenter.org

Legal Status of Applicant:

- ☐ State-Certified CHDO
- X Non-Profit (non-CHDO)
- ☐ Public Housing Authority
- ☐ State Agency
- ☐ Local Government
- ☐ Tribal Government
- ☐ Council of Government
- ☐ General Partnership
- ☐ Limited Partnership
- ☐ Limited Liability Company
- ☐ Corporation

Applicant's Qualifications:	**Yes**	**No**	**NA**
Drug Free Policies	X		
Fair Housing Policies	N/A		
Equal Employment Opportunity Employer	X		

Project Description

Proposed Project Title:	**Kids' Club After-School Program**

Check applicable priority area(s) that the project addresses:

- X Child care
- X Youth Services
- ☐ Health Care
- ☐ Job training/job creation
- X Literacy programs
- X Recreation programs
- X Education programs
- ☐ Public safety services
- ☐ Fair housing activities
- ☐ Services for senior citizens
- ☐ Services for homeless persons
- ☐ Drug abuse counseling and treatment
- ☐ Qualified Veteran Services
- ☐ Welfare (as defined by CDBG)
- ☐ Code Enforcement Services
- X Transportation/Transit
- ☐ Other

If Other, describe Other:_____

Describe the problem or need to be addressed by proposed project. (Please attach an extra sheet if needed)

Kids Club Surprise began as a pilot project in August 2018 as an off shoot of our long serving program in El Mirage. We set a limit of 25 youths for the pilot project and would like to double that to serve 50 students with the help of this funding.

Our aim is to provide homework support in a safe and encouraging environment as part of an anti-poverty strategy for low income families. We will also be providing STEAM (Science, Technology, Engineering, Arts & Mathematic) activities on a daily basis. Our experience has shown us that activities aimed at STEAM increase the graduation and attendance rates for our youths, by improving their interest in education.

Our program will provide much needed after-school care until 7:00 PM each evening, to help parents continue working and keep the youths off the streets or home unsupervised. This program also provides citizenship skills and encourages families to become involved in their children's education. We believe by filling this important gap in the historic district we can help to break the cycle of behaviors leading to dropping out of school, breaking the law and disorderly conduct.

We channel our youth's energy into positive physical activity, and teach them practical life skills in order to help break the cycle of poverty. With our technology we are able

to provide internet access for homework support to families who have no computers or internet available.

The majority of the children served reside in the Historic District and have difficulty with transportation. We will be providing transportation pick up from local schools to the Surprise Senior Center at little or no cost to the families. We are currently transporting 20 of the 25 children enrolled in Kids Club Surprise and would look to increase that number to 40 with the successful grant application.

We provide a healthy meal daily in partnership with St. Mary's Food Bank Feed America Program by the Kids Café. This ensures that many of our children will at least have an evening meal when attending our after-school program, as well as teaching families what a healthy meal looks like, and helping with obesity and health risk problems which tend to be the norm in this community. Many of the children in the Historic District are inactive, as there is no supervised program of activities to serve them.

Project Location & Service Area - Describe the area to be served by the project. If possible, include a map.

Dysart Community Center Kids Club Surprise is located within the Historic District of the City of Surprise at the Senior Center; 15832 N. Hollyhock Street, Surprise, AZ 85378. This location offers a safe and secure environment with closed-circuit television system, computer labs, classroom space, service kitchen, a library and a few small local parks.

All employees have First Class Fingerprint Clearance Cards, comprehensive background checks, references and training prior to working with children. All volunteers are background checked with references, training and complete supervision.

The site is overseen by the Youth Program Director and the Executive Director.

The City of Surprise Senior Center has hired a bespoke information officer at the front desk to welcome families, provide city information and a level of secure check in.

Targeted demographic population of the city:

Dysart Community Center is currently serving impoverished children with the following demographics; 70% are minorities; Hispanic and African American children whose families do not have the finances to participate in most after school programs. 80% of our youth live below or within 150% of the federal poverty level. We will be serving 50 children in grades K-8. Many of our children have one caregiver at home, and often times that care giver does not speak or understand English.

According to the 2010 Census, Surprise has an 88% minority population, 36% living in poverty and 70% making less than $50,000 per year. Less than 75% of the households have a high school diploma.

The crime rate in the Historic District is higher than many other less income deprived areas of Surprise. The majority of the crimes were drug/alcohol violations, theft, burglary, motor vehicle theft, residential and commercial robbery and aggravated assault and disturbing the peace. Lately, there has been an increased homeless population in the river bed behind the Senior Center. By providing after-school support, the chances of our youths learning this anti-social behavior diminishes and begins to break the cycle of poverty through education and mentoring.

According to the Planning & Development Department of the City of Surprise the goal of the Heritage District (Original Town Site) Revitalization Plan is to become a revitalized district of quality housing combined with appropriate consumer-oriented retail and service functions. This area is currently undergoing massive changes to the community and is preparing for 100 low income homes to be erected behind the Surprise Senior Center. Families from these homes will benefit directly from the after-school programming provided by Kids Club Surprise at the beautiful Surprise Senior Center.

Proposed Measurable Outcomes – Please provide an outcome statement to be achieved through the use of CDBG funding:

For the Academic school year:

Provide after-school programming Mondays from 5.00 to 7.00, Tuesdays through Fridays 4:00 to 7:00 to fifty (50) children, approximately 50% male and 50% female ages 4 to 12 years from the Historic District and surrounding area

- Homework Support
- STEAM activities
- Arts & Crafts
- Physical Fitness
- Reading/Comprehension
- Inter-generational activities with City of Surprise Seniors

Provide healthy/nutritional meals for 50 children on a daily basis

Provide transportation pick-up (in partnership with NW Valley Connect) for 36 – 40 children.

It is the intent of the City of Surprise to fund those activities that meet a High Priority in City's Consolidated Plan and comply with CDBG National Objectives- Describe in detail how the proposed project complies with these two objectives:

The Kids Club Surprise After School program would meet a High Priority in the City's Consolidated Plan by providing public service activities to city's youth, seniors, special needs persons, veterans, persons and families in crisis, and disabled persons through nonprofit agencies or other city departments. Kids Club programs, child care and inter-generational programs would meet this high need requirement. Our after-school program provides much needed educational support for children as well as youth development and leadership training for older youths. Many of our children are being raised by grand-parents who need additional support in the parenting and nurturing of their children.

The Heritage District of Surprise targeted for CDBG investments under this plan is the lowest income Census Tract in City of Surprise. "The community has targeted this area for investment in the Revitalization Plan and Surprise Revitalization Strategic Plan – Heritage Overlay.

As the oldest non-profit in the West Valley, Dysart Community Centers; Kids Club Surprise can respond to the needs of the low income community in the Historic District, we have a proven track record of sustainability in all our programs. We took the decision to conduct a pilot project onsite at the Surprise Senior Center in order to measure the effectiveness and sustainability of our program.

With dedication to fund raising, we were able to provide services at a cost that could be supported by our families in the Heritage District. We believe it is to their advantage to pay even incrementally for their services as a matter of pride and ownership. We saw that we could guarantee the coordination and leveraging of our human and physical resources. We have developed the ability to demonstrate and measure our outcomes and success.

Finally, with careful planning and evaluation we have been able to guarantee the sustainability of our programs. We have dedicated volunteers and donors who care deeply about the success of our educational programming and belief in our method of teaching our

clients/students to help themselves. We make use of limited resources and interesting and low cost teaching methods as well as involving partner organizations in our programs. This has given us the ability to provide scholarships from business and community partnerships to help those families with the greatest need to attend our programs.

Organizational Capacity

Please describe organization's history and prior experience, including a list of similar projects: (Please attach an extra sheet if needed)

Our Youth Program Director was the 2017 winner of the After-Schools Professional of the Year Award for the State of Arizona, and because of her innovations in serving a population at risk she was presented with a certificate and plaque by the governor of Arizona. Ours is a tried and tested program helping children, youths and families to help themselves improve through education and community involvement.

Our educational programs have been a part of the greater Surprise community for over 56 years in the City of El Mirage, serving many students from Surprise schools. Each school year we serve 75 to 100 youths in our after-school programs and each summer we provide an 8-week summer camp for over 150 youths.

In August we began a partnership with the City of Surprise, creating a Pilot Project to serve 25 youths in the Historic District of Surprise. We hold our Kids Club Surprise at the Surprise Senior Center, located in the Heritage District. This has provided us with the opportunity to offer inter-generational activities with seniors at the center who are interested in using their life experience to help improve the educational and emotional outcomes of young children. The Senior Center is a safe and comfortable site, which lends itself well to the development of children and families.

Our instructors are bi-lingual and are able to assist parents with school communication, parent teacher meetings and understanding the grading system. We developed a program of accessing the parent portals to assist parents with any behavior or developmental difficulties including missing class assignments. With these program enhancements we have seen a steady improvement at our El Mirage site in the grades, attendance and matriculation to 8th grade.

In addition, we utilize our teen program students to volunteer and serve as mentors. They work with their younger siblings, relatives or neighbors to help inspire a love of education, community and good citizenship. The teens volunteer many hundreds of hours and are often provided with job experience and part time work. Last year 10 of our 12 graduating seniors graduated at the top ten percent of their class. Three received full ride scholarships and eight of the 9 remaining graduates have all gone on to secondary education.

Financial Audits and Reports: *(Please submit a copy of most recent financial audit)*	**Yes**	**No**	**NA**
Were the financial statements of the organization prepared in accordance with generally accepted accounting principles?	X		
Was there accurate and complete disclosure of the financial expenditures of each federally sponsored program?			X
Was an audit of the financial records obtained annually (or at least biennially) in accordance with federal regulations and local requirements?	X		
Was the audit performed by a licensed Certified Public Accountant?	X		
Was the latest audit forwarded to the funding agency?			X
Has a copy of all applicable audits/reviews (including any management letter, if appropriate) been forwarded to the funding agency?			X

Please Provide Other Funding Source References: (Please attach extra sheets if needed)

Kids Club Surprise will serve healthy lunches at no cost to participants through St. Mary's Food Bank Kids Café program. Donations from local businesses, dedicated donors and our ongoing United Way youth education grant will help to provide program funding.

Program Team: Identify the name of the responsible party and the experience that they have in this role. Team members identified after the application are subject to review. Attach extra sheets if needed.	
Staff Member	**Background and Expertise of Personnel**
Name: Annie Ansell Title: Executive Director FTE on This Project: Oversee entire project, staff, resources and ensure adequate staffing, materials and funding. 6 hours per week	**Business owner delivering training to women in crisis. Fifteen years working with town centers in coordinating services to protect citizens. Over twelve years of non-profit management background working with at-risk and low income youths. Began non-profit working with teens in foster care to develop life skill programming, restorative justice programming, financial planning and educational development. BS in Business and Science, diplomas in human resources, child psychology, stress management, drug and alcohol counselling, business studies and teaching adult learners. City of Surprise resident.**
Name: Priscilla Duenaz Title: Youth Program Coordinator FTE on This Project: 8 hours per week/ Oversee staff, resources, registration and assessment.	**Attended programming as a child, volunteering during school years and has spent the last 13 years training, teaching and developing the youth education program. Has completed training in after-school programming through the Arizona Center for After-School Excellence. First Class Fingerprint Clearance Card, First Aid Training and CPR. Heritage District Resident**
Name: Esther Diaz Title: Youth Education Instructor FTE on This Project: 8 hours daily	**Taught in our after-school and summer camp program for many years, experience at Luke Grade School. Currently working at the Kids Club After-School program in Surprise. Completed training at the Arizona Center for After-School Excellence. Fingerprint Clearance Card, First Aid Training and CPR. Heritage District Resident.**
Name: Alex Mejia Title: Youth Program Assistant	**Attended our after-school program, volunteered for after-school and summer camp for several years. Hired as part time program assistant**

FTE on This Project: 5 hours daily	**specifically for physical fitness and homework support. Currently working in the Surprise Kids Club After School Program. Surprise Resident**

Project Cost

Estimated Total Cost of Project:	$45,000.00		
CDBG Funding Amount Requested for Project:	$19,500.00		
Total Number of Units Served:	50		
Total Cost per Unit	$900		
Total CDBG Cost per Unit	$390		
Amount and Source of Other Funds Leveraged for Project: *(Please submit proof of other funding sources)*	**Source**	**Year**	**Amount**
	United Way	2019	13,500.00
	Program Fees	2019	6000.00
	Donations	2019	6000.00
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	Kids Club Surprise will utilize current grants and donations and continue to seek funding opportunities and partnerships. We will charge a small fee for families who can bear the cost.		
If your project is not fully funded, will your organization be able to implement project with partial funding?	Yes, but we will have to stay with our original 25 students in order to meet our current programming budget.		

Project Timeline

Project start date: August 2019 **Project completion date: June 2020**

Applicants must provide a schedule for the Program that lists major activities and indicate when they will be executed. Additional information such as contractor selection, final inspection, loan closing, etc. should be included when known.

Program Schedule

Major Program Activities:	**1st Quarter**			**2nd Quarter**			**3rd Quarter**			**4th Quarter**		
	(each box represents one month)											
Hire and train new part time Teaching Assistant	X											
Enroll new students	X											
Establish additional bus routes	X											

Proposed Budget				
Specific Cost *Item/Description*	**CDBG Amount Requested**	**Other Funds Source**	**Other Funds Amount**	**Total Amount** *CDBG + Other Sources*
Staff (1 PT Teacher, 2 Assistants)	$12,000.00	United Way	$12,000.00	$24,000.00
Transportation	$7,500.00	United Way/Program Fees & Donations	$12,000.00	$19,500.00
Program Supplies Art Supplies, First Aid, Classroom Materials		United Way	$1,500.00	$1,500.00
Total	$19,500.00		$25,500.00	$45,000.00

Required Certifications for CDBG Public Services Activities Application

Signature of Agency Representative with Binding Authority below certifies the following statements:

- Organization has no conflict of interests with City of Surprise appointed or elected representatives and does not employ city appointed or elected representatives or their families.
- Organization will comply with federal requirements to be observed by organizations being funded with CDBG funds, including compliance with federal Labor Standards, Section 3, Segregated Facilities, Equal Opportunity, and Non-Discrimination. Section 109, Title VI and EO 11246. All requirements are described in 24 CFR 570 (CDBG Entitlement Grants).
- Authorized official certifies that this CDBG Public Services application package has been reviewed and all information provided in this application and attachments is true and correct.
- Sufficient funds are available from non-CDBG sources to complete the project, as described, if CDBG funds are allocated to the applicant.

Annie Ansell
Signature of authorized agency representative

01/09/2019
Date:

Annie Ansell
Printed name

Executive Director
Title

Dysart Community Center
Organization

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete & submit this form to the Welcome Center,
City of Surprise,
16000 N. Civic Center Plaza
Surprise, AZ 85374
We do not accept e-mail or electronic submissions

Organization Information	
Name of Organization:	Benevilla
Contact Person:	Joanne Thomson
Contact Person Title:	President and CEO
Mailing Address:	PO Box 8450 Surprise, AZ 85374
Street Address *(if different from mailing)*:	16752 N. Greasewood Street Surprise, AZ 85378
Phone:	623-584-4999
Fax:	623-546-1589
E-mail:	jthomson@benevilla.org
Website URL *(if applicable)*:	www.benevilla.org

Legal Status of Applicant:

- ☐ State-Certified CHDO
- ☒ Non-Profit (non-CHDO)
- ☐ Public Housing Authority
- ☐ State Agency
- ☐ Local Government
- ☐ Tribal Government
- ☐ Council of Government
- ☐ General Partnership
- ☐ Limited Partnership
- ☐ Limited Liability Company
- ☐ Corporation

Applicant's Qualifications:	**Yes**	**No**	**NA**
Drug Free Policies	X		
Fair Housing Policies			X
Equal Employment Opportunity Employer	X		

Project Description

Proposed Project Title:	Life Enrichment Day Programs and Wirtzie's Preschool & Childcare

Check applicable priority area(s) that the project addresses:

- ☒ Child care
- ☐ Youth Services
- ☒ Health Care
- ☐ Job training/job creation
- ☐ Literacy programs
- ☐ Recreation programs
- ☒ Education programs
- ☐ Public safety services
- ☐ Fair housing activities
- ☒ Services for senior citizens
- ☐ Services for homeless persons
- ☐ Drug abuse counseling and treatment
- ☐ Qualified Veteran Services
- ☐ Welfare (as defined by CDBG)
- ☐ Code Enforcement Services
- ☐ Transportation/Transit
- ☒ Other

If Other, describe Other: Adults with disabilities

Describe the problem or need to be addressed by proposed project. (Please attach an extra sheet if needed): With this proposal, Benevilla respectfully requests support for our Life Enrichment Day Programs, which serve senior adults and individuals with disabilities (including those with dementia and Alzheimer's disease), and for our Wirtzie's Preschool & Childcare which serves children between the ages of six week to five years.

The AARP reports that nearly 90% of older adults prefer to remain in their homes and communities as they age. However, senior adults and those with disabilities often have difficulty undertaking routine tasks of daily life, making it challenging to remain living at home. These individuals also often struggle to manage complex medical conditions that require the assistance of a healthcare professional, and homebound individuals often feel isolated and/or depressed. Research also shows how the well-being of caregivers is negatively impacted by the stress of the caregiving role. For these reasons, we have created Life Enrichment Day Programs to support the well-being of seniors and adults with disabilities, as well as their caregivers.

First Things First reports that "From birth to age 5, a child's brain develops more, and more rapidly, than at any other time in life." Therefore, it is critical to provide quality early childhood experiences to all children. This is why we have designed Wirtzie's Preschool & Childcare, which provides quality, education-based, licensed and accredited childcare to 170 children annually. On average 25% of the families we serve through Wirtzie's come from families with low incomes. Through philanthropic support, we are able to subsidize their

childcare fees and make Wirtzie's affordable to them. These kids might not otherwise have the ability to benefit from a quality preschool experience.

(See Exhibit 1 for a detailed description of the needs of the populations served by our Life Enrichment Day Programs, as well as Wirtzie's Preschool & Childcare.)

Project Location & Service Area - Describe the area to be served by the project. If possible, include a map: Financial support from the City of Surprise will serve Surprise residents, including Surprise Heritage District residents. Both Wirtzie's Preschool & Childcare and Lucy Anne's Place (one of our Life Enrichment Centers), operate out of Benevilla's headquarters in the Surprise Heritage District (16752 N. Greasewood Street). Benevilla's other life enrichment day programs, which are located in Sun City and Peoria, are available to Surprise residents. (See Exhibit 2 for our Service area map.) Wirtzie's has received accreditation through the National Accreditation Commission and received a 4-star quality first rating through Quality First, a First Things First program. Lucy Anne's place is accredited with the Commission on Accreditation of Rehabilitation Facilities.

Targeted demographic population of the city: Benevilla's Life Enrichment Day Programs serve seniors adults (age 65 and older), with Alzheimer's, dementia, those with Parkinson's or recovering from a stroke, and for adults with intellectual and developmental disabilities. At Lucy Anne's Place in particular, we specialize in serving those in the early to moderate stages of dementia-related illnesses. Not only does our programs provide a friendly and specially designed atmosphere to best serve each member's needs but provides much needed respite for the family caregiver.

Wirtzie's Preschool & Childcare serves children ages six weeks-5 years and their families.

A full 100% of the Surprise CDBG-funded subsidies will be restricted to Surprise residents who are low and moderate-income participating in these programs.

Proposed Measurable Outcomes – Please provide an outcome statement to be achieved through the use of CDBG funding: The primary goal of our ***Life Enrichment Day Programs*** is to improve the health and emotional well-being of the seniors and adults with disabilities that we serve, while providing needed respite for their caregivers. Through these programs, we aim to achieve three main outcomes: 1) 85% of our program members surveyed will report that the activities provided socialization and educational opportunities; and 2) 88% of caregivers will indicate that their loved one's agitation at home decreased due to participation in the program.

Through ***Wirtzie's Preschool & Childcare,*** we have the goal of positively impacting the cognitive, emotional, social and academic development of the children who attend our program. Specifically, we aim to accomplish the following: 1) 100% of five-year-old children who graduate from Wirtzie's will be ready for kindergarten as measured by the Ages and Stages Questionnaire and 2) in partnership with our Life Enrichment Day Programs, provide intergenerational programming a minimum of five times per week. (See Exhibit 3 for a detailed description of each of these programs.)

It is the intent of the City of Surprise to fund those activities that meet a High Priority in City's Consolidated Plan and comply with CDBG National Objectives- Describe in detail how the proposed project complies with these two objectives:
Benevilla's Life Enrichment Day Programs as well as Wirtzie's Preschool & Childcare comply with Surprise's Consolidated Plan to "provide public service activities to city's youth, seniors, special needs persons, veterans, persons and families in crisis, and disabled persons through non-profit agencies or other city departments." Specifically, these programs serve seniors, veterans, those with special needs, and youth residing in the City of Surprise.

In addition, these programs comply with the CDBG National Objectives to support low-moderate income individuals in that all of the CDBG-funded subsidies will support provision of services to low and moderate-income residents of Surprise, Arizona.

Organizational Capacity

Please describe organization's history and prior experience, including a list of similar projects: (Please attach an extra sheets if needed): Benevilla was founded in 1981 by a group of concerned citizens, with the aim to meet the needs of Sun City's aging residents. Our founders sought to help the community's senior residents obtain necessary local services that – when lacking or underutilized – can cause premature institutionalization or rapid decline in physical and mental well-being. At the time, the organization, named Sun City Area Interfaith Services, included only a handful of employees and 30 volunteers who helped with errands and home services. Today, our person-centered programs are supported by more than 550 volunteers and 165 employees.

Benevilla now provides services that address the day-to-day physical, intellectual, emotional and social development needs of children, families, older adults and adults with intellectual and developmental disabilities in the West Valley. Many of these services address the tremendous needs among the senior population, including caregiving and transportation. In addition, our programming helps prepare children for kindergarten and offers parent/guardian education programs and supportive services to local families in need. In 2018, Benevilla provided more than 125,700 acts of service to vulnerable seniors, children and families throughout the West Valley. This included more than 2,800 escorted rides to medical appointments/errands for seniors; seven free ongoing monthly caregiver support groups, serving a total of more than 250 unduplicated people; and provided information to more than 4,400 callers looking for assistance on local programs – among other services. (See Exhibit 4 for a full listing of our programs).

Financial Audits and Reports: *(Please submit a copy of most recent financial audit)*	**Yes**	**No**	**NA**
Were the financial statements of the organization prepared in accordance with generally accepted accounting principles?	X		
Was there accurate and complete disclosure of the financial expenditures of each federally sponsored program?	X		
Was an audit of the financial records obtained annually (or at least biennially) in accordance with federal regulations and local requirements?	X		
Was the audit performed by a licensed Certified Public Accountant?	X		
Was the latest audit forwarded to the funding agency?	X		
Has a copy of all applicable audits/reviews (including any management letter, if	X		

appropriate) been forwarded to the funding agency?			

Please Provide Other Funding Source References: (Please attach extra sheets if needed): Roughly 60% of Benevilla's total revenue and 87% of the combined revenue for the two programs in this request are generated by earned income for program services and government contracts. We supplement our earned revenue with donations from individuals, foundations and corporations. (See list of 2018/2019 donations in Exhibit 5 and funding source references).

Program Team: Identify the name of the responsible party and the experience that they have in this role. Team members identified after the application are subject to review. Attach extra sheets if needed.	
Staff Member	**Background and Expertise of Personnel**
Name: Courtney Allen Title: Vice President of Program Operations FTE on This Project: 0.3	Ms. Allen has worked at Benevilla for 12 years and became our Vice President of Program Operations in 2016. Prior to her promotion to Vice President of Program Operations, she worked in the Life Enrichment Day Programs, first as an activity therapist and then as the Director of Life Enrichment, a position she held for more than five years, and then as the Senior Director of Enrichment for a year and a half. Ms. Allen earned a double Bachelor's degree in Corporate Recreation and Recreation Management and a Master's degree in Recreation Management from Northwest Missouri State University.
Name: Gwen A. Shawley Title: Director of Wirtzie's Preschool & Childcare FTE on This Project: 0.25	With more than a decade of experience in the field of early childhood education, Ms. Shawley, who joined Benevilla's staff in 2013, has a wide range of experience in the field, from preschool classroom teaching and training preschool teachers to assessing programs and directing nationally accredited programs. Ms. Shawley has a Master's Degree in Early Childhood Education from Grand Canyon University. Ms. Shawley also serves as a validator for the National Accreditation Commission. In this role, she is part of a team that visits other childcare sites to evaluate them for accreditation. She joined the First Things First board in 2018.

Project Cost

Estimated Total Cost of Project:	$3,687,983		
CDBG Funding Amount Requested for Project:	$26,800		
Total Number of Units Served:	75 days of life enrichment day services 1,700 days of childcare 1,775 total units of service		
Total Cost per Unit	Life Enrichment $40 per unit for $3,000 Wirtzie's childcare $14 per unit for $23,800		
Total CDBG Cost per Unit	Life Enrichment $40; Wirtzie's $14		
Amount and Source of Other Funds Leveraged for Project: *(Please submit proof of other funding sources)*	**Source**	**Year**	**Amount**
	City of Peoria	2018/19	$60,000
	Lord of Life Lutheran Church Mission Endowment	2018/19	$11,500
	Arizona Commission on the Arts	2018/19	$2,500
	Quality First Scholarships	2018/19	Estimated monthly reimbursement - $8,200
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	The majority of the funding for these programs comes from fees for service, including government contracts. We also fundraise to augment the budgets and subsidize care. Without City of Surprise CDBG funding, subsidizes could be scaled back or eliminated and City of Surprise residents may not be able to afford care for their loved ones.		
If your project is not fully funded, will your organization be able to implement project with partial funding?	Yes. Partial funding would result in the reduction of subsidies (or individuals served) for the two programs. In past years, funding from the City of Surprise has provided families with subsidies for only a portion of the year. The outcome for parents with children at Wirtzie's is that they may have to reduce days or disenroll their children (and move them to less expensive, but lower quality, childcare options). The outcome for caregivers of Life Enrichment Program members is that they will not get as much respite as needed and will need to place their loved one in long term care sooner than desired.		

Project Timeline

Project start date: November 2019 **Project completion date:** October 2020

Applicants must provide a schedule for the Program that lists major activities and indicate when they will be executed. Additional information such as contractor selection, final inspection, loan closing, etc. should be included when known.

Program Schedule

Major Program Activities:	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
	(each box represents one month)											
Conduct outreach efforts/Increase public awareness of Life Enrichment Day Program and Wirtzie's (Exhibit 6)	X	X	X	X	X	X	X	X	X	X	X	X
Manage LEP program (Exhibit 7)	X	X	X	X	X	X	X	X	X	X	X	X
Manage Wirtzie's Center (Exhibit 8)	X	X	X	X	X	X	X	X	X	X	X	X

Proposed Budget

Specific Cost *Item/Description*	**CDBG Amount Requested**	**Other Funds Source**	**Other Funds Amount**	**Total Amount** *CDBG + Other Sources*
Salaries	$0	Participant fees, government contracts, grants, donations	$1,882,051	$1,882,051
Employee Taxes and Benefits	$0	Participant fees, government contracts, grants, donations	$286,995	$286,995
Life Enrichment Day Programs: Funds to subsidize the cost of attending a day program. 75 units at $40 per unit	$3,000	n/a	$0	$3,000
Wirtzie's Preschool & Childcare: Funds to subsidize cost of attending program for Surprise residents. 1,700 units at $14 per unit	$23,800	n/a	$0	$23,800
Participant Meals/Food	$0	Participant fees, government contracts, grants, donations	$342,898	$342,898
Occupancy/Equipment Maintenance	$0	Participant fees, government contracts, grants, donations	$182,267	$182,267

Program Supplies	$0	Participant fees, government contracts, grants, donations	$44,275	$44,275
IT/Software	$0	Participant fees, government contracts, grants, donations	$23,412	$23,412
Contract Services	$0	Participant fees, government contracts, grants, donations	$23,400	$23,400
Advertising/Website	$0	Participant fees, government contracts, grants, donations	$12,460	$12,460
Interest Expense	$0	Participant fees, government contracts, grants, donations	$18,792	$18,792
Printing/Postage	$0	Participant fees, government contracts, grants, donations	$7,268	$7,268
Dues/Memberships	$0	Participant fees, government contracts, grants, donations	$15,216	$15,216
Conferences/Education	$0	Participant fees, government contracts, grants, donations	$10,370	$10,370
Travel/Mileage	$0	Participant fees, government contracts, grants, donations	$750	$750
In-kind Expenses	$0	Participant fees, government contracts, grants, donations	$166,068	$166,068
Depreciation	$0	Participant fees, government contracts, grants, donations	$232,920	$232,920
G&A Allocation	$0	Participant fees, government contracts, grants, donations	$410,071	$410,071
Miscellaneous/Other	$0	Participant fees, government contracts, grants, donations	$1,970	$1,970
TOTAL	$26,800		$3,661,183	$3,687,983

Required Certifications for CDBG Public Services Activities Application

Signature of Agency Representative with Binding Authority below certifies the following statements:

- Organization has no conflict of interests with City of Surprise appointed or elected representatives and does not employ city appointed or elected representatives or their families.

- Organization will comply with federal requirements to be observed by organizations being funded with CDBG funds, including compliance with federal Labor Standards, Section 3, Segregated Facilities, Equal Opportunity, and Non-Discrimination. Section 109, Title VI and EO 11246. All requirements are described in 24 CFR 570 (CDBG Entitlement Grants).

- Authorized official certifies that this CDBG Public Services application package has been reviewed and all information provided in this application and attachments is true and correct.

- Sufficient funds are available from non-CDBG sources to complete the project, as described, if CDBG funds are allocated to the applicant.

Signature of authorized agency representative

Date: 1/9/19

Joanne Thomson
Printed name

President and CEO
Title

Benevilla
Organization

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete & submit this form to the Welcome Center,
City of Surprise,
16000 N. Civic Center Plaza
Surprise, AZ 85374
We do not accept e-mail or electronic submissions

Organization Information	
Name of Organization:	Central Arizona Shelter Services
Contact Person:	Cailin Potami
Contact Person Title:	Grant Writer
Mailing Address:	P.O. Box 18250, Phoenix, AZ, 85005
Street Address *(if different from mailing)*:	Admin: 230 S 12th Avenue, Phoenix AZ 85007
Phone:	602-256-6945 x 2204
Fax:	602-256-8401
E-mail:	grants@cassaz.org or cpotami@cassaz.org
Website URL *(if applicable)*:	www.cassaz.org

Legal Status of Applicant:

- ☐ State-Certified CHDO
- X Non-Profit (non-CHDO)
- ☐ Public Housing Authority
- ☐ State Agency
- ☐ Local Government
- ☐ Tribal Government
- ☐ Council of Government
- ☐ General Partnership
- ☐ Limited Partnership
- ☐ Limited Liability Company
- ☐ Corporation

Applicant's Qualifications:	**Yes**	**No**	**NA**
Drug Free Policies	X		
Fair Housing Policies			X
Equal Employment Opportunity Employer	X		

Project Description

Proposed Project Title:	**Safe Shelter for All**

Check applicable priority area(s) that the project addresses:

- ☐ Child care
- ☐ Youth Services
- ☐ Health Care
- ☐ Job training/job creation
- ☐ Literacy programs
- ☐ Recreation programs
- ☐ Education programs
- ☐ Public safety services
- ☐ Fair housing activities
- ☐ Services for senior citizens

X Services for homeless persons

- ☐ Drug abuse counseling and treatment
- ☐ Qualified Veteran Services
- ☐ Welfare (as defined by CDBG)
- ☐ Code Enforcement Services
- ☐ Transportation/Transit
- ☐ Other

If Other, describe Other:_____

Describe the problem or need to be addressed by proposed project. (Please attach an extra sheet if needed)

CASS is requesting $10,000 to provide emergency shelter for Surprise residents at our Regional Single Adult Shelter. This funding request represents less than 1% of the total cost to operate the adult shelter. At a cost of $24.09 per bed night, a $10,000 grant will provide 415 nights of shelter for residents of Surprise. Proposed grant funds would be directed to shelter security cost, which is provided 365 days a year, twenty-four hours a day, and exceeds $400,000 a year at the adult shelter. Our highly trained security guards work to create a safe environment at the shelter by de-escalating conflicts and protecting the most vulnerable clients.

Safe shelter allows CASS to provide people experiencing homelessness with meaningful services. Clients have access to case management services, as well as rapid re-housing, rental assistance, and travel assistance. CASS has 35 years of experience, and is the largest and longest serving low barrier adult shelter in the state. As a collaborative partner on the Human Services Campus, we also successfully leverage other resources for our clients, including job development, vocational rehabilitation, health care, and behavioral health services.

Homelessness is a growing epidemic and a humanitarian crisis in our community. In 2017, over 22,000 people in Maricopa County lived on the streets or in emergency shelter—60% of Arizona's total homeless population.

Expensive luxury apartments are replacing affordable complexes, often driving people out of their homes. At the same time, people with lower income face new barriers to accessing housing, as landlords implement higher income requirements on market rate housing and decline housing vouchers. Ultimately, this process pushes people onto the streets. Overall, the total population of people experiencing homelessness increased by 12% in FY 2017-2018. As shelter beds disappear throughout the region, more and more of those individuals remain on the streets. The unsheltered count has increased about 25% each year since 2014, culminating in a 150% increase over the last four years.

The Maricopa County Point in Time Count, which provides a snapshot of street homelessness by counting people sleeping outside on a given night, showed a significant increase in Surprise's unsheltered homeless population. The Point in Time count in 2017 showed 16 people sleeping on the streets. That number more than doubled in 2018, to 39.

Due to the unmet growing demand for shelter in our community, more people are turned away from shelter each night. In fact, 300 people monthly are turned away who are seeking shelter through CASS and the Human Services Campus. It is critically important that we are able to help people more quickly resolve their homelessness so we can open up more beds to help more people.

Homelessness can happen to anyone; it does not have only one face or one story. Last year 31% of those served reported that either evictions or other economic factors, including job loss, brought them to shelter. Other factors that have contributed to clients' loss of housing include: medical crisis; death of a loved one; aging out of foster care; fleeing an abusive relationship; and release from prison, to name only a few.

Seniors, age 55 and older, constitute the most rapidly growing demographic among the homeless population, including at CASS. Older adults experiencing homelessness tend to have different service needs than younger people in the same circumstance, including more complex health and cognitive barriers.

Karen, 65, came to CASS after ending a long-time relationship left her without housing and without support. Karen has sons and many beloved grandchildren, but her sons could not take her in or offer assistance. Her physical health limits her mobility and prevents her from working, so she lives on less than $700 a month social security income. Fortunately, only days after Karen arrived at CASS, she reconnected with a friend in shelter. They had known each other for years and had stayed in several shelters together. Karen jokingly calls her friend, who is decades younger, her "ward." They decided to move in together, but before doing so, they worked out a

monthly spending plan with help from their case managers. The pair quickly found a suitable apartment and used CASS' deposit assistance funds to move into permanent housing. This became a model for CASS case management, who introduced a formal "roommate match" program that has gone on to pair low income client seeking roommates successfully.

Project Location & Service Area - Describe the area to be served by the project. If possible, include a map.

The CASS Downtown Emergency Shelter for Adults is located at 230 S 12th Avenue, Phoenix Arizona, 85007. However, as the largest low-barrier adult shelter in the state, CASS primarily serves people from across Maricopa County, including 14 individuals from Surprise in FY2017. Our family shelter, located in central Phoenix, 1050 W. Mountain View Road, Phoenix, AZ 85021, saw an additional 10 family members from Surprise last tear. The family shelter also serves people from all over Maricopa County, and is the second biggest family shelter in the region.

Targeted demographic population of the city:
In accordance with our low-barrier model, CASS's Downtown Adult Shelter accepts any individual experiencing homelessness who is at least 18 years old. In 2017, 60% of people served had a disabling condition. CASS served approximately 550 veterans, 305 young adults, and 1,190 seniors over age 55 in FY2017-2018. Programs staff works to develop specialized programs for groups with unique needs. The downtown shelter provides specialized services for veterans, the chronically homeless, young adults, and seniors.

Proposed Measurable Outcomes – Please provide an outcome statement to be achieved through the use of CDBG funding:
CASS will provide emergency shelter to 4,100 individuals experiencing homelessness between 10/1/2019 and 9/30/2020, including at least 14 from Surprise, though the increased population may lead to a higher number. CASS will provide individuals from Surprise with 415 or more nights of shelter. 100% of clients will complete a basic housing case plan upon intake and have access to additional services including case management, housing assistance, jobs search support, meals, and healthcare on the Human Services Campus.
It is the intent of the City of Surprise to fund those activities that meet a High Priority in City's Consolidated Plan and comply with CDBG National Objectives- Describe in detail how the proposed project complies with these two objectives: In accordance with the City's Consolidated Plan, CASS provides a solution to street homelessness and urban camping through low-barrier homelessness services designed to invite the most vulnerable in from the streets and provide them with the support they need to end their homelessness. Clients served include seniors and veterans, both priority populations per the consolidated plan. In addition to shelter and case management, CASS has funding to provide clients, including Surprise residents, with rental, deposit, and utility assistance as they move into their new homes. CASS provides safe shelter and supportive services to people experiencing homelessness, who have very low or no income. Homelessness status and income level are based on self-report initially; when clients gain income, they submit paystubs and award letters to staff to confirm. Most clients either have recently lost jobs, work for little pay, work day labor, collect social security, or are pending social security. CASS has a commitment to providing them with shelter and treating them with the dignity they deserve.

Organizational Capacity

Please describe organization's history and prior experience, including a list of similar projects: (Please attach an extra sheets if needed)

In 1984, community leaders came together and created CASS in response to a crisis—an influx of people experiencing homelessness in Downtown Phoenix, with nowhere to go. Since then, CASS has grown into the largest, longest serving shelter in the region. CASS has a commitment to providing the most innovative service in pursuit of our vision—a world in which everyone has a home.

In FY2017-2018, CASS provided 4,738 individuals with over 208,000 nights in shelter, including 24 people from Surprise. Over 1,200 of those reported moving directly from shelter to a permanent, safe home.

Extensive research supports that low-barrier/demand shelter programs, such as those offered at CASS, are most effective when coupled with case management and other engagement strategies. Through our decades of services, this has also been CASS' experience. Put simply, 1:1 direct support helps case managers build rapport and trust with clients facing many challenges. From this foundation, we are able to help people resolve their homelessness permanently.

CASS acknowledges the human dignity of each client and takes a holistic approach in ending each person's experience of homelessness. Minimal barriers to shelter entry make it possible for the most vulnerable clients to access services. We combine that with a progressive case management model that ensures individualized support based on the needs of every person. This approach makes a lasting impact in the lives of those who go through our doors. Research shows that people who move into housing after stabilization in a shelter are more likely to sustain their housing. CASS's housing-first model recognizes that all people deserve housing, and that individuals can most easily rebuild their lives when they have secured a place to call home.

A little support can go a long way in ending someone's homelessness. Whenever possible, staff reunites new clients with family or friends across the country by providing individuals with bus tickets. CASS also manages funds to assist clients with move-in costs and eviction arrears. These funds help alleviate expensive up-front costs and expedite the move from shelter to housing.

Programs constantly evolve to fill service gaps and ensure the best outcomes for our clients, based on the input of the people most affected. An example is the development of a full time housing specialist position, developed in direct response to needs clients expressed. The housing specialist, who has a background in both social work and business, acts as a liaison between CASS clients and landlords. The person in this role seeks out new housing leads to accommodate the often intersecting barriers our clients face, including evictions, criminal backgrounds, and low or fixed

incomes. They communicate directly with property managers and landlords to advocate for clients and make their transition into housing easier.

CASS fosters an environment of ongoing learning among staff members to maintain the most current and effective practices. Staff and case management receive training in trauma-informed and client-centered care, mental health first aid, and motivational interviewing. CASS also remains in dialogue both with clients and the community to find new solutions and grow as an organization upon a strong foundation of respect, innovation, and partnership.

Financial Audits and Reports: *(Please submit a copy of most recent financial audit)*	**Yes**	**No**	**NA**
Were the financial statements of the organization prepared in accordance with generally accepted accounting principles?	X		
Was there accurate and complete disclosure of the financial expenditures of each federally sponsored program?	X		
Was an audit of the financial records obtained annually (or at least biennially) in accordance with federal regulations and local requirements?	X		
Was the audit performed by a licensed Certified Public Accountant?	X		
Was the latest audit forwarded to the funding agency?	X		
Has a copy of all applicable audits/reviews (including any management letter, if appropriate) been forwarded to the funding agency?	X		

Please Provide Other Funding Source References: (Please attach extra sheets if needed)

State Government Contracts: $2,389,815
City Government Contracts: 960,000
Federal Government Contracts: 284,439
Valley of the Sun United Way: 595,250
County Government Contracts: 450,000
Ibis Foundation: 75,000
Bank of America: 25,000
Wells Fargo Foundation: 20,000
Interest Ministries: 20,000

Program Team: Identify the name of the responsible party and the experience that they have in this role. Team members identified after the application are subject to review. Attach extra sheets if needed.	
Staff Member	**Background and Expertise of Personnel**
Name: Lisa Glow Title: CEO FTE on This Project:25%	Senior management leader responsible for developing, communicating and overseeing the strategic plan of the organization. Key duties include fundraising, advocacy, community outreach, and management.
Name: Mary Glennon Title: Shelter Program Manager FTE on This Project:100%	Provide leadership and guidance to Adult Shelter Programs including case management, rapid rehousing, and shelter services.
Name: Paula Volk Title: Client Care Supervisor FTE on This Project:100%	Provide leadership and support to staff to ensure a safe, orderly, and caring environment while assisting clients with their daily needs; provide community resources and referrals to assist clients establish and maintain permanent housing.
Name: Rachel Barber Title: Supportive Services Supervisor FTE on This Project: 100%	Provide leadership and supervision to the Supportive Services team to implement client-driven services designed to end homelessness.
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	

Project Cost

Estimated Total Cost of Project:	$ 5,155,323		
CDBG Funding Amount Requested for Project:	$10,000		
Total Number of Units Served:	166,800 shelter nights; 415 for Surprise residents		
Total Cost per Unit	$24.09		
Total CDBG Cost per Unit	$24.09		
Amount and Source of Other Funds Leveraged for Project: *(Please submit proof of other funding sources)*	**Source**	**Year**	**Amount**
	United Way/ Corp. Foundational grants	2019	757,835
	City/county funds	2019	1,228,104
	State/Federal funds	2019	1,595,635
	Contributions	2019	115,000
	Special Events	2019	93,101
			3,789,675
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	CASS has a strong operational history with a budget based on projected revenues, including private sector funding and governmental funding. With new CASS leadership, the agency has put a greater focus on diversifying funding sources through private sector fundraising and individual giving.		
If your project is not fully funded, will your organization be able to implement project with partial funding?	Any potential shortfall in funding can be addressed by private sector funds, but may lead to a reduction in services offered.		

Project Timeline

Project start date: Ongoing **Project completion date:** Ongoing

Applicants must provide a schedule for the Program that lists major activities and indicate when they will be executed. Additional information such as contractor selection, final inspection, loan closing, etc. should be included when known.

Program Schedule

Major Program Activities:	**1st Quarter**			**2nd Quarter**			**3rd Quarter**			**4th Quarter**		
	(each box represents one month)											
Provide emergency shelter	X	X	X	X	X	X	X	X	X	X	X	X
Provide case management services	X	X	X	X	X	X	X	X	X	X	X	X
Provide rental, deposit, and travel assistance	X	X	X	X	X	X	X	X	X	X	X	X

Proposed Budget				
Specific Cost *Item/Description*	**CDBG Amount Requested**	**Other Funds Source**	**Other Funds Amount**	**Total Amount** *CDBG + Other Sources*
Salaries	$0	Government, United Way, Corp & Foundation grants, contributions	$1,054,726	$1,054,726
Employee Benefits	0	Government, United Way, Corp & Foundation grants, contributions	$242,587	$242,587
Professional Fees (security, tech support)	10,000	Government, United Way, Corp & Foundation grants, contributions	$496,286	$506,286
Travel	0	Government, United Way, Corp & Foundation grants, contributions	$28,280	$28,280
Space Costs	0	Government, United Way, Corp & Foundation grants, contributions	$502,560	$502,560
Equipment	0	Government, United Way, Corp & Foundation grants, contributions	$7,398	$7,398
Materials and supplies	0	Government, United Way, Corp & Foundation grants, contributions	$106,722	$106,722
Operations	0	Government, United Way, Corp & Foundation grants, contributions	$55,744	$55,744
Fundraising and administration	0	Government, United Way, Corp & Foundation grants, contributions	$659,448	$659,448

Direct client support	0	Government, United Way, Corp & Foundation grants, contributions	$633,048	$633,048
Misc	0	Government, United Way, Corp & Foundation grants, contributions	$2,876	$2,876
Total	$10,000		$3,789,675.00	$3,799,675.00

Required Certifications for CDBG Public Services Activities Application

Signature of Agency Representative with Binding Authority below certifies the following statements:

- Organization has no conflict of interests with City of Surprise appointed or elected representatives and does not employ city appointed or elected representatives or their families.
- Organization will comply with federal requirements to be observed by organizations being funded with CDBG funds, including compliance with federal Labor Standards, Section 3, Segregated Facilities, Equal Opportunity, and Non-Discrimination. Section 109, Title VI and EO 11246. All requirements are described in 24 CFR 570 (CDBG Entitlement Grants).
- Authorized official certifies that this CDBG Public Services application package has been reviewed and all information provided in this application and attachments is true and correct.
- Sufficient funds are available from non-CDBG sources to complete the project, as described, if CDBG funds are allocated to the applicant.

Lisa Glow

Signature of authorized agency representative

1/10/19

Date:

Lisa Glow

Printed name

CEO

Title

Central Arizona Shelter Services

Organization

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete & submit this form to the Welcome Center,
City of Surprise,
16000 N. Civic Center Plaza
Surprise, AZ 85374
We do not accept e-mail or electronic submissions

Organization Information	
Name of Organization:	Community Legal Services
Contact Person:	Naquana Borrero
Contact Person Title:	Director of Development
Mailing Address:	305 S. 2nd Avenue, Phoenix, AZ 85003
Street Address *(if different from mailing)*:	
Phone:	602-258-3434 x 2150
Fax:	
E-mail:	nborrero@clsaz.org
Website URL *(if applicable)*:	www.clsaz.org

Legal Status of Applicant:

- ☐ State-Certified CHDO
- ☐ Non-Profit (non-CHDO)
- ☐ Public Housing Authority
- ☐ State Agency
- ☐ Local Government
- ☐ Tribal Government
- ☐ Council of Government
- ☐ General Partnership
- ☐ Limited Partnership
- ☐ Limited Liability Company
- ☒ Corporation

Applicant's Qualifications:	**Yes**	**No**	**NA**
Drug Free Policies	X		
Fair Housing Policies	X		
Equal Employment Opportunity Employer	X		

Project Description

Proposed Project Title:	Surprise Fair Housing and Housing Legal Services Project

Check applicable priority area(s) that the project addresses:

- ☐ Child care
- ☐ Youth Services
- ☐ Health Care
- ☐ Job training/job creation
- ☐ Literacy programs
- ☐ Recreation programs
- ☐ Education programs
- ☐ Public safety services
- ☑ Fair housing activities
- ☐ Services for senior citizens
- ☐ Services for homeless persons
- ☐ Drug abuse counseling and treatment
- ☐ Qualified Veteran Services
- ☐ Welfare (as defined by CDBG)
- ☐ Code Enforcement Services
- ☐ Transportation/Transit
- ☑ Other

If Other, describe Other: Legal Services

Describe the problem or need to be addressed by proposed project. (Please attach an extra sheet if needed)

Legal services are critical to a community as they are not provided by our government as they are in the criminal justice system - public defenders - for those who cannot afford legal counsel. Civil legal aid, as provided by Community Legal Services, helps remedy civil legal problems which if unresolved, can put ones housing, personal safety, incomes and healthcare at risk. Without legal help, illegal evictions, foreclosures, landlord/tenant issues including illegal lock-outs, utility shut-offs, and habitability issues can lead to homelessness. Those who are experiencing fair housing violations, including lack of a reasonable accommodation for a disability are made aware of their rights. As evictions reach an all-time high in both Maricopa County and the City of Surprise, it is imperative that these individuals receive accurate legal advice, especially those most vulnerable populations including, seniors, families and those with mental illness. For most of our clients access to legal aid can mean the difference between housing and homelessness.

Community Legal Services' (CLS) proposed program, 'Housing and Fair Housing Legal Services' will provide attorneys at no charge to program-eligible, low-income Surprise residents with civil legal problems affecting their basic need for shelter or housing. In addition, CLS will provide Fair Housing education to a variety of stakeholders within the City of Surprise including tenants, landlords, housing professionals and the general public. For this program, CLS' legal practice areas are Housing Law and Fair Housing Law which includes legal services designed to help clients maintain safe housing, obtain housing opportunities and prevent homelessness, loss of rental status, loss of equity and loss of income due to illegal housing practices. Included in this practice area are landlord/tenant disputes, public housing problems, habitability and safety, ADA compliance, illegal foreclosure activities and issues related to discrimination in housing or housing opportunities.

Project Location & Service Area - Describe the area to be served by the project. If possible, include a map.

Community Legal Services provides services to Surprise residents who live within the City of Surprise, Arizona. Through the applicant intake, or eligibility screen process, residency for this program is verified by address and USPS zip codes. This is a city-wide program.

'Housing and Fair Housing Legal Services' is primarily located at our main office at 305 S. 2nd Avenue in downtown Phoenix at the corner of Jackson and 2nd Ave. We offer off-street, secure and free parking. CLS has flexible hours for the convenience of our client community. CLS can provide outreach as requested within the City of Glendale at pre-arranged host sites. CLS provides legal help to clients telephonically and can process applications via our website at clsaz.org.

Targeted demographic population of the city:

This program will target the low income population of the city of Surprise. This will include seniors, youth, families, women and children in crisis, domestic violence survivors, victims of crimes, victims of sex trafficking & emergency situations that lead to homelessness.

Proposed Measurable Outcomes – Please provide an outcome statement to be achieved through the use of CDBG funding:

CLS' proposed program will provide attorneys at no charge to approximately 26 clients directly impacting 65 household program-eligible Surprise residents with civil legal problems impacting their basic human needs. For this program, CLS' legal practice area is Housing Law including Fair Housing Law which includes legal services designed to help clients maintain their housing and obtain housing opportunities. This includes landlord/tenant, evictions, habitability, illegal lock outs, utility shut offs, illegal foreclosure activities and Fair Housing (disability) violations. Legal services include, but are not limited to, direct representation in courts of law; legal advice and counsel; review and preparation of legal documents; litigation; and education about ones rights under the law.

CLS Housing attorneys will participate in outreach activities in the City and present a minimum of 3 Fair Housing trainings to the general public and to those who make housing opportunities available to ensure Fair Housing laws are understood and being followed.

It is the intent of the City of Surprise to fund those activities that meet a High Priority in City's Consolidated Plan and comply with CDBG National Objectives- Describe in detail how the proposed project complies with these two objectives:

The City of Surprise's Consolidated Plan for 2015-19 cites 'Homelessness Prevention' and 'Fair Housing Services' as public service needs for low-income residents, which is in compliance with the national CDBG objective of providing services to low income individuals. By providing legal services to the residents of Surprise this program helps to prevent homelessness. Unresolved legal issues like illegal evictions, habitability, utility shutoffs, illegal lockouts and illegal foreclosure activities can lead to loss of housing and are a gateway to homelessness.

The proposed CLS program helps to address "Lack of knowledge about fair housing rights and how to file a fair housing complaint", a Surprise Council Funding Priority, by providing a minimum of three fair housing presentations, each focusing on a different target audience within the city(tenants, landlords and property managers and housing professionals)

Organizational Capacity

Please describe organization's history and prior experience, including a list of similar projects: (Please attach an extra sheets if needed)

Community Legal Services has provided civil legal services to low-income Arizonians for sixty-six years. This has included providing services to the resident of the City of Surprise. CLS has provided wide-scale advocacy on issues including housing and homelessness by working with organizations including the Arizona Department of Housing, the Arizona State Bar's Access to Justice' Taskforce and Arizona Housing Coalition, and has the experience and expertise to provide civil legal service to our target communities. CLS is one of the leading agencies in Arizona on the issue of Fair Housing and is responsible for training municipality staff, landlords and the general public on their rights and responsibilities regarding fair housing. This work has resulted in numerous clients remaining in their housing and has led to many landlords avoiding unnecessary litigation due to a lack of education regarding general housing law and fair housing policy. Our attorneys are well respected, seasoned litigators who have recently been awarded both national, state and county awards for both their work in housing law and their advocacy on housing policy.

Community Legal Services (CLS) is dedicated to providing legal assistance, advice or representation; self-help materials and legal education so people can know their rights. We focus on helping survivors of domestic violence; assisting victims of consumer fraud and abuse; protecting tenants from unlawful/unfair practices by landlords; foreclosures; legal problems affecting agricultural workers, wage claims and other employment matters; and federal and state programs affecting peoples' health and economic stability.

Financial Audits and Reports: *(Please submit a copy of most recent financial audit)*	**Yes**	**No**	**NA**
Were the financial statements of the organization prepared in accordance with generally accepted accounting principles?	x		
Was there accurate and complete disclosure of the financial expenditures of each federally sponsored program?	x		
Was an audit of the financial records obtained annually (or at least biennially) in accordance with federal regulations and local requirements?	x		
Was the audit performed by a licensed Certified Public Accountant?	X		
Was the latest audit forwarded to the funding agency?	X		
Has a copy of all applicable audits/reviews (including any management letter, if appropriate) been forwarded to the funding agency?	x		

Please Provide Other Funding Source References: (Please attach extra sheets if needed)

In funding continuation of this goal, CLS obtains fundraising from the Legal Services Corporation and the Arizona Equal Justice Foundation.

Program Team: Identify the name of the responsible party and the experience that they have in this role. Team members identified after the application are subject to review. Attach extra sheets if needed.	
Staff Member	**Background and Expertise of Personnel**
Name: Jeff Katz Title: Managing Attorney-Housing FTE on This Project: 0.02	Jeffrey Katz will oversee a staff of 3 attorneys, 2 paralegals and a legal secretary. Jeffrey Katz has more than 10 years of legal experience and has served as a volunteer attorney with the VLP where he provided legal assistance to clients with housing law problems. Jeffrey Katz received his J.D. from Arizona State University College of Law and was admitted to the Arizona bar in 1985.
Name: Stanley Silas Title: Senior Attorney-Housing FTE on This Project: 0.02	See attached resume.
Name: Janis Villapando Title: Housing Attorney FTE on This Project: 0.02	As a Senior Staff Attorney with 20 years of real estate and natural resource law practice, Janis Villalpando serves CLS' core goal of preventing homelessness and preserving affordable housing for Arizonans in all its forms. She provides CLS' Housing Unit with its expertise in complex foreclosure and eviction litigation, and has taken on major mortgage lenders as well as smaller real estate enterprises engaged in fraudulent activities that threaten home ownership and stability. She developed a foreclosure defense tool kit while at CLS, and "fits" each situation with the claims and regulatory compliance actions to assemble the most powerful strategy for securing clients' housing. Foreclosure and eviction defense at this level is simply not available in the private legal practice market, which makes CLS' Housing Unit a singular and vital part of ensuring decent housing and financial stability for Arizonans.
Name: Pamela Bridge Title: Director of Litigation and Advocacy FTE on This Project: 0.02	See attached resume.
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	

BIOGRAPHY
of
Stanley Silas

PERSONAL DATA

Wife:	Margaret L. Thomas Silas
Daughters:	Onise Irene Silas
	Thyra Janine Silas
Nieces:	Nakita Lashun Tasby
	Arquil Nisha Tasby
Nephew:	Mario Monte Tasby

FORMAL EDUCATION

Taunton high school (Graduate 1969)

Merrimack College (Bachelor of Arts 1973)

Suffolk University Law School (Juris Doctor 1980)

PROFESSIONAL LICENSES

- Admitted to Supreme Court of the State of Arizona April, 2000
- Admitted to the Supreme Judicial Court of Massachusetts, December, 1982
- PROFESSIONAL EXPERIENCE/ ACHIEVEMENTS
- Senior/Lead Staff Attorney- Community Legal Services, Inc. ('CLS") Mesa/Phoenix Arizona. Perform a multitude of legal and administrative tasks related to advocacy for low-income individuals seeking legal assistance with housing issues. Aril 2001-Present
- Represent tenants either in private or federally subsidized housing in forcible detainer /special detainer eviction trials within various justice courts and superior courts throughout Maricopa County.
- Represent tenants facing loss of federally subsidized housing assistance before informal hearing officers authorized under regulations promulgated by the U.S. Department of Housing and Urban Development ("HUD").
- Design, implement and participate in training programs for municipalities, tenants, landlords, non-profit organizations, property management staff and real estate professions pertaining to federal and state fair housing laws/

regulations and residential evictions. Implemented first fair house training program for legal aid program staff within Arizona on March 16-17, 2015. Professional trainer was Chris Brancart of Brancart and Brancart.

- Design, implement and participated in training program for the prevention of eviction of tenants who are designated as Seriously Mentally Ill ("SMI") with CLS staff and various housing advocates for the SMI population. Implemented first training program for Mercy Maricopa Integrated Care to train case managers and supportive housing staff on prevention techniques to reduce the eviction of SMI tenants.
- Participate in the 2017 as Racial Justice Fellow within the Shriver Center's Racial Justice Institute. Purpose of the training is to provide the tools and insight to legal aid attorneys to accomplish the work of instituting a race-conscious practice.
- Senior Legal counsel/Assistant Legal Counsel - MASSACHUSETTS PORT AUTHORITY ("MASSPORT")
- Assistant Executive Director- JOBS FOR FALL RIVER,
- Economic Development/Project Coordinator-SOUTHEASTERN REGIONAL PLANNING/ECONOMIC DEVELOPMENT DISTRICT

COMMUNITY INVOLVEMENT

- Former -President of Public Lawyers Division for the Maricopa County Bar Association ("MCBA").
- Nominated for attorney award by East Valley NAACP as part of Freedom Fund Gala Awards Banquet October 3, 2015.
- Member of Maricopa County Bar Association Board of Directors 2017-2019
- 2016 Nominated for Sharon A. Fullmer Legal Aid Attorney of the Year Award through the Arizona State Bar.

Pamela Bridge, Esq.

PAMELA BRIDGE is currently the Director of Litigation and Advocacy for Community Legal Services. In her position, Pamela directs the advocacy and litigation of the firm's thirty attorneys located in 5 counties: Maricopa, Yuma, La Paz, Yavapai, and Mohave.

Pamela successfully co-counsels complex federal and state cases under the Federal Labor Standards Act, Family Leave Medical Act, OSHA, Age Discrimination Employment Act, Agriculture Workers Protection Act, Fair Debt Collection Act, Title VII, Mobile Home Residential Tenant Act, and Arizona Residential Landlord & Tenant Act. Appealing three cases to the Ninth Circuit Court of Appeals and one case to the Arizona Court of Appeals, some of her reported cases include *Diaz v. Eagle Produce*, 521 F3d 1201 (9th Cir. 08); *Ochoa v. Martin*, 287 F3d 1182 (9th Cir. 02); *Gonzalez v. Tanimura & Antle*, 2008 WL 44446536 and *United Effort Trust v. Holm*, 209 Ariz 347, 101 P.3d 641 (Ariz. App. Div.1 2004).

Pamela advocates on behalf of the rights of low-income Arizonans. She speaks nationally concerning the rights of tenant and agricultural workers. She published the article, "IOLTA Funds Empower Arizona Farmworker" in the ABA Dialogue Magazine. A member of the Access to Justice Commission, Pamela speaks throughout Arizona concerning barriers to access to justice. As a member of the Commission, Pamela works to improve access to the courts through rule petitions and creates materials and videos for self-represented litigants.

Pamela received her Juris Doctorate from the University of Southern California Law Center. She was awarded the 2011 Sharon A. Fulmer Legal Aid Attorney of the Year award by the Arizona State Bar Association.

Pamela and her husband David have three children, Logan, Annika, and Collin.

Project Cost

Estimated Total Cost of Project:	$ 13,522		
CDBG Funding Amount Requested for Project:	$ 8,253		
Total Number of Units Served:	237 (1 unit = 1 hour)		
Total Cost per Unit	$ 57.18		
Total CDBG Cost per Unit	$ 34.90		
Amount and Source of Other Funds Leveraged for Project: *(Please submit proof of other funding sources)*	**Source**	**Year**	**Amount**
	Legal Services Corporation	2019-2020	$5,000
	Arizona Equal Justice Foundation	2019-2020	$269
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	In order to meet the needs of the residents of Surprise, CLS relies on the support of this program. If these funds are unavailable CLS will continue to provide legal services through funding from the Legal Services Corporation, however they may be severely limited.		
If your project is not fully funded, will your organization be able to implement project with partial funding?	CLS will be able to provide limited legal services if the project is not fully funded. The requested funding ensures that the residents of Surprise are able to receive targeted outreach in the area of housing law and fair housing.		

Project Timeline

Project start date: 07/01/2019 **Project completion date:** 06/30/2020

Applicants must provide a schedule for the Program that lists major activities and indicate when they will be executed. Additional information such as contractor selection, final inspection, loan closing, etc. should be included when known.

Program Schedule

Major Program Activities:	**1st Quarter**			**2nd Quarter**			**3rd Quarter**			**4th Quarter**		
	x	*(each box represents one month)*										
Provide legal services to the residents of the City of Surprise	X	X	X	X	X	X	X	X	X	X	X	X
Provide Fair Housing Workshops to Public			X					X				
Provide Fair Housing Training to Agencies					X							

Proposed Budget				
Specific Cost	CDBG Amount Requested	Other Funds Source	Other Funds Amount	Total Amount CDBG + Other Sources
Salary Expense	$ 6,328.00	LSC and AEJF	$ 2,102.00	$ 8,430.00
Fringe Benefits	$ 1,925.00	LSC and AEJF	$ 642.00	$ 2,567.00
Contract Services	$ -	LSC and AEJF	$ 505.00	$ 505.00
Mileage/Travel	$ -	LSC and AEJF	$ 40.00	$ 40.00
Space Costs	$ -	LSC and AEJF	$ 523.00	$ 523.00
Office Supplies	$ -	LSC and AEJF	$ 81.00	$ 81.00
Telephone	$ -	LSC and AEJF	$ 233.00	$ 233.00
Non-Payroll Insurance	$ -	LSC and AEJF	$ 61.00	$ 61.00
Equipment Rental/Maintenance	$ -	LSC and AEJF	$ 109.00	$ 109.00
Litigation	$ -	LSC and AEJF	$ 41.00	$ 41.00
Westlaw/Library	$ -	LSC and AEJF	$ 174.00	$ 174.00
Training/Travel	$ -	LSC and AEJF	$ 195.00	$ 195.00
Professional Dues	$ -	LSC and AEJF	$ 130.00	$ 130.00
Miscellaneous	$ -	LSC and AEJF	$ 238.00	$ 238.00
Property Expense	$ -	LSC and AEJF	$ 195.00	$ 195.00
	$ -			
Total	$ 8,253.00	-	$ 5,269.00	$ 13,522.00

Required Certifications for CDBG Public Services Activities Application

Signature of Agency Representative with Binding Authority below certifies the following statements:

- Organization has no conflict of interests with City of Surprise appointed or elected representatives and does not employ city appointed or elected representatives or their families.
- Organization will comply with federal requirements to be observed by organizations being funded with CDBG funds, including compliance with federal Labor Standards, Section 3, Segregated Facilities, Equal Opportunity, and Non-Discrimination. Section 109, Title VI and EO 11246. All requirements are described in 24 CFR 570 (CDBG Entitlement Grants).
- Authorized official certifies that this CDBG Public Services application package has been reviewed and all information provided in this application and attachments is true and correct.
- Sufficient funds are available from non-CDBG sources to complete the project, as described, if CDBG funds are allocated to the applicant.

Lillian O. Johnson

Signature of authorized agency representative

01/11/2018

Date:

Lillian O. Johnson

Printed name

Executive Director

Title

Community Legal Services

Organization

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete & submit this form to the Welcome Center,
City of Surprise,
16000 N. Civic Center Plaza
Surprise, AZ 85374
We do not accept e-mail or electronic submissions

Organization Information	
Name of Organization:	Northwest Valley Connect
Contact Person:	Kathryn Chandler
Contact Person Title:	Executive Director
Mailing Address:	PO Box 9303 Surprise AZ 85374
Street Address *(if different from mailing)*:	9445 N 99th Ave Peoria AZ 85345
Phone:	623-282-9304
Fax:	623-282-9301
E-mail:	kchandler@northwestvalleyconnect.org
Website URL *(if applicable)*:	www.northwestvalleyconnect.org

Legal Status of Applicant:

- ☐ State-Certified CHDO
- XX Non-Profit (non-CHDO)
- ☐ Public Housing Authority
- ☐ State Agency
- ☐ Local Government
- ☐ Tribal Government
- ☐ Council of Government
- ☐ General Partnership
- ☐ Limited Partnership
- ☐ Limited Liability Company
- ☐ Corporation

Applicant's Qualifications:	Yes	No	NA
Drug Free Policies	Yes		
Fair Housing Policies			N/A
Equal Employment Opportunity Employer	Yes		

Project Description

Proposed Project Title:	Surprise Ride-Connect Mobility Coordination Project

Check applicable priority area(s) that the project addresses:

- ☐ Child care
- ☐ Youth Services
- ☐ Health Care
- ☐ Job training/job creation
- ☐ Literacy programs
- ☐ Recreation programs
- ☐ Education programs
- ☐ Public safety services
- ☐ Fair housing activities
- XX Services for senior citizens
- ☐ Services for homeless persons
- ☐ Drug abuse counseling and treatment
- ☐ Qualified Veteran Services
- ☐ Welfare (as defined by CDBG)
- ☐ Code Enforcement Services
- XX Transportation/Transit
- ☐ Other

If Other, describe Other:_____

Describe the problem or need to be addressed by proposed project. (Please attach an extra sheet if needed)

Refer to Question 1 - Page 3 & 4

Project Location & Service Area - Describe the area to be served by the project. If possible, include a map.

Refer to Question 2 - Page 5

NORTHWEST VALLEY CONNECT

PO Box [illegible]
Surprise, AZ 85374

T (623) [illegible]
F (623) [illegible]

www.NorthwestValleyConnect.org

Surprise Application For CDBG-Funded Public Service Activities

Project Description:

Question 1:

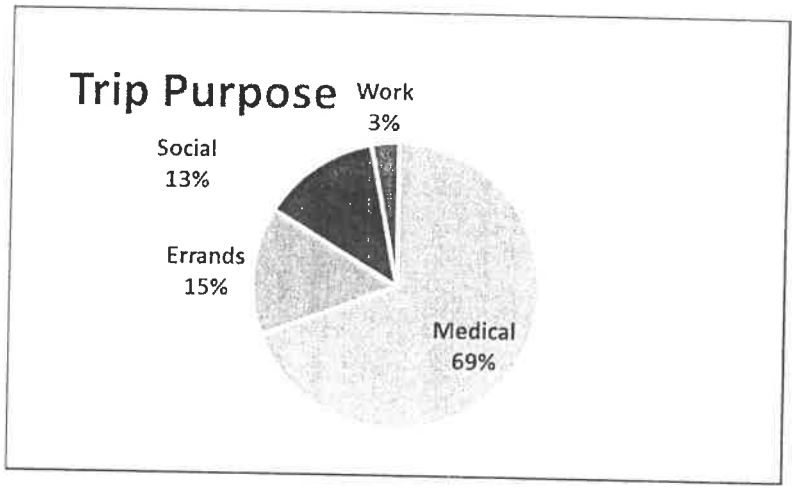
Proposed Project Title: Surprise Ride-Connect Mobility Coordination Project
Describe the Problem to be addressed by proposed project:

Surprise residents experience gaps in public transportation that are fragmented, limited and restrictive of access and encumbers the ability to maintain quality living and independence. The target group is evidenced by more than eighteen independent transportation organizations serving the city of Surprise citizens. The group is identified as the 60 plus years, those with disabilities and veterans who may be compromised by chronic disease and physical and cognitive issues. Residents using available transit providers are serviced independently related to rate structure, schedules, distance, and ride accommodations. Ride inquiries are made by the individual or caregiver. Accordingly, NVC Ride Reports indicate all transit providers demonstrate a heavy demand load and potential riders are subject to lengthy wait lists or alternative transit referrals, or no transport. During FY 2017 the provider referral requests used as NVC's demand indicator increased exponentially. ***Here-in the problem, unfortunately those requesting rides are not aware of availability and requirements of each transit service. Lack of understanding and confusion too often result in a surge of rider anxiety, negative behavior responses and poor choices. In the end the potential rider has a high probability of exacerbating the effort to secure a ride.***

Project Scope:

NVC Mobility Management program, Ride-Connect addresses this target population and continually attends to the magnitude of need for sustaining their lives through modes of transportation. The absence of transit provider information and rider coordination, as well as education, creates a disparity of available resources that too quickly becomes transportation inefficiencies. The growing demand of ride requests emphasizes the group's essential needs for daily living and NVC acknowledges that rider demand is costly and drains community resources. However, ineffectiveness and scarcity of resources for this group are contributing factors that deters availability of transit services and limits resident independence. In accordance, NVC Mobility Manager proposes the following project that focuses transportation for the aging

population at a number of levels. The effort offers: an up-to-date source of transit information and application; Consultative Mobility Management; and Service Coordination among the eighteen independent Transit Providers. The project concentrates three categories of Surprise resources, such as, a large number of rides are requested for health services or errands/food shopping and thirdly social activities.



The Project Goals are the following:

1) Develop a one-stop depository of educational transportation service information addressing the target population concerns.
2) Provide Ride Request callers with Mobility Management consultation and transit service coordination while promoting rider utilization;
3) Offer Independent Transit Providers an opportunity to partner in a Mobility Service Coordination effort that strengthens their position as a transportation service in Surprise; and
4) Support the City of Surprise to identify appropriate transit services and gaps related to the aging population.

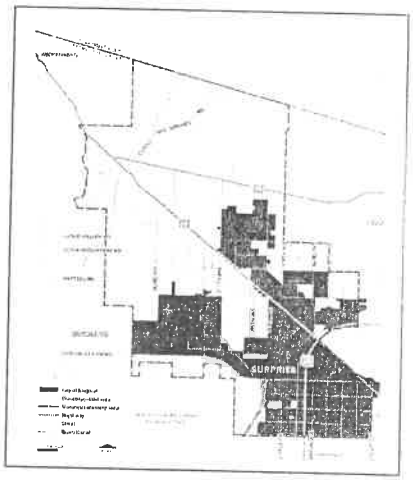
The Project Objectives are the following:

(1) Educate potential riders using a one-stop depository of transportation information, available transit services, eligibility requirements and assist with application and choice for the "right fit" for their needs;
(2) Promote rider utilization through a Consultative Mobility Management approach and Service Coordination that documents a Rider Mobility Plan.
(3) Quarterly track and review current rider mobility plans and extract information for improving the Project implementation and goal services; and
(4) Gather project reports that identifies transportation gaps and special needs of an aging population to augment the City of Surprise transportation planning effort.

Surprise Ride-Connect Mobility Coordination Project

Project Location and Service Area – Surprise Arizona

Question 2:



Northwest Valley Connect, NVC, a non- profit, transit organization serving the City of Surprise and residents as an independent provider. The Surprise geographic service area is 85.6 square miles and is the second fastest expanding city in the Phoenix metropolitan area. According to the Maricopa Association of Governments Census, 127,492 people live in the NVC service area. 27% of the population is 60 plus years and 16.9% live below the poverty rate.

Public transportation is fragmented, limited and restricts access for residents striving to maintain quality living and independence.

The National Aging and Disability Transportation Center 2017 Report, mirrors NVC's mission to provide personalized support that connects area residents with available transportation services while developing new transportation options for seniors and people with disabilities to overcome existing service gaps. The report underscores Public transportation for older adults as a national concern indicating transportation is a Public responsibility.

Generally compared to the overall population of central Phoenix Metropolitan who has a serviceable transportation system and those living in the Surprise service area, many more are likely to be isolated, poor, living on social security, and medically underserved. The population is more likely to suffer from significant health ailments such as heart disease, chronic lung disease, and diabetes or kidney disease.

Volunteers provided 1,373 rides for residents of Surprise during 2017. Total mileage was 11,565 Miles. Each ride averaged 8 miles and a number of rides were 15 miles or more.

Targeted demographic population of the city:
Refer to Question 3 - Page 7 & 8

Proposed Measurable Outcomes – Please provide an outcome statement to be achieved through the use of CDBG funding:
Refer to Question 4 - Page 9, 10 & 11
It is the intent of the City of Surprise to fund those activities that meet a High Priority in City's Consolidated Plan and comply with CDBG National Objectives- Describe in detail how the proposed project complies with these two objectives:
Refer to Question 5 - Page 12 & 13

PO Box 9305
Surprise, AZ 85374
www.NorthwestValleyConnect.org

Targeted demographic population of the city:

Question 3:

In 2007 The National Center on Senior Transportation published a report indicating that *Seniors Benefit From Transportation Coordination Partnerships -- A Toolbox of Best Practices*. The report discuses Key Demographic Trends in Aging:

> "The number of seniors is growing. Compared to the year 2000, by 2050 the number of people age 65 and over is projected to more than double, the number of people age 75 and over is projected to triple, and the number of people age 85 and over is projected to quintuple.
>
> - More of the population will be seniors. People 65 years of age and older were 13 percent of the population in the year 2000; they are projected to constitute 20 percent of the population in 2030.
> - The oldest age groups are growing fastest. In terms of numbers, the fastest-growing demographic group in the U.S. is people 85 years of age and older; their numbers are expected to double in the next 5 years.

The implication focuses on projected increases in numbers and proportions of seniors aging. Attention is drawn to senior mobility and independence which is adding to the rise in public involvement in transportation services. The fact that the fastest- growing age group is the one that NVC Ride-Connect program serves and it is this group that has important policy and program implications. Evidence strongly represents the need for more mobility options for this group and those approaching mid 80's. However, NVC's current solutions are: rider education - available and transportation information and application; consultative mobility management; and coordination of mobility transportation services that provide options addressing the special needs of an aging population while they maintain independent living.

The NVC Surprise Ride-Connect Mobility Coordination Project is a transportation resource available to 34,000 Surprise residents who are 60 plus years, those with disabilities and veterans, are the target population. The number is identified by Maricopa Association of Governments Census. Population demographics reported by the US 2010 Census indicates 35% of the Surprise Elder population or approximately 12,000 or more residents living independently are without access to vehicles. Assuming that 60% of the 12000 individuals are in need of either public or independent transportation services, the number becomes approximately 7,200 individuals.

NVC's recent Independent Transit Service report shows 18 providers are available to the Surprise residents. Hypothetically, each transit service provides services to 400 individual Surprise residents project to increase annually.

During FY2016, NVC provided transport for 320 individuals and 427 individuals were transported in FY2017. Although the individual ride requests are increasing the volume of service is not reflected. NVC transportation mobility management model provides service on a call request basis and approximately 68% are repetitive calls for specific needs. In addition, NVC surveys indicate that ride requests are increasing as a result three indicators: aging trends and factors; NVC's community visibility; and ride-connect services for low income. Research projects a substantial growth in an aging population and utilization of transportation services for their mobility. NVC doesn't foresee this population's need for ride service diminishing, perhaps as accommodating public transportation services become available to this group and future riders. In consideration, NVC estimates the caller volume for FY2019 to increase between 12% - 16% conservatively. The following graph illustrates caller and rider volume increase from 2015-2018.

Northwest Valley Connect Surprise Service Area

	NVC Total 2015	Surprise Total 2015	% of NVC Total
Callers	1457	153	10.50%
Riders	464	49	10.60%
	NVC Total 2016	**Surprise Total 2016**	**% of NVC Total**
Callers	3654	438	12%
Riders	2154	356	17%
	NVC Total 2017	**Surprise Total 2017**	**% of NVC Total**
Callers	10645	1,711	16%
Riders	7918	1,373	17%
	NVC Total 2018	**Surprise Total 2018**	**% of NVC Total**
Callers	14,273	2,067	14%
Riders	11,846	1,716	15%

Proposed Strategies and Measurable Outcomes:

Question 4:

Objective 1: Educate potential riders using a one-stop depository of transportation information, available transit services, eligibility requirements and assist with application and choice for the "right fit" for their needs;

Strategy 1:

NVC Ride-Connect SMSC interfaces with callers to discuss with caller the benefits of transit services education as a complementary component important for scheduling rides and offers customer satisfaction. The service is assists Individuals or care givers who are unaware of available transit services and eligibility requirements. Education is intended to bridge Caller confusion and enable effective rider choices.

Upon concluding the discussion with the caller, the SMSC requests a response to four questions pertaining to the shared information and the caller has the option to pose recommendations which are reviewed for project intervention.

Transportation information is referenced for returning Callers until they indicate awareness of the information and are able to make choices that fit their needs.

The SMSC provides mobility planning for the Caller and together they develop a sharable mobility plan that addresses their special needs, accommodations, schedules and transit services available for assistance.

Objective 2: Increase ridership using Mobility Management Consultation and Service Coordination

Strategy 2:

The SMSC increases ridership as a result of a mobility management consultation approach to rider requests while ferreting their special needs to develop a Rider Mobility Plan and assists the caller with available transit service choices.

Surprise residents who wish to use NVC services are provided a member packet identifying the rider and any special circumstances, such as a door-through-door service, wheelchair accommodations, destinations, income, ride duration, number of times per week, etc. No fee is involved.

If the Caller chooses not to use NVC and has a working knowledge of alternative transit services, SMSC calls the rider's transit choice and provide an initial introduction.

The SMSC will ready the Surprise caller in transitioning to an alternative transit service and assist with required eligibility forms or certifications, i.e. forms for low income documentation and ADA certification.

The caller is given a contact number to make the subsequent call to the alternative transit service.

All cumulated information is documented and constitutes the Surprise Caller (Name) Ride Coordination Mobility Plan. As a result of transit services education and the SMSC consultation, the mobility plan represents the rider's special needs and service coordination which effectively promotes efficiency in future transportation requests.

Surprise Ride-Connect Mobility Coordination Project

Grant Quarter 1 Phase 1/Obj 1 - Inform all Ride Callers and Transit Services	Grant Quarter 2 Phase 2/Obj 2 & 3 - Increase Ridership & Coordination	Grant Quarter 3 Phase 3/Obj 3 – Service Effectiveness & Efficiency	Grant Quarter 4 Phase 4/Obj 4 – Project Review & Recommendations
Phase 1/Activity	**Phase 2/Activity**	**Phase 3/Activity**	**Phase 4/Activity**
Onboard Surprise Mobility Service Coordinator, SMSC	SMSC Provides Caller with Ride Documents Related to Rider Service, Eligibility and Choice	Track and Analyze Management & Coordination Services	Modify Project Services According To Partner And Rider Input
Survey Transit Providers and Form Partnership Agreements	Ride is scheduled with NVC or Coordinated with Alternative Transit Service	Analyze and Qualify Rider Utilization	Create Dialogue With Additional Surpri Resources To Expand Current Services
Develop Procedures for Coordination and Referral Methodology	Update and Review Surprise Ride Connect Mobility Plans Quarterly	Analyze and Quantify Rider Utilization and Special Needs	Develop Final Project Report For NVC Review And Submission
Develop/Create Visibility of Transportation Information Depository	Review and Submit Quarterly Reports to Partner Transit Organizations	Develop 3rd Quarter Report for Partners	
Develop Template for Surprise Rider Mobility Management Plan	Incorporate Survey and Recommendations in Mobility Coordination Implementation	Convene Partner Forum for Strengthening Business and Service to Surprise Residents	
Expand NVC Data Collection Software		Pursue Additional Funds for Project Sustainability	
Callers Agree to Survey Questions/Recommendations			
Transportation Info Available to all Callers Unless Indicated Otherwise			
Phase 1/Outcomes	**Phase 2/Outcomes**	**Phase 3/Outcomes**	**Phase 4/Outcomes**
Service Education and Coordination Bridges Confusion and Enables Effective Rider Choices.	Consultative and Coordinated Mobility Management Improves Transit Provider Performance Measures	Coordination Increases Efficiency And Effectiveness By Lowering Cost Of Service	Service Coordination Identifies Transportation Gaps For Service Integration
Outcome 2			Proposes Destinations, Transit Modes, Special Circumstances For Consideratio Service Coordination Increases Levels C Transportation And Integration For Surprise
Outcome 3			

Question 4 Con't:

Objective 3: Quarterly track and review current rider mobility plans and extract information for improving the service; and

Strategy 3:

The SMSC follows through with the data analysis and creates the various reports for submission to the NVC Mobility Manager and Transit Partners.
The SMSC tracks Surprise Caller transit needs, volume of caller requests, alternative transit services, eligibility requirements, utilization frequency, days of service, and pick-up and destinations, etc.

The objective determines a check and balance process that ties together effective utilization of Mobility Management and Coordination services, as well as, efficient use of available transit services that positively impacts Surprise ride callers.

Objective 4: Gather project reports that identifies transportation gaps and special needs of an aging population to augment the City of Surprise transportation planning effort.

Strategy 4:

Address Coordination and Mobility Management of an Aging Population by offering a project that impacts three levels of the Surprise community:

1. Offer Surprise residents a one-stop source of available transportation services, transit provider profiles, and eligibility requirements that serve to make appropriate transit choices. Also, to assist with rider travel management and coordination of services.
2. Offer Transit Service Providers an opportunity to strengthen services and efficiently improve the cost of service. Working together creates a recognized visibility of transportation services and increases transit mobility for those that otherwise would not have access. Coordinated independent transit services addresses improved mobility that is effective and efficient which provides transit safety.
3. Offer City of Surprise grantor the Project results regarding special needs of Surprise aging population. The opportunity provides this group of residents a voice in transportation services. The project engages people, the providers and consumers to work together in support of their community.

NORTHWEST VALLEY CONNECT

Surprise,

www.NorthwestValleyConnect.org

Compliance with CDBG National Objectives and Objectives that meet a High Priority in the City of Surprise Consolidated Plan:

Question 5:

- **CDBG National Objectives:**
  As related to Northwest Valley Connect Grant Application:

24 CFR 570.208 Criteria for national objectives.
The following criteria shall be used to determine whether a CDBG-assisted activity complies with one or more of the national objectives as required under § 570.200(a)(2):

(a)*Activities benefiting low- and moderate-income persons.* Activities meeting the criteria in paragraph (a) (1), (2), (3), or (4) of this section as applicable, will be considered to benefit low and moderate income persons unless there is substantial evidence to the contrary. In assessing any such evidence, the full range of direct effects of the assisted activity will be considered. (The recipient shall appropriately ensure that activities that meet these criteria do not benefit moderate income persons to the exclusion of low income persons.)

Northwest Valley Connect, NVC, Ride-Connect program is a Referral and Second Responder for transportation services. Surprise residents who are the 60 plus years and older, those with disabilities and veterans and call NVC for a ride request are either referred to an alternative transit service or NVC provides a free ride service for the caller. However, the resident must be enrolled with NVC to take advantage of the service. First –time- callers requesting a ride with NVC is provided a member packet/application that is completed by the caller and returned to the Mobility Center Volunteer who logs the information into a Scheduling Data Base. The application identifies among other concerns the level of income, special needs, and a veteran. More than 51 percent of Surprise ride requests are low income and those of moderate income are requesting rides as a result of special needs, such as services for wheelchair users. Therefore, CDBG documented compliance is in effect.

- City of Surprise Consolidated Plan High Priority Activity:

Under Community Development (91.215 (e) of the City of Surprise Strategic Plan: Accordingly, Northwest Valley Connect, NVC, provides "Senior Services" Table 10 Index: 05A 570.201(e) to be funded with High Priority through the CDBG; Objective is Suitable Living Environment with the Outcome of Sustainability.
Public Service Activities:

The NVC: Surprise Ride-Connect Mobility Coordination Project is designed to provide the target population which are the low income residents, 60 plus years and older, those with disabilities, and veterans, rider education – that addresses transportation provider and service information and application; consultative mobility management; and coordination of mobility transportation services inclusive of options directed to the special needs of an aging population while they maintain independent living. Thus, the project supports the Community Development Objective and recognizes High Priority Activities of the City of Surprise Consolidated Plan. The project sustainability is determined by its effectiveness that is demonstrated by the objectives and outcome measures.

Organizational Capacity

Please describe organization's history and prior experience, including a list of similar projects: (Please attach an extra sheets if needed)

Refer to Question 6 - Page 15

Financial Audits and Reports: *(Please submit a copy of most recent financial audit)*	**Yes**	**No**	**NA**
Were the financial statements of the organization prepared in accordance with generally accepted accounting principles?	Yes		
Was there accurate and complete disclosure of the financial expenditures of each federally sponsored program?	Yes		
Was an audit of the financial records obtained annually (or at least biennially) in accordance with federal regulations and local requirements?			N/A
Was the audit performed by a licensed Certified Public Accountant?			N/A
Was the latest audit forwarded to the funding agency?			N/A
Has a copy of all applicable audits/reviews (including any management letter, if appropriate) been forwarded to the funding agency?			N/A

Organizational Capacity:

Question 6:

Northwest Valley Connect, NVC is a nonprofit transit organization comprised of an eleven member Board of Directors representing the social and human resources of Surprise and west valley communities. The initial operation began in 2014 and continually moves forward addressing new and improved services in response to NVC mission and service to residents. NVC provides transportation and referral services for residents who are 60 plus years, those with disabilities and veterans. The organization maintains two paid staff, the Executive Director/Mobility Manager and Program Coordinator. Otherwise the NVC programs are driven solely by the underpinning assistance of volunteers contributing to referral and free direct ride services that are available to Surprise senior citizenry. NVC services are an advantaged augmentation to Ride Choice, Senior Bus Program and Paratransit transportation services which demonstrates a verifiable community impact. The effort underscores NVC request for CDBG grant funds to enable capacity support for transit service education, consultative mobility management and Services Coordination is estimated as an essential benefit that serves Surprise residents and the City of Surprise.

NVC Mobility Center *Ride-Connect Program* located within the administrative offices of NVC, Surprise has the physical space, technical equipment and volunteer capacity to serve the increased caller demand. Use of a Data collection/scheduling software is fundamental to the Center's operation. The Center is manned by 4 Call Center Representatives on a split work shift with a full-time Dispatcher. Hours are 8 am- 5:00pm, Monday through Friday. 25 volunteer drivers use their vehicles or the NVC owned vehicles –three of which are accessible vans for those utilizing wheelchairs to provide the level of service a rider may need. In addition to individual rides, NVC provides a *Group Connect* program for social activities with a charge to riders at a nominal fee per round-trip. The transport is once per week with 8-10 riders and always has a waiting list. *Pass Training,* Passenger Service and Safety program is taught by a certified trainer to NVC volunteer and other agency drivers. The Trainer participates in the standardization of PASS training with Maricopa Sub-Regional Mobility Managers. *Volunteer Engagement* is a marketing and recruitment service provided by Experience Matters Encore Fellow.

A recent partnership with "Be Connected" a veteran statewide service program identifies NVC as a transportation resource for 71,000 veterans in the west valley communities. NVC estimates an Increase in rider requests from veterans residing in Surprise and those with special needs. Building volunteer capacity to respond to rider demand and transport requires effective management and community support.

Please Provide Other Funding Source References: (Please attach extra sheets if needed)

Refer to Question 7 - Page 17

NORTHWEST VALLEY CONNECT

PO Box 9303

www.NorthwestValleyConnect.com

Funding Source Reference

Question 7:

2018 Revenue

Contributions - In-Kind	$1,152
Contributions - Unrestricted	$20,480
Fares (Group Trips)	$578
Dysart CC TranSvc	$1,947
El Mirage Transportation Services	$13,200
Fundraising Event	$29,000
Grants	
5310 FTA grant	$67,125
City of Peoria	$3,000
SCW Foundation	$32,000
City of Surprise	$6,000
Virginia Piper	$30,000
City of Peoria General Grant	$2,000
Jan 2018 City of Surprise CDBG	$5,000
City of Goodyear	$2,000
Lutheran Thrift Store Grant	$5,000
SCW Rotary	$1,000
Peoria Art Grant	$2,400
NAPTA	$10,000
Desert Diamond Casino	$900
Total	$166,425
	$232,782

Program Team: Identify the name of the responsible party and the experience that they have in this role. Team members identified after the application are subject to review. Attach extra sheets if needed.	
Staff Member	**Background and Expertise of Personnel**
Name: Kathryn Chandler Title: Executive Director FTE on This Project: 6%	18 years of transit experience as a Dispatcher, Bus Driver, Transit Manager, Paratransit Manager, Mobility Manager and Executive Director
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	

Project Cost

Estimated Total Cost of Project:	$ 36875		
CDBG Funding Amount Requested for Project:	$ 15000		
Total Number of Units Served:	2315 calls		
Total Cost per Unit	$ 20.00		
Total CDBG Cost per Unit	$ 6.48		
Amount and Source of Other Funds Leveraged for Project: *(Please submit proof of other funding sources)*	**Source**	**Year**	**Amount**
	Please see attached : Question 7		
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	We will be looking for funding as part of the work plan. NVC is a nonprofit that depends on grants for sustainability.		
If your project is not fully funded, will your organization be able to implement project with partial funding?	The project services as an effective and cost efficient methodology for serving the City of Surprise and their aging population. In order to provide this service we would need full funding.		

Project Timeline

Project start date: July 1, 2019 **Project completion date:** June 30, 2020

Applicants must provide a schedule for the Program that lists major activities and indicate when they will be executed. Additional information such as contractor selection, final inspection, loan closing, etc. should be included when known.

Program Schedule

Major Program Activities:	**1st Quarter**	**2nd Quarter**	**3rd Quarter**	**4th Quarter**
	(each box represents one month)			
See Attached				

Proposed Budget

Specific Cost *Item/Description*	**CDBG Amount Requested**	**Other Funds Source**	**Other Funds Amount**	**Total Amount** *CDBG + Other Sources*
Direct Service & Project Development/ Mobility Coordinator	$ 10920		$	$ 10920
Professional Oversight	$ 4080			$ 4080
Routing Software 15%		Donations and grants	$ 2125	$ 2125
Rent and utilities		Donations and grants	$ 3800	$ 3800
Accessible Vehicle Expenses		Grants and donations	$ 4250	$ 4250
Volunteer hours and vehicle expenses		in - kind	$ 16536	$ 16536
Indirect costs = 12% of total cost		Donations and in-kind	$ 5550	$ 5550
Total	$ 15,000		$ 32,261	$ 47,261

Required Certifications for CDBG Public Services Activities Application

Signature of Agency Representative with Binding Authority below certifies the following statements:

- Organization has no conflict of interests with City of Surprise appointed or elected representatives and does not employ city appointed or elected representatives or their families.
- Organization will comply with federal requirements to be observed by organizations being funded with CDBG funds, including compliance with federal Labor Standards, Section 3, Segregated Facilities, Equal Opportunity, and Non-Discrimination. Section 109, Title VI and EO 11246. All requirements are described in 24 CFR 570 (CDBG Entitlement Grants).
- Authorized official certifies that this CDBG Public Services application package has been reviewed and all information provided in this application and attachments is true and correct.
- Sufficient funds are available from non-CDBG sources to complete the project, as described, if CDBG funds are allocated to the applicant.

_____ _____

Signature of authorized agency representative Date:

Kathryn Chandler

Printed name

Executive Director

Title

Northwest Valley Connect

Organization

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete & submit this form to the Welcome Center,
City of Surprise,
16000 N. Civic Center Plaza
Surprise, AZ 85374
We do not accept e-mail or electronic submissions

Organization Information	
Name of Organization:	Lutheran Social Services of the Southwest
Contact Person:	Karen Bamford
Contact Person Title:	Chief Program Officer
Mailing Address:	2502 E. University Drive, Suite 125 Phoenix, AZ 85034
Street Address *(if different from mailing)*:	same
Phone:	(480) 396-3795, (520) 748-2300
Fax:	(480) 325-3643
E-mail:	KBamford@lss-sw.org
Website URL *(if applicable)*:	www.lss-sw.org

Legal Status of Applicant:

- ☐ State-Certified CHDO
- X Non-Profit (non-CHDO)
- ☐ Public Housing Authority
- ☐ State Agency
- ☐ Local Government
- ☐ Tribal Government
- ☐ Council of Government
- ☐ General Partnership
- ☐ Limited Partnership
- ☐ Limited Liability Company
- ☐ Corporation

Applicant's Qualifications:	**Yes**	**No**	**NA**
Drug Free Policies	X		
Fair Housing Policies			X
Equal Employment Opportunity Employer	X		

Project Description

Proposed Project Title:	Lutheran Social Services of the Southwest City of Surprise Interfaith Homeless Emergency Lodging Program (I-HELP)

Check applicable priority area(s) that the project addresses:

- ☐ Child care
- ☐ Youth Services
- ☐ Health Care
- ☐ Job training/job creation
- ☐ Literacy programs
- ☐ Recreation programs
- ☐ Education programs
- ☐ Public safety services
- ☐ Fair housing activities
- ☐ Services for senior citizens
- X Services for homeless persons
- ☐ Drug abuse counseling and treatment
- ☐ Qualified Veteran Services
- ☐ Welfare (as defined by CDBG)
- ☐ Code Enforcement Services
- ☐ Transportation/Transit
- ☐ Other

If Other, describe
Other:_____

Describe the problem or need to be addressed by proposed project. (Please attach an extra sheet if needed)

Homelessness is a persistent and growing problem in Maricopa County and in Surprise. The annual Point in Time (PIT) Count conducted by the Maricopa Association of Governments (MAG) is a street and shelter count to determine the number of people experiencing homelessness in their communities. This count is part of a national effort to identify the extent of homelessness throughout the country. The 2018 PIT Count identified 39 unsheltered homeless persons in Surprise. This is nearly a 150 percent increase from the 2017 PIT Count. A similar increase was recorded the year prior, when the PIT Count identified 16 unsheltered persons in Surprise in 2017, versus only six in 2016. The unsheltered count has also increased steadily in Maricopa County since 2014. From 2017 to 2018, the unsheltered population count increased countywide by 27%. A person is considered homeless if they lack a safe and stable roof over their head.

According to current PIT count trends, the unsheltered population is increasing in all communities in Maricopa County. However, many in the field consider the PIT count to be only a minimum representation of the problem. The scale and distribution of people experiencing homelessness can be difficult to define because many people do not want to be counted. With homeless persons seeking refuge during winter months, many are not easily identified by sight, or living in cars. Regional partners have expressed concern that the PIT count does not accurately convey the extent of homelessness in Surprise and the surrounding areas, because the transient nature of those experiencing homelessness makes it difficult to get an accurate count to determine the full extent of the issue.

Homelessness threatens the social values of both the unsheltered individuals and the communities where homelessness occurs. Those struggling with homelessness suffer a loss of

agency, dignity, self-respect and equality. Residents of communities where homelessness occurs can experience a loss of safety, whether real or perceived, and a decreased sense of desire to remain in their community. Characteristics of those who experience homelessness are broad and varied, because homelessness crosses all aspects of socio-economic status, race, ethnicity, age and gender. Without the proper community support and resources, almost anyone can be touched by the effects of homelessness.

Many local partners across a varied spectrum have united to address homelessness in Maricopa County through the MAG Regional Continuum of Care. Partners include first responders, state and federal agencies, elected officials, hospitals, local governments, social services organizations, business owners, churches and homeless individuals. The ultimate goal of MAG's Regional Plan to End Homelessness is to "create a system for providing services to individuals and families experiencing homelessness that ensures homelessness is rare, brief and non-recurring." Citing the success of its focused work on military veteran homelessness, the Continuum of Care seeks to bring homelessness for other target populations to functional zero.

The primary cause of homelessness in Maricopa County is a lack of affordable housing. Currently there is an extreme shortage of affordable housing units available in Maricopa County. According to the Maricopa County Regional Continuum of Care, for every 100 households at or below extremely low income (ELI) thresholds, there are only 21 affordable and available housing units. For households at or below 50% of the area median income, there are only 48 affordable units per 100 households. Limited and expensive housing stock, rising rents, increases in the County's general population and gentrification make it extremely difficult for people with limited resources to find and retain affordable housing. Additional barriers to finding and maintaining stable housing include mental health challenges, domestic violence, low job skills and education, loss of employment, low wages and stagnant wage growth, substance abuse and chronic health issues. Homeless individuals tend to use public resources such as healthcare services, emergency rooms, and first responders to counter these barriers at a higher rate than the general population, placing disproportionate economic stress on the communities where they reside.

Women, individuals in the LGBTQ community, and racial and ethnic minorities face additional challenges in escaping homelessness. When living on the streets, these populations contend with increased threats to their safety including physical and sexual violence. As many shelters are geared toward families, or discriminate based on sexual preference, women without children and members of the LGBTQ community are more likely to sleep on the streets and face increased risk of violence and sexual assault.

The Southwest Valley, including Avondale, Goodyear and Surprise are under-resourced for individuals experiencing homelessness and poverty. A lack of public transportation compounds the problem by limiting access to homeless resources. What few homeless resources are available in Surprise are directed to families and exclude adults without children. Service providers recognize the need for more complementary services that assist homeless individuals in acquiring and maintaining housing. These services include case management,

mental and behavioral health counseling, employment assistance and substance abuse treatment.

LSS-SW's Interfaith Homeless Emergency Lodging Program (I-HELP) reduces the necessity of these services while offering opportunities to move beyond homelessness at a very reasonable public cost. LSS-SW has successfully developed and implemented I-HELP in two regions of Maricopa County: the East Valley (primarily Mesa) and the Southwest Valley (Avondale, Goodyear, Litchfield Park and Glendale). Each evening, homelessness persons meet at a central intake point and sleep in houses of worship that rotate nightly providing shelter. Many churches provide additional services, such as dinner, a bagged lunch or healthy snacks, showers, hygiene items, and social support that reinforces the humanity of participants. LSS-SW provides the oversight, transportation, volunteer management, fundraising, and a case manager who regularly meets with the guests to create a life plan from crisis to stability. Replicating I-HELP programs in Surprise and adjacent areas of northwestern Maricopa County represents a strong potential to mitigate homelessness in and around Surprise.

Project Location & Service Area - Describe the area to be served by the project. If possible, include a map.

Currently LSS-SW I-HELP serves the East Valley in Mesa and the West Valley in Avondale, Goodyear, Litchfield Park and Glendale. This project would expand services to churches within the City of Surprise and El Mirage. Specific churches will be identified and interest in the program will be assessed with the goal of securing commitment from ten houses of worship during the first quarter of the project period.

Targeted demographic population of the city:

Homeless men and women living in the City of Surprise and adjacent communities.

Proposed Measurable Outcomes – Please provide an outcome statement to be achieved through the use of CDBG funding:

I-HELP offers the first step in a continuum of care from crisis to stability for individuals experiencing homelessness. The ultimate goal is to provide safe shelter and connect participants to services designed to end homeless. Intended I-HELP outcomes for Surprise in FY 2019-2020 include:

- 65% of participants will engage in case management services to take steps towards stability
- 25% will find housing
- 30% will obtain employment
- 25% will be connected and referred to appropriate resources for mental and behavioral health treatment through case management

Case management improves housing stability, removes employment barriers, and reduces substance abuse for individuals experiencing homelessness. I-HELP case managers provide comprehensive support which allows homeless persons to overcome barriers to self-sufficiency while accessing needed services in the areas of mental health, substance abuse, employment, affordable housing, and domestic violence. Through case management, participants develop and are held accountable to Life Plans that establish realistic goals to move beyond homelessness.

In the first year of Southwest Valley I-HELP (Avondale, Goodyear, Litchfield Park and Glendale), 62 individuals accessed safe shelter. LSS-SW anticipates numbers will be similar for Surprise I-HELP, but actual numbers will depend on how rapidly the partnerships with houses of worship are secured.

It is the intent of the City of Surprise to fund those activities that meet a High Priority in City's Consolidated Plan and comply with CDBG National Objectives- Describe in detail how the proposed project complies with these two objectives:

LSS-SW's City of Surprise I-HELP expansion proposal meets the City's Five Year Strategic Plan Executive Summary by addressing the primary category of need "Public Services to Special Needs Populations." It also addresses the "Homeless Needs" described under Affordable Housing/Barriers to Affordable Housing. This proposal also complies with the CDBG national objective of benefiting low and moderate-income persons.

Under the City of Surprise Five-Year Strategic Plan's Housing Needs and Barriers to Affordable Housing, the Plan specifically addresses "Homeless Needs." According to the Plan, it must utilize the Continuum of Care planning process to provide a concise summary of the nature and extent of homelessness in the jurisdiction, (including rural homelessness and chronic homelessness where applicable), addressing separately the need for facilities and services for homeless persons, both sheltered and unsheltered, and homeless subpopulations. The summary is to include the characteristics and needs of low-income individuals, (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered. The Plan indicates that a community should give a high priority to chronically homeless persons, where the jurisdiction identifies sheltered and

unsheltered chronic homeless persons in its Homeless Needs Table, Homeless Populations and Subpopulations.

Within Surprise's Five-Year Strategic Plan, its Homeless Strategy calls for developing a system to address homelessness and the priority needs of homeless persons and families. The strategy will consider the housing and supportive services needed in each stage of the process which includes preventing homelessness, outreach/assessment, emergency shelters and services, transitional housing, and helping homeless persons (especially any persons that are chronically homeless) make the transition to permanent housing and independent living. The jurisdiction must also describe its strategy for helping extremely low- and low-income individuals and families who are at imminent risk of becoming homeless.

The Five Year Strategic Plan calls for describing Surprise's strategy for eliminating chronic homelessness by 2019. This includes strategies for helping homeless persons make transitions to permanent housing and independent living. These strategies, to the maximum extent feasible, are to be coordinated with the strategy presented by the Continuum of Care application and any other strategy or plan to eliminate chronic homelessness. It includes consideration of the institutional structure, including private industry, nonprofit organizations, and public institutions, through which the jurisdiction will carry out its homelessness strategy.

LSS-SW is uniquely prepared to work in partnership with the City of Surprise to help the homeless strategies in the Five Year Strategic Plan become reality. In September 2018, LSS-SW was awarded a Surprise Community Outreach Program Grant of $7,200 to assess the feasibility of expanding I-HELP into Surprise. The first quarterly progress report documenting the extent of these efforts will be submitted to Surprise's Human Service and Community Vitality office on January 14, 2019. As part of the Community Outreach Grant, LSS-SW initiated focus groups and interviews with homeless individuals in the West Valley to determine interest in I-HELP expansion. The responses are being compiled and next steps are being planned. Out of 15 homeless individuals interviewed, 14 expressed openness to emergency shelter and case management services in Surprise. Respondents identified the primary reasons they were homeless as having a disability or chronic illness, suffering from a mental health issue, or escaping from a domestic violence situation.

Following the focus groups and interviews, LSS-SW's Chief Executive Officer and its Director of Emergency Services collaborated with the Surprise Community Development Department to conduct an initial meeting with approximately 50 regional partners to identify the needs in the community related to homelessness. The areas of particular concern were identified as parks, washes, and specific areas within Surprise and El Mirage such as the Bell/Grand Avenue Bridge, El Mirage, Youngtown, and various ramadas throughout the city which are occupied by homeless individuals during the day.

LSS-SW is presently concentrating its outreach efforts on identifying interested churches and congregations as participants in serving as official I-HELP host sites. Presentations have been conducted with numerous individual churches and to representatives of the Cities of Youngtown and El Mirage. A comprehensive and informative one-page fact sheet is being distributed by LSS-SW at these meetings. Several outstanding invitations for similar

presentations are in the planning stage to be held in January in order to expand the list of potential host sites. There currently exist at least five Surprise churches with confirmed interest in participation. These churches have also agreed to identify and solicit interest from other churches in Avondale and elsewhere. The goal is to gain commitment from at least eight (and preferably 10) churches to initiate I-HELP operations. LSS-SW plans to complete at least 15 congregational outreach meetings and five planning meetings with committed faith partners by the end of January. Meanwhile, as documented in the Community Outreach Program Grant, LSS-SW will create an implementation plan that maps a timeline, necessary and secured resources and steps to launch operations. Progress toward meeting these benchmarks is being documented by LSS-SW and will be contained in the pending quarterly Community Outreach Program progress report. Simultaneously with coordinating homeless outreach efforts in Surprise, LSS-SW continually seeks to identify other opportunities for grant funding from alternative sources.

Organizational Capacity

Please describe organization's history and prior experience, including a list of similar projects: (Please attach extra sheets if needed)

LSS-SW, incorporated in 1970, currently operates seventeen programs in four operational divisions (Emergency Services, Aging and Disability Services, Refugee and Immigration Services, Children and Family Services) which provide critical assistance to almost 70,000 Arizonans annually.

LSS-SW implemented the Interfaith Homeless Emergency Lodging Program (I-HELP) in Mesa in 2010 and served 220 women with 8,311 bed nights in FY 2018. After hearing details of the success of Mesa's I-HELP program, the City of Avondale and churches in Avondale and Goodyear approached LSS-SW requesting that we expand I-HELP to the Southwest Valley. I-HELP has been operating in the Avondale/Goodyear area since 2017 serving 132 individuals with 2,805 bed nights in FY 2018.

LSS-SW has recently been asked by Mayor John Giles of the City of Mesa to participate on the Mayor's Task Force on Homelessness as a leader in emergency shelter and supportive services for the homeless population in the East Valley.

Financial Audits and Reports: *(Please submit a copy of most recent financial audit)*	**Yes**	**No**	**NA**
Were the financial statements of the organization prepared in accordance with generally accepted accounting principles?	X		
Was there accurate and complete disclosure of the financial expenditures of each federally sponsored program?	X		
Was an audit of the financial records obtained annually (or at least biennially) in accordance with federal regulations and local requirements?	X		
Was the audit performed by a licensed Certified Public Accountant?	X		
Was the latest audit forwarded to the funding agency?	X		
Has a copy of all applicable audits/reviews (including any management letter, if appropriate) been forwarded to the funding agency?	X		

Please Provide Other Funding Source References: (Please attach extra sheets if needed)

Substantial church support is committed in the form of in-kind lodging, food, and additional contributions to fund the program. LSS-SW will continue to apply for additional funding from other sources. Any deficits will be made up through individual giving.

Program Team: Identify the name of the responsible party and the experience that they have in this role. Team members identified after the application are subject to review. Attach extra sheets if needed.	
Staff Member	**Background and Expertise of Personnel**
Name: Robert Sanders Title: Regional Director, Emergency Services FTE on This Project: .10	LSS-SW's Emergency Services Regional Director, Robert Sanders, has been employed at LSS-SW for ten years. He has more than 20 years of professional experience in social services, specializing in employment and benefits services for underserved individuals and those with disabilities. LSS-SW Emergency Services, in partnership with faith partners and volunteers, relieves hunger and homelessness for neighbors facing extreme poverty through food pantries, rent and utility assistance, emergency shelter and disaster preparedness. Mr. Sanders' responsibilities include overseeing the operations of all program activities and staff and assisting with finding and developing new program resources. He also ensures that all agency activities and operations are carried out in compliance with local, state and federal regulations and prepares evaluation reports for internal and external purposes. Mr. Sanders has a degree in Business Administration from the Community College of the Air Force. He has obtained his Arizona Department of Corrections Offender Employment Specialist Certification and Customer Service Certification.
Name: TBH Title: Operations Manager FTE on This Project: n/a	TBD
Name: TBH Title: Volunteer and Communications Specialist FTE on This Project: n/a	TBD
Name: TBH Title: Case Manager FTE on This Project: .50	TBD
Name: TBH Title: Program Facilitator FTE on This Project: .17	TBD

Project Cost

Estimated Total Cost of Project:	$ 192,934		
CDBG Funding Amount Requested for Project:	$ 50,000		
Total Number of Units Served:	10-12 guests per night or approx. 3,000 bed nights		
Total Cost per Unit	$64.32		
Total CDBG Cost per Unit	$16.67		
Amount and Source of Other Funds Leveraged for Project: *(Please submit proof of other funding sources)*	**Source**	**Year**	**Amount**
	Other congregation, individual and foundation support	2019	$5,000.
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	To diversify its fund development strategies beyond congregational giving and government contracts, LSS-SW is raising its community profile by hosting monthly tour events throughout Arizona to educate, inspire and introduce participants to the vital work of its programs. In addition to building individual giving through direct mail appeals, e-newsletters, the Arizona Tax Credit and Arizona Gives Day, LSS-SW has implemented the Creating Community Society, a multi-year giving program. LSS-SW's Board of Directors and executive staff are leading by example with 100% giving. We are also building a corporate and foundation grants program and working to implement special events and planned giving as part of our overall fund development plan. The anticipated expenses for the second year of I-HELP operations are lower than year one, as start-up costs include such one-time purchases as computers and program supplies. The total cost per participant or per bed night unit will decrease in following years (cost per unit does not include in-kind lodging and meals). Additionally, as LSS-SW secures increased partnerships from houses of worship, the organization will be able to serve more individuals. LSS-SW's established volunteer network and the complementary congregational volunteer support offers extensive human capital resources which substantially reduce I-HELP operating costs. A unique aspect of the I-HELP model is the opportunity for church volunteers to interact and form relationships with guests. This serves the dual purpose of reinforcing the humanity of homeless individuals and increases awareness in the community about the factors contributing to homelessness.		

If your project is not fully funded, will your organization be able to implement project with partial funding?	If the City of Surprise I-HELP expansion is not fully funded, LSS-SW will likely still be able to expand I-HELP operations into Surprise, but on a limited scale. Decreased funding would reduce the number of homeless individuals that can be served and the number of nights that shelter is provided. Additionally, LSS-SW would have to implement the project in phases, as we secure additional support from funding sources, faith communities, and generous donors and volunteers. Although there are start-up costs associated with expanding I-HELP into the City of Surprise, the costs are much less than a brick and mortar shelter would cost to secure, renovate, and maintain.

Project Timeline

Project start date: July 1, 2019 **Project completion date:** June 30, 2020

Applicants must provide a schedule for the Program that lists major activities and indicate when they will be executed. Additional information such as contractor selection, final inspection, loan closing, etc. should be included when known.

Major Program Activities:	**1st Quarter**			**2nd Quarter**			**3rd Quarter**			**4th Quarter**		
	(each box represents one month)											
Finalize program plan and funding sources	X											
Secure commitments from houses of worship	X											
Train committed houses of worship		X	X	X	X	X						
Develop position descriptions and advertise job openings	X											
Interview and hire staff		X										
Staff receive orientation and Homeless Management Information System (HMIS) and Service Prioritization Decision Assistance Tool (SPDAT) training			X									
Conduct community outreach to advertise new program to homeless individuals and community			X	X								
Place homeless individuals				X	X	X	X	X	X	X	X	X
Evaluate outcomes and adjust services as needed									X	X	X	X

Proposed Budget				
Specific Cost *Item/Description*	**CDBG Amount Requested**	**Other Funds Source**	**Other Funds Amount**	**Total Amount** *CDBG + Other Sources*
Regional Director Salary	$5,500.	Not Funded	$11,000.	$16,500.
Operations Manager Salary	$0.	Not Funded	$13,500.	$13,500.
Volunteer and Communication Specialist Salary	$0.	Not Funded	$1,988.	$1,988.
Case Manager Salary	$18,720.	Not Funded	$18,720.	$37,440.
Program Facilitator Salary	$4,853.	Not Funded	$9,707.	$14,560.
Employee Benefits	$5,233.	Not Funded	$9,885.	$15,118.
Travel	$0.	Not Funded	$2,200.	$2,200.
Transportation (insurance, fuel, maintenance, repairs) Van	$0.	Not Funded	$39,400.	$39,400.
2 Laptops Cell Phones/Data	$1,800.	Not Funded	$1,800.	$3,600.
Office Supplies, Postage, Printing/Copying Supplies, Program Supplies-Other, Minor Equipment	$1,107.	Not Funded	$2,213.	$3,320.
Contractual: Employee Background Checks, Advertising/Promotion, Conferences & Meetings, Fees & Dues, Peer Monitors	$4,502.	Not Funded	$7,543.	$12,045.
Other (Phones, Fax, Internet, 2 Cell Phones/Data, Northwest Valley	$3,008.	Not Funded	$4,892.	$7,900.

Start-Up Costs (bedding, mats, trailer)				
Direct Client Assistance (bus passes, fuel cards, job training, uniforms	$0.	Not Funded	$5,000.	$5,000.
Indirect Costs	$5,277.	Not Funded	$15,086.	$20,363.
Total	**$50,000.**	**Not Funded**	**$142,934**	**$192,934**

Required Certifications for CDBG Public Services Activities Application

Signature of Agency Representative with Binding Authority below certifies the following statements:

- Organization has no conflict of interests with City of Surprise appointed or elected representatives and does not employ city appointed or elected representatives or their families.

- Organization will comply with federal requirements to be observed by organizations being funded with CDBG funds, including compliance with federal Labor Standards, Section 3, Segregated Facilities, Equal Opportunity, and Non-Discrimination. Section 109, Title VI and EO 11246. All requirements are described in 24 CFR 570 (CDBG Entitlement Grants).

- Authorized official certifies that this CDBG Public Services application package has been reviewed and all information provided in this application and attachments is true and correct.

- Sufficient funds are available from non-CDBG sources to complete the project, as described, if CDBG funds are allocated to the applicant.

Dominique Dancause
Signature of authorized agency representative

Date: 1/10/19

Dominique Dancause
Printed name

Chief Financial Officer
Title

Lutheran Social Services of the Southwest
Organization

SURPRISE
ARIZONA

SURPRISE RESOURCE CENTER
HUMAN SERVICE & COMMUNITY VITALITY
12425 W BELL RD., SUITE 124
SURPRISE, AZ 85378
T. 623·222·1600

January 10, 2019

City of Surprise
16000 N Civic Center Plaza
Surprise, AZ 85374

RECEIVED
JAN 11 2019
BY:

RE: 2019-2020 CDBG Public Service Grants

Review Committee,

The City of Surprise Resource Center is pleased to present this proposal for your review. We look forward to partnering with you to provide crisis assistance funding to aid with water utility bills and eviction prevention for those who do not meet the guidelines set forth by the Community Action Program (CAP).

Currently, the City of Surprise has a **10.2%** poverty rate according to the latest Census figures, which equates to **13,677** people living below the poverty level. The City of Surprise, through the Surprise Resource Center, administers the Community Action Program (CAP) which provides utility assistance and eviction prevention to income qualified families for residents of Surprise and El Mirage. CAP utilizes federal funds and guidelines to administer the program. However, these services do not include assistance with water utility bills or eviction prevention to individuals or families without a child in the home, mostly impacting seniors.

Last fiscal year alone, CAP served **570** families, or **1,927** unduplicated individuals with the allocation received. Since July 1, 2018, CAP has had to turn away **102** requests from residents in crisis that needed assistance. These residents primarily needed assistance with water utilities and eviction prevention but were not eligible due to no child in the home under age 17. This assistance will prove invaluable for seniors, veterans, and families in crisis that do not meet the eviction prevention guidelines set forth by the CAP program.

The Crisis Assistance Fund will be used to fill this great need by proposing to assist a minimum of **30** families in need of eviction prevention through assistance with rent and utilities. If awarded, funds will be dispersed beginning February as the demand continues to rise for assistance for all utilities and eviction prevention.

We appreciate the City of Surprise taking an interest in helping prevent eviction and preserving the health and welfare of those in crisis by assisting to keep the utilities on. Please give me a call at 623.222.1028 or email at edith.baltierrez@surpriseaz.gov if you require any further information or have any questions concerning this proposal.

Thank you,

Edith Baltierrez
Executive Management Analyst

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete & submit this form to the Welcome Center,
City of Surprise,
16000 N. Civic Center Plaza
Surprise, AZ 85374
We do not accept e-mail or electronic submissions

Organization Information	
Name of Organization:	City of Surprise
Contact Person:	Edith Baltierrez
Contact Person Title:	Executive Management Analyst
Mailing Address:	15832 N. Hollyhock St Surprise, AZ 85378
Street Address *(if different from mailing)*:	12425 W Bell Rd, Ste 124 Surprise, AZ 85374
Phone:	623.222.1028
Fax:	623.222.1601
E-mail:	edith.baltierrez@surpriseaz.gov
Website URL *(if applicable)*:	www.surpriseaz.gov/3588/Surprise-Resource-Center

Legal Status of Applicant:

- ☐ State-Certified CHDO
- ☐ Non-Profit (non-CHDO)
- ☐ Public Housing Authority
- ☐ State Agency
- X Local Government
- ☐ Tribal Government
- ☐ Council of Government
- ☐ General Partnership
- ☐ Limited Partnership
- ☐ Limited Liability Company
- ☐ Corporation

Applicant's Qualifications:	**Yes**	**No**	**NA**
Drug Free Policies	X		
Fair Housing Policies	X		
Equal Employment Opportunity Employer	X		

Project Description

Proposed Project Title:	**Crisis Assistance Fund**

Check applicable priority area(s) that the project addresses:

- ☐ Child care
- ☐ Youth Services
- ☐ Health Care
- ☐ Job training/job creation
- ☐ Literacy programs
- ☐ Recreation programs
- ☐ Education programs
- ☐ Public safety services
- ☐ Fair housing activities
- ☐ Services for senior citizens
- X Services for homeless persons
- ☐ Drug abuse counseling and treatment
- ☐ Qualified Veteran Services
- X Welfare (as defined by CDBG)
- ☐ Code Enforcement Services
- ☐ Transportation/Transit
- X Other

If Other, describe Other: Utility Assistance and Eviction/Homeless Prevention

Describe the problem or need to be addressed by proposed project. (Please attach an extra sheet if needed)

The City of Surprise, through the Surprise Resource Center, administers the Community Action Program (CAP) which provides utility assistance and eviction prevention to income qualified families for residents of Surprise and El Mirage. CAP utilizes federal funds and guidelines to administer the program. These services, however; do not include assistance for eviction prevention to individuals or families without a child in the home or assistance with water utility bills.

Surprise Municipal Code, Section 105-19(h) adopts language in the 2006 International Property Maintenance Code, which states in Sections 505, 506, 601, and 604 that in order to occupy a structure water systems, sanitary drainage systems and electrical facilities must be in working order. Therefore, utility assistance is an important aspect of homeless prevention. The project will focus on filling the gaps mentioned above; however, due to the municipal code requirement, the project will include assistance with all utility bills including water, electric, and natural gas in addition to rental assistance.

In the past year, we have had to turn away **102** requests from residents in crisis that needed assistance. These residents primarily needed assistance with water utilities and eviction prevention but were not eligible due to no child in the home under age 17. The City of Surprise has a **10.2%** poverty rate according to the latest Census figures, which equates to **13,677** people living below the poverty level. Last fiscal year alone, CAP

served **570** households, or **1,927** unduplicated individuals with the allocation received. The Crisis Assistance Fund will be used to fill this great need. Through the first two quarters of this program year, the Resource Center HOPE line, which all calls for utility and rental assistance filter through, received **23,269** calls, which translated to **307** households served. The Surprise and El Mirage areas are not alone in the need for utility assistance. In our local zip codes according to 211, a statewide resource guide, the most search for and requested service was for utility and eviction prevention assistance.

The requested funding will only serve City of Surprise residents per CDBG guidelines.

Project Location & Service Area - Describe the area to be served by the project. If possible, include a map.

The Crisis Assistance Fund will be administered from the Surprise Resource Center which is located in the city's Original Town Site with services available to the residents of Surprise that meet the income qualifications and guidelines.

Targeted demographic population of the city:

The Crisis Assistance Fund will target Surprise residents that are at or below the 80% income limits defined by HUD and that require water utility assistance or eviction prevention assistance. For example, total household income for a family of 4 cannot exceed more than $55,300.

Proposed Measurable Outcomes – Please provide an outcome statement to be achieved through the use of CDBG funding:

The Crisis Assistance Fund proposes to support a minimum of **30** families in crisis through assistance with eviction prevention (rent) and utility payments.

It is the intent of the City of Surprise to fund those activities that meet a High Priority in City's Consolidated Plan and comply with CDBG National Objectives- Describe in detail how the proposed project complies with these two objectives:

The Crisis Assistance Fund activities assist in meeting the city's high priority needs by aiding in the prevention of eviction and ultimately homelessness for individuals that do not have a child in the home. This assistance will prove invaluable for seniors, veterans, and families in crisis that don't meet the eviction prevention guidelines set forth by the CAP program. The utility assistance will also aid in eviction prevention and in the health and welfare of our low to moderate income residents that are in crisis by assisting to keep the utilities on. Surprise Municipal Code, Section 105-19 (h) adopts language in the 2006 International Property Maintenance Code, which states in Sections 505, 506, 601, and 604 that in order to occupy a structure water systems, sanitary drainage systems and electrical facilities must be in working order.

Organizational Capacity

Please describe organization's history and prior experience, including a list of similar projects: (Please attach an extra sheets if needed)

The City of Surprise opened the Surprise Resource Center on December 14, 2015. This one-stop-shop for social services assists residents of Surprise and El Mirage by providing eviction prevention and utility assistance to income qualified individuals and families. Through strategic partnerships, the center also offers food and nutrition assistance, enrollment for health insurance programs, workforce development, Veteran Job Club, domestic violence services, parent education, VITA tax assistance, emergency food boxes, and WIC nutritional programs.

The Crisis Assistance Fund was established in November 2017 when the project received grant funding from CDBG Public Services and the Tohono O'odham Nation. The policy and forms have been created and are currently being reviewed by our legal team. Funds will be dispersed beginning July 2019 as the demand continues to rise for assistance for all utilities and eviction prevention.

Financial Audits and Reports: *(Please submit a copy of most recent financial audit)*	**Yes**	**No**	**NA**
Were the financial statements of the organization prepared in accordance with generally accepted accounting principles?	X		**On file**
Was there accurate and complete disclosure of the financial expenditures of each federally sponsored program?	X		
Was an audit of the financial records obtained annually (or at least biennially) in accordance with federal regulations and local requirements?	X		
Was the audit performed by a licensed Certified Public Accountant?	X		
Was the latest audit forwarded to the funding agency?	X		
Has a copy of all applicable audits/reviews (including any management letter, if appropriate) been forwarded to the funding agency?	X		

Please Provide Other Funding Source References: (Please attach extra sheets if needed)
The City of Surprise will provide staffing and administrative expenses of 2.5 FTE to administer the program.

Other funders for CAP operations include a grant administered by Maricopa County for administrative expenses of the Surprise Resource Center and vouchers to assist with utility assistance and eviction prevention.

The Surprise Resource Center received a grant from both the CDBG Public Service application and from the Tohono O'odham Nation during 2017-18 funding year for the Crisis Assistance Fund and from CDBG Public Services in the 2018-19 funding year.

In 2017-18 CDBG funding assisted 18 households, with 68 individuals, with $21,010.
In 2018-19 CDBG funding assisted 23 households, with 90 individuals, with $23,500, with $1,935 remaining for the funding year.

Program Team: Identify the name of the responsible party and the experience that they have in this role. Team members identified after the application are subject to review. Attach extra sheets if needed.	
Staff Member	**Background and Expertise of Personnel**
Name: Edith Baltierrez Title: Executive Management Analyst FTE on This Project: 1.0	1.5 years direct service experience at the Surprise Resource Center assisting families in need of various resources. One-year experience supervising employees providing direct service. 3+ years' experience with the City of Surprise.
Name: Martha Myers Title: Resource Center Coordinator FTE on This Project: 1.0	4 years direct service experience assisting families in need of various resources
Name: Deb Perry Title: Sr. Financial Analyst FTE on This Project: .15	3 years of quality assurance review of CAP applications. 11 years' experience with the City of Surprise and 18+ years of financial experience.
Name: Carmen Miranda Title: Resource Center Specialist FTE on This Project: .5	1.5 years direct Service experience assisting families in need of various resources.
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	

Project Cost

Estimated Total Cost of Project:	$ 30,000		
CDBG Funding Amount Requested for Project:	$ 30,000		
Total Number of Units Served:	30		
Total Cost per Unit	$ N/A dependent on need		
Total CDBG Cost per Unit	$ N/A dependent on need		
Amount and Source of Other Funds Leveraged for Project: *(Please submit proof of other funding sources)*	**Source**	**Year**	**Amount**
	COS – admin costs	19-20	$8,250
	County ISB (not yet secured) admin costs	19-20	$87,452
	CDBG Public Service	18-19	$23,500
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	The Surprise Resource Center will continue to provide CAP assistance but will be unable to continue to provide water utility assistance or eviction prevention to those without a child in the home if the funds are not awarded.		
If your project is not fully funded, will your organization be able to implement project with partial funding?	Yes, we would use whatever funding is received to assist residents in crisis.		

Project Timeline

Project start date: July 1, 2019 **Project completion date:** June 30, 2020

Applicants must provide a schedule for the Program that lists major activities and indicate when they will be executed. Additional information such as contractor selection, final inspection, loan closing, etc. should be included when known.

Program Schedule

Major Program Activities:	**1st Quarter**			**2nd Quarter**			**3rd Quarter**			**4th Quarter**		
	(each box represents one month)											
Contract Executed	X											
Internal Process and Guidelines Finalized	X											
Client Intake Appointments	X	X	X	X	X	X	X	X	X	X	X	X
Evaluate Results			X			X			X			X

Proposed Budget				
Specific Cost *Item/Description*	**CDBG Amount Requested**	**Other Funds Source**	**Other Funds Amount**	**Total Amount** *CDBG + Other Sources*
Salaries	$	COS / CAP IGA	$95,702	$ 95,702
Supplies/Services		COS / CAP IGA	$10,400	$ 10,400
Crisis Assistance	$30,000			$ 30,000
Total	$30,000		$106,102	$136,102

Required Certifications for CDBG Public Services Activities Application

Signature of Agency Representative with Binding Authority below certifies the following statements:

- Organization has no conflict of interests with City of Surprise appointed or elected representatives and does not employ city appointed or elected representatives or their families.
- Organization will comply with federal requirements to be observed by organizations being funded with CDBG funds, including compliance with federal Labor Standards, Section 3, Segregated Facilities, Equal Opportunity, and Non-Discrimination. Section 109, Title VI and EO 11246. All requirements are described in 24 CFR 570 (CDBG Entitlement Grants).
- Authorized official certifies that this CDBG Public Services application package has been reviewed and all information provided in this application and attachments is true and correct.
- Sufficient funds are available from non-CDBG sources to complete the project, as described, if CDBG funds are allocated to the applicant.

Martha Myers
Signature of authorized agency representative

1/10/19
Date:

Martha Myers
Printed name

Resource center Coordinator
Title

City of Surprise
Organization

"High Priority" Definition

as referenced in City of Surprise Crisis Assistance Fund Application

The explanation noted below this excerpt is based on the phrase "High Priority" as referenced on Page 7 of City of Surprise Crisis Assistance Fund CDBG PS Application:

> It is the intent of the City of Surprise to fund those activities that meet a **High Priority** in City's Consolidated Plan and comply with CDBG National Objectives- Describe in detail how the proposed project complies with these two objectives:
>
> The Crisis Assistance Fund activities assist in meeting the city's **high priority** needs by aiding in the prevention of eviction and ultimately homelessness for individuals that do not have a child in the home. This assistance will prove invaluable for seniors, veterans, and families in crisis that don't meet the eviction prevention guidelines set forth by the CAP program. The water utility assistance will aid in the health and welfare of our low to moderate income residents that are in crisis by assisting to keep the water source on.

"High Priority"- Within the City of Surprise Consolidated Plan the objective and outcome expectations of activities tied to HUD grant-funded spending to other funding initiatives in the city is to connect benefit to low- and moderate-income residents. The proposed City of Surprise Crisis Assistance Fund would directly support one of the four "primary" *(which for purposes of this grant application has been worded as "High Priority")* categories of need that are listed in the Consolidated Plan:

1. Infrastructure development
2. Housing
3. Public services to special needs populations
4. Economic Development

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete & submit this form to the Welcome Center,
City of Surprise,
16000 N. Civic Center Plaza
Surprise, AZ 85374
We do not accept e-mail or electronic submissions

Organization Information	
Name of Organization:	notMYkid
Contact Person:	Joronda Montaño
Contact Person Title:	Executive Director
Mailing Address:	5230 East Shea Blvd. Scottsdale, AZ 85254
Street Address *(if different from mailing):*	
Phone:	(602) 652-0163 x114
Fax:	(602) 795-8154
E-mail:	joronda@notMYkid.org
Website URL *(if applicable)*:	www.notmykid.org

Legal Status of Applicant:

- ☐ State-Certified CHDO
- ☒ Non-Profit (non-CHDO)
- ☐ Public Housing Authority
- ☐ State Agency
- ☐ Local Government
- ☐ Tribal Government
- ☐ Council of Government
- ☐ General Partnership
- ☐ Limited Partnership
- ☐ Limited Liability Company
- ☐ Corporation

Applicant's Qualifications:	**Yes**	**No**	**NA**
Drug Free Policies	x		
Fair Housing Policies			x
Equal Employment Opportunity Employer	x		

Project Description

Proposed Project Title:	**Amplif(i) Prevention Education Program**

Check applicable priority area(s) that the project addresses:

- ☐ Child care
- ☒ Youth Services
- ☐ Health Care
- ☐ Job training/job creation
- ☐ Literacy programs
- ☐ Recreation programs
- ☒ Education programs
- ☐ Public safety services
- ☐ Fair housing activities
- ☐ Services for senior citizens
- ☐ Services for homeless persons
- ☐ Drug abuse counseling and treatment
- ☐ Qualified Veteran Services
- ☐ Welfare (as defined by CDBG)
- ☐ Code Enforcement Services
- ☐ Transportation/Transit
- ☐ Other

If Other, describe Other:_____

Describe the problem or need to be addressed by proposed project. (Please attach an extra sheet if needed)

Today's youth are posed with an inextricable alliance of threats working against their health, happiness, development, and success. As young as ten years old, youth are faced with difficult decisions regarding drugs, alcohol, bullying, and unhealthy relationships, and too often, they lack the skills, resources, and parental support to safely navigate these situations. **notMYkid firmly believes that providing youth with coping mechanisms for demanding situations is key to helping them arrive at adulthood healthy and whole.**

(See Exhibit 1 for specific information on the problem.)

Project Location & Service Area - Describe the area to be served by the project. If possible, include a map.

Priority will be given to schools that serve youth that live in the Original Townsite: Thompson Ranch Elementary (Title I), Surprise Elementary (Title I), Arizona Charter Academy (Title 1 and located within the Original Townsite), and Valley Vista High School. As funding is available, we will reach out to other schools within the Dysart Unified School District and community organizations located within the Original Townsite.

Targeted demographic population of the city:

As the data indicates, prevention must start early, targeting students as young as 5th grade and continuing through high school. notMYkid will partner with schools/community organizations to offer programming to 1,200 students (5th-12th grade), as well as 200 adults who care for them (parents and faculty members). The prioritized schools have the following percentage of students who come from families with low incomes: Thompson Ranch – 80%, Surprise Elementary – 75%, Arizona Charter Academy – 77%, and Valley Vista – 51%. The combined student population of these schools is Latino/a – 50%, white – 34%, African American – 10%, Asian – 1%, Native American – 1%, and mixed race – 4%; 65% of the combined student populations of these schools come from families with low incomes.

Proposed Measurable Outcomes – Please provide an outcome statement to be achieved through the use of CDBG funding:

With the purpose of inspiring positive life choices, notMYkid strives to realize the following outcomes through our amplif(i) Prevention Education programming:

(1) 90% of youth and families will learn something new about mental and behavioral health.
(2) 80% of youth and families will make a positive change in their life based on what they learn.
(3) 100% of youth and families will be provided with resource cards directing them where to find help, as well as with encouragement to reach out to trusted adults in their lives.

(See Exhibit 2 for a description of the program.)

It is the intent of the City of Surprise to fund those activities that meet a High Priority in City's Consolidated Plan and comply with CDBG National Objectives- Describe in detail how the proposed project complies with these two objectives:

notMYkid's amplif(i) prevention education program directly aligns with Surprise's Consolidated Plan goal to "provide public service activities to the city's youth, seniors, special needs persons, veterans, persons and families in crisis, and disabled persons through nonprofit agencies or other city departments" and the CDBG National Objective to benefit low/moderate incomed individuals. By offering assembly style presentations through the schools, notMYkid will be able to reach a significant number of the low/moderate income youth that reside in Surprise arming youth and their parents with the knowledge, skills, and resources to navigate challenging situations. While prevention services benefit all youth, notMYkid will prioritize program delivery to Title I schools in Surprise because psychological research consistently demonstrates that children from low-income families develop anxiety, depression, chronic stress, and other behavioral, emotional, and mental problems at substantially higher rates.

Organizational Capacity

Please describe organization's history and prior experience, including a list of similar projects: (Please attach an extra sheets if needed)

With a vision for every child to have the knowledge and confidence to reach their full potential through positive life choices, Steve and Debbie Moak founded notMYkid in 1999 after battling the substance abuse addiction of their teenage son. The first-hand experiences of the Moaks are what inspired them to develop notMYkid with a simple principle behind its inception: prevention rather than intervention. By 2000, notMYkid had quickly grown into a fledgling nonprofit with a mission to empower and educate youth, families, and communities with the knowledge and courage to identify and prevent negative youth behavior. Today, notMYkid's continuum of programming reaches more than 75,000 people across the state of Arizona annually, helping youth have the knowledge and confidence to reach their full potential through making positive life choices.

(See Exhibit 3 for detail on notMYkid's prior experience)

Financial Audits and Reports: *(Please submit a copy of most recent financial audit)*	**Yes**	**No**	**NA**
Were the financial statements of the organization prepared in accordance with generally accepted accounting principles?	X		
Was there accurate and complete disclosure of the financial expenditures of each federally sponsored program?			X
Was an audit of the financial records obtained annually (or at least biennially) in accordance with federal regulations and local requirements?	X		
Was the audit performed by a licensed Certified Public Accountant?	X		
Was the latest audit forwarded to the funding agency?			X
Has a copy of all applicable audits/reviews (including any management letter, if appropriate) been forwarded to the funding agency?			X

Please Provide Other Funding Source References: (Please attach extra sheets if needed)

In order to not be completely reliant on philanthropic funds and government support, notMYkid charges school partners a fee for amplif(i): $400 per presentation in Maricopa County and $500 outside of Maricopa County due to travel expenses. Approximately 17% of notMYkid's income is generated by program fees. But in order to make the program affordable to the community, we work diligently year-round to raise funds to both subsidize the program so that program fees can remain modest and to offer the programs to schools at no cost. We prioritize Title I schools for grants, such as this one, that cover the program fee of Amplif(i) presentations. notMYkid has a diverse revenue stream, securing government contracts, foundation and corporate grants, and individual donations in addition to our earned income and special event revenues.

While this is among our first requests for the 2019/20 school year, current foundation, corporate and government funders include:

The Governor's Office Parents Commission: $199,983
First Check Diagnostic, Corp.: $150,000
Thunderbirds Charities: $30,000
BHHS Legacy: $22,500
City of Chandler: $10,000
Fiesta Bowl Charities: $10,000
Gila River Indian Community: $10,000*
Maricopa County Attorney's Office: $5,000
The Phoenix Suns: $5,000
City of Tempe: $4,769
Arizona Community Foundation of Cochise County: $4,500
APS: $3,600
The Norton Foundation: $3,000

*The Gila River Indian Community made a three-year $30,000 commitment, $10,000 of which is for FY2020.

Program Team: Identify the name of the responsible party and the experience that they have in this role. Team members identified after the application are subject to review. Attach extra sheets if needed.	
Staff Member	**Background and Expertise of Personnel**
Name: Joronda Montaño Title: Executive Director FTE on This Project: 0.3	Joronda Montaño oversees notMYkid's youth and adult programs brought to communities and schools across the State of Arizona. For the past 13 years, Ms. Montaño has worked as a professional Preventionist. Her work prior to joining notMYkid included spending three years as an independent program consultant developing strategic plans, training coalitions, writing and reviewing federal grants and serving as the Director of Prevention at Community Bridges Inc. developing and implementing evidence-based programs and strategies. Ms. Montaño is an Arizona Credentialed Prevention Professional Level 4 (ACPP IV). She will be responsible for overseeing the project.
Name: Sarah Tisdon Title: Prevention Manager FTE on This Project: 0.5	Sarah Tisdon is notMYkid's Prevention Manager, Quality Control. In 2010, Sarah began working for notMYkid with a passion to use her story to help others. As Prevention Manager, Ms. Tisdon implements prevention education and training programs statewide. She continues to share her inspirational story on multiple topics to youth, parents, and school faculty.
Name: Tomas Barraza Title: Prevention Specialist FTE on This Project: 0.85	Tomas Barraza has worked at notMYkid as a Prevention Specialist since 2014. Previously he was a Youth Development Coach for kids in foster care. In this role Mr. Barraza educates youth and adults from across the nation on life skills and prevention strategies to help kids reach their full potential.
Name: Ahriza Martinez Title: Project Manager FTE on This Project: 1.0	Ahriza Martinez is the Project Manager of Amplif(i). Ms. Martinez joined notMYkid in June 2014. As Project Manager, her time is dedicated to scheduling student, parent, and faculty presentations. She also keeps track of data to provide current progress and future projections.

Project Cost

Estimated Total Cost of Project:	$300,294		
CDBG Funding Amount Requested for Project:	$4,800		
Total Number of Units Served:	12 (presentations), 1,400 (individuals)		
Total Cost per Unit	$400 (presentation), $3.43 (individual)		
Total CDBG Cost per Unit	$400 (presentation), $3.43 (individual)		
Amount and Source of Other Funds Leveraged for Project: *(Please submit proof of other funding sources)*	**Source**	**Year**	**Amount**
	Thunderbirds Charities	FY19	$30,000
	Fiesta Bowl	FY19	$10,000
	Phoenix Suns Charities	FY19	$5,000
	Maricopa County Attorney General's Office	FY19	$5,000
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	notMYkid has sustained amplif(i) programming for more than 18 years, largely through a fee for service model. To ensure accessibility, we raise philanthropic funds to 1) subsidize the programs and keep fees artificially low and 2) waive fees as funding is available. Through diversified revenue streams, including local and state funding, foundations, individual donors, and earned income, notMYkid will continue these important services in coming years.		
If your project is not fully funded, will your organization be able to implement project with partial funding?	Yes, notMYkid is able to scale back programs to meet a smaller budget by reducing the number of schools that receive presentations. Ultimately, more funding translates to a larger number of individuals receiving life-saving prevention programming.		

Project Timeline

Project start date: 7/1/2019 **Project completion date:** 6/30/2020

Applicants must provide a schedule for the Program that lists major activities and indicate when they will be executed. Additional information such as contractor selection, final inspection, loan closing, etc. should be included when known.

Program Schedule

Major Program Activities:	**1st Quarter**			**2nd Quarter**			**3rd Quarter**			**4th Quarter**		
	(each box represents one month)											
Reach out to school partners to schedule	x	x	x	x	x	x						
Deliver peer-to-peer prevention presentations				x	x	x	x	x	x	x		
Follow up with families in need of other services				x	x	x	x	x	x	x	x	x

Evaluate program									x	x	x	x

Proposed Budget

Specific Cost *Item/Description*	**CDBG Amount Requested**	**Other Funds Source**	**Other Funds Amount**	**Total Amount** *CDBG + Other Sources*
Program Salaries and Benefits	$4,000	Program fees; government contracts; individual, foundation and corporate giving	$152,350	$156,350
Presenter Stipends	$800	Program fees; government contracts; individual, foundation and corporate giving	$11,700	$12,500
Consulting Fees (Clinical Resource Director)	$0	Program fees; government contracts; individual, foundation and corporate giving	$55,000	$55,000
Travel	$0	Program fees; government contracts; individual, foundation and corporate giving	$17,000	$17,000
Telephone	$0	Program fees; government contracts; individual, foundation and corporate giving	$5,000	$5,000
Training	$0	Program fees; government contracts; individual, foundation and corporate giving	$7,044	$7,044
Advertising/Promotion	$0	Program fees; government contracts; individual, foundation and corporate giving	$27,300	$27,300
Collateral (Printed Materials, Incentives)	$0	Program fees; government contracts; individual,	$5,400	$5,400

		foundation and corporate giving		
Program Evaluation	$0	Program fees; government contracts; individual, foundation and corporate giving	$10,000	$10,000
Program Supplies and Equipment	$0	Program fees; government contracts; individual, foundation and corporate giving	$3,000	$3,000
Postage	$0	Program fees; government contracts; individual, foundation and corporate giving	$1,700	$1,700
Total	$4,800		$295,494	$300,294

Required Certifications for CDBG Public Services Activities Application

Signature of Agency Representative with Binding Authority below certifies the following statements:

- Organization has no conflict of interests with City of Surprise appointed or elected representatives and does not employ city appointed or elected representatives or their families.

- Organization will comply with federal requirements to be observed by organizations being funded with CDBG funds, including compliance with federal Labor Standards, Section 3, Segregated Facilities, Equal Opportunity, and Non-Discrimination. Section 109, Title VI and EO 11246. All requirements are described in 24 CFR 570 (CDBG Entitlement Grants).

- Authorized official certifies that this CDBG Public Services application package has been reviewed and all information provided in this application and attachments is true and correct.

- Sufficient funds are available from non-CDBG sources to complete the project, as described, if CDBG funds are allocated to the applicant.

Joronda A Montaño

Signature of authorized agency representative

1/10/2019
Date:

Joronda Montaño
Printed name

Executive Director
Title

notMYkid
Organization

Proposed Budget

Specific Cost *Item/Description*	**CDBG Amount Requested**	**Other Funds Source**	**Other Funds Amount**	**Total Amount** *CDBG + Other Sources*
Program Salaries and Benefits	$4,000	Program fees; government contracts; individual, foundation and corporate giving	$152,350	$156,350
Presenter Stipends	$800	Program fees; government contracts; individual, foundation and corporate giving	$11,700	$12,500
Consulting Fees (Clinical Resource Director)	$0	Program fees; government contracts; individual, foundation and corporate giving	$55,000	$55,000
Travel	$0	Program fees; government contracts; individual, foundation and corporate giving	$17,000	$17,000
Telephone	$0	Program fees; government contracts; individual, foundation and corporate giving	$5,000	$5,000
Training	$0	Program fees; government contracts; individual, foundation and corporate giving	$7,044	$7,044
Advertising/Promotion	$0	Program fees; government contracts; individual, foundation and corporate giving	$27,300	$27,300
Collateral (Printed Materials, Incentives)	$0	Program fees; government contracts; individual,	$5,400	$5,400

		foundation and corporate giving		
Program Evaluation	$0	Program fees; government contracts; individual, foundation and corporate giving	$10,000	$10,000
Program Supplies and Equipment	$0	Program fees; government contracts; individual, foundation and corporate giving	$3,000	$3,000
Postage	$0	Program fees; government contracts; individual, foundation and corporate giving	$1,700	$1,700
Total	$4,800		$295,494	$300,294

CITY OF SURPRISE
Planning and Zoning Commission Meeting

Council Meeting Date: February 7, 2019 Contact Person:
Submitting Department: Community Development District: Internal
Staff Recommendations: None

Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:
Open meeting law and conflicts of interest presentation.

Motion:
Discussion Only.

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:
1. 19.01.15 EVR Open Meeting Law

SURPRISE
ARIZONA

OPEN MEETING LAW AND CONFLICTS OF INTEREST

LEGAL DEPARTMENT, JANUARY 15, 2019

OPEN MEETING LAW

. . . opening the window on how government works in Arizona

A.R.S §38-431.01(A)

Arizona law states:

All meetings of any public body must be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies must occur during a public meeting.

PURPOSE OF THE OPEN MEETING LAW

TRANSPARENCY

To ensure that the public has an opportunity to observe what the government is doing, and how it is being done.

STATE POLICY A.R.S. §38.431.09

- Meetings of public bodies must be conducted openly.
- Notices and agendas provided for meetings with information <u>reasonably necessary to inform the public of matters to be discussed or decided.</u>
- Construe OML in favor of “open and public meetings.”
- Discuss or take action ONLY on items that are on the agenda.

WHAT IS A MEETING?

Meeting: the gathering, in person or through technological devices, of a quorum of members of a public body at which they discuss, propose or take legal action, including any deliberations by a quorum with respect to such action.

A.R.S. § 38-431(4).

“… in person or through technological devices”

WHETHER

- All together in one room, OR
- One or more of the people participating by phone, OR
- One or more participating by computer, video chat, or phone
- Over time rather than all at once.

…it is all considered a meeting

Another way to define meeting…

1. Phone calls.
2. Emails-be careful responding to emails. Using “Reply All” and Forwarding emails may lead to OML trouble.
3. Serial meeting-less than a quorum present. Later the same discussion is had with other members.
4. Social events-when in doubt, post as possible quorum.
5. Social media-be careful “liking” comments, emerging area of law.

Are social events meetings?

- A.G. recommends that the event be posted if a quorum will be present.
- Identify time, date, location, and purpose.
- State that no legal action will be taken – *and then don't talk about city business!*
- It does not matter what label is placed on a gathering; it may be called a "work" or "study" session, or the discussion may occur at a social function.

  Ariz. Att'y Gen. Op. I79-4 (¶7.5.1).

ALTERNATIVE COMMUNICATIONS

- Letters
- Blogs
- Media (e.g. newspaper, radio)
- Social Media (e.g. Facebook, Twitter)

(Cannot use alternative methods of communication to circumvent Open Meeting Laws.)

COMMUNICATION WITH STAFF

- Council/Board may communicate with staff.
- Staff may provide the Council/Board with reports or other information outside a public meeting.
- Staff may *not* be used to side step the open meeting law.

SPECIAL KIND OF MEETING:

EXECUTIVE SESSION

- Clerk is responsible for noticing the public of all meetings, including executive sessions.
- Majority of Commission must vote to convene into executive session.
- Primarily legal advice.
- Must close executive session by vote when return to regular session

SPECIAL KIND OF MEETING

EXECUTIVE SESSION, cont.

- Discussion ONLY.
- Must keep minutes of e-session.
- Minutes are confidential except in limited circumstances.

PENALTIES FOR VIOLATING THE OPEN MEETING LAW

- Civil Penalty up to $500
- Removal from Office for Intentional Violations
- Plus court costs and attorney fees
- City cannot represent you or pay for a lawyer to represent you.

ARS § 38-431.07

Conflict of interest

Arizona statutory law requires public officers (or employee) who have a conflict of interest to do two things…

1) Disclose the interest
2) Refrain from **<u>any</u>** participation in the matter.

A.R.S. §§ 38-501 to 511.

WHAT IS A CONFLICT OF INTEREST?

- A PUBLIC OFFICER OR EMPLOYEE
- WHO HAS (OR HIS RELATIVE HAS)
- A SUBSTANTIAL INTEREST

SUBSTANTIAL INTEREST?

- A NON-SPECULATIVE
- PECUNIARY (financial)
- PROPRIETARY (business)
- EITHER DIRECT OR INDIRECT

RELATIVES

- Your spouse
- Your children
- Your grandchildren
- Your parents
- Your grandparents
- Your siblings by full or half-blood & their spouses
- Your spouse’s parent, brother, sister or child

WHAT ALL APPOINTED OFFICIALS NEED TO KNOW.

- Conflicts can happen-just don’t try to influence the decision or vote. Always disclose the interest.
- When in doubt --- ASK!!
- What to do at the meeting when you have a conflict? – Refrain from participation.

GIFTS

Can you accept them? Can you give them?

GIFTS - Accepting

- Public officers are prohibited from using or attempting to use their position to secure any benefit or anything of value.
- A.R.S. § 38-504(c)

- Public officers are prohibited from agreeing to receive or receiving compensation other than as provided by law for services they render.
- A.R.S. § 38-505(A)

Exceptions

- *De minimis* gifts, i.e.:

1) Unsolicited advertising or promotional material such as pens, scratch pads, calendars, etc… (basically trinkets).

2) Other items of nominal value (e.g. box of candy or fruitcake) that are merely tokens of appreciation and not related to any particular transaction.

Ask yourself

- How would you feel if the Arizona Republic ran a story about you receiving the gift?
- “Headline Test” now “YouTube Test”
- Would a citizen question whether the gift is intended to buy influence?

- If you have any reservation or question about the propriety of a gift or gratuity, the best practice is always to:

DECLINE

SURPRISE
ARIZONA

QUESTIONS OR COMMENTS?

Thank You

CITY OF SURPRISE
Planning and Zoning Commission Meeting

Council Meeting Date: February 7, 2019 Contact Person:
Submitting Department: Community Development District: Citywide
Staff Recommendations: None

Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:
Presentation and discussion regarding transportation access at Sierra Montana Crossings Driveway on Greenway Road.

Motion:
None Presentation Only.

Background:
Staff has been monitoring this intersection/corridor due to safety concerns and increasing volumes. In the past, the City evaluated the fire access signalization, installed for the fire station and consequently evaluated options for improving traffic operations along Greenway Road at the Sierra Montana Crossings driveway.

After evaluation the signalization was removed and the City has continued to monitor this section of roadway.

Objective Analysis:

Policy Compliant:

Financial Impact:
All activity related to ongoing development of the City of Surprise has an economic and fiscal impact on the city and the region. Improving the City's overall transportation network has a positive net effect on the City and its citizens.

Budget Impact:

FTE Impact:

ATTACHMENTS: