



CITY OF SURPRISE
Planning and Zoning Commission Agenda
16000 N. Civic Center Plaza
Surprise, AZ 85374

Thursday, February 5, 2015 @ 6:00 PM
 Amended agenda order on 1/28/15 at 8:15 AM

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CALL TO ORDER.

- A. Roll Call
- B. Pledge of Allegiance
- C. Current Events and Reports – Pursuant to A.R.S. §38-431.02(k) the chief administrator, presiding officer or a member of a public body may present a brief summary of current events without listing in the agenda the specific matters to be summarized, provided that 1) The summary is listed on the agenda; and 2) The public body does not propose, discuss, deliberate or take legal action at that meeting on any matter in the summary unless the specific matter is properly noticed for legal action.
- D. Staff Reports

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 on any item not 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.

- E. Approval of items on the Consent Agenda – all items with an asterisk (*) are considered to be routine matters and will be enacted by one motion and one roll call vote to the Board\Commission. There will be no separate discussion on these items unless a board member or commissioner requests, in which event the item will be removed from the consent agenda and considered in its normal sequence on the agenda.

CONSENT AGENDA:

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

STAFF
RECOMMENDATION/

ITEM #	DISTRICT #	ITEM DESCRIPTION
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PRESENTED BY

- #1 District Internal Consideration and action on the January 22, 2015 Planning and Zoning Commission minutes. Approve
Heather
Donaldson,
Community
Development
- #2 District Citywide Discussion regarding bi-monthly meetings. No Action
Eric Fitzer,
Community
Development

REGULAR AGENDA ITEM - PUBLIC HEARING:

			STAFF RECOMMENDATION/
ITEM #	DISTRICT #	ITEM DESCRIPTION	PRESENTED BY
#3	District Internal	<u>Presentation and discussion from the Community Development Block Grant Public Service applicants.</u>	No Action Christina Ramirez, Community and Economic Development
#4	District Citywide	<u>Consideration and action on a proposed Zoning Text Amendment pertaining to Assisted Living Facilities.</u>	Approve Robert Kuhfuss, Community Development

OTHER BUSINESS:

- #5 District Internal Discussion for future agenda items. No Action
Eric Fitzer,
Community
Development

ADJOURNMENT:

SHERRY ANN AGUILAR, CITY CLERK, CMC

POSTED: January 28, 2015 at 8:15 AM

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

February 5, 2015 @ 6:00:00 PM

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Board Meeting Date: February 5, 2015 Contact Person: Heather Donaldson, Community Development
Submitting Department: District: Internal
Staff Recommendations: Approve

Consent	Regular	x	Public Hearing	Report/Discussion
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Agenda Wording:

Consideration and action on the January 22, 2015 Planning and Zoning Commission minutes.

Motion:

I move to approve the January 22, 2015 Planning and Zoning Commission minutes.

Background:

Financial Impact Statement:

No Financial Impact

ATTACHMENTS:

Click to download

☐ [1-22-15 P&Z Commission Meeting Minutes](#)

External Attachment Links:

Meeting Requirements:

Powerpoint	x	Video	White Board	Other	x
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Presentation Speaker Names (spelling and titles for TV captions):

**CITY OF SURPRISE
PLANNING AND ZONING COMMISSION**

MEETING MINUTES

January 22, 2015 / 6:00 PM

**COUNCIL CHAMBERS
16000 North Civic Center Plaza
Surprise, AZ 85374**

CALL TO ORDER.

Chair Steve Somers called the Planning and Zoning Commission Meeting to order at 6 p.m. at Surprise City Hall, 16000 North Civic Center Plaza, Surprise, Arizona 85374, on Thursday, January 8, 2015.

A. ROLL CALL

In attendance were Chair Somers, Vice Chair Ken Chapman and Commissioners Peter Pervi, Dennis Smith, Matthew Bieniek Jerry Hoyler and Mathew Keating.

STAFF PRESENT:

Community Development Director Eric Fitzer, Deputy City Attorney Donna Bronski, Planner Hobart Wingard, and Planning and Zoning Commission Secretary Heather Donaldson.

COUNCIL MEMBERS PRESENT:

None

B. PLEDGE OF ALLEGIANCE

C. CURRENT EVENTS REPORT

D. STAFF REPORT

Community Development Director Eric Fitzer advised the Commission of the General Plan Update, Public Arts Master Plan and Heritage District Overlay public meetings which have taken place and are scheduled to take place. He further advised of a General Plan Update survey as well as the Heritage District survey available on the City of Surprise website.

CALL TO THE PUBLIC:

Chair Somers called to the public to discuss any issues not noted on the agenda. Hearing no comments, Chair Somers closed the call to the public.

- E. All items listed with an asterisk (*) are considered to be routine by the Planning and Zoning Commission and were approved by one motion. There was no separate discussion of these items during this meeting.

CONSENT AGENDA:

No Items

REGULAR AGENDA ITEMS NOT REQUIRING A PUBLIC HEARING:

Item 1 – INTERNAL - Consideration and action on the January 8, 2015 Planning and Zoning Commission minutes.

Vice Chair Chapman made a motion to approve the **Planning and Zoning Commission Minutes for January 8, 2014**. Commissioner Pervi seconded the motion. The motion passed with 6 yes votes and 1 abstain vote (Hoyler).

REGULAR AGENDA ITEMS REQUIRING A PUBLIC HEARING:

Item 2 – CITYWIDE - Consideration and action on a zoning text amendment regarding the height of structures within the Industrial General (IG/I-2) zoning district.

Hobart Wingard, Planner II, presented the project to the Commission. Staff recommended approval if a zoning text amendment to increase the building height from 60 to 85 feet in Industrial General (IG/I-2) zoning districts and to include Regional Commercial (CR/C-3) Zoning Districts within the Employment Character Pattern.

The Commission had some discussion regarding:

- Occupancy
- Fire Department report of risk factors
- Tabular formula explanation
- Setbacks
- Ordinance

Commissioner Bieniek made a motion to recommend approval to the City Council of a zoning text amendment regarding the height of structures within the Industrial General (IG/I-2) zoning district and the inclusion of Regional Commercial (CR/C-3) Zoning Districts within the Employment Character Pattern. Vice Chair Chapman seconded the motion. The motion passed with 7 yes votes.

OTHER BUSINESS:

Item 3 – INTERNAL - Discussion for future agenda items.

None

ADJOURNMENT:

Hearing no further business, Chair Somers adjourned the Planning and Zoning Commission meeting at 6:13 p.m.

Eric Fitzer
Community Development Director

Steve Somers, Chair
Planning and Zoning Commission

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:

Heather Donaldson, Commission Secretary

DATE:



CITY OF SURPRISE
Planning and Zoning Commission

February 5, 2015 @ 6:00:00 PM

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Board Meeting Date:	February 5, 2015	Contact Person:	Eric Fitzer, Community Development
Submitting Department:		District:	Citywide
Staff Recommendations:	No Action		

Consent	Regular	x	Public Hearing	Report/Discussion
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Agenda Wording:

Discussion regarding bi-monthly meetings.

Motion:

Discussion only - no action

Background:

Due to the increased workload of the Planning staff a second meeting is required to keep projects on track.

Financial Impact Statement:

No financial impact

ATTACHMENTS:

[Click to download](#)

No Attachments Available

External Attachment Links:

Meeting Requirements:

Powerpoint	x	Video	White Board	Other	x
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Presentation Speaker Names (spelling and titles for TV captions):

Eric Fitzer - Director, Community Development



CITY OF SURPRISE
Planning and Zoning Commission

February 5, 2015 @ 6:00:00 PM

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Board Meeting Date:	February 5, 2015	Contact Person:	Christina Ramirez, Community and Economic Development
Submitting Department:		District:	Internal
Staff Recommendations:	No Action		

Consent	Regular	Public Hearing	x	Report/Discussion
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Agenda Wording:

Presentation and discussion from the Community Development Block Grant Public Service applicants.

Motion:

Presentation only - no action

Background:

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 guideline, 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.

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.

Financial Impact Statement:

CDBG public service grant funds, not city funds, will be utilized to fund the approved applicants. CDBG Public Service funding is limited to 15% of the annual CDBG allocation for the program year (PY). Funding from HUD for PY 2015-16 is not yet determined but it is estimated that we will receive approximately \$541,946; 15% of which is \$81,291. The recommendations today will be based on this preliminary amount.

ATTACHMENTS:

Click to download

- ☐ [CDBG - Public Service Application Presentations Staff Report](#)
 - ☐ [CDBG - Public Service Application Presentations Rubric](#)
 - ☐ [Aid to Adoption of Special Kids - Application](#)
 - ☐ [Arizona Charter Academy - Application](#)
 - ☐ [Arizona Bridge to Independent Living - Application](#)
 - ☐ [Benevilla - Application](#)
 - ☐ [Central AZ Shelter Services - Application](#)
 - ☐ [City of Surprise - Summer Youth Employment Program - Application](#)
 - ☐ [St. Mary's Food Bank Allicance - Application](#)
 - ☐ [Tumbleweed Center for Youth Development Center - Application](#)
-

External Attachment Links:

Meeting Requirements:

Powerpoint	x	Video	White Board	Other	x
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Presentation Speaker Names (spelling and titles for TV captions):

Christina Ramirez, Neighborhood Services



COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

Date: February 5, 2015

To: Planning and Zoning Commission Members

From: Eric Fitzer, Community Development Director
Christina Ramirez, Neighborhood Services Supervisor
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 meeting is aimed at assisting the Commission on recommending applicant(s) to City Council from the pool of applicants. Upon approval by City Council, the CDBG Public Services Activities will be submitted to HUD as part of the Annual Action Plan for 2015-16.

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 (for city-initiated projects only).
- Serve 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 2014-15 was \$541,946, thus the funding awarded to applicants did not exceed \$81,291. Funding from HUD for PY 2015-16 is not yet determined but it is estimated that we will receive approximately \$541,946. Recommendations today will be based on this preliminary amount.

Previous Actions

Last year the city awarded funding to four area non-profits, to include:

- St. Mary's Food Bank was awarded \$20,000 to provide emergency food assistance,
- Benevilla was awarded \$14,269 to provide adult day care, preschool and food delivery assistance
- Arizona Bridge to Independent Living was awarded \$34,558 to provide home modifications for residents with disabilities.
- Central Arizona Shelter Services was awarded \$8,000 to provide emergency shelter services.

Updated Actions

The Request for Application for CDBG Public Service Activities for PY 2015-16 was released on December 16, 2014. Applications were due January 16, 2015. Staff has evaluated the eligible applications as per the scoring rubric (Attachment 1) approved by the Planning and Zoning Commission.

Staff's funding recommendations are as follows:

St. Mary's Food Bank	\$11,480
ABIL	\$15,580
CASS	\$ 5,000
Benevilla	\$10,000
Arizona Charter Academy	\$12,539
Aid to Adoption of Special Kids	\$ 3,000
Tumbleweed Center for Youth Development	\$ 8,200
Surprise SYEP	\$15,492
Total Public Service Funding	\$81,291
Total (anticipated) CDBG allocation	\$541,946

Future Actions

- Planning and Zoning Public Hearing February 19, 2015
- City Council Workshop: April 7, 2015
- City Council Public Hearing and approval April 21, 2015
- Submission to HUD as part of Annual Action Plan 2015-16 by May 15, 2015.

Recommendations

N/A.



Applicant	Project Name	Project Description	Awarded Points (100)	Remarks
Arizona Bridge to Independent Living (ABIL)	Surprise Program for Home Accessibility (SPHA)	Provide handicap modifications to disabled homeowners Funding Request: \$34,117 Recommend: \$15,580	87	High priority need in Consolidated Plan. Has current contract.
St. Mary's Food Bank Alliance	Emergency Food Boxes	2,857 emergency food boxes Surprise residents. Funding Request: \$20,000 Recommend: \$11,480	88	Existing project. \$7.00/unit cost. Project can be completed in 12 months. Has met previous years funding expenditure timeline
Central Arizona Shelter Services, Inc. (CASS)	Regional Emergency Shelter for Single Adults and Families with Children	Services to homeless persons. 1,200 shelter nights for 30 Surprise clients. Funding Request: \$10,000 Recommend: \$5,000	82	Not a high priority in Consolidated Plan, but a high priority with Council. Need to assure participants are Surprise residents. Has current contract.
Benevilla	Intergenerational family support center/information and referral services	Services to youth/seniors/families. 1,545 possible units of service. Funding Request: \$24,997 Recommend: \$10,000	89	626 Home delivered meals, 230 days of adult day and approx. 500 days child day care assistance. Past performance issues with timely expenditure of funding and inactivity for home delivered meals. Closed 2013/14 contract in 10/2014



Arizona Charter Academy	S.T.E.A.M. Athletic Camp (<i>Science, Technology, Engineering, Athletics and Math</i>)	Winter/ spring/summer athletic program to increase awareness in STEM and leadership development. Funding Request: \$17,731 Recommended: \$12,539	82	High priority need in Consolidated Plan. Existing, ongoing program. Program can be completed within 12 months. Has met previous years funding expenditure timeline.
Aid to Adoption to Special Kids	Building and Strengthening Program	Train families caring for special needs foster children. Funding Request: \$5,000 Recommend: \$3,000	85	Not listed as a high priority in Consolidated Plan, however there is great need for this service. Agency does receive CDBG funding from City of Peoria and Gilbert.
Tumbleweed	Street to Stability	Street outreach to homeless youth and program per diem Funding Request: \$20,000 Recommend: \$8,200	75	Not listed as a high priority in Consolidated Plan, however there is great need for this service. Agency does receive CDBG funding from City of Phoenix for Outreach Component questions .
City of Surprise	SYEP –Summer Youth Employment Program	Job training for 20 Surprise youth. Funding Request: \$63,024 Recommend: \$15,492	86	High priority in Consolidated Plan. Currently have \$26,889 in rollover from 2013 program year. Will take 15 months to expend.

NOTE: Scoring panel consisted of 3 individual reviewers.

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:	Aid to Adoption of Special Kids																
Contact Person:	Jacqueline Palmenberg, CFRE																
Contact Person Title:	Development Lead																
Mailing Address:	2320 North 20 th Street Phoenix, AZ 85006																
Street Address (if different from mailing):																	
Phone:	602-930-4452																
Fax:	602-930-4552																
E-mail:	jpalmenberg@aask-az.org																
Website URL (if applicable):	www.aask-az.org																
Legal Status of Applicant: <table border="0"> <tbody> <tr> <td>☐ State-Certified CHDO</td> <td>☐ General Partnership</td> </tr> <tr> <td>☒ Non-Profit (non-CHDO)</td> <td>☐ Limited Partnership</td> </tr> <tr> <td>☐ Public Housing Authority</td> <td>☐ Limited Liability Company</td> </tr> <tr> <td>☐ State Agency</td> <td>☐ Corporation</td> </tr> <tr> <td>☐ Local Government</td> <td></td> </tr> <tr> <td>☐ Tribal Government</td> <td></td> </tr> <tr> <td>☐ Council of Government</td> <td></td> </tr> </tbody> </table>				☐ State-Certified CHDO	☐ General Partnership	☒ Non-Profit (non-CHDO)	☐ Limited Partnership	☐ Public Housing Authority	☐ Limited Liability Company	☐ State Agency	☐ Corporation	☐ Local Government		☐ Tribal Government		☐ Council of Government	
☐ State-Certified CHDO	☐ General Partnership																
☒ Non-Profit (non-CHDO)	☐ Limited Partnership																
☐ Public Housing Authority	☐ Limited Liability Company																
☐ State Agency	☐ Corporation																
☐ Local Government																	
☐ Tribal Government																	
☐ Council of Government																	
Applicant's Qualifications:	Yes	No	NA														
Drug Free Policies	√																
Fair Housing Policies			√														



Equal Employment Opportunity Employer

√

Project Description

Proposed Project Title: Building and Strengthening Families for Children

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

- | | |
|---|--|
| ☒ Child care | ☐ Services for homeless persons |
| ☒ Youth Services | ☐ Drug abuse counseling and treatment |
| ☒ Health Care | ☐ Qualified Veteran Services |
| ☐ Job training/job creation | ☐ Welfare (as defined by CDBG) |
| ☐ Literacy programs | ☐ Code Enforcement Services |
| ☐ Recreation programs | ☐ Transportation/Transit |
| ☐ Education programs | ☒ Other |
| ☐ Public safety services | If Other, describe Other: |
| ☐ Fair housing activities | <u>Foster children with special needs</u> |
| ☐ Services for senior citizens | |

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

Arizona ranks 47th in the nation for *Overall Child Well Being*, and there are 42,000 reports of child abuse and neglect per year here. The number of children in foster care is 17,000-a staggering 48% increase in 5 years. This program supports families caring for foster children with special needs (medical and/or developmental), by giving them the training and the staff resources (i.e., nursing/behavioral health on-call personnel for ongoing assistance) necessary for them to be successful. Without these families, recruited and trained by AASK, these traumatized children would face a lifetime of challenges, and their medical or behavioral needs put them at greater risk to fail. There currently are 31 foster children living with AASK-trained families in Surprise, a year-over-year increase of 46%. A strong, stable, and caring family can make all the difference. AASK's Building & Strengthening program helps foster children heal, become more resilient, and grow into their potential – socially, emotionally, physically, and cognitively. Every child needs love, and AASK nurtures foster families that are well-prepared to give it.

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

While this program is throughout Maricopa and Pinal Counties, this grant is for Surprise foster children and families.

Targeted demographic population of the city:

The number of foster children in Surprise living in AASK homes represents 4% of all children served by AASK in Maricopa and Pinal Counties. All youth in the child welfare system are defined as low-income. The Building & Strengthening Families for Children is a tailored foster care program of AASK that serves children with medical and behavioral health issues. Gender demographics puts them 50% each of males and females. Ethnicity records 29% are Anglo, 30% Hispanic, 8% African-American, 4% Native American, 1% Asian/Pacific, and 28% 'other' or bi-racial. 34% are under 2 years of age, 34% are 3-4, 26% are 6-13, with 6% above 13.

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

CDBG funding will support the recruitment, training, monitoring and support of families caring for Surprise's foster children with medical and behavioral challenges.

Through the recruitment of additional families in Surprise and providing support services to existing Surprise foster families, an increase of 10% youth served is projected.

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:

Foster children with special needs require specialized services, as do the families who care for them. Child care, youth services, and a healthy community are priorities for the City of Surprise, and one of the CDBG program's objectives is "to provide services to the most vulnerable in our community." Children removed from their homes due to abuse, neglect, or abandonment are the most vulnerable of all. AASK is not limited by its ability to find children who need a family but rather by its ability to recruit, train and support families for foster children who face extra challenges.

Organizational Capacity

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

Since its founding in 1988 by 'Kax' Herberger, Aid to Adoption of Special Kids (AASK) has been providing lasting and permanent relationships for children in foster care, regardless of behavioral, developmental, or emotional challenges, by recruiting, training, and supporting foster and adoptive families.

Family is more than a legal status or where a child lives. It's about having strong, long-lasting relationships -- someone with whom to share birthdays, celebrate game-winning hits, or overcome fears. Relationships shape the circuitry of a child's brain and lay the foundation for later positive developmental outcomes. Over 1,400 children in Arizona's child welfare system were placed in AASK-trained homes in 2014. AASK also finalized 215 adoptions in 2014, an increase of 20% from the previous year.

For foster youth who have yet to find a 'forever family' and must live in institutional foster settings, AASK developed Special Friends Mentoring, which provides them with stable, healthy, and consistent relationships with adult mentors. This may be the first relationship with a loving, caring adult they've ever had. Nearly 1,800 matches have been made since the Special Friends' inception.

Todos Los Niños matches children of Hispanic and Latino heritage (over-represented in the foster children population) with foster families of similar background.

40% of children in foster care are placed with relatives. AASK's customized Kinship services provide support for families caring for the children of relatives. Over 50% of children in AASK foster homes are in kinship homes.

Some children removed from their birth homes have disabilities and developmental delays and need to be placed with foster families licensed as Child Development Homes. AASK's Specialized Medical Foster Care provides such families advanced training, regular services of both a staff registered nurse and behavioral specialist, and respite opportunities. This is part of AASK's Building & Strengthening Families for Children initiative, for which grant funds are being sought from the City of Surprise.

Financial Audits and Reports: <i>(Please submit a copy of most recent financial audit)</i>	Yes	No	NA
Were the financial statements of the organization prepared in accordance with generally accepted accounting principles?	XXX		
Was there accurate and complete disclosure of the financial expenditures of each federally sponsored program?	XXX		
Was an audit of the financial records obtained annually (or at least biennially) in accordance with federal regulations and local requirements?	XXX		
Was the audit performed by a licensed Certified Public Accountant?	XXX		
Was the latest audit forwarded to the funding agency?	XXX		
Has a copy of all applicable audits/reviews (including any management letter, if appropriate) been forwarded to the funding agency?	XXX		
Please Provide Other Funding Source References: (Please attach extra sheets if needed)			
AASK partners with DES and local tribes to provide services to the nearly 17,000 Arizona youth in foster care. These contracts provide 89% of AASK's funding. United Way provides 1% of funding, 8% comes from contributions (individuals, corporations, foundations, special events), 1 % is from grants from municipalities, and 1% comes from other sources.			



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: Cindy Staley Title: RN FTE on This Project: 10%	Ms. Staley joined AASK in 2005, and is licensed by the Arizona State Board of Nursing. She has a BS in Nursing, and is certified in Neonatal Resuscitation by Los Nino's Hospital. Ms. Staley adopted two children through AASK.
Name: Jill Berna Title: Intake Lead FTE on This Project: 10%	Ms. Berna has a BA in Psychology, and joined AASK in May of 2006. Ms. Berna has experience with DES licensing standards, and has been a member of the state's DDD program review committee for 4 years. Her work experience is with at-risk youth, mental illness, treatment planning, and developmental disabilities.
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	
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Name: Title: FTE on This Project:	



FTE on This Project:	
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Project Cost			
Estimated Total Cost of Project:	\$ 117,320		
CDBG Funding Amount Requested for Project:	\$ 5,000		
Total Number of Units Served:	31		
Total Cost per Unit	\$3,784.52		
Total CDBG Cost per Unit	\$ 161.29		
Amount and Source of Other Funds Leveraged for Project: <i>(Please submit proof of other funding sources)</i>	Source	Year	Amount
	State Contracts	2015	\$94,400
	Contributions/donations	2015	\$ 17,920
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	Services for foster children and the families who care for them are the core of AASK's mission. Therefore, the Board of Directors is committed to provide needed funds on an annual basis, to cover any costs not met by revenue.		
If your project is not fully funded, will your organization be able to implement project with partial funding?	Partial funding leaves a revenue gap that requires use of operational funds to bridge.		

Project Timeline

Project start date: July 1, 2015 **Project completion date:** June 30, 2016

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:	1 st Quarter			2 nd Quarter			3 rd Quarter			4 th Quarter		
	(each box represents one month)											
Orientation to recruit foster families	X	X	X	X	X	X	X	X	X	X	X	X
New-family MAPP training (12-week sessions)	X	X	X	X	X	X	X	X	X	X	X	X
RN family visits	X	X	X	X	X	X	X	X	X	X	X	X
Meeting with Behavioral Specialist	X	X	X	X	X	X	X	X	X	X	X	X
Visits by multiple Family Specialists	X	X	X	X	X	X	X	X	X	X	X	X



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.

Vicky Baschore
Signature of authorized agency representative

1-13-15
Date:

Vicky Baschore
Printed name

CFO
Title

AASK-AZ
Organization



Arizona Department of Child Safety

Douglas A. Ducey
Governor

Charles Flanagan
Director

January 14, 2015

Re: CDBG-Public Services grant

To the City of Surprise:

I am writing this letter in support of AASK's application for a CDBG-Public Services grant.

AASK (Aid to Adoption of Special Kids) has been a leader in Arizona since 1988, helping to improve the lives of thousands of children in Arizona's foster care system. AASK strengthens our community by recruiting, training, and supporting foster and adoptive families to care for children in Maricopa and Pinal Counties. AASK collaborates closely with state and local governments to secure the resources necessary to provide these services and to help children and families succeed.

As a Program Manager for the Southwest Region, I am well aware of AASK's contribution to adoption and foster care. Relationships are the key at AASK; all evidence shows that children experience positive social, emotional, and cognitive development when they have safe and trusted adults in their lives. AASK provides these relationships and offers customized services for families caring for children with severe medical needs, developmental delays and disabilities.

AASK's programs have exceeded my expectations and I strongly encourage you to consider funding AASK, a system partner with the Arizona Department of Child Safety. This grant will help AASK to provide enhanced support for foster families caring for medically fragile babies and children with behavioral health challenges.

I commend AASK on its mission and I encourage you to help them to improve the lives of Arizona's most vulnerable children.

Sincerely,

A handwritten signature in black ink, appearing to read "Gene Burns", is written over a horizontal line.

Gene Burns
Southwest Region Program Manager



Mayer Hoffman McCann P.C.

An Independent CPA Firm

3101 North Central Avenue, Suite 300

Phoenix, Arizona 85012

602-264-6835 ph

602-265-7631 fx

www.mhm-pc.com

To the Board of Directors of

AID TO ADOPTION OF SPECIAL KIDS/ARIZONA and SUBSIDIARIES

In planning and performing our audit of the consolidated financial statements of *Aid to Adoption of Special Kids/Arizona and Subsidiaries* (the "Organization") as of and for the year ended June 30, 2014 in accordance with auditing standards generally accepted in the United States of America, we considered *Aid to Adoption of Special Kids/Arizona and Subsidiaries'* internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's consolidated financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This communication is intended solely for the information and use of the Board of Directors, management, and others within the Organization, and is not intended to be and should not be used by anyone other than these specified parties.

Mayer Hoffman McCann P.C.

Phoenix Arizona
October 23, 2014

4429 W. Abama Drive, Glendale AZ 85306 602-298-6614 JBerna9875@aol.com

Jill Berna

Objective To obtain a management position in an agency dedicated to the growth of human potential.

Professional Highlights **Programmatic Growth and Development**

- Responsible for the oversight of 19 group homes spread out over 4 counties
- Assisted with the agency growth from 8 houses to 19 in a four year period
- Responsible for writing and implementation Behavior Treatment Plans and Habilitation Objectives

Quality Assurance and Employee training

- Created multi-level systems to assure compliance to DES licensing regulations
- Wrote agency training curriculum for on-line staff all the way up to the Program Coordinator's position.
- Wrote and conducted seminar trainings on developing treatment plans for various human services agencies.

Employee recruitment and retention

- Responsible for the hiring of new employees
- Developed a "caught you doing a great job" employee appreciation program
- Developed a "earn while you learn" employee enhancement program to promote employee retention and staff development.

Operations Experience

- Responsible for the payroll for 180 employees
- Developed and maintained a maintenance department for 19 group homes
- Developed and maintained a fleet service for 19 group homes

Skills

- Fluent in Microsoft Office
- Experience with ADJC
- Knowledge of the DES licensing standards
- Experience with at-risk youth
- Experience with mental illness
- Experience with treatment planning
- Experience with Developmental Disabilities
- Experience with dealing with the Value Options system
- Experience working with the DOE in developing IEP's
- Member of the DDD program review committee for four years

Employment History

Program Director	Alpha Group Administrators, Phx, AZ	Feb 2000 to current
Program Coordinator	Arizona Youth Associates, Phx. AZ	Feb 1996 to Feb 2000
Program Director	AIRES, Tucson, AZ	Aug 1995 to Jan 1996
Caseworker	Pioneer Center, McHenry, Ill	Dec 1992 to July 1995

Education

Bachelors of Arts	Columbia College, Columbia, MO	1995
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Phone: 623-776-7919
Fax: 623-825-1060
E-mail: mikncnd@aol.com

Objective	Seeking continued exposure to various healthcare settings and opportunity to strengthen my pediatric nursing skills.
Experience	January 2001 – Present Los Nino's Hospital Phoenix, Arizona Pediatric Registered Nurse - Perform RN functions of total nursing care and charge nurse for 20-bed hospital. - Patient load of 3-5 patients within environment of acute and chronic illnesses of premature infants through adolescent children.
	August 1999 – December 2000 University Medical Center (University of Arizona)Department of Pathology Tucson, Arizona Pathology Student - Retrieved, logged, and setup surgical specimens for residents to identify and diagnose. - Interacted with attending pathologists and residents as well as operating room, lab, and pathology supervisors and staff.
	March 1998 – December 2000 Saint Mary's Hospital Tucson, Arizona Certified Nurse Assistant / Nursing Student Intern - Performed basic nursing skills for 7 to 9 patients under the supervision of a Registered Nurse. - Performed the duties of a Patient Care Technician. - Gained experience working with orthopedic, neurologic, and pediatric patients.
	1995–2000 Dr. and Mrs. Armando Alfaro Tucson, Arizona Childcare Provider Performed occasional full-time care of four school-age children and assisted with daily transportation, activities, and homework.
Education	2004 and 2001 – Pediatric Advanced Life Care Support Course offered by Phoenix Children's Hospital
	2003 – Certified in Neonatal Resuscitation Program by Los Nino's Hospital
	2001 – Six-week Neonatal course offered by Desert Samaritan Regional Medical Center
	July 2001 – Received Registered Nurse License # RN115576 from the Arizona State Board of Nursing
	December 2000 – Graduated from The University of Arizona, Tucson with Bachelor of Science in Nursing Degree



Jacqueline Palmenberg <jpalmenberg@aask-az.org>

Attend AASK - Foster Parent Support Group

1 message

AASK <jberna@aask-az.org>
Reply-To: jberna@aask-az.org
To: jpalmenberg@aask-az.org

Thu, Jan 8, 2015 at 2:55 PM



AASK - Foster Parent Support Group

When

Wednesday January 14, 2015
from 6:00 PM to 8:00 PM MST
Add to Calendar

Where

AASK 20th Street Office
Phoenix, AZ 85006

Dear Jacqueline,

Please join us for Foster Parent Support Group. This month the topic is managing typical behaviors in Foster Care. You will receive 1 hr of training along with valuable support from other foster parents. Come be part of the conversation!

To register click on the link below.

[Get more information](#)

Register Now!

[I can't make it](#)

Support Group is held monthly on the second Wednesday of the month- but the location alternates between Phoenix, Peoria, and Chandler. If you have questions about the support group or any services AASK offers through Family Support, please contact Jill.

**This topic will be the February support group to be held in
in Peoria**

We look forward to seeing you -

Sincerely,

Jill Berna
AASK - Aid to Adoption of Special Kids
jberna@aask-az.org
602-930-4471



aask | Ensuring every child has someone who cares...

2015 Information Session Schedule

Attending this free informational meeting is the first step in learning about AASK's programs for Mentoring, Foster Care, Adoption, and Sibling Connection. Here you will learn about the process to become involved in the life of a child. This information session is a prerequisite for all of AASK's programs.

If you currently have a child in your home that is involved with DCS, please call 602.930.4900 before attending.

January 2015

Tues. 1/6 - Mesa 6:30 p.m. - 8:30 p.m.	Thurs. 1/8 - Phoenix 6:30 p.m. - 8:30 p.m.
Tues. 1/13 - Goodyear 6:30 p.m. - 8:30 p.m.	Weds. 1/14 - Chandler 6:30 p.m. - 8:30 p.m.
Tues. 1/20 - Apache Junction 6:00 p.m. - 8:00 p.m.	Thurs. 1/22 - Peoria 6:30 p.m. - 8:30 p.m.
Sat. 1/24 - Phoenix	10:00 a.m. - 12:00 p.m.

February 2015

Tues. 2/3 - Mesa 6:30 p.m. - 8:30 p.m.	Tues. 2/10 - Goodyear 6:30 p.m. - 8:30 p.m.
Weds. 2/11 - Chandler 6:30 p.m. - 8:30 p.m.	Thurs. 2/12 - Phoenix 6:30 p.m. - 8:30 p.m.
Tues. 2/17 - Apache Junction 6:00 p.m. - 8:00 p.m.	Thurs. 2/26 - Peoria 6:30 p.m. - 8:30 p.m.
Sat. 2/28 - Phoenix	10:00 a.m. - 12:00 p.m.

March 2015

Tues. 3/3 - Mesa 6:30 p.m. - 8:30 p.m.	Tues. 3/10 - Goodyear 6:30 p.m. - 8:30 p.m.
Weds. 3/11 - Chandler 6:30 p.m. - 8:30 p.m.	Thurs. 3/12 - Phoenix 6:30 p.m. - 8:30 p.m.
Tues. 3/17 - Apache Junction 6:00 p.m. - 8:00 p.m.	Thurs. 3/26 - Peoria 6:30 p.m. - 8:30 p.m.
Sat. 3/28 - Phoenix	10:00 a.m. - 12:00 p.m.

April 2015

Tues. 4/7 - Mesa 6:30 p.m. - 8:30 p.m.	Weds. 4/8 - Chandler 6:30 p.m. - 8:30 p.m.
Thurs. 4/9 - Phoenix 6:30 p.m. - 8:30 p.m.	Tues. 4/14 - Goodyear 6:30 p.m. - 8:30 p.m.
Tues. 4/21 - Apache Junction 6:00 p.m. - 8:00 p.m.	Thurs. 4/23 - Peoria 6:30 p.m. - 8:30 p.m.
Sat. 4/25 - Phoenix	10:00 a.m. - 12:00 p.m.

Dates subject to change - please call 602.930.4900 to confirm. Seating is limited so arrive early. Adults only, please. The session contains important information. Participants arriving more than 15 minutes past the start time will be asked to attend a complete session at another date.

January 13, 2015

Ms. Alicia Rubio, Neighborhood Service Coordinator
City of Surprise/Community Development Department
16000 N. Civic Center Plaza
Surprise, AZ 85374-7470

Ms. Rubio:

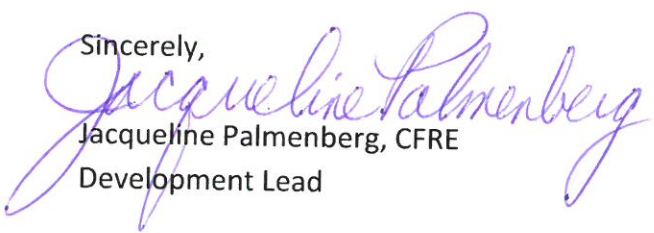
Children in foster care have endured many losses and have experienced abuse, neglect, and a lifetime of disappointing relationships. For nearly 30 years, AASK has been providing lasting and permanent relationships for children in foster care. Currently there are 17,000 children in Arizona's child welfare system. 4% of children in AASK foster homes are in Surprise. This number is a year-over-year increase of 46%. All foster children are defined as low-income.

AASK recognizes that each child is unique and faces individual challenges; there is no "one-size-fits-all" approach to recruiting families to help them. Families must be prepared for each child's unique challenges, and so AASK has developed specialized foster care services that help children be matched with families who are trained and qualified to care for them. For example, AASK recruits, trains, and supports Specialized Medical Foster Families who care for children with severe medical needs. AASK offers a Family Support Specialist to any AASK family who seeks help with behavioral or mental health issues in their foster children. And finally, AASK is committed to cultural sensitivity with its Todos Los Ninos program, where children of Hispanic or Latino origin are matched with families of similar background. 37% of the foster children served by Surprise AASK families are Hispanic.

These Building & Strengthening programs help families to be fully equipped to care for the foster children in their homes. Highly specialized services are vital for foster families to have the tools and resources to successfully nurture the children in their care, for as long as they are with them. This application requests \$5,000 to support these services for Surprise's foster children.

We thank the CDBG Commission and City of Surprise staff for reviewing this application.

Sincerely,


Jacqueline Palmenberg, CFRE
Development Lead

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:	Arizona Charter Academy		
Contact Person:	Melissa Holdaway		
Contact Person Title:	Chief Operating Officer		
Mailing Address:	PO Box 1381 Surprise, AZ 85378		
Street Address (if different from mailing):	16011 N. Dysart Road Surprise, AZ 85374		
Phone:	623-974-4959 x205		
Fax:	623-974-4931		
E-mail:	mholdaway@azcharter.com		
Website URL (if applicable):	www.azcharter.com		
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			N/A
Equal Employment Opportunity Employer	X		



Project Description

Proposed Project Title:

**S.T.E.A.M@ACA
Science-Technology-Engineering-Athletics-
Mathematics**

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)

The most recently adopted Consolidated plan (2010-2014) identified youth centers and activities as a feasibility priority as well as youth training programs as a priority based need and urgency. The document also highlighted after school and other youth programs as an Anti Poverty Strategy for low income students. A recent commitment to youth education related activities can be found in the City Council's Strategic Plan – Education Element adopted in 2012, and the General Plan 2035 Neighborhood Planning. The city's Consolidated Plan and General Plan also identify the original Town site of Surprise (OTS) as an area of focus for revitalization.

S.T.E.A.M @ ACA Science-Technology-Engineering-Athletics-Mathematics will help the City of Surprise meet its long term goals by providing high level hands-on goals critical to the revitalization of the community. The primary area of program delivery is youth services, but the proposed athletic camps will entice youth off of the streets during unsupervised summer and school break times to develop leadership and character through lessons in sportsmanship as well as what it means to be a team member thus reducing crime in an area of high crime. It will use sports as a motivator to increase healthy behaviors such as exercise and diet thus reducing the need for health services. Interest in athletics will be channeled into Science. Technology,

Engineering, and Mathematics (STEM) activities that increase STEM exposure for future careers, projects, and gain academic skills necessary to improve academics in STEM subjects. In addition to STEM activities through athletics, students will receive math tutoring to assist them in improving their grades and test scores.

Between the grades of 4-8, students either solidify the academic skills needed to succeed in high school, or they cultivate the behaviors that lead to dropping out of school. Research proves that successful physical education programs actually increase academic achievement and decrease juvenile crime.

- A study conducted by the U.S. Department of Health and Human Services in 2010: "When children and adolescents participate in at least 60 minutes of physical activity every day, multiple health benefits accrue. Building of healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety.
- In 2011, the Pediatric Academic Societies (PAS) conducted a study incorporating physical activity into classroom lessons that resulted in the increase of test scores, academic behavior, cognitive skills, and attitudes.

In addition high school students face a wide range of challenges including limited support and academic struggles which place them at risk of dropping out. The long term problem for dropping out of school is costly to the future of a person. According to the U.S. Census Bureau, the average income of a dropout can expect an annual income of \$20,241. It is \$10,386 less than a typical high school graduate, and \$36,424 less than someone with a bachelor's degree. Unemployment among those without a high school degree is about 12% where the national unemployment rate in 2014 was 8.1%. A study completed by Northeastern University, dropouts between the ages of 16-24, incarcerations rates were a whopping 63 times higher than among college graduates because dropout are exposed to much more socioeconomic forces that are often gateways to crime.

Combining sports, STEM, math tutoring, and leadership/character development equips students with the healthy habits, academic progress, and positive attitudes needed for success in the coming years.

The majority of the students to be served will come from the OTS. Arizona Charter Academy already serves many students from that area and anticipates that the youth taking advantage of the proposed basketball camp will mirror or exceed the school's demographics: 75% qualify as impoverished, 70% as minorities (52% Hispanic, 18% African American). In other words, the majority of participants fit the classification of "at risk."

At risk youth face many problems. Chief among them are obesity and academic underachievement. Obesity and the health problems associated with it are rampant in the at risk population. Inactivity is common.

- *There are significant racial and age disparities in obesity prevalence among children and adolescents. In 2011-2012, obesity prevalence was higher among Hispanics (22.4%) and non-Hispanic black youth (20.2%) than non-Hispanic white youth (14.1%). The prevalence of obesity was lower in non-Hispanic Asian youth (8.6%) than in youth who were non-Hispanic white, non-Hispanic black or Hispanic. (CDC, 2011)*
- *Childhood obesity can have a harmful effect on the body in a variety of ways. Obese children are more likely to have high blood pressure and cholesterol, which are risk factors for cardiovascular disease. Breathing problems, such as sleep apnea and asthma. Joint problems and musculoskeletal discomfort. Fatty liver diseases, gallstones, and gastro-esophageal reflux. (CDC, 2012)*
- *Obese Children and adolescents have a greater risk of social and psychological problems, such as discrimination and poor self-esteem, which can continue into adulthood. Relationship of Childhood Overweight to Coronary Heart Disease Risk Factors in Adulthood.*
- *, "Children with type 2 diabetes Most are black or Hispanic, with a particularly high rate found among children of Mexican descent." Bruce Fife, Saturated Fat May Save Your Life*
- *Especially in the Mexican American community — childhood diabetes rates were soaring. So were the rates for a wide variety of other weight-related diseases, among them coronary heart disease, cardiovascular disease, bone disease, and a wide range of endocrine and metabolic disorders. (<http://www.naturalnews.com/008951.html>)*

Without intervention, continued inactivity and obesity within the at-risk population will cause increased community supplied health costs in years to come.

Providing math tutoring at ACA with STEM and athletics helps create a foundation to a career in STEM as well as help them succeed in the academics. Without basic math skills, students cannot move on to more demanding mathematics-algebra, geometry, calculus which is needed for careers in STEM.

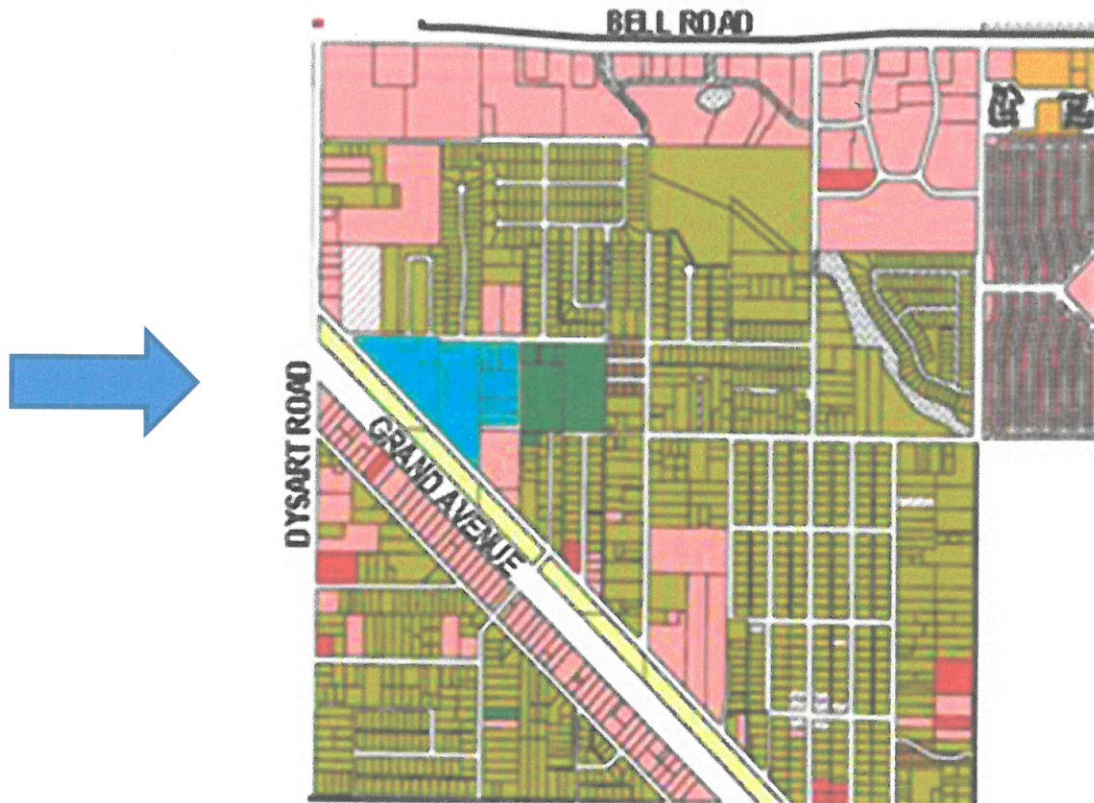
In today's technological society, a majority of future careers will require some STEM skills. STEM education provides an opportunity for students to engage in real world problems and experiences through projects and experiments that lead to a higher thinking. Using STEM allows students to understand the problems and create a method that leads to new solutions.

According to a survey given to teachers around the country by the STEM Education Coalition, lack of funding and resources as well as limited exposure to current technology led to troubling gaps in STEM education. Funding to the STEM program with emphasis on athletics will not solve all of a student's academic problems but the focus on STEM curriculum can help continue education through the school breaks. The program can help lay a foundation for creating interest and positive attitude towards STEM by linking it to athletics.

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

Arizona Charter Academy (ACA) is located within the OTS near Dysart and Grand Roads. The athletic camps will be held on the ACA campus, with the exception of football. The campus includes a gymnasium, a service kitchen, indoor eating area, and computer labs which can be used for pre and post testing and surveys. ACA campus is safe and secure with exterior fencing and interior alarms. All employees of the school, including coaches, have a comprehensive background check prior to being hired.

Any resident of Surprise may attend one of the camps, but ACA will advertise heavily within the OTS.



Targeted demographic population of the city:

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

The crime rate in OTS exceeds more affluent areas of Surprise. According to data from Crime Mapping, within a two mile radius of Arizona Charter Academy from July 2014 to Dec 2014, 800 crimes were reported. A majority of the crimes committed were Drugs/Alcohol Violations, Theft/Larceny, Burglary, and Disturbing the Peace. Property crimes, substance abuse, theft, and disturbing the peace. These are typically crimes of poverty and are learned behaviors. For those students who are at risk of developing criminal behaviors or dropping out of high school, often the last chance a community has to break the cycle of poverty is through education and of at risk behaviors through character education and role modeling.

Approximately 760 students attend Arizona Charter Academy, ACA, in grades K-12, and most come from the targeted OTS area. The school's demographics mirror those of the target area. Over 70% of the students represent minority populations. By Title I definitions, 80% of all ACA students are living in poverty.

With public transit limited as there is no local bus system in the area and few resources within walking distance from the school, disenfranchisement of the communities youth is the result. From ACA, it is a one hour drive to the cultural and recreational facilities in Phoenix and five miles to the local Boys and Girls Club. ACA can create an oasis of safety including respect for diversity and build an academic ladder to success for students to escape poverty by attaining academic knowledge and skills to succeed in education as well as enrichment experiences that will develop social skills and self-confidence to succeed in a world beyond poverty.

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

Arizona Charter Academy's winter/spring/summer athletic camp, **S.T.E.A.M @ ACA Science, Technology, Engineering, Athletics, and Mathematics** will increase the athletic skills, STEM awareness and test scores, leadership development of participating youth in grades 4-12.

During key school breaks (fall/spring/summer), youth from 4th-12th grades will have the opportunity to attend an athletic camp featuring different sport activities. They will be divided into teams (grades 4-6 and 7-12). Highly qualified coaches will work with them to develop skills, learn game strategies, build strength and endurance, and learn about the history and leaders in basketball, volleyball, and football. On a daily basis participants will practice playing and at the end of the week a tournament will be held.

In addition to athletics, participants will spend half of their time working on a STEM related topic including math, science experiments, robotics, and our bio diesel project. Trophies and medals or ribbons will be awarded to the winning team, members who have made athletic progress, to members who have demonstrated leadership skills, good character and sportsmanship, and to members who have made STEM and tutoring progress. The program several weeklong sessions and has the capacity to serve a 270 youth.

This program meets several of the needs in the OTS as outlined in the Consolidated plan including providing youth activities during unsupervised breaks, providing health opportunities through increased exercise, and providing a positive recreation alternative for youth of the OTS.

The program will provide the following athletic camps:

Fall Break (October 12-16, 2015)

- STEAM – 20 Grades 4-6 boys/girls

- STEAM – 20 Grades 7-12 boys/girls

Spring Break (March 14-18, 2016)

Morning Session

- STEAM Camp – 20 Grades 4-6 boys/girls
- STEAM Camp – 20 Grades 7-12 boys/girls

Afternoon Session

- STEAM Camp – 20 Grades 4-6 boys/girls
- STEAM Camp – 20 Grades 7-12 girls

April 18-22, 2016

- STEAM – 30 – Grades 7-12 boys

Summer Break (June of 2016 6-10, 13-17, 20-24)

Week 1

- STEAM Camp – 20 High School boys
- STEAM Camp – 20 High School girls

Week 2

- STEAM Camp – 20 Grades 4-8th girls
- STEAM Camp – 20 Grades 4-8th boys

Week 3

- STEAM Camp – 20 Grades 4-8th boys
- STEAM Camp – 20 Grades 4-8th girls

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:

Consolidated Plan: The plan includes developing additional resources including recreational facilities and providing public services through non-profit organizations. ACA is a non-profit organization with a history of involvement in its community. It has always provided recreational opportunities to its students. ACA is excited to continue to open its recreational facilities to a wider audience of youth. Its gym with weight and strength building equipment will be the main site of activities. Breaks in the physical activities (skill building, basketball games, exercise) will use classroom space for STEM, tutoring, and character development activities. Through the National School Lunch Program, ACA will provide participants with nutritious lunches during the camps.

Annual Action Plan for CDBG National Objectives: S.T.E.A.M Science, Technology, Engineering, Athletics, and Mathematics addresses youth services

objective of the CDBG National Objectives and impacts two others: Recreation and Education Programs. It does this by improving offering free programs not offered in the OTS area.

ACA has had great success in running a past CDBG program as students not only increased their athletic skills but their reading comprehension as well. Based on feedback from the community and students who live in the OTS, we would like to launch **S.T.E.A.M @ ACA** and include more sport offerings including football, volleyball and basketball. This will increase "our net" to attract students as there will be something for everyone in terms of sport choices.

In a study of Hispanic children ages 8-13, published in the *Journal of Clinical Endocrinology & Metabolism*, reading and mathematics scores were matched with fitness scores of 353,000 fifth graders, 322,000 seventh graders, and 279,000 ninth graders. The key finding at all grades was that higher academic achievement was associated with higher levels of fitness. In other words, physically fit children do perform better academically.

The proposed basketball camp's focus is basketball skills, but developing those skills will be a vehicle to increase STEM awareness, assist in school work with math tutoring, and to expand awareness of good character. Breaks in the physical activities will include STEM and math tutoring that takes advantage of student interest in the sport of basketball. Students will encounter articles on how to play, referee, and score the game, as well as books that are biographies of outstanding players, and stories centered on sports. Adult led discussions of readings will focus on positive character traits and on challenges overcome. ACA has the technology to access on-line sports magazines and project them onto a large screen in classrooms thus enabling group discussion and analysis of articles.

Evidence suggests by providing an accessible physical activity to the youth can reduce crime by reducing the time to commit crimes and creating a structure of supervision. For example, Fort Myers Florida Police Department reported that juvenile arrests dropped nearly one-third since the city began the STARTS Program (Success Through Academics and Recreational Support). Norfolk, Virginia had a 29% drop in crime their targeted neighborhoods by forging a partnership between police, human service agencies, and local citizens to start new youth athletic leagues.

S.T.E.A.M @ ACA proposal will have two objectives:

First objective provide youth in this impoverished area a free, enjoyable and supervised alternative to the unsupervised "hanging out" that too often leads to crime. This can be measured by tracking participation rates and comparisons of the camp schedule and the times of crime commissions.

Second objective will be to increase students' knowledge and proficiency in math and science content areas as well as exposing them to STEM related fields. Progress on

math and science can be measured by pre and post testing as well as standardized test scores. Exposure to engaging STEM related activities will open up their minds to those career fields and connect everyday learning with real world experiences. Most students living in poverty lack exposure to these areas and positive interaction and engagement will open up their mind to possibilities they did not know existed before S.T.E.A.M. @ ACA.



Organizational Capacity

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

ACA is a public charter school which opened in 2001. It has continually increased both enrollment and academic achievement. Today, approximately 670 students attend Arizona Charter Academy in grades K-12, and almost 70% of the students represent minority populations. By Title I definitions, 75% of all ACA students are living in poverty. ACA has demonstrated its ability to work with the target population found in the OTS area.

ACA has managed multiple state and federal grants; the most recent is the 21st Century Community Classroom grant which includes before and after activities for both students and parents. It is a five year grant which requires managing and reporting on \$120,000.00 for each of the first three years. Under that grant, ACA has established multiple before and after school activities for ACA students and their parents. Prior to that, ACA received and successfully completed a state grant which funded free after school tutoring in reading and math for students whose test scores indicated need.

In addition, ACA has partnered with the city of Surprise in the past for the Entrepreneur Boot camp and a similar program, B.A.L.L., basketball achieving literacy and life-skills. This program was very successful with ACA meeting and exceeding all grant goals. In addition, on several occasions ACA arranged for the news media (channel 10) to come out and interview both representatives from the city of Surprise and ACA to promote the program as well as showcase the great work the city of Surprise is doing for the community.

For the past nine years the school has run a successful and award winning after school sports program for its own students. It continues to operate academic tutoring and acceleration activities before and after school. The campus lends itself to these activities because it has exceptional facilities and dedicated staff. The campus is designed to provide a physically safe environment.

Arizona Charter Academy is an A rated school has also been recognized for its positive culture and community service programs. These include Arizona Most Admired Companies, Arizona's "100 Best" Companies, Top 25 Best Workplaces for Women, Community Partner of the Year, and the Changemaker award. It's Principal, Heather Henderson, recently was named as 2014 Transformation Leader of the Year from the Arizona Charter School Association and a 2015 Rodel Exemplary Principal recipient. It's CEO, Melissa Holdaway, past awards include Surprise Citizen of the Year, Leadership West Alumnus of the Year, and was inducted into the College of Business Hall of Fame at Grand Canyon University.

ACA has a tradition of working to improve the community and of leading its students to see themselves as capable of working for a greater good. The school's leaders and employees work collaboratively to model and implement core values in education, community, and personal growth. CEO, Melissa Holdaway sums it up, "Our goal is to develop lifelong learners who give back to the community. As a result, I feel it is very important to BE the community by becoming involved not only to make it better but to open doors for students."

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?

Yes

Was the audit performed by a licensed Certified Public Accountant?

Yes

Was the latest audit forwarded to the funding agency?

Yes

Has a copy of all applicable audits/reviews (including any management letter, if appropriate) been forwarded to the funding agency?

Yes

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

ACA will serve healthy lunches at no costs to participants through the National School Lunch Program (a federal grant). The school will continue to seek additional donations that will go directly to the participants through national and local businesses.

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: Melissa Holdaway Title: COO FTE on This Project: .10 Mrs. Holdaway will have financial oversight and reporting responsibilities for this grant	• Successfully managed private and federal grants for ACA • Corporate career founded on financial and risk avoidance expertise • Serves as a Commissioner for the Surprise General Plan Commission and on the Advisory Committee for the Surprise Youth Leadership program • Graduate of Leadership West • MBA Degree
Name: Stephanie Olson Title: Principal FTE on This Project: 25	Ms. Olson developed ACA's award winning sports program serving 400 students each year. Mrs. Olson has a Master's degree in education and is a certified principal.
Name: Title: FTE on This Project:	<u>Coach 1: will be finger printed and background checked as are all employees of ACA</u>
Name: Title: FTE on This Project: .5	<u>Coach 2: will be finger printed and background checked as are all employees of ACA</u>
Name: Title: FTE on This Project: .5	<u>Coach 3: will be finger printed and background checked as are all employees of ACA</u>
Name: Kris Schmidt Title: Math/Science Teacher FTE on This Project: .10	Mr. Schmidt is high qualified Math teacher who oversees the STEM club and department at ACA.
Name: Gloria Ramos Title: NSLP Coordinator FTE on This Project: .2	Ms. Ramos has multiple years' experience overseeing the national school lunch program with an annual budget of over \$250,000. She also oversees the school's DES after school enrichment program.

Project Cost			
Estimated Total Cost of Project:	\$ 23,780.29		
CDBG Funding Amount Requested for Project:	\$ 17,730.94		
Total Number of Units Served:	270		
Total Cost per Unit	\$ 88.08		
Total CDBG Cost per Unit	\$ 65.67		
Amount and Source of Other Funds Leveraged for Project: (Please submit proof of other funding sources)	Source	Year	Amount
	National School Lunch Program	2015-16	\$4,050.00
	M&O Funding	2015-16	\$1,999.35
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	ACA will utilize current grants and seek future grants as well as develop sponsoring partnerships to continue the program. It will also consider charging a small participation fee if needed.		
If your project is not fully funded, will your organization be able to implement project with partial funding?	Yes, but in a revised format.		

Project Timeline

Project start date: 10/12/2015 **Project completion date:** 06/24/2016

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:	1 st Quarter			2 nd Quarter			3 rd Quarter			4 th Quarter		
	(each box represents one month)											
Hire Program Director						x						
Market Program							x					
Establish Enrollment Process							x					
Purchase supplies								x				
Hire coaches									x			
Conduct Camps										x		

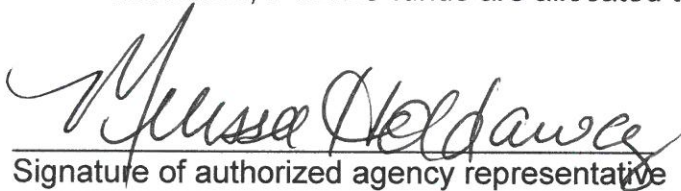
Proposed Budget				
Specific Cost Item/Description	CDBG Amount Requested	Other Funds Source	Other Funds Amount	Total Amount CDBG + Other Sources
Facilities Equipment (nets, mesh bags, cups)	\$245.00		\$	\$
10 (each) footballs, Basketballs, and volleyballs @25 each	\$750.00			
Scrimmage Helmet Covers/accessories	\$134.00			
First Aid Supplies	\$167.00			
2 Tackling dummies/speed and agility training kit	\$359.00			
Intramural League Coaching Stipends- (1 coach at \$200 per age group/per session for 14 sessions)	\$2,800.00			
Benefits (taxes, ASRS)@ .19.1%	\$537.60			
High Qualified Math/Science teacher/STEM Coordinator stipend (1 teacher per session @ \$300 per session) for 7 sessions)	\$2,100.00			
Benefits (taxes, ASRS)@ .19.10%	\$699.09			
1 coordinator@\$250.00 per session for 7 sessions	\$1,750.00			
Benefits (taxes, ASRS)@ .191%	\$334.25			
Advertising/ Marketing (flyers, mailers, press releases, banners, postage)	\$500.00			
Football field rental (for football camp) \$55/hour for 15 hours	\$825.00			
Lunch free to participants	0	National Free and Reduced School Lunch Program	\$4,050.00	
\$3.00 / student / day				
Participant Incentives/ Awards (trophies & medals) for 7 sessions \$75 per session	\$525.00			

Utilities: 3-6 hours over 30 days to cool the gym, cafeteria, and 2 classrooms	\$2,200.00			
STEM related materials for science kits/robotics/math games/supplies (\$15/student for 270 students camp)	\$4,050.00			
Maintenance/cleaning staff for 30 days @50 day (plus benefits)			\$1,999.35	
Total	\$17,730.94		\$6,049.35	\$23,780.29

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

1/16/15
Date: _____

Printed name

Title

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:	Arizona Bridge to Independent Living (ABIL)		
Contact Person:	Darrel Christenson		
Contact Person Title:	Vice President of Community Integration		
Mailing Address:	5025 E. Washington St., Suite 200, Phoenix, AZ 85034-7439		
Street Address (if different from mailing):	SAME		
Phone:	(602) 296-0530		
Fax:	(602) 254-6407		
E-mail:	darrelc@abil.org		
Website URL (if applicable):	www.abil.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 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
☒ 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: <u>Persons with Disabilities</u> |
|--|--|

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 always universally considered the biggest impediment to living independently in the community. Currently, many people with disabilities have difficulty moving about in their homes due to architectural barriers and there are long waiting lists for ready-made accessible units. According to a study published in the American Journal of Public Health, Arizona has the highest prevalence of adults with disabilities at 25.9% and the Valley being the third highest metropolitan statistical area at 25.6%. As our population ages, the percentage of persons with disabilities will increase, therefore the demand for accessible housing will continue to grow.

Persons with disabilities who need accessible housing have additional barriers to obtaining and retaining adequate and reasonably priced housing, over and above their limited incomes. Many people have some form of disability that adds to the problem of finding adequate housing.

As of January 14, 2015 the Housing Authority of Maricopa County which manages Public Housing programs for the City of Surprise indicated that there are 1535 currently on the Public Housing waiting list and they are accepting applications for this waiting



list. Currently, their Section 8 waiting list is at 750 individuals. They report receiving a minimum of 10 calls per day from the public requesting housing assistance.

The Housing Authority went on to report that they operate a public housing program that consists of 45 one bedroom units (for elderly & disabled households, 5 are handicapped accessible). There are no two-bedroom units for Public Housing, 20 three-bedroom homes in scattered sites & 5 four-bedroom homes for single families. None of the houses are currently handicapped accessible.

ABIL has been averaging 4-6 calls per month from Surprise residents requesting home modification assistance.

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

City-wide. ABIL staff requires that all consumers sign its Consumer Application/ Intake Form when being opened for home modification program services verifying residency. Residents will be both those who own their own homes and those who rent houses, apartments and mobile homes.

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, 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 persons 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 8 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, with each Surprise resident with a disability assisted to live in the community with Home & Community Based Services saving taxpayers at least \$29,000 annually compared to costlier options (i.e. nursing home placement).
3. Increases the number of housing stock by 8, easing the rapidly growing need for 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. ABIL's home modification program funded through CDBG 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 will be required to sign a form verifying their income and provide tax returns, bank statements and/ or Social Security award letters, and provide any other documentation required by the City. Since nearly 70% of persons with disabilities are unemployed, HUD recognizes the group in its "limited clientele" category. Each and every one of our program consumers are persons of low-to-moderate incomes as proven through the above income documentation.

ABIL will remove architectural barriers & facilitate structural home modifications for 8 low-to-moderate income residents with significant disabilities & seniors to improve home accessibility & safety. Modifications include: ramps, grab bars, widening doorways, raised toilets 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 \$3,000.
4. In keeping with ABIL'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 attend 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 ABIL 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, Personal Assistance Services & Peer Mentoring are some of the services that are described 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)

ABIL has been serving individuals with disabilities, their families and the community in Maricopa & Pinal Counties for 34 years and is one of the largest Centers for Independent Living in the nation. Our mission statement is: "ABIL 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." ABIL 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, providing choices and options to consumers.

ABIL has a proven track record as we have been providing CDBG funded Home Accessibility programming in Phoenix for the past 24 years, in Glendale for 19 years, Mesa for 16 years, Peoria for 14 years, Scottsdale for 3 years, Tempe for 2 years and Surprise currently for the first year. During the 24 years of work with CDBG funded contracts ABIL has completed 4,645 home assessments and successfully completed 3,313 projects.

ABIL also has a six year track record of contracting with Maricopa County Arizona Long Term Care System (ALTCS) provider Mercy Care and successfully completing over 1,000 home modification projects over 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 over the years and were again updated in the Fall of 2013. The scope of activity is contingent upon the level of CDBG funding awarded by the City of Surprise for FY 15-16. There is no other program like this in the city to improve accessibility for residents with disabilities.

Financial Audits and Reports: <i>(Please submit a copy of most recent financial audit)</i>	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)

Program match will come from two sources:

1. ABIL will provide staffing for .02 FTE for Receptionist and .02 FTE for the President/CEO. ABIL will also contribute \$959 to cover program expenses such as phone, travel/ mileage, office supplies, postage and printing. The total ABIL match contribution leverage will equate to \$3,560 for the program's operation.
2. A 10% consumer match is requested toward each project's Labor & Materials. This can be in the form of a cash contribution, volunteerism by the consumer, a family member or friend, or by attending advocacy training. 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: Jim Stewart Title: Home Modification Coordinator FTE on This Project: .10	16 years of direct service experience with a design certification
Name: Darrel Christenson Title: Vice President of Community Integration FTE on This Project: .02	16 ½ years with ABIL in Management, 12 years prior providing direct service at another Center for Independent Living
Name: Viktoria Johnson Title: Accountant FTE on This Project: .02	15 years of experience in accounting with a Master's degree in Accounting.
Name: Lea Laffartha Title: Program Assistant FTE on This Project: .02	This is a new position created 1 ½ years ago to assist with Unit's administrative work.
Name: Maribel Sanchez Title: Receptionist FTE on This Project: .02	13 years of experience with ABIL
Name: Phil Pangrazio Title: President/ CEO FTE on This Project: .02	15 years as ABIL's President/ CEO, ABIL Board member prior to this.

Project Cost			
Estimated Total Cost of Project:	\$ 40,077		
CDBG Funding Amount Requested for Project:	\$ 34,117		
Total Number of Units Served:	8 Households		
Total Cost per Unit	\$5,010		
Total CDBG Cost per Unit	\$4,265		
Amount and Source of Other Funds Leveraged for Project: <i>(Please submit proof of other funding sources)</i>	Source	Year	Amount
	ABIL's Match	15-16	\$3,560
	Consumer 10% Match	15-16	\$2,400
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	ABIL 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, ABIL would adjust its Scope of Work according to the level of funding awarded.		

Project Timeline

Project start date: 7/1/2015 **Project completion date:** 6/30/2016

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:	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter					
	<i>(each box represents one month)</i>											
Contract Execution	X											
Outreach to Contractors & Update Procedures		X										
Contractors Selected			X									
Environmental Review	X	X	X	X	X	X	X	X	X	X	X	X
Applicant Referrals Accepted	X	X	X	X	X	X	X	X	X	X	X	X
Client Intakes	X	X	X	X	X	X	X	X	X	X	X	X
Home Modification Completion	X	X	X	X	X	X	X	X	X	X	X	X



Proposed Budget

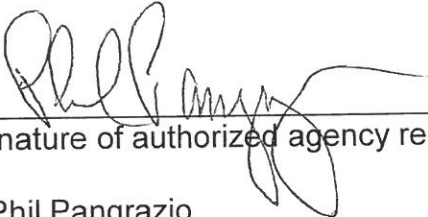
Specific Cost Item/Description	CDBG Amount Requested	Other Funds Source	Other Funds Amount	Total Amount CDBG + Other Sources
Program Coord. Salary & Fringe	\$ 5,161			\$ 5,161
Unit VP Salary & Fringe	\$ 1,835			\$ 1,835
Accountant Salary & Fringe	\$ 1,432			\$ 1,432
Program Assistant Salary & Fringe	\$ 730			\$ 730
Telephone	\$ 161			\$ 161
Travel/ Mileage	\$ 371			\$ 371
Office Supplies, Postage & Printing	\$ 427			\$ 427
Labor & Materials	\$24,000			\$24,000
President/ CEO Salary & Fringe		ABIL Match	\$ 2,665	\$ 2,665
Receptionist Salary & Fringe		ABIL Match	\$ 895	\$ 895
10% Consumer Match		10% Consumer Match	\$ 2,400	\$ 2,400
Total	\$34,117		\$ 5,960	\$40,077



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

1-13-15
Date:

Phil Pangrazio
Printed name

President/ CEO
Title

Arizona Bridge to Independent Living (ABIL)
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:	Michelle Dionisio
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:	mdionisio@benevilla.org
Website URL (if applicable):	www.benevilla.org

Legal Status of Applicant:

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

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 Centers, Home Delivered Meals, and Wirtzie's Child Development Center
--------------------------------	---

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: <u>Disabled adults, parenting classes</u> |
|---|---|

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

Life Enrichment Centers: The Centers for Disease Control and Prevention estimates that 21% of American households are affected with caregiving responsibilities for adults who are ill, disabled or elderly. The Caregiver Action Networks states that more than 500,000 Arizonans provide care for adult loved ones. Providing this crucial and often constant care can be taxing emotionally, physically and even financially if it requires an individual to cut back on or quit work entirely. The West Valley is growing at a tremendous rate, which translates into more adults that require a host of services to assist them with their daily needs. In Arizona, seniors make up 13.8% of population; in Surprise, they are 19.0%. Benevilla operates six adult life enrichment centers in the West Valley, including one in Surprise, to help local residents care for their loved ones while working and/or recharging from their evening and weekend caregiving activities. Benevilla also offers caregiver support groups to provide them with the encouragement and assistance they need to care for their loved one, as well as has a Caregiver Coach available to meet with families, help develop contingency plans, and provide additional support to caregivers one-on-one.

Home Delivered Meals (HDM): The AARP reports that an estimated 175,000 Arizona seniors face hunger every day. Chronic hunger among seniors negatively impacts them physically and mentally. For example, a lack of proper nutrition can hinder an older adults' ability to live a full and active life. While poverty is a major contributor to hunger among seniors, another is people's inability to get to the grocery store to purchase food and/or to prepare meals due to disability, weak eyesight, and other factors. Benevilla's meal program is the only home delivery



meal option for residents of Surprise. Clients have the option of ordering two meals per week up to seven meals per week. Meals are delivered Monday through Friday, but weekend meals are available for Friday delivery.

Wirtzie's Child Development Center: According to the U.S. Census, 7.9% of Surprise's residents are age five or younger, which is higher than the statewide average of 7.1%. First Things First reports that 90% of a child's critical brain development happens by age five and that school success starts during those first formative years. The First Things First Web site says "Quality child care and preschool creates the foundation for a more successful life. It helps children develop critical skills like motivation, self-control, focus and self-esteem. Quality early childhood education also reduces the chance a child will need special education or be held back at school. Not only that, but it results in higher test scores and graduation rates!" Investments in early childhood educational centers do not just benefit the children who attend them, they also benefit municipalities and states. First Things First reports that every \$1 invested in early childhood yields a \$16 return (\$11 in reduced crime-related costs, \$1.50 in decreased government spending on non-crime related programs, and \$3.50 in increased earnings).

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

Benevilla will provide its increased and enhanced services to residents within the City of Surprise, including the Original Townsite of Surprise (OTS) (see map in Attachment A). Lucy Anne's Place, a Benevilla life enrichment center for individuals with early to moderate stage dementia, and Wirtzie's Child Development Center are both located at Benevilla's headquarters in Surprise (16752 N. Greasewood Street). Surprise residents can also participate in the life enrichment centers in neighboring areas (three programs in Sun City – 1) for people who have suffered a stroke, have Parkinson's or need physical therapy, 2) for individuals with later stages of dementia and 3) for individuals with intellectual disabilities; two programs in Peoria – 1) for people with intellectual disabilities and 2) for seniors in general). The Home Delivered Meals Program services Surprise's entire city limits.

Targeted demographic population of the city:

Benevilla's life enrichment centers and HDM program target senior (age 65 and older), ill and/or disabled residents of Surprise. Benevilla has life enrichment centers that have a broad client population of seniors and some with a specific client population (i.e. advanced dementia/Alzheimer's disease; people requiring physical therapy because of a stroke, Parkinson's disease, injury or other physical reason; intellectual disabilities). Wirtzie's targets children ages one to five, along with their parents and family members. Many of Benevilla's clients in all three programs are from low-income households.

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

The Life Enrichment Centers improve the health and emotional well-being of seniors and disabled adults in Surprise, as well as provide needed respite for their caregivers. The program's measurable outcome goals include:

- Assist a minimum of 430 senior participants and their families at the Life Enrichment Centers, including 100 Surprise residents
- 90% of participants will agree the centers' activities provided socialization and educational opportunities
- 75% of caregivers will report a decrease in their loved ones' agitation at home due to their center attendance
- Reduce our clients' re-admissions to local hospitals by 25%

The Home Delivered Meals program provides fresh, healthy home-delivered meals to low-income, disabled, and/or elderly adults. Our measurable outcome goals for this program include:

- Serve 250 new clients
- Deliver 13,000 meals
- Add one new route for HDM deliveries

Wirtzie's Child Development Center positively impacts the emotional, mental, social and academic development of the children it serves. Our measurable outcome goals for this program include:

- Increase enrollment by 25% from 72 to 90 (50 from Surprise)
- Provide intergenerational programming a minimum of four times per week
- Graduate 100% of five-year-old children deemed ready for kindergarten as measured by the Ages and Stages Questionnaire

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:

Funds from a City of Surprise CDBG grant will help serve low- and moderate-income people, which is one of the CDBG National Objectives. Grant funds would be used exclusively to subsidize the cost of low- and moderate-income Surprise residents utilizing our life enrichment centers, Home Delivered Meals program and Wirtzie's Child Development Center. All three programs also meet the National Objective to meet urgent needs to promote the health and welfare of the community. Both the life enrichment centers and Wirtzie's enable primary caregivers to be gainfully employed in order to provide a suitable living environment for their families and lessen their reliance on government assistance.

The life enrichment centers and the Home Delivered Meals program assist elderly, ill and/or disabled adults to maintain their independence through the provision of quality services. Each Benevilla Adult Life Enrichment Center features specialized programming to meet specific needs – from memory care to physical therapy, and from intellectual challenges to educational opportunities (i.e. fall prevention and safety awareness). In addition, all Benevilla's life

enrichment centers enrich the lives of elderly and disabled adults by reducing their isolation and loneliness, providing opportunities for socialization and stimulating their interests through leisure activities. Serving individuals who need health monitoring or supervision during the day, the life enrichment centers also enable individuals to remain in their primary caregiver's home by providing them a quality facility with trained staff care for them from 8:00 a.m. to 5:00 p.m. In 2014, Benevilla provided services to over 400 people through our life enrichment centers. In addition, 295 (unduplicated) individuals attended caregiver support groups in 2014, investing a combined 3,282 hours in the support group sessions during the course of the year.

Benevilla's Home-Delivered Meals program offers fresh, home-delivered meals to low-income, disabled, and/or elderly adults in the West Valley. In fact, the program is the only home-delivered meal option for residents of Surprise. All recipes are chef-planned, dietician-approved, made from scratch using local produce and prepared in the Birt's Bistro commercial kitchen at Benevilla's headquarters in Surprise. These meals, which include an entrée, starch, vegetable, soup or salad, bread, beverage and dessert, improve the health, well-being and nutritional status of elderly, ill and/or disabled adults. Volunteer couriers deliver the meals Monday through Friday from 11:15 a.m. – 1:00 p.m., and clients can have meals for the weekend delivered on Fridays. In 2014, the HDM program delivered 11,942 meals to 222 clients. Of those clients, 179 were new clients in 2014.

Wirtzie's Child Development Center provides a safe and nurturing environment for children between the ages of one and five to explore and grow. Classes are designed to provide age-appropriate, child-directed activities that inspire the children in our care to learn and discover through play and to spark their natural curiosity. Through multi-sensory, hands-on activities, children develop their social, physical, cognitive and language skills. Our preschool and child care facility features classrooms, a playground, a water play area, a reading room where volunteers sit and read with the children, and a shared space for enrichment classes. Benevilla knows investing in early education can alter a child's developmental trajectory during the school age years and beyond. Therefore, we aim to provide our young participants with a stimulating, developmentally-appropriate learning curriculum; ongoing, enriching interaction with older adults through our intergenerational program; and an environment that lays the foundation for a healthy, active life. Currently, there are 72 children in the program.

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 formed in 1981 by a group of citizens who were concerned that many of the community's senior residents could not obtain important services locally and that this lack of services and support could cause premature institutionalization or rapid decline in their 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, the organization goes by the name Benevilla. With a mission to **strengthen communities by offering supportive, life enriching programs that enable personal independence and dignity**, Benevilla provides services that address the day-to-day physical, intellectual, emotional and social development needs of children, families, older adults and adults with intellectual disabilities in the West Valley. The organization's network of six West Valley life enrichment centers, various support and educational services, a specialized older adult and West Valley information and referral service, a home-delivered meals program, and social activities are now supported by more than 950 volunteers and more than 100 employees. Seeking to help keep older adults independent and in their own homes for as long as possible, Benevilla is considered the area's "one-stop shop" for recognized superior care services. Benevilla either provides services directly, or makes appropriate referrals to local providers and agencies. We also collaborate with a host of other organizations to complement the work we do and to work together on community and other projects.

Each year, Benevilla serves nearly 11,000 individuals and provides more than 120,000 acts of service through its programs, which include:

Volunteer Home Services: Caring, local volunteers provide services for elderly and disabled adults, including grocery shopping and delivery, transportation to appointments, handyman services, weekly errands, and business assistance.

Information & Referral Services: Through this program, human services professionals /information specialists help those in need to identify, understand and use community services.

Adult Life Enrichment Centers: Our six Life Enrichment Centers provide an enriching experience for those who no longer can care for themselves, while simultaneously providing respite for caregivers. One center, Lucy Anne's Place, is located in Surprise and provides socialization, peer support, and purposeful activities for those with early to moderate stage Alzheimer's or other dementias.

Wirtzie's Child Development Center: Designed for children ages one to five, Wirtzie's preschool and childcare program provides a safe and nurturing environment for children to explore and grow.

Arts Center for All Ages - Intergenerational Program: This joint program between Wirtzie's Child Development Center and Lucy Anne's Place, provides structured time for

children to spend with older generations of people, utilizing a sensory garden, reading room and performance stage.

Birt's Bistro: In 2009, Birt's Bistro, a café, catering service and bookstore, was added at Benevilla as an all-community gathering space. Here, classes are held, and works by local artists are available for sale. Vocational training for people with intellectual disabilities is also offered. Birt's Bistro houses one location of Benevilla's Information and Referral program, providing free access to social services open to the general community.

Family Resource Center (FRC): The FRC provides parents and caregivers of children (birth – age five) access to information and resources around child development, health and parenting. The FRC also has a Grandparents Raising Grandchildren program, offering support groups to grandparents throughout the far NW Valley.

Financial Audits and Reports: <i>(Please submit a copy of most recent financial audit)</i>	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)

Approximately 58% of Benevilla's revenue is generated from earned income for program services. Another 21% of funding comes from individual donors, with government grants, contracts and sub-contracts supplying 10% of funding (City of Surprise, City of Peoria). Lesser amounts come from foundation grants (4%), corporate contributions and grants (2%), in-kind donations (2%) fundraising events (1%) and other miscellaneous income (1%). In addition to the City of Surprise, current donors to the life enrichment centers include the City of Peoria, and Lord of Life Lutheran Church; to Wirtzie's Child Development Center include Staples and the West Valley Lutheran Thrift Shop Foundation; and to the Home Delivered Meals program include Arizona Public Service.

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: Jane Bruzzese Title: Senior Director of Programs FTE on This Project: 0.1	Jane, who oversees the HDM program, has more than 30 years of experience working in social work (including 22 years at Benevilla). She has earned a Bachelor of Arts degree from Anderson University and a certification in Aging Services Management and Administrative Training from Phoenix College.
Name: Gwen A. Shawley Title: Director of Wirtzie's Child Development Center FTE on This Project: 0.25	Gwen earned her Master's degree in Early Childhood Education from Grand Canyon University. Having worked in the early childhood education field for more than 10 years, Gwen has a wide range of experience from preschool classroom teaching and training preschool teachers to assessing programs and directing nationally accredited programs. Gwen manages the day-to-day operation of Wirtzie's, including the management and coordination of its 15+ employees, oversight of the implementation of curriculum and the monitoring of program/classrooms to ensure compliance is maintained with State regulations.
Name: Joanne Thomson Title: Senior Director of Education and Enrichment FTE on This Project: 0.2	Joanne, who earned her Bachelor of Science degree in Recreation Administration from California State University in Chico, has served as Benevilla's Senior Director of Day Services for three years after serving as its Day Center Supervisor for six years. Previously, she had served as a Recreation Therapist III at Arizona State Hospital and as a Certified Therapeutic Recreation Specialist at Sonoma Development Center.

Project Cost

Estimated Total Cost of Project:	\$ \$4,261,951.86		
CDBG Funding Amount Requested for Project:	\$ 24,997		
Total Number of Units Served:	626 home delivered meals 230 days of life enrichment day services 420 full days and 500 half days of childcare 1,776 units of service		
Total Cost per Unit	Home Delivered Meals \$4.50 per unit Total: \$2,817 Life Enrichment day services: \$40 per unit Total: \$9,200 Wirtzie's Preschool & Childcare: \$19 per full day unit Total: \$7,980 \$10 per ½ day unit Total: \$5,000		
Total CDBG Cost per Unit	\$4.50 - \$40		
Amount and Source of Other Funds Leveraged for Project: <i>(Please submit proof of other funding sources)</i>	Source	Year	Amount
	Arizona Public Service	2015	\$8,000
	West Valley Lutheran Thrift	2015	\$5,000
	Sun City Rotary Foundation	2014	\$3,000
	Lord of Life Lutheran Church	2014	\$7,500
	Staples	2014	\$3,500
	Government grants and general donations that will be received through direct mail, events, etc.	2014/2015	\$532,740.54
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	The majority of Benevilla's funding comes from fees-for-service earned income. However, realizing that not all individuals in need of our services have the financial capacity to pay the fees, Benevilla's board members and staff raise funds year-round to help subsidize the costs of their participation and offer reduced fees to them. The programs would, therefore, continue without CDBG support but the amount of individuals offered reduced fees may be severely restricted – if not completely eliminated – with reduced funding.		
If your project is not fully funded, will your organization be able to implement project with partial funding?	Yes. Partial funding would likely have the effect of limiting the amount of services we can provide at a reduced fee for Surprise residents. Therefore, the more funding received, the more reduced fee services we will be able to provide to low and moderate-incomed Surprise residents.		



Project Timeline

Project start date: 10/1/15 **Project completion date:** 9/30/16

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:	1 st Quarter			2 nd Quarter			3 rd Quarter			4 th Quarter		
	(each box represents one month)											
Conduct outreach to inform Surprise residents about the Life Enrichment Centers and Home Delivered Meals program and increase participation. Outreach efforts will include distributing flyers about the program at senior housing developments throughout Surprise; advertising and promoting the programs at health fairs, churches and apartment complexes in Surprise including the Surprise Senior Center, Quilceda, Sun Village, Sunflower Resort & Rose Garden Park; promoting and providing collateral materials at event(s) at Surprise Baseball Stadium; placing ads and notices in local papers; posting flyers and other information about the programs at our partner agencies' facilities; placing special interest stories in local papers and Benevilla's website; and putting information on Benevilla's website about the programs to increase awareness. Benevilla staff member(s) will also regularly attend brown bag networking and breakfast events where she/they can talk about the program.	X	X	X	X	X	X	X	X	X	X	X	X
Conduct pre-program, in-home visit assessments with potential new Home Delivered Meals clients and coordinate volunteers to deliver meals to clients.	X	X	X	X	X	X	X	X	X	X	X	X
Manager Home Delivered Meal routes, client files, and other data to ensure accurate meal delivery services. Many clients utilize this for short periods of time, such as while recovering from surgery, or a few weeks prior to entering an assisted living facility. That is why it is imperative to manage the program to keep track of a large, but fluid, client list.	X	X	X	X	X	X	X	X	X	X	X	X
Secure additional funds to further subsidize the cost of the home delivered meals for	X	X	X	X	X	X	X	X	X	X	X	X

those participants from low-income households												
Increase public awareness of Wirtzie's Child Development Center through Open House events, the Healthy Families/Healthy Kids Fair, the Festival of Cheer, other community events and through advertising on our website and other venues			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 & Wages Program Personnel	\$0	APS, West Valley Lutheran Thrift Shop, Sun City Rotary Foundation, Lord of Life Lutheran Church, Staples and other Grants and General Donations from individuals, events, civic organizations, etc.	\$1,584,997.12	\$1,584,997.12
Fringe Benefits	\$0	Grants and General Donations from individuals, events, etc.	\$279,708.79	\$279,708.79
Home Delivered Meals Funds to subsidize the cost of home delivered meals for low-income Surprise residents, paying \$4.00 per meal (\$8.50 per meal minus \$4.50 subsidy)	\$2,817.00	Grants and General Donations from individuals, events, etc.	\$0	\$2,817.00
Life Enrichment Services Funds to subsidize the	\$9,200.00	Grants and General Donations from individuals,	\$0	\$9,200.00

cost of attending the Life Enrichment Centers. Surprise residents pay \$40, subsidy \$40		events, etc.		
Wirtzie's Preschool and Child Care Funds to subsidize the cost of attending the Preschool and child care. Full day weekly rates ranges \$84-\$101 subsidy \$19 Part Time weekly rates range \$25-\$130 Subsidy \$10 per day up to \$50 per week	\$12,980.00	Grants and General Donations from individuals, events, etc.	\$0	\$12,980.00
Supplies – Program Purchase software updates to track Surprise residents receiving home delivered meals, frequency, etc.; seeds and supplies for the garden, paper, curriculum, pens and other items for childcare program; purchase items to create flyers and ads to inform residents about the programs; and purchase arts and crafts materials, board games, and a host of other supplies for the Life Enrichment Centers.	\$0	Grants and General Donations from individuals, events, etc.	\$523,910.52	\$523,910.52
Supplies – Office General office supplies for program staff.	\$0	Grants and General Donations from individuals, events, etc.	\$15,723.27	\$15,723.27

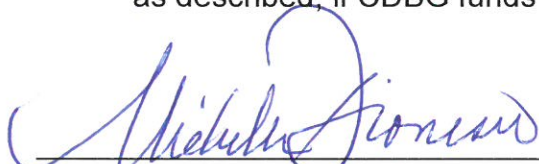
Staff Mileage Mileage for in-city traveling, meetings, outreach to HDM clients, etc.	\$0	Grants and General Donations from individuals, events, etc.	\$3,664.66	\$3,664.66
Conferences/Seminars/ Education	\$0	Grants and General Donations from individuals, events, etc.	\$12,379.12	\$12,379.12
Dues/Memberships/ Subscriptions	\$0	Grants and General Donations from individuals, events, etc.	\$5,891.80	\$5,891.80
Advertising/Outreach Creating and placing ads in newspapers, magazines and other publications; creating items and updates and placing them on Benevilla's website; printing flyers and other items to advertise the programs in Surprise	\$0	Grants and General Donations from individuals, events, etc.	\$11,567.27	\$11,567.27
General & Admin. – Allocated General Admin Costs for programs	\$0	Grants and General Donations from individuals, events, etc.	\$1,208,140.79	\$1,208,140.79
Occupancy Rent, utilities, security, building maintenance	\$0	Grants and General Donations from individuals, events, etc.	\$172,823.76	\$172,823.76
In-kind Leased Space	\$0	Grants and General Donations from individuals,	\$190,717.32	\$190,717.32

		events, etc.		
Depreciation	\$0	Grants and General Donations from individuals, events, etc.	\$210,083.68	\$210,083.68
Telephone – Cell phone Cell phones for program staff	\$0	Grants and General Donations from individuals, events, etc.	\$5,656.59	\$5,656.59
Participant Travel	\$0	Grants and General Donations from individuals, events, etc.	\$1,288.05	\$1,288.05
Miscellaneous	\$0	Grants and General Donations from individuals, events, etc.	\$10,402.12	\$10,402.12
Total	\$24,997		\$4,236,954.86	\$4,261,951.86

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.

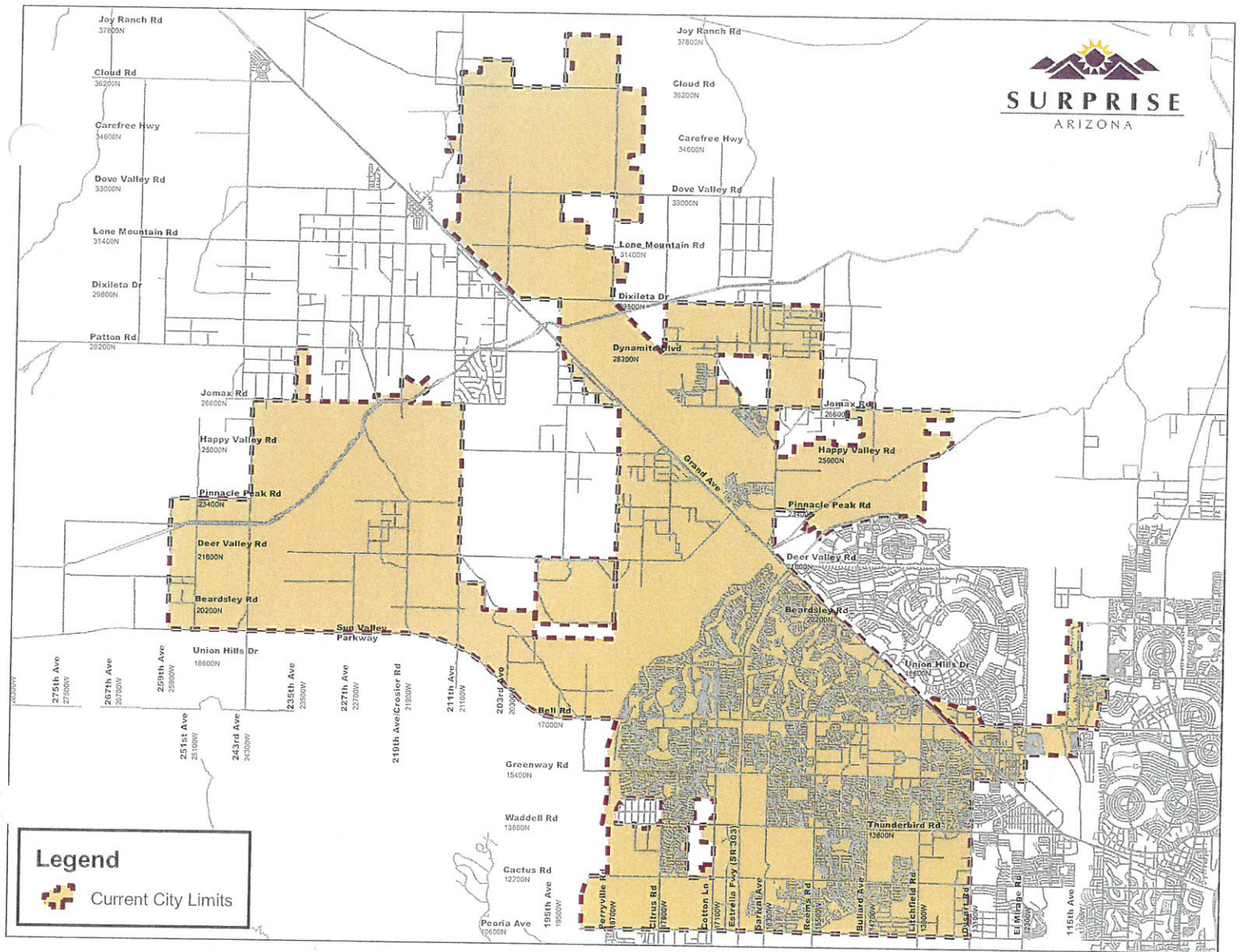

Signature of authorized agency representative

1/14/15
Date:

Michelle Dionisio
Printed name

President/CEO
Title

Benevilla
Organization



Attachment A



Laura McBride
Senior Corporate Giving Specialist
Mail Station 8010
PO Box 53999
Phoenix, AZ 85072-3999
Tel 602-250-2702
Laura.McBride@aps.com

January 9, 2015

Ms. Alicia Rubio
Neighborhood Services Coordinator
City of Surprise
16000 N. Civic Center Plaza
Surprise, AZ 85374

Dear Ms. Rubio:

It is my pleasure on behalf of APS to write this letter of support for Benevilla and its application to the City of Surprise for support of its programs. APS has been a long-time supporter of Benevilla and recently increased our giving, designating funds to Benevilla's Home Delivered Meals program. Hunger, particularly among the elderly, is unacceptable. We believe Benevilla's program addresses that need among the disabled and senior populations of Surprise and the surrounding area. APS recognizes the importance of well-balanced meals in helping seniors remain healthy but with the home-delivery program it also allows seniors to live independently.

APS was pleased to learn that the City of Surprise has provided past funding to subsidize the meal program for its residents. By supporting the program together, we can:

- Improve the health, well-being and nutrition of elderly and disabled adults;
- Serve fresh, chef-planned and dietician-approved meals using local produce; and
- Enhance the quality of life of participants by reducing social isolation.

Thank you for your continued support of Benevilla and for providing an opportunity to send this letter of support on their behalf.

Best regards,

Laura McBride

Laura McBride



City of Peoria

**PLANNING AND COMMUNITY DEVELOPMENT
NEIGHBORHOOD AND REVITALIZATION**

9875 North 85th Avenue
Peoria, Arizona 85345
T 623.773.7250
F 623.773.7233
TTY 623.773.7221

January 8, 2015

To Whom It May Concern:

This letter is written in support of Benevilla, Inc. (Benevilla) and their service programs. The City of Peoria enjoys a long partnership with Benevilla through both General Fund and Community Development Block Grant programs including services to residents of all ages and abilities. Specifically, Benevilla runs an adult day program in the City which provides a safe and nurturing environment for both the elderly and disabled to attend during weekdays. This program is coveted by the City as an important means of providing their caretakers the ability to continue working so they can better provide for their loved ones who need supportive care in their absence. In addition, several representatives from the U.S. Department of Housing and Urban Development (HUD) have toured this program and interviewed staff and find this program to be of extreme importance to the community. Benevilla has operated this program at the same site in Peoria for over a decade which brings much needed stability to the lives of the individuals they serve and as a referral agency for the City.

The City also funds Benevilla's intake and referral programs which provide invaluable direct support to residents requiring both immediate and long-term assistance. This program stands above the rest for providing one-on-one assistance from highly trained staff members in a timely manner.

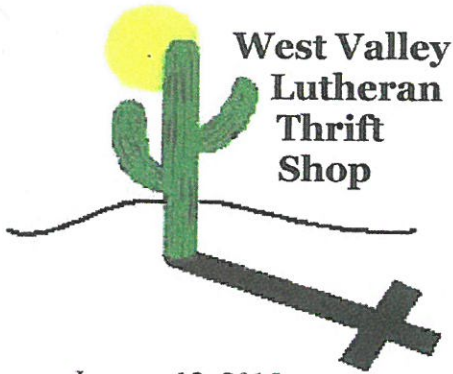
Benevilla's leadership has been very stable over many years which is not often the case for non-profit organizations. Michelle Dionisio, the President and CEO of Benevilla, exhibits her professional values of collaboration and service by working directly with program providers and managers at the City level to enhance and expand services. In fact, through our strong partnership, Benevilla recently opened two (2) satellite offices within the City to better provide direct assistance and increase availability of services.

I encourage you to strongly consider funding Benevilla programs and I welcome you to call me directly with any questions you may have about the City's partnership with this valuable organization.

Regards,

A handwritten signature in black ink, appearing to read "Carin E. Imig", followed by a flourish.

Carin E. Imig
Neighborhood and Revitalization Manager



10737 West Peoria Ave.
Sun City, AZ 85351
623.815.7061

January 12, 2015

Ms. Alicia Rubio
Neighborhood Services Coordinator
City of Surprise
16000 N. Civic Center Plaza
Surprise, AZ 85374

Dear Ms. Rubio:

It is my pleasure to write a letter to the City of Surprise today to express the West Valley Lutheran Thrift Shop's support of funding for Benevilla through your Community Development Block Grant funding. The West Valley Lutheran Thrift Shop has been a proud supporter of Benevilla for many years, with our most recent donations funding their Life Enrichment Centers and Wirtzie's Child Development Center. We have chosen to renew our support of Benevilla annually because of the diversity of programs it offers as well as large numbers of people it serves in the West Valley.

It is our honor to support Benevilla in its mission to strengthen communities by offering supportive, life-enriching programs that address the day-to-day physical, intellectual, emotional and social development needs of children, families, older adults and adults with intellectual disabilities in the West Valley. We hope you will join us in support of this work.

Sincerely,

A handwritten signature in blue ink that reads "Al Schwed".

Al Schwed
President, Board of Directors
Board of Directors
West Valley Lutheran Thrift Shop
AS:jk

To Whom It May Concern,

January 15, 2015

I am a parent of a child who is a part of the Benevilla community. My 3 year old daughter attends Wirtzie's. She has been going there since September of 2014. When her father and I walked into the building we instantly fell in love. We were in awe of the kindness of the staff and how warm and welcoming the environment was. It is a place of incredible learning. The staff is very educated and knowledgeable in the content they are delivering to our daughter. We love that she is involved with the adult care facility once a week performing community service.

With an amazing program that is enriching our child personally, socially and academically.....it comes at a price. We could send her to a school where she would not be given the incredible opportunities that Benevilla offers her, but we would be doing a disservice to our child and holding her back in doing this. Since she has stated attending Wirtzie's she has matured so much and has learned even more. Singing songs, copying letters and numbers, ABC's, counting, cutting, pasting, role playing, months, days of the week.....and this is only scratching the surface of what she is offered there. With great education, comes a greater fee. Financially we were only able to send her 3 days a week because \$119 was all we could afford. It was not ideal, but we gave her what we could because we knew it was what was best for her.

We were told about the grant that the City of Surprise has to help parents with finances at Benevilla. We applied for the grant and we qualified. We are now able to financially afford to send our daughter full time (5 days a week) to Wirtzie's. I cannot even put into words what this has done for her. She loves going to school and cannot wait to tell us all about her day and what she learned over dinner that night. She adores her teachers and loves every staff member she comes in contact with. Every member of the Benevilla community where Wirtzie's is knows my daughter's name and greets her every time they see her. Without this grant, we would not be able to have our daughter be a part of something so incredible. This grant allows for us to prepare her for the future. They are giving her foundational skills that I have never seen offered before. I have been a public educator for 12 years now, and what they are teaching my daughter academically occurs in kindergarten at public schools. What they are teaching her socially, personally and morally isn't even a part of public education. The program that Benevilla and Wirtzie's offers is one of a kind and without the assistance of this grant our daughter would be missing out on so many valuable opportunities.

My family and I are thankful for your kindness and hope that we can still receive the benefit of this financial assistance so our daughter can continue to grow with Benevilla and Wirtzie's.

Sincerely,

Andrea Baune



COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete & submit this form to Purchasing Division,
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, Inc. (CASS)		
Contact Person:	Linda L. Snidecor		
Contact Person Title:	Grants Manager		
Mailing Address:	230 South 12 th Avenue Phoenix, Arizona 85007		
Street Address (if different from mailing):			
Phone:	602-256-6945 (x1024)		
Fax:	602-256-6401		
E-mail:	Lsnidecor@cassaz.org		
Website URL (if applicable):	www.cassaz.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:	Regional Emergency Shelter for Single Adults and Families with Children
--------------------------------	--

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)

According to homeless counts performed with the 2014 U.S. Department of Housing and Urban Development (HUD) Continuum of Care process, there were an estimated 5,918 homeless individuals and family members in shelters and on the streets of Maricopa County on the night of the last homeless count (1/27/14).

Living unsheltered on the streets is extremely dangerous and dramatically increases risks for injury, illness and death due to violence, poor nutrition and hygiene, and hard physical conditions. CASS is currently the largest provider of emergency shelter for single adults and the second largest provider of emergency shelter for families in Maricopa County. CASS provides 69% of all available shelter beds for adults and 20% of all beds for families in Maricopa County.

CASS engages the homeless in a full range of supportive services to address the individual factors that may have contributed to their situation. CASS provides Case Management Services, Employment Services, Housing Services, Childcare Services, Veterans Services, and Dental Services. Funding support from cities and towns across Maricopa County allows us to assist nearly 7,000 unduplicated homeless each year.

Many clients suffer disabling conditions and many struggle with alcoholism and/or drug addictions. Some clients were recently released from a hospital or jail, some are fleeing dangerous situations. Understanding the needs and issues surrounding the homeless, we work to



ensure client, staff and volunteer safety through 24/7 security personnel, metal detectors, fully gated facilities, single point of entry access, identification cards, restricted staff access areas, etc.

CASS works with outreach teams to locate homeless individuals from across the county. CASS also participates in the coordinated intake process, which is key to serving the Valley's homeless individuals and families in the most expedited manner, and CASS has been at the table since the beginning. Staff participate in Valley-wide outreach efforts through Project Homeless Connect, attend monthly meetings with other homeless providers to discuss data sharing, affordable housing options, and new research and study results, and communicate regularly with other shelters, service providers, and housing agencies.

Cities, like Surprise, that do not have their own facilities to serve the homeless appreciate the services CASS provides for their residents. As a regional shelter provider, CASS serves the homeless from all cities and towns, and is serving an average of 30 unduplicated homeless from the City of Surprise each year.

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

While CASS' facilities are located within the City of Phoenix (230 South 12th Avenue and 1050 West Mountain View Road), our shelters are regional providers for the homeless - clients originate from all cities and towns throughout Maricopa County, including Surprise. The Single Adult Shelter provides a total of 470 beds (120 for women and 350 for men), and the Family Shelter (Vista Colina) provides shelter for up to 36 families with children. CASS also operates an overflow shelter for single adult men - many of whom transfer to the Single Adult Shelter once a bed space opens. This shelter, the Men's Overflow Shelter (MOS), provides space for about 200 men and is adjacent to the Single Adult Shelter. Current plans are to close this shelter by March 31, 2015.

This request for support is limited to our provision of emergency shelter- more specifically for shelter bed nights for the homeless from Surprise that are residing at either our Single Adult Shelter or our Family Shelter. Requested funding does not include our costs to provide clients with supportive services (Case Management, Employment Services, Housing Services, Veterans Services, Childcare, and Dental). However, these services are available to all clients, regardless of whether or not funding is received from a client's city or town of origin. Shelter is also provided to anyone presenting themselves as homelessness, regardless of city or town of origin.

CASS' 470 bed regional Single Adult Shelter physical layout offers clients an opportunity to increase their level of comfort and privacy while they are sheltered and working toward their case plan goals. As they achieve their goals, comply with facility rules, and/or secure employment, new areas of the shelter become available to them (i.e. Working Men have access to level three dorm with storage and more privacy). This incentive has worked well with clients over the years. In addition, the shelter's co-location on the Human Services Campus and co-located resources to serve the homeless works to reduce physical barriers to addressing their needs.

CASS' 30 unit regional family shelter, Vista Colina, provides individual apartments for up to 36 homeless families. Homeless families with children have their own unique challenges, including

enrolling their children in school, attending to their children's ongoing or periodic medical and dental needs, ensuring their children are cared for while they are looking for employment and housing, providing them with nutritional meals, establishing regular routines and family time, etc. Vista Colina provides the following supportive services for parents and children: Case Management, Employment Services, Housing Services, Developmental Childcare, an Afterschool Program, Parenting Classes, Support Groups, etc.

The crises or situations most commonly associated with homelessness are unemployment, lack of transportation, physical and behavioral health issues, low levels of education or job skills, no or low income and lack of affordable housing. Many homeless are dealing with one or more of these issues, and unfortunately, many of them have even deeper barriers that threaten self-sufficiency and housing stability.

Targeted demographic population of the city:

The target demographic population is: homeless single adults and families with children from Surprise.

CASS uses the Homeless Management Information System (HMIS) to track clients and services provided. Upon initial intake, clients are asked to provide their previous address information. This information is entered into HMIS with other demographic information. This allows us to track trends and needs, and to report service numbers to our funders.

Total Clients: According to HMIS, during our last fiscal year (July 1, 2013 through June 30, 2014) we served 5,435 homeless (including 170 families) with shelter and supportive services; providing them with 205,387 nights of lodging.

Surprise Clients: According to HMIS, during our last fiscal year (July 1, 2013 through June 30, 2014) we served 30 homeless (including a family of five and 25 single adults) from Surprise with shelter and supportive services; providing them with 1,602 nights of lodging.

Clients also engaged in other supportive services, including Case Management (to map out a plan and reach goals related to ending their homelessness) and Employment Services (to help clients secure income through employment).

Some of the characteristics of the 25 homeless adults served from Surprise included:

Age:

- 7 were 18-30 years old
- 10 were 31-50 years old
- 6 were 51-61 years old
- 2 were 62-74 years old

Race/Ethnicity:

- 10 were Black/African American
- 15 were White

- 3 were Hispanic/Latino
- 3 were veterans
- 5 were victims of domestic violence
- 14 were experiencing their first time being homeless
- None were chronically homeless
- 11 clients suffered a long-duration disability
- 13 clients were assisted with securing income through CASS' Employment Services Program
- The most cited reason for homelessness among our Surprise clients was Release from Jail/Prison (5), followed by Eviction (4), and Loss of Job (3).

The homeless family from Surprise included 3 children: a two-year old, a 6 year old, and a 13 year old. This family stayed at Vista Colina for 95 days. The father was able to secure employment and the family then moved into permanent housing.

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

CASS' mission is to empower men, women, and children to end their homelessness by providing shelter and supportive services. This is achieved by providing safe shelter while helping clients address the issue(s) that led to their homelessness. Supportive services help them secure income through benefits or employment and help them obtain appropriate housing.

For purposes of this request, in FY 15/16:

- CASS will provide 1,200 nights of emergency shelter to 30 unduplicated homeless men, women, and children from Surprise.

While Surprise funding is not being requested to provide supportive services, these services are critical to helping clients permanently end their homelessness. Once clients are stabilized, they can start to address the barriers and issues that led to their homelessness. CASS provides Case Management, Employment Services, Housing Services, Childcare (preschool and afterschool), Veterans Services, and Dental Services. All clients have access to these services, regardless of whether or not their city of origin contributes funding to CASS.

CASS leverages support received from each community with other government funding, United Way funding, and private contributions. As a regional provider, leveraged support is essential to ensuring the long-term viability of essential services for the each community's homeless. Surprise provides the funding needed to stabilize clients so they can move to the next phase in ending their homelessness.

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:

CASS programs comply with the CDBG National Objective of benefiting low-and moderate-income persons. The Request for Grant Application for CDBG-Funded Public Service Activities includes Services for Homeless Persons as one of Surprise's targeted public service activities. This program serves primarily low to moderate income persons, including homeless persons from the City of Surprise (zip codes: 85374; 85378; 85379; 85387; and, 85388). CASS serves an average of 30 men, women, and children from Surprise each year.

CASS served one family and twenty-five single adults from the City of Surprise during our fiscal year completed June 30, 2014. All clients are asked to provide previous address information upon their initial meeting with a Case Manager. All documentation is kept in client case files. Demographic information and services provided for each client/family is entered into the Homeless Management Information System.

Unengaged and/or unaddressed homelessness has a significant impact on both the homeless individual or family (physical and behavioral health), and on the community (impacts on police, fire and safety services). Cost studies conducted through Maricopa County, including a study by the Morrison Institute, "Richard's Reality: The Costs of Chronic Homelessness in Context" have shown that health care, emergency services, and policing costs in dealing with unengaged homeless individuals far exceed the cost of shelter and services. CASS allows police and emergency response units, hospitals, jails, social service providers and government offices in Surprise to refer homeless clients to CASS at great savings to the taxpayers.

Based upon Surprise utilization figures and fiscal year ended June 30, 2014 financials, the cost per night of shelter was \$16.48 in FY13/14. Using the unit cost per night of shelter and the average length of stay (53 nights), if the city were to operate a shelter large enough to accommodate only the Surprise individuals and families, it would have cost \$26,404. This is the cost for basic shelter only; it does not include any costs associated with the provision of supportive services (Case Management, Employment Services, Housing Services, Childcare, Veterans Services, and Dental).

We are requesting \$10,000 to provide 1,200 nights of shelter to 30 unduplicated homeless clients from Surprise. This equates to \$8.33 per night of shelter as the total cost to Surprise. CASS leverages the additional funds needed to provide shelter for Surprise clients.

Leveraging funding to provide regional shelter is just one of the ways CASS is using resources wisely. Other initiatives include participation in community-wide efforts to address and end homelessness, sharing resources and training activities with other human services agencies, and expanding partnerships with cities and towns to provide outreach, homeless engagement, and rapid re-housing services for their homeless, engaging community volunteers, being good donor stewards, and collaborating to avoid service duplication.

Organizational Capacity

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

CASS has been providing emergency shelter and developing additional programs and services to serve the homeless population in the Valley of the Sun for 30 years. In partnering with Surprise, CASS shares this experience and knowledge to develop proven strategies and solutions to address the unique homeless issues in the Surprise community.

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)

Basic shelter is currently supported by the cities of Avondale, Chandler, Gilbert, Glendale, Goodyear, Mesa, Paradise Valley, Peoria, Phoenix, and Scottsdale. CASS also receives funding support to operate basic shelter from Valley of the Sun United Way, Maricopa County, the State of Arizona, the Federal government and individual donors.

CASS receives CDBG funding to support basic shelter for their residents from the following cities: Gilbert, Glendale, Peoria, and Tempe.

CASS receives CDBG Facilities funding to support facility improvements from the following cities: Gilbert, Peoria, Phoenix, and Scottsdale.

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: Title: Shelter Manager FTE on This Project: 1	Oversee the Shelter Department by establishing a long-term vision and training department leadership to ensure quality client care, financial viability, excellent customer service, and a safe and clean environment.
Name: Title: Assistant Shelter Manager FTE on This Project: 1	Provide proactive support to Shelter Manager in managing the shelter and its related programs, policies, procedures, staff, clients and role in achieving the agency mission.
Name: Title: Client Care Coordinator Lead FTE on This Project: 3	Maintain a safe, orderly, and humane shelter environment while assisting clients with their daily needs.
Name: Title: Client Care Coordinator FTE on This Project: 19	Maintain a safe, orderly, and humane shelter environment while assisting clients with their daily needs.
Name: Title: Family Shelter Manager FTE on This Project: 1	Oversee the Family Shelter by establishing a long-term vision and training department leadership to ensure quality client care, financial viability, excellent customer service, and a safe and clean environment.
Name: Title: Family Care Coordinator FTE on This Project: 7	Maintain a safe, stable and supportive family shelter environment while assisting clients with their daily needs.

Project Cost			
Estimated Total Cost of Project:	\$ 4,131,600		
CDBG Funding Amount Requested for Project:	\$ 10,000		
Total Number of Units Served:	200,000 total bed nights; 1,200 for Surprise clients		
Total Cost per Unit	\$ 20.67		
Total CDBG Cost per Unit	\$ 8.33		
Amount and Source of Other Funds Leveraged for Project: <i>(Please submit proof of other funding sources)</i>	Source	Year	Amount
	Valley of the Sun United Way	15/16	\$ 350,000
	Government funding	15/16	\$2,249,000
	Contributions/Donations	15/16	\$ 596,200

	In-Kind	15/16	\$ 926,400
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	CASS has served as a regional shelter for the Valley's homeless for 30 years. Major sources of ongoing support include government funding through grants and contracts and United Way support. A support letter from the United Way is attached to this application. CASS also receives foundation and corporate funding and individual donations. As a regional provider of shelter and supportive services, CASS relies on a wide range of supporters to continue serving the Valley's homeless, including the City of Surprise and other cities and towns. CASS has an active fund development department and an engaged staff (both leadership and program staff) who secure new partnerships with local foundations, corporations, and other human service providers throughout Maricopa County. In addition, through a very successful volunteer program, CASS is able to increase awareness about homelessness in Maricopa County and benefits from over 2,000 volunteers annually. CASS leverages the funding provided by cities and towns to sustain programs and services.		
If your project is not fully funded, will your organization be able to implement project with partial funding?	Yes		

Project Timeline

Project start date: Ongoing **Project completion date:** n/a

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:	1 st Quarter			2 nd Quarter			3 rd Quarter			4 th Quarter		
	(each box represents one month)											
Provide shelter for homeless men, women and children from Maricopa County, including the City of Surprise	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	\$ 10,000	Government funding, Valley of the Sun United Way, Contributions	\$ 607,000	\$ 617,000
Employee Benefits and Taxes		Government funding, Valley of the Sun United Way, Contributions	\$ 153,000	\$ 153,000
Professional Fees and Contracts		Government funding, Valley of the Sun United Way, Contributions	\$1,104,000	\$1,104,000
Materials & Supplies		Government funding, Valley of the Sun United Way, Contributions	\$ 101,000	\$ 101,000
Occupancy (rent, utilities, building & grounds)		Government funding, Valley of the Sun United Way, Contributions	\$ 630,000	\$ 630,000
Travel/Meetings/ Conferences		Government funding, Valley of the Sun United Way, Contributions	\$ 13,000	\$ 13,000
Equipment, Repairs & Maintenance		Government funding, Valley of the Sun United Way, Contributions	\$ 18,000	\$ 18,000
Other Expenses (Operating Services, Admin. Expense Allocation, Miscellaneous)		Government funding, Valley of the Sun United Way, Contributions	\$ 569,200	\$ 569,200
In-Kind Expense (including valued building rent)		Government funding, Valley of the Sun United Way, Contributions	\$ 926,400	\$ 926,400
Total	\$10,000	Government funding, Valley of the Sun United Way, Contributions	\$4,121,600	\$4,131,600

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

1/13/15
Date:

Mark Hansen
Printed name

Chief Executive Officer
Title

Central Arizona Shelter Services (CASS)
Organization

Other funding sources reference (VSUW)

January 9, 2015

City of Surprise

Planning and Zoning Commission

Attn: Alicia Rubio, Neighborhood Services Coordinator

16000 N. Civic Center Plaza, Surprise, AZ 85374

To whom it may concern,

Valley of the Sun United Way (VSUW) offers our support of Central Arizona Shelter Services, Inc. (CASS) in their request through the CDBG Public Service Fund.

CASS is a partner in good standing with the VSUW and an important partner in the regional plan to end homelessness in Maricopa County.

VSUW has invested \$700,000.00 with CASS for fiscal year 2014/2015 to provide emergency shelter for individuals and families. These programs provide critical services for veterans experiencing homelessness as well.

I am pleased to submit this letter on their behalf

Sincerely,



Margaret Kilman

Community Impact Manager, Ending Homelessness

mkilman@vsuw.org

office: 602.631.4914

cell: 602.622.9278

cc: Mark Holleran

Resumes



Central Arizona Shelter Services, Inc.

Job Description

Job Title: Shelter Manager

Supervisor: Director of Programs

Job Status: Exempt

Supervises: Client Care Coordinator & Lead

Job Summary: Oversee the Shelter Department by establishing a long-term vision and training department leadership to ensure quality client care, financial viability, excellent customer service, and a safe and clean environment.

Essential Functions:

- 1) Provide vision and Leadership to the Shelter Department.
 - Hire, train, supervise, evaluate, schedule and terminate assigned staff, as needed.
 - Ensure adequate staffing levels are maintained, coordinating work assignments for assigned staff, client volunteers and outside agency volunteers.
 - Ensure bed occupancy is fully utilized.
 - Monitor and enforce compliance with agency rules and policies.
 - Ensure clients and client volunteers are properly escorted within the facility.
 - Direct activities of shelter staff and clients in preparing for special events at the shelter and/or on campus.
 - Facilitate communication and collaboration with Men's Outreach Shelter, outside agencies and a variety of staff.
 - Develop and maintain shelter policies and procedures as assigned.
 - Compile data to prepare and submit reports.
- 2) Communicate pertinent information that pertains to the goals and vision of CASS.
 - Conduct training classes to educate staff and clients on relevant topics.
 - Meet regularly with Client Care Supervisors to ensure that performance and expectations match.
 - Collect and distribute client comments and grievances to the appropriate parties.
 - Monitor and track client comments and grievances.
- 3) Perform leadership functions that contribute to client success.
 - Mediate and resolve client complaints when the supervisor is unavailable.
 - Serve as primary liaison to Phoenix PD and APS.
 - Actively support the various programs operating at the shelter and look for ways to streamline.
 - Oversee and (when needed) Chair the Review and Re-Entry Committee.
 - Determine eligibility of clients to stay at the shelter under extenuating circumstances.

Other Duties:

- Review and correct bi-weekly time sheets for assigned staff.
- Participate on community and campus committees as requested.
- Serve as back-up to assigned staff.
- Perform other duties as required.

Qualifications:

(Required)

- High school diploma or equivalent.
- Minimum of two years experience in a management role.
- Outstanding knowledge of the homeless population and trends.
- Strong Customer Service experience or skills.
- Demonstrated communication skills, both oral and written.
- Proficient in Microsoft Office Suite applications.
- Valid Arizona driver license and a satisfactory driving record.

- Ability to Obtain Food Handlers card.

(Preferred)

- 2 years post secondary education.
- Bilingual in English and Spanish.
- Experience working with the homeless or impoverished.

Approved: _____
Chief Executive Officer Date



Central Arizona Shelter Services, Inc.
Job Description

Job Title: Assistant Shelter Manager

Job Status: Non-Exempt

Supervisor: Shelter Manager

Supervises: N/A

Job Summary: Provide proactive support to Shelter Manager in managing the shelter and its related programs, policies, procedures, staff, clients and role in achieving the agency mission.

Essential Functions:

1. Provide assistance to the Shelter Manager

- a. Assist in producing accurate, detailed and informative reports
- b. Assist in ensuring data quality standards are met for all shelter materials
- c. Participate in weekly CORE meetings by voicing clients' basic concerns, sharing information about client's activities and regularly reporting on shelter activities and projects
- d. Work with the public and volunteers by providing tours, assisting volunteer groups, handling phone calls and accepting donations
- e. Assist in the fair receipt, distribution, and organization of shelter goods and services
- f. Collaborate with the facilities department to identify and resolve safety concerns and needed repairs
- g. Assist Management in updating and creating policies
- h. Assume duties and responsibilities of the Shelter Manager in his/her absence
- i. Perform other duties as required and/or assigned by Manager or Director

2. Serve as clients' first point of contact with shelter management

- a. Embody the CASS Core Values in all client and staff interactions
- b. Enforce all shelter rules and policies fairly and humanely
- c. Clearly and effectively explain shelter policies to clients and the reason behind the policies
- d. Complete all Level I Resolution Meetings with clients, ensuring that good communication has taken place
- e. Maintain and facilitate good communication between all Vista Colina departments and supervisors
- f. Organize and implement an effective Client Rewards Program
- g. Assist staff in writing clear and concise Incident Reports. Support clients in Client Comment/Grievance procedure. Act on incidents and complaints in a timely and fair fashion
- h. Issue parking permits, create weekly client chore list and other program support tasks

3. Provide support to shelter staff

- a. Provide leadership to staff in absence of Shelter Manager
- b. Support scheduling, schedule on-call staff as necessary and ensure solid staff structure for high levels of productivity and motivation on each shift
- c. Act as primary trainer for new employees and assist Shelter Manager in coaching employees experiencing difficulty with job performance

- d. Support high standards for performance, attendance and client care. Provide ongoing staff support, coaching and feedback as relevant.
- e. Ensure equality in enforcement of shelter policies (Room Checks, Excessive Belongings, etc.)
- f. Be available and responsive after hours for questions regarding client issues
- g. Fill in during times of lean staffing (due to vacation time, turn over, etc.) as needed and perform all duties of a Client Care Coordinator

Qualifications:

(Required)

- Ability to obtain State of Arizona Fingerprint Clearance Card
- Minimum age of 18 and a high school diploma or equivalent with four years work experience
- Excellent customer service skills; seek to be fair and decisive through ascertaining facts without bias
- Excellent communication skills, both oral and written; skilled at conflict resolution
- Competent computer skills and with intermediate skill in Microsoft Office Suite applications
- Professional attitude, business etiquette and boundaries
- Demonstrated time management and organizational skills
- Valid Arizona driver license with a satisfactory driving record

(Preferred)

- Bachelors degree or some post secondary education
- Experience working with the homeless or impoverished
- Bilingual in Spanish and English



Central Arizona Shelter Services, Inc.

Job Description

Job Title: Client Care Coordinator
Job Status: Non-Exempt

Supervisor: Client Care Manager
Supervises: N/A

Job Summary: Maintain a safe, orderly, and humane shelter environment while assisting clients with their daily needs.

Essential Functions:

- 1) Provide direct client support at the shelter
 - Register new clients, issuing picture ID badge and explaining agency rules and policies.
 - Perform daily check-in of clients in HMIS, providing linens and assisting with bag and tag process.
 - Prepare daily chore list for client volunteers.
 - Escort clients around building as needed, including rest bed clients and volunteer clients.
 - Attend to client needs, resolving issues and escalating to supervisor as necessary.
 - Coordinate, train, and assist client volunteers to ensure duties are properly and timely accomplished.
 - Monitor bed occupancy to ensure maximum usage.
 - Conduct daily/random walkthroughs of facility ensuring conditions are safe and clients are adhering to rules.
 - Enforce agency rules and policies.
- 2) Participate in the smooth operation of the shelter
 - Answer and direct incoming calls, providing basic information as needed.
 - Monitor security gates access.
 - Communicate and collaborate with Outreach Shelter, outside agencies, and a variety of staff.
 - Maintain complete and organized client files.
 - Enter relevant data in HMIS system on a timely basis.
 - Assist in the receipt, distribution, and organization of donations, coordinating pick-ups as needed.
 - Maintain adequate and organized stock of office supplies, kitchen items, cleaning supplies, and hygiene items, distributing to appropriate departments.
 - Prepare incident reports and other reports as needed.
 - Maintain a clean, organized work area.

Other Duties:

- Conduct drug testing as assigned.
- Participate in Review and Re-entry process.
- Perform other duties as required.

Qualifications:

(Required)

- Minimum age of 18.
- High school diploma or equivalent.
- Strong Customer Service experience or skills.
- Demonstrated communication skills, both oral and written.
- Computer Skills, Proficient in Microsoft Office Suite applications.

(Preferred)

- Valid Arizona driver license and a satisfactory driving record.
- Bilingual in English and Spanish.
- Experience working with the homeless or impoverished.

Approved: _____
Chief Executive Officer

Date



Central Arizona Shelter Services, Inc.

Job Description

Job Title: Client Care Coordinator Lead

Job Status: Non-Exempt

Supervisor: Client Care Supervisor

Supervises: Client Care Coordinator

Job Summary: Maintain a safe, orderly, and humane shelter environment while assisting clients with their daily needs.

Essential Functions:

- 1) Provide direct client support at the shelter
 - Take shift lead in absence of a manager as to resolve issues and make necessary decisions.
 - Register new clients, issuing picture ID badge and explaining agency rules and policies.
 - Perform daily check-in of clients in HMIS, providing linens and assisting with bag and tag process.
 - Prepare daily chore list for client volunteers.
 - Escort clients around building as needed, including rest bed clients and volunteer clients.
 - Attend to client needs, resolving issues and escalating to manager as necessary.
 - Schedule, coordinate, train, and assist client volunteers to ensure duties are properly and timely accomplished; lead may also reschedule chores for clients if necessary.
 - Monitor bed occupancy to ensure maximum usage.
 - Conduct daily/random walkthroughs of facility ensuring conditions are safe and clients are adhering to rules; report infractions to CASS Security Team if necessary.
 - Issue and or enforce, nights out as needed to clients per shelter policies and procedures/CASS Case Management.
 - Overturn issued nights out to clients for not doing chores as required.
- 2) Participate in the smooth operation of the shelter
 - Answer and direct incoming calls, providing basic information as needed.
 - Monitor security gates access.
 - Issue client parking permits.
 - Communicate and collaborate with Outreach Shelter, outside agencies, and a variety of staff.
 - Maintain complete and organized client files.
 - Enter relevant data in HMIS system on a timely basis.
 - Coordinate the receipt, distribution, and organization of donations and coordinating pick-ups as needed.
 - Maintain adequate and organized stock of office supplies, kitchen items, cleaning supplies, and hygiene items, distributing to appropriate departments.
 - Prepare incident reports and other reports as needed.
 - Maintain a clean, organized work area.

Other Duties:

- Conduct drug testing as assigned.
- Participate in Review and Re-entry process.
- May make management decisions in the absence of the Client Care Manager.
- Perform other duties as required.

Qualifications:

(Required)

- Minimum age of 18.
- High school diploma or equivalent.
- Minimum of one year experience equivalent to the duties of a Client Care Coordinator.
- Strong Customer Service experience or skills.

- Demonstrated communication skills, both oral and written.
- Computer Skills, Proficient in Microsoft Office Suite applications.

(Preferred)

- Valid Arizona driver license and a satisfactory driving record.
- Bilingual in English and Spanish.
- Experience working with the homeless or impoverished.

Approved: _____
Chief Executive Officer Date



Central Arizona Shelter Services, Inc. Job Description

Job Title: Family Care Coordinator, Vista Colina

Supervisor: Shelter Manager, VC

Job Status: Non-Exempt

Supervises: N/A

Job Summary: Maintain a safe, stable and supportive family shelter environment while assisting clients with their daily needs.

Essential Functions:

- 1) Provide direct client support at the shelter
 - a) Register new clients, issue ID badges and explain agency rules and policies upon Intake.
 - b) Perform daily check-in of clients.
 - c) Supervise and direct clients to complete their assigned chores.
 - d) Attend to client needs, resolving issues and escalating to supervisor as necessary.
 - e) Answer and direct incoming calls, providing basic information as needed.
 - f) Assist in the receipt, distribution, and organization of donations.
- 2) Participate in the smooth operation of the shelter
 - a) Perform routine property checks to promote safety and order.
 - b) Maintain internet communication log.
 - c) Resolve conflicts and respond effectively during emergency situations.
 - d) Perform inventories and prepare apartments for new client move-in.
 - e) Perform behavioral observations and direct observation drug tests.
 - f) Enforce agency rules and policies.
 - g) Monitor security gate access and facility cameras.
 - h) Prepare incident reports and other reports as needed.
 - i) Maintain complete and organized client files.
 - j) Perform light cleaning and maintenance as necessary.
 - k) Maintain adequate and organized stock of office supplies, kitchen items, cleaning supplies, and hygiene items, distributing to appropriate departments.
 - l) Communicate and collaborate effectively with staff, clients and outside organizations.
 - m) Provide excellent customer service to clients, volunteers, donors and vendors.
 - n) Collaborate with Facilities department to identify safety concerns and needed repairs.
 - o) Participate in Review and Re-entry process.

Qualifications:

(Required)

- Minimum age of 18 and a High school diploma or equivalent
- Demonstrated communication skills, both oral and written
- Ability to obtain State of Arizona Fingerprint Clearance Card
- Proficient with basic computer skills and Microsoft Office Suite applications

(Preferred)

- Bilingual in English and Spanish
- Experience working with the homeless or impoverished

Approved: _____
Chief Executive Officer Date



Central Arizona Shelter Services, Inc. Job Description

Job Title: Shelter Manager, Vista Colina

Job Grade: --

Supervisor: Director of Family Services

Job Status: Exempt

Supervises: Assistant Shelter Manager, Family Care Coordinators, Case Managers, related paid and unpaid volunteers

Job Summary: Manage the family shelter and case management program, as well as related staff. Successfully implement and achieve goals and objectives set by the Director in achieving the mission through providing shelter and supportive services..

Essential Functions:

1. Manage staff to achieve CASS' mission of ending homelessness

- a. Lead and manage teams to include: hiring, training, cross-training, development and termination. Develop individual goals with staff, provide ongoing feedback and one-on-one meetings, as well as conduct performance evaluations
- b. Manage shelter and case management budgets, ensuring adherence to budgeted costs and providing feedback to Director on variance in actuals to budget and annual budget planning
- c. Train staff to be proficient in responding to both simple and complex situations
- d. Ensure appropriate staff, staffing levels, and appropriate productivity by shelter shift as well as oversee client ratios, case loads and case plan effectiveness with case managers
- e. Coordinate work assignments for assigned staff
- f. Support staff by responding 24/7 to emergency calls and critical client issues
- g. Embody the CASS Core Values in all client and staff interactions

2. Maintain a safe, stable, supportive community environment that allows clients to focus on housing

- a. Provide support and insight into improving assessments, forms, policies, procedures, intake data quality, outputs and outcomes, etc. to Director to align shelter and case management functions to empower clients to end their homelessness.
- b. Ensure that staff consistently meet clients' basic needs by providing clear and relevant information on CASS supportive services as well as outside providers
- c. Consistently optimize alignment of shelter and case management processes and procedures to provide an effective end to end path for clients from shelter to housing
- d. Ensure shelter occupancy is maximized
- e. Develop, maintain, monitor, evaluate and enforce policies, procedures and rules
- f. Mediate and resolve client complaints to ensure appropriate outcomes and consistency
- g. Work closely with the facilities department to identify and address health and safety hazards and routine maintenance concerns; act as on-site liaison for Maintenance Tech II
- h. Ensure compliance standards are met by staff and facilities related to emergency response, BBP, safety, etc.
- i. Collaborate with the Child Development Program to provide a supportive network for the entire family
- j. Perform development-related activities including giving tours, coordinating events/activities and managing volunteers.
- k. Track, order, maintain and fairly distribute basic need items, supplies and donations

3. Provide Output and Outcome Reporting

- a. Ensure high level of data quality
- b. Provide reporting for tracking success and gaps for improvement and make recommendations to Director
- c. Provide tracking reports as requested

4. Manage Case Management Program

- a. Execute and implement objectives and goals for the case management department as set by the Director
- b. Ensure collaboration with shelter and case management teams to provide a seamless, supportive continuum for the client in ending their homelessness
- c. Provide feedback for effectiveness of assessments and measurement tools
- d. Eliminate unnecessary barriers and streamline processes
- e. Support staff in resolving client issues, approve exceptions and help find unique solutions to difficult situations
- f. Assist in coordinating a relevant life skills curriculum

Other Duties:

- 1) Administer the Vista Colina Forum
- 2) Chair the Review and Re-Entry Committee
- 3) Participate in CASS leadership meetings and committees
- 4) Perform other duties as required

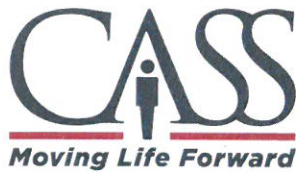
Qualifications:

(Required)

- Ability to obtain State of Arizona Fingerprint Clearance Card
- Bachelor's degree or 5 years relevant human services experience
- Ability to manage and supervise diverse people in a dynamic environment
- Skilled at conflict resolution, time management, and organizational skills
- Professional attitude, savvy in business etiquette and setting appropriate professional boundaries
- Excellent customer service skills; seek to be fair and decisive through ascertaining facts without bias
- Excellent communication skills, both oral and written; competent in negotiation
- Competent computer skills and with intermediate skill in Microsoft Office Suite applications
- Valid Arizona driver license with a satisfactory driving record

(Preferred)

- MSW or Master's degree in similar human service field
- Experience working with underserved, homeless and/or impoverished populations
- Bilingual in English and Spanish



To empower men, women and children
with diverse needs to end their homelessness
by providing shelter and supportive services.

January 13, 2015

Christina Ramirez
Neighborhood Services Supervisor
City of Surprise
16000 N. Civic Center Plaza
Surprise, AZ 85374

Dear Ms. Ramirez:

On behalf of Central Arizona Shelter Services (CASS) and those we serve, thank you for this opportunity to submit an application for CDBG funded public service activity. I have enclosed the required materials for your review. If you need to contact me, my office number is 602-256-6945 (x1024) and my e-mail address is Lsnidecor@cassaz.org.

Sincerely,

Linda L. Snidecor
Grants Manager

Central Arizona Shelter Services (CASS)

230 South 12th Avenue, Phoenix, AZ 85007 **O** 602.256.6945 **F** 602.256.6401 **TTY** 800.367.8939 **W** cassaz.org



Central Arizona Shelter Services is a 501(c)(3) non-profit charitable organization.



APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete and submit this form to Purchasing Division,
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:	Muriel Gutierrez
Contact Person Title:	Neighborhood Services Intern
Mailing Address:	16000 N. Civic Center Plaza
Street Address (if different from mailing):	
Phone:	623-222-3321
Fax:	623-222-1550
E-mail:	muriel.gutierrez@surpriseaz.gov
Website URL (if applicable):	www.surpriseaz.gov

Legal Status of Applicant:

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

Applicant's Qualifications:

	Yes	No	NA
Drug Free Policies	X		
Fair Housing Policies	X		
Equal Employment Opportunity Employer	X		



Project Description

Proposed Project Title:

Summer Youth Employment 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: _____

This request is for a:

☐ New Program

☒ Existing program

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

- Job training has been identified as a high priority in many City organized surveys, as well as comprehensive planning tools such as the city's Strategic Plan and the HUD 5 year Consolidated Plan. Additionally, youth services have also been identified as a high need within the city for youths between the ages of 12-18. Therefore, a youth employment program seems to be a logical fit in order to meet both of these high priority needs. Through a youth job training program, youth within the City of Surprise will have the opportunity to learn job and life skills while earning a wage that will benefit the participants economically.
- The program is designed to employ a maximum of 20 participants, between the ages of 15-19, to work no more than 30 hours per week in assigned positions within the City of Surprise. This would take place in a period of 11 weeks during the school appointed summer break. The program also requires once a week, 4 hour life skills training classes for each participant. These classes will teach the participants basic concepts such as resume building, interviewing, financial management, scholarship search, as well as team building.
- In the past 3 years, this program has been a success within the City of Surprise with 20 participants carefully selected each summer through an interview process from over 100 qualified applicants.



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

- The service area for this project will be within the entire City of Surprise. Participants of the program will be income qualified to be at or below 80% of median income, and required to prove residency within the City of Surprise.
- Positions within the City of Surprise offices and/or affiliates will be approached first in establishing employment locations for the youth training. If necessary, locations outside of the city may be used in order to meet placement needs of the participants. This has proven to be a success in the past.

Targeted demographic population of the city:

- The targeted residents for this program will be Surprise residents between the ages of 15-19. The program participants will be income qualified to determine that the family income is at or below 80% of median income. Applicants will be accepted into the program dependent on eligibility with the qualifying criteria and a successful interview process. Program participants will be sought from city youth program outlets such as the Teen Advisory Board, Youth Leadership Program, Junior Sundancers, and other volunteer and development programs. Marketing will be done to reach area high schools, as well as charter, alternative, and home-schooled youth. We will also reach out to the Youth Services Coordinator for further resources.

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

- The outcome for the program will be the employment of 20 City of Surprise youth and will provide income, job skills, and life-skill training.
- In the past program participants were educated on business communications, research of higher education, job trends, proper social media use, personal finance, customer service, as well as resume building and interviewing skills. Career fields were presented to participants such as Education, Medical, Fire, Law Enforcement, Media, and Engineering.

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

- As a high priority within the city's strategic plan as well as the city's Community Development Block Grant, the provision of this service is of great need within the Surprise area. The program would meet CDBG National Objectives under the service category criteria for job training and youth services. The program participants would be income qualified therefore meeting this requirement of the grant.

Organizational Capacity

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

- The City of Surprise has extensive organizational capacity through the collaborated effort between Community Development-Neighborhood Services, Human Resources, Finance, and the Communications, Department with regard to grant management, youth program creation and implementation, and civic education programming.

Financial Audits and Reports: <i>(Please submit a copy of most recent financial audit)</i>	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 any extra sheets if needed.)

Program Team:

Identify the name of the responsible party and the experience that they have in this role. Team members identified after the application is submitted are subject to review. (Please attach any extra sheets if needed.)



Staff Member	Background and Expertise of Personnel
Name: Christina Ramirez Title: Supervisor FTE on This Project:	Ms. Ramirez has over 18 years of financial, grant, project and policy management in the public and the non-profit sector. Specific grant management experience which includes, successful implementation and management of CDBG, HOME, NSP, Housing Trust Fund, and Recovery grant awards
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:	
Name: Title: FTE on This Project:	

Project Cost			
Estimated Total Cost of Project:	\$63,024		
CDBG Funding Amount Requested for Project:	\$63,024		
Total Number of Units Served:	20		
Total Cost per Unit	\$3,151.20		
Total CDBG Cost per Unit	\$3,151.20		
Amount and Source of Other Funds Leveraged for Project: <i>(Please submit proof of other funding sources)</i>	Source	Year	Amount
	None		
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	Grant programs will be sought with the advantage of showing a successful program in place that has proven results. It is not anticipated that this program will receive future General Fund funding for continuation independently.		
If your project is not fully funded, will your organization be able to implement project with partial funding?	The program participants will be scaled back to continue with the implementation of the program within the amount awarded.		

Project Timeline	
Project start date: <u>May 1, 2016</u>	Project completion date: <u>August 31, 2016</u>
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:	1 st Quarter			2 nd Quarter			3 rd Quarter			4 th Quarter		
	<i>(each box represents one month)</i>											
Program Advertising	X											
Application Acceptance and screening	X	X	X									
Job Placement locations Identified	X	X	X									
Job training		X	X									
Program closeout				X								

Proposed Budget				
Specific Cost Item/Description	CDBG Amount Requested	Other Funds Source	Other Funds Amount	Total Amount CDBG + Other Sources
Youth Salary (\$8.00/hr. x 1.08 fringe x 30 hrs. x 11 wks. X 20 participants)	\$57,024		\$0	\$57,074
Uniforms	\$3,000	None	\$0	\$3,000
Training	\$2,000	None	\$0	\$2,000
Awards	\$1,000	None	\$0	\$1,000
Total	\$63,024	None	\$0	\$63,024

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.

Moniel Gutierrez
Signature of authorized agency representative

1/16/2015
Date

Moniel Gutierrez
Printed name

Neighborhood Services Intern
Title

City of Surprise
Organization



1-16-15
10:03 am

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:	St. Mary's Food Bank Alliance (St. Mary's)
Contact Person:	Lisa Goin
Contact Person Title:	Chief Development Officer
Mailing Address:	2831 N. 31st Avenue Phoenix, AZ 85009-1518
Street Address (if different from mailing):	
Phone:	602-343-3146
Fax:	602-352-3665
E-mail:	lagoin@firstfoodbank.org
Website URL (if applicable):	www.firstfoodbank.org

Legal Status of Applicant:

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

Applicant's Qualifications:

	Yes	No	NA
Drug Free Policies	X		
Fair Housing Policies			X
Equal Employment Opportunity Employer	X		



Project Description

Proposed Project Title: Emergency Food Box Program

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

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

Describe the problem or need to be addressed by proposed project. (Please attach an extra sheet if needed) The problem to be addressed is hunger and the negative impact it has on people's health and well-being as they recover from a crisis situation. Over the past year, many Arizonans were impacted by such crises as flooding, especially during the storm on September 8, 2014 that dropped several inches of rain in the Valley and shut down several highways, and fires that left many families homeless. Others were laid off or had their hours cut back due to an economy that is showing signs of improvement, but has not yet fully recovered.

Feeding America reports that 17.8% of Arizonans, or 1.17 million people, continue to struggle with food-insecurity -- which means they do not have access to consistent, nutritious meals due to a lack of money and other resources. Tragically, more than one in four Arizona children (28.2% or 456,760) are food insecure. Children need regular, (continued in Appendix A)

Project Location & Service Area - Describe the area to be served by the project. If possible, include a map. St. Mary's Food Bank Alliance (St. Mary's) will provide its increased and enhanced services to residents within the City of Surprise, including the OTS (see map in Attachment C).



Targeted demographic population of the city: The target population for the Emergency Food Box Program is food-insecure Surprise residents with an income at or below 185% of the federal poverty level. St. Mary's will assist individuals, families, single parents, seniors, the handicapped and the working poor. Each year, thousands Surprise residents in crisis come to St. Mary's seeking an Emergency Food Box because they do not have enough money for food and their other expenses (housing, medical care, etc.). Services are provided to residents in Surprise and surrounding communities. Surprise emergency food recipient demographics are 39% Hispanic, 43% White, 13% African American, 2% Native American, 2% Asian and 1% Other.

Proposed Measurable Outcomes – Please provide an outcome statement to be achieved through the use of CDBG funding: Through the use of CDBG funding, St. Mary's will to quantifiably increase the level of service through its Emergency Food Box Program. The program outcome is that St. Mary's will provide at least 14,000 emergency food boxes to Surprise residents in Fiscal Year 2015/16. Each food box contains a three-day supply of food to people in crisis, so these food boxes will provide 126,000 meals to hungry Surprise residents. A grant of \$20,000 from the City of Surprise will provide 2,857 food boxes -- -- providing 25,716 meals for people in a crisis situation.

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 population served through the Emergency Food Box Program includes these high-priority targeted individuals: the elderly, the frail elderly, and physically disabled persons residing in Surprise, including the Original Townsite of Surprise (OTS). The program provides a public service that improves people's quality of life by ensuring Surprise residents have food to eat in a crisis. The program also targets youth; in fact, nearly 50% of the people benefiting from an emergency food box are children. The enhanced programming proposed in this document supports services that will result in improved health, wellness and quality of life for these high-priority and other Surprise residents in need, many of whom reside within the OTS. The program also improves the self-sufficiency of low-income persons, by providing them with food assistance, so they can improve their economic situation and ultimately reduce generational poverty. The program also complies with CDBG National Objectives to benefit low- and moderate-income persons. Funding from the City of Surprise for the Emergency Food Box Program, for example, will help low- and moderate-income seniors, disabled adults, and other low and moderate-income residents in a crisis situation and who require an EFB. The provision of an EFB also supplements their finances by not having to purchase meals when they are in a crisis and their funds are even lower than usual.

Organizational Capacity

Please describe organization's history and prior experience, including a list of similar projects: (Please attach an extra sheets if needed) St. Mary's is the world's first food bank and has assisted Arizonans in need since 1967. This was the year its founder, John van Hengel, was touched by the plight of a mother who told him she was feeding her children with edible food found in a dumpster. John envisioned a bank where people with excess food would deposit it, and those in need would withdraw it. Thus, St. Mary's was born and the food bank model has been replicated nationwide. Today, St. Mary's is known throughout the nation for its leadership and innovation in assisting Arizona's less fortunate through its network of partner agencies and specialized programs.

St. Mary's mission is to alleviate hunger through the gathering and distribution of food while encouraging self-sufficiency, collaboration, advocacy and education. St. Mary's is committed to improving the quality of life for low-income, (continued in Attachment B)

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 funders of St. Mary's program and operations include foundations, corporations, individuals, program revenue, government grants, interest, and dividends. Please see the enclosed audited financial report that references the sources of income St. Mary's received in the last fiscal 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: Mike Hanosh Title: Chief Operations Officer FTE on This Project: 0.75	Mike is responsible for St. Mary's outreach efforts and working closely with its 330 partner agencies, including those involved in the Emergency Food Box Program, to help strengthen and benefit low-income, food insecure Arizonans. Mike came to St. Mary's with more than 10 years of executive level leadership in both the private and public sectors. He successfully led organizations in a number of different industries including manufacturing, retail, advanced technology, and insurance and financial services. He has a unique blend of operations and technical experience, as well as a strong focus on organizational transformation and change management. Mike earned a Bachelors of Business Administration degree from Loyola Marymount University.
Name: Sarah Stuckey Title: Chief Financial Officer FTE on This Project: 0.1	Sarah Stuckey spent the majority of her career in non-profit leadership in the Valley before joining St. Mary's as Chief Financial Officer. She was a founding partner of the Phoenix-based corporate communications company Option II Advisors, which specialized in interim corporate leadership, financial and operational strategy and budgeting, public relations, management consulting, conflict resolution and general business consulting. Previously, she worked for the Frank Lloyd Wright Foundation and while there, was named co-Interim Chief Executive Officer while also serving as the organization's Chief Financial Officer. She holds a Bachelor of Business Administration degree from Southern Methodist University.
Name: Scott Gray Title: Community Development Manager FTE on This Project: 0.5	Scott Gray manages and maintains Compliance Policies and Procedures for the Agency Services Department and is responsible for training and capacity building for programs that St. Mary's offers to its EFB and other agency partners. One of his functions is to develop relationships to maximize the partnership between St. Mary's and agencies in the same service areas.
Name: Title: FTE on This Project:	

Project Cost

Estimated Total Cost of Project:	\$123,007
CDBG Funding Amount Requested for Project:	\$20,000
Total Number of Units Served:	2,857 EFBs providing for 25,713 meals
Total Cost per Unit	\$7.00
Total CDBG Cost per Unit	\$7.00

Amount and Source of Other Funds Leveraged for Project: *(Please submit proof of other funding sources):* The enclosed program budget is for FY 2015/16. St. Mary's has not secured funds for that year, as it currently is in its FY 2014/15. We will secure the balance of funds through individual, foundation, corporate and other donations. Pending requests for the overall EFB Program, and that we expect in 2014/15, include FEMA, the American Express Foundation, Comerica, Ford Motor Company, and Wells Fargo.

Source	Year	Amount
Sun City Rotary Foundation	2015	\$5,000
Individual and private donations (for the Surprise EFB Program)	2015	\$95,000

Project Sustainability:
How will your organization continue providing these services if CDBG funds are not awarded next year?

St. Mary's will continue providing the services in Surprise if the CDBG funds are not awarded by securing other sources of funding. We will request funds from foundations and corporations, through direct mail appeals, and through fundraising events. We also receive third party funding from agencies that conduct fundraising activities and then donate the proceeds. We operate a profitable social enterprise business called CK Catering, the proceeds of which go to support our programs. St. Mary's is a fiscally-sound nonprofit agency that annually raises all needed program and operations funding.

If your project is not fully funded, will your organization be able to implement project with partial funding?

Yes, St. Mary's still will implement the program to assist Surprise residents in a crisis. However, if the project were not fully funded, it could limit the amount of EFBs that would be provided to those in need. We are grateful for any amount of funding that the City of Surprise is able to provide, as each \$7.00 granted is another food box (and nine meals) provided to a Surprise family in crisis.



Project Timeline

Project start date: July 1, 2015 **Project completion date:** June 30, 2016

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:

Major Program Activities:	1 st Quarter			2 nd Quarter			3 rd Quarter			4 th Quarter		
	(each box represents one month)											
Receive EFB orders from St. Mary's Surprise-based partner agencies	X	X	X	X	X	X	X	X	X	X	X	X
Have volunteers pack the requested number of EFBs	X	X	X	X	X	X	X	X	X	X	X	X
Distribute, or have the partner agencies pick up, the EFBs	X	X	X	X	X	X	X	X	X	X	X	X
Food Box Distribution to individuals and families in crisis	X	X	X	X	X	X	X	X	X	X	X	X
Evaluate the program 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
Purchased food for the Emergency Food Boxes (EFBs) when items needed are not donated in sufficient quantity	\$15,000	Individual, and other private donations	\$8,820	\$23,820
Vehicle expenses to pick up donated and purchased food and deliver the EFBs to Surprise partner agencies	\$5,000	Individual, and other private donations	\$6,992	\$11,992
Program Personnel	\$0	Foundation and corporate grants, individuals, and events	\$57,848	\$57,848
Occupancy	\$0	Foundation and corporate grants, individuals, and events	\$8,313	\$8,313
Depreciation	\$0	Foundation and corporate grants, individuals, and events	\$10,377	\$10,377



Education and Training	\$0	Foundation and corporate grants, individuals, and events	\$100	\$100
Insurance	\$0	Foundation and corporate grants, individuals, and events	\$1,891	\$1,891
Supplies and Equipment	\$0	Foundation and corporate grants, individuals, and events	\$2,435	\$2,435
Packaging products	\$0	Foundation and corporate grants, individuals, and events	\$2,776	\$2,776
Printing	\$0	Foundation and corporate grants, individuals, and events	\$100	\$100
Program-related travel	\$0	Foundation and corporate grants, individuals, and events	\$443	\$443
Professional Fees	\$0	Foundation and corporate grants, individuals, and events	\$128	\$128
Other expenses	\$0	Foundation and corporate grants, individuals, and events	\$2,784	\$2,784
Total	\$20,000		\$103,007	\$123,007

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 13, 2015
Date:

Beverly Damore
Printed name

Chief Executive Officer
Title

St. Mary's Food Bank Alliance
Organization

Attachment A

healthy meals for their minds and bodies to grow; yet, thousands of Arizona's children go to bed hungry each night. In addition, the U.S. Census Bureau recently released its most current poverty numbers. Arizona has the eighth highest poverty rate in the nation. A full 18.6% of Arizonans, including 26.5% of children under age 18, live in poverty.

In addition, 9.2% of Surprise residents, or approximately 11,366, lives at or below the Federal Poverty Level, according to the US Census Bureau. In addition, more than 25,000 residents live at or below 185% of the Federal Poverty Level. The 2014 poverty level for a family of four is \$23,850; it is \$44,123 for this size of family living at 185% of the federal poverty level. A full 19% of Surprise's residents are elderly and poverty disproportionately impacts women whose husbands have passed away. Finally, several cities bordering Surprise also have high poverty rates, including 21.5% in Youngtown and 22% in El Mirage (Census, 2014).

Hunger is a problem that impacts nearly every aspect of one's life. The report, "Eight Impossible Choices People Who Can't Afford Food Make Every Day," states hunger is not an isolated issue. With food insecurity comes impossible trade-offs. In order to put food on the table, low-income families often have to sacrifice another basic need that no one should have to live without (Eight, 2014). For example, they often have to choose between going to the doctor or filling the refrigerator. More than half of people polled by Feeding America in 2014 said they had unpaid medical bills and 66% reported choosing between buying food and paying for medicine and health care (Eight, 2014).

In addition, 40% of families said they watered down food and beverages to make them last longer. However, this can present considerable risks in reducing the amount of nutrients being consumed, particularly for children and babies. Adding water to babies' formula, for example, can affect their developing brain and lead to cognitive, behavioral and psychological issues. In addition, Feeding America reports that the lack of regular, nutritious meals for children negatively impacts their physical and mental health, academic achievement, and economic productivity. Other impossible choices food-insecure families make include choosing between buying food and paying rent, paying the utility bill, paying for transportation, or paying to go back to college.

That is why St. Mary's will continue to provide Emergency Food Boxes to Surprise residents so they do not have to make these impossible choices. Individuals and families in crisis receive a box filled with nutritionally well-balanced food designed to last for three days, including fresh, refrigerated and frozen products.

Attachment B

food-insecure Arizonans, building community partnerships, and volunteerism. Achievements in the last fiscal year (July 1, 2013 - June 30, 2014) include:

- Distributing 68,031,234 pounds of food to our partner agencies throughout the state, which used it to prepare meals, snacks, food boxes, and other items for low-income, homeless, working poor Arizonans.
- Distributing 367,265 EFBs to families and individuals dealing with a crisis, such as a fire, flood or a sudden loss in income.
- Distributing 23,234 backpacks, which provided 116,170 meals for children at risk of missing meals on the weekends and during school breaks, when school feeding programs do not operate.
- Providing the food to prepare after school and evening meals for 5,060 children each week during the school year.
- Sponsoring the 2014 Summer Food Service Program for Children that provided 5,000 meals at 99 private and public sites. This program is critical, as many children whose families relied on their getting two free meals at school struggle to buy enough food to feed them over the summer.

St Mary's conducts several similar programs to assist hungry Arizonans. These include:

- Agency Food Distribution Program, which provides food and supplies to partner agency sites for use in programs that serve low-income people.
- Kids Café, an after school program that provides meals to children before they go home.
- The Food Delivery Program for homebound seniors.
- Community Kitchen, a training and job placement program for low-income adults planning to work in the food service industry.
- Mobile Pantries that deliver fresh fruit and vegetables to families in the poorest Phoenix neighborhoods.
- Commodity Supplemental Food Program, which provides a USDA monthly food box to qualifying low-income children up to age six and seniors age 60+.

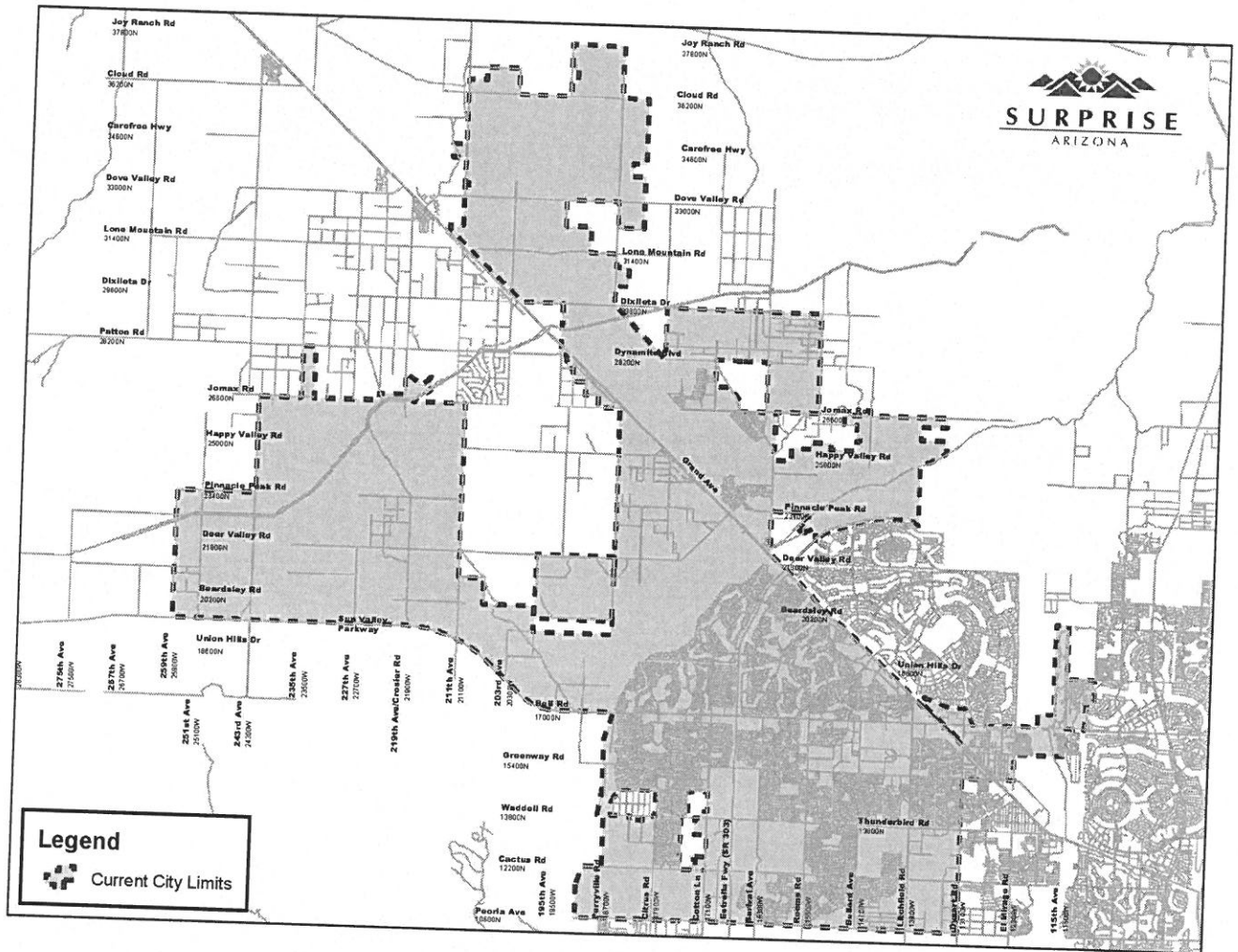
The program is very collaborative, as are all of St. Mary's programs and activities, in order to leverage resources and maximize impact on hungry Arizonans, St. Mary's collaborates with many partners for this program. We work with such agencies as the Maricopa Association of Governments, other food banks, and the Association of Arizona Food Banks (AAFB) to identify under-served populations, coordinate food and transportation support, eliminate service duplication and manage accessibility to food. We collaborate with local food banks on a cooperative purchasing platform that allows each to secure food at a lower cost. Finally, we work with these partner agencies in and surrounding Surprise (i.e. El Mirage, Sun City West, etc. so that residents on the outskirts of town can drive the shortest distance to get a food box): Goodwill Industries of Central Arizona in Surprise, Dysart Community Center, Benner Olive Branch Senior Center, Salvation Army, Steadfast LB Deer Valley, and St. Mary's own Distribution Center in Surprise.



Finally, St. Mary's has the experience and fiscal controls in place to manage and track the use of the City of Surprise and other grant funds. St. Mary's continually seeks out, and manages, grants from private foundations and corporations, as well as government grants. In addition, the agency manages a contract with the Arizona Department of Health Services for the Commodity Supplemental Food Program, a contract with the Arizona Department of Economic Security for Food Administration and contracts with First Things First for emergency food distribution.



Attachment C



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:	Tumbleweed Center for Youth Development		
Contact Person:	Claire Larson		
Contact Person Title:	Grants Manager		
Mailing Address:	3707 N. 7th Street, Ste. 305 Phoenix, AZ 85014		
Street Address (if different from mailing):			
Phone:	602.271.9904 ext. 105		
Fax:	602.271.0240		
E-mail:	clarson@tumbleweed.org		
Website URL (if applicable):	www.tumbleweed.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	Yes		
Fair Housing Policies			NA
Equal Employment Opportunity Employer	Yes		



Project Description

Proposed Project Title:

Street to Stability: Outreach Expansion and Program per Diem

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: _____ | Text |
|--|---|------|

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

Tumbleweed Center for Youth Development is a continuum of programs that supports homeless and at-risk youth on their journey from the street to self-sufficiency. Tumbleweed is requesting funds in order to expand our presence in Surprise through the national program Safe Place and targeted street outreach, as well as per diem support for Surprise youth who enter our housing programs.

Please see the attached sheet for description of the needs to be addressed by our proposal.

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

Tumbleweed serves youth throughout Maricopa County. We have Safe Places throughout the County and will send street outreach teams to any location where someone has identified homeless youth to be gathering. We also accept any homeless youth ages 12-24 into our programs. We truly serve all of Maricopa County through our programs, including the City of Surprise.



Targeted demographic population of the city:

Tumbleweed provides shelter and services for homeless youth age 12 to 24 in Maricopa County. Over a third of the youth Tumbleweed reaches out to each year have been victims or witnesses of domestic violence. Many of the youth that have experienced homelessness come from difficult family situations which disrupt their education and ability to find employment or housing. All of the youth that come to Tumbleweed will remain dependent on the system and the street unless they are given the resources to help themselves overcome homelessness.

Tumbleweed serves a diverse population. Of those who utilized our programs last year, 36% identified as White/Caucasian, 26% as Hispanic/Latino, 23% as African-American/Black, 11% as Native American, 3% as Multi-Racial, 1% as Asian/Pacific Islander, and 2% as Other/Unwilling to Provide. Many of these youth also experience serious risk factors that add complexity to their personal situations. In the last year, 40% of homeless youth served through Tumbleweed's programs experienced acute and on-going mental health symptoms, 25% reported being sex trafficked, 22% reported significant alcohol or substance use/abuse, 36% experienced domestic violence and 7% live with a physical or developmental disability.

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

- Over 500 youth and 40 adults in the City of Surprise will be given presentations on Safe Place during the next year through two Safe Place presentations. 500 Safe Place materials will be distributed to Surprise youth through these presentations.
- Tumbleweed will preform targeted outreach utilizing our traditional street outreach teams as well as our new (still in production) mobile outreach unit when homeless youth have been identified and we have been informed of their location.
- Tumbleweed will provide emergency resource services and/or housing for 11 Surprise youth in the upcoming year through our following programs: Youth Resource Centers (emergency day centers for ages 12-24); Emergency Housing Program (ages 18-24); Open Hands (ages 12-18); and the Young Adult Program (ages 16-18).

See attachment for further outcome information.

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:

Tumbleweed Center for Youth Development meets the CDBG National Objectives in serving low income youth and young adults and helping them achieve stability. While the City of Surprise's Consolidated Plan notes that there were no homeless recorded in Surprise, we know from research that homeless youth is the most difficult subpopulation of homeless to quantify. In addition, Tumbleweed recorded 8 youth from Surprise who entered our program during the last year. This indicates that there is a need for services youth from Surprise as well as awareness in the community of the services available to youth that experience homelessness for any reason.



Organizational Capacity

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

Tumbleweed Center for Youth Development is a private, nonprofit organization founded in 1972 by Soroptimist International of Phoenix to provide emergency shelter and services for runaway and homeless youth. The Youth Crisis Shelter, a short-term crisis intervention program for homeless and runaway youth ages 9-18, opened in 1975. This program provided the only emergency shelter for non-system youth in Maricopa County. Tumbleweed's services expanded in 1980 to include a detention alternative group home for boys and in 1986 independent living for homeless youth was added. Tumbleweed began street outreach services for homeless youth living on the streets in 1990.

See attachment for further information on history and prior experience.

Financial Audits and Reports: <i>(Please submit a copy of most recent financial audit)</i>	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?	Yes		
Was the audit performed by a licensed Certified Public Accountant?	Yes		
Was the latest audit forwarded to the funding agency?	Yes		
Has a copy of all applicable audits/reviews (including any management letter, if appropriate) been forwarded to the funding agency?	Yes		

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

Please see attached form for list of Funding Sources

e



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.

Text

Staff Member	Background and Expertise of Personnel
Name: Cynthia Schuler Title: Chief Executive Officer FTE on This Project: .26 FTE	Cynthia A. Schuler, Esq.: CEO of Tumbleweed. She has spent more than 30 years in various aspects of child and family services. She spent ten years as a magistrate in juvenile and domestic court. She was formerly employed as the CEO of Kids Central, Inc. in Ocala, FL.
Name: Kenneth McKinley Title: Vice President of Programs FTE on This Project: .34 FTE	He has 12 years of experience with Open-Inn in Tucson, where he had multiple roles ranging from case manager, Program Director, to Interim Executive Director.
Name: Vivien Mann Title: Program Director (Programs of ages 18-24) FTE on This Project: .50 FTE	She holds a BA in Social work and has over 20 years experience helping youth and victims of domestic violence. She has managed an emergency youth shelter, a transitional housing program, a transitional independent living program for youth under 18.
Name: Ninette Sellar Title: Program Director (Programs of ages 12-17) FTE on This Project: .70 FTE	She holds a BA in Sociology from ASU. She is a certified trainer in Advancing Youth Development and Trauma Informed Care. Ninette has worked for Tumbleweed in many capacities for 29 years.
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:	\$ 2,395,588											
CDBG Funding Amount Requested for Project:	\$ 20,000											
Total Number of Units Served:	53,160											
Total Cost per Unit	\$ 42.80											
Total CDBG Cost per Unit	\$.38											
Amount and Source of Other Funds Leveraged for Project: <i>(Please submit proof of other funding sources)</i>	Source	Year		Amount								
	HHS	2015		\$378,461								
	HUD (City of Phoenix)	2014		\$387,294								
	DES	2014		\$565,853								
	VSUW	2014		\$201,259								
	Carsten	2014		\$120,000								
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	The Youth Resource Centers and our housing programs comprise the heart of Tumbleweed's programs. We will continually seek new funding sources to keep this program running.											
If your project is not fully funded, will your organization be able to implement project with partial funding?	We will be able to implement part of the project, but we will continue to serve Surprise youth when they come to us.											
Project Timeline												
Project start date: 09/01/2015 Project completion date: 08/31/2016												
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:	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter					
	(each box represents one month)											
Identify Potential Safe Place Sites	X	X										
Establish Safe Place Sites			X	X	X	X	X	X	X			
Safe Place Presentations			X	X	X	X	X	X	X			
Provide Targeted Street Outreach	X	X	X	X	X	X	X	X	X	X	X	X
Serve Youth in Programs	X	X	X	X	X	X	X	X	X	X	X	X



Extended Answers to Application Questions

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

Tumbleweed Center for Youth Development is a continuum of programs that support homeless and at-risk youth on their journey from the street to self-sufficiency. Tumbleweed is requesting funds in order to expand their presence in Surprise through the national program Safe Place and targeted street outreach, as well as support Surprise youth who enter our housing programs.

According to Arizona Department of Economic Security's 2013 Annual Homeless Report, Maricopa County recorded almost 3,000 homeless youth ages 12-24 into the HMIS tracking system. However, the report also noted that homeless youth "are the most difficult subpopulation of homelessness to quantify." Traditional street and shelter counts are ineffective tools for capturing the data necessary to create an accurate picture of youth homelessness in Maricopa County. The difficulty in accurate data collection is compounded by the prevalence of system avoidance, forced and chosen invisibility, and the fear of provoking law enforcement or child welfare involvement among homeless youth.

While the data is not complete, the need is still real. Over 1,600 youth entered Tumbleweed programs and Tumbleweed connected with over 2,500 youth through street outreach. These homeless youth who have entered are programs have shown the significant impact street dependency has on healthy development, including:

- **Health Problems:** Homeless youth experience issues related to poor hygiene, lack of sleep, high exposure to violence, and difficult weather conditions. In addition, general injuries, malnutrition, and skin infections are common.
- **Psychological Disorders:** The National Network for Youth has found that major depression, conduct disorder, and post-traumatic stress disorder were found to be three times more common in homeless youth than among the general youth population.
- **School Difficulties/Interrupted Education:** Despite federal legislation protecting their educational rights, homeless youth face significant barriers in school attendance and often experience major disruptions to their educations.
- **Exploitation:** Street dependent youth are commonly exploited both criminally and sexually. Tumbleweed recently partner with ASU's Office of Sex Trafficking Intervention Research to complete a study of Arizona homeless youth, which found that over 25% of the youth surveyed had reported a history of sex trafficking.

Tumbleweed has worked diligently over the last four decades to address the clear need in the community for a continuum of programs that can address the needs of this unique subpopulation of Maricopa's homeless. We have successfully helped thousands of youth transition from the street to self-sufficiency and look forward to reaching out and helping even more Urban County youth. One important outreach program Tumbleweed operates is the national program Safe Place. Safe Place is a national program that partners with local businesses, youth agencies, and public facilities to provide safe places for teens to go in times of crises. Youth who utilize Safe Place, seek emergency resources at our Youth Resource Centers, or enter our housing programs also have access to case management and our Learning Center which provides an accredited high school, High School Equivalency preparation tutoring, and workforce development. Tumbleweed's Safe Place team will establish two Safe Places and provide training and cover the two-year site fee for each.

Tumbleweed will also approach local high schools for permission to make presentations with printed materials to Surprise students.

In addition, Tumbleweed's Outreach team will expand their connection with Surprise to establish targeted outreach to areas and locations identified by individual cities. As this is established, individuals from the police department, fire department, municipality, etc may contact

Tumbleweed to come to Surprise as need arises. Tumbleweed will also soon have a mobile unit to provide emergency services where they are needed.

This expansion of outreach through Safe Place and targeted street outreach will increase the number of Surprise youth who will know about Tumbleweed's services and who will enter our programs through street outreach. With the increased awareness, we expect a **35%** increase in the number of Surprise youth we serve in the next year.

Many of those youth will enter our housing programs. Our housing programs are designed for different ages of youth, have different levels of supervision, and different average lengths based on the needs of the particular youth. This proposal asks for a per diem funding for Surprise youth that enter into the following programs:

- o Open Hands Shelter for Teens: provides residential shelter for unaccompanied homeless teenagers ages 12-17 in a safe home environment
- o Young Adult Program: provides semi-independent apartment living for youth ages 16-18 that cannot be reunified with family.
- o Emergency Housing Program: provides emergency shelter and support for homeless youth ages 18-24. The program facilitates entry into transitional housing programs and on-going resources.

In addition to the per diem for the housing programs, this proposal is requesting a per diem rate for Surprise youth who receive services in our Youth Resource Centers which meet the basic needs of the youth, provide case management (including case management for youth in the Emergency Housing Program), social groups, and connections to community resources.

These Tumbleweed programs work conjointly to promote awareness of the services provided through Safe Place, emergency linkages to the programs through both the Safe Place network and targeted Street Outreach, and safe, stable housing programs where youth can be safe, have space to heal, engage in case management, and work on their individual education and employment goals which moves them toward a self-sufficient adulthood.

Outcome Information:

The Safe Place presentations and designated sites as well as the street outreach portions of this proposal are the short term goals that will allow Tumbleweed to reach more youth and have a long-term impact on their lives through our resource centers and housing programs. The activities outlined in this proposal will provide the following short-term outputs:

Project Component	Outcomes
Safe Place	• 500 Surprise youth and 40 Surprise adults will be given presentations of Safe Place; • 500 Safe Place materials will be distributed to MUC youth;
Street Outreach	• Tumbleweed will perform targeted outreach utilizing our traditional street outreach teams as well as our new (still in production) mobile outreach unit when homeless youth have been identified and we have been informed of their location.

The Safe Place presentations and sites as well as the increased targeted Street Outreach will greatly increase the number of MUC youth entering our resource centers and housing programs. The activities outlined in this proposal will provide the following long-term outcomes:

Open Hands Crisis Shelter; Young Adult Program; Emergency Housing Program; and Youth Resource Centers	Serve 11 unduplicated youth 100% of all youth will have their basic needs met and will be given access to case management, legal advice, and community resources. 80% of youth ages 12-18 (Open Hands and Young Adult Program) will leave programs to safe, stable housing 50% of youth ages 18-24 (Emergency Housing) will move into transitional or permanent housing 80% of all youth will engage in case management and develop case plan goals working toward self-sufficiency
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Each program has its own program length which will mean that the length from a youth's entry until these outcomes take place will vary depending on the individual needs of the youth and their own case plan and path toward self-sufficiency and stability.

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

Tumbleweed Center for Youth Development is a private, nonprofit organization founded in 1972 by Soroptimist International of Phoenix to provide emergency shelter and services for runaway and homeless youth. The Youth Crisis Shelter, a short-term crisis intervention program for homeless and runaway youth ages 9-18, opened in 1975. This program provided the only emergency shelter for non-system youth in Maricopa County. Tumbleweed's services expanded in 1980 to include a detention alternative group home for boys and in 1986 independent living for homeless youth was added. Tumbleweed began street outreach services for homeless youth living on the streets in 1990.

For 42 years, Tumbleweed's programs have provided safety and survival assistance for thousands of youth and young adults, ages 12-24, during crises and experiences of homelessness. Our programs have given these young people opportunities to transition from street-dependence to self-sufficiency and to prepare for the future through life-skill development. Annually, Tumbleweed makes 2,500 outreach contacts and provides critical program services for nearly 1,600 youth through its programs including: emergency resource services, housing solutions, and education and employment programs.

Emergency Resources: Our emergency resources for homeless youth and young adults include 24-hour crisis intervention, street outreach, day resource centers, and emergency shelter.

Housing Solutions: Our housing programs include a variety of transitional housing, emergency shelter, and targeted housing for non-citizen and LGBTQ youth. In January 2014, Tumbleweed opened doors to Arizona's only emergency shelter for homeless young adults: the Emergency Housing Program.

Education and Employment Programs: The youth in Tumbleweed's programs often have a history of interrupted education as well as lack key life skills that will allow them to gain self-

sufficiency and independence. Therefore, Tumbleweed's educational programs include an accredited high school, life and employment skills workshops, a high school equivalency (GED) preparation program, workforce development, and paid employment and skills development at Tumbleweed's Youth-In-Business social enterprise, TumbleTeens.

In 2005, Tumbleweed was awarded a contract to be the lead local agency in a national project called Safe Place. National Safe Place is a nationally known organization that provides access to immediate help and supportive resources for young people in crisis through a network of sites sustained by qualified agencies, trained volunteers and businesses.

Tumbleweed has been expanding the Safe Place network in Maricopa County since 2005 and has a lot of experience working with communities and high schools in order to identify appropriate Safe Place locations, train location staff in Safe Place protocol, and increase youth and adult awareness of the program through presentations. Tumbleweed has decades of experience implementing and running a continuum of programs for homeless youth and supporting them in their journey to move from street-dependency to self-sufficiency.

Proposed Budget				
Specific Cost Item/Description	CDBG Amount Requested	Other Funds Source	Other Funds Amount	Total Amount CDBG + Other Sources
Salaries	\$	HHS, DES, City of Phoenix, HUD, Public Allies	\$ 1,304,357	\$ 1,304,357
ERE		Various Foundations	\$251,254	\$251,254
Occupancy		Thunderbird Charities	\$203,403	\$203,403
Utilities		Marley Foundation	\$80,433	\$80,433
Subrecipient Exp.		VSUW	\$201,259	\$201,259
Professional Services		Nina Mason Pulliam	\$93,677	\$93,677
Transportation		Carsten	\$56,510	\$56,510
Client Expenses		Carsten/DOE	\$84,695	\$84,695
Per Diem for Youth	\$18,500			\$18,500
Safe Place Site Fees (2 years for 2 sites)	\$1,000			\$1,000
Safe Place Presentations (2 presentations)	\$500			\$500
Total	\$ 20,000		\$ 2,275,588	\$ 2,295,588



Tumbleweed Funding Sources

Arizona License Plate Donation Program
Arizona Commission on the Arts
Tulsa Community Foundation (Quiktrip)
Executive Council Charities
Tempe Kiwanis
CarMax Foundation
Anonymous Family Foundation
Sundt Foundation
Cox Charities
Bank of America Foundation
Tempe Community Council
Office of Refugee Resettlement
City of Phoenix
Thunderbirds Charities
Arizona Foundation for Women
GAP Foundation
City of Glendale
City of Scottsdale
HUD - Housing Under Development
AZ Summit on Volunteerism
AZ Diamondbacks
Comerica Charitable Foundation
City of Peoria
Valley of the Sun United Way
Pulliam Charitable Trust
DES - Department of Economic Services
HHS - Department of Health and Human Services
Department of Labor
SRP
Nationwide
BHHS Legacy Foundation
Finishline Youth Foundation
Virginia Piper Foundation
Carstens
Tempe City Council
Mitch Pierce

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.

Cynthia A. Schuler
Signature of authorized agency representative

1/15/2015

Date:

Cynthia A. Schuler

Printed name

CEO

Title

Tumbleweed Center for Youth Development

Organization



CITY OF SURPRISE
Planning and Zoning Commission

February 5, 2015 @ 6:00:00 PM

+ Back Print

Board Meeting Date: February 5, 2015 Contact Person: Robert Kuhfuss, Community Development
Submitting Department: District: Citywide
Staff Recommendations: Approve

Consent	Regular	Public Hearing	x	Report/Discussion
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Agenda Wording:

Consideration and action on a proposed Zoning Text Amendment pertaining to Assisted Living Facilities.

Motion:

I move to recommend approval of the proposed Text Amendment to the City Council.

Background:

City management requested that staff research the city's methodology for evaluating assisted living facilities and prepare draft language for a possible Zoning Text Amendment. Staff held a stakeholder meeting on January 5, 2015 and presented the matter to the Planning and Zoning Commission on January 8, 2015.

Financial Impact Statement:

The financial impact is minimal and can be absorbed by the department.

ATTACHMENTS:

Click to download

- ☐ [FS14-444 - Assisted Living Facilities Text Amendment - Staff Report](#)
- ☐ [FS14-444 - Assisted Living Facilities Text Amendment - Exhibit A](#)
- ☐ [FS14-444 - Assisted Living Facilities Text Amendment - Exhibit B](#)
- ☐ [FS14-444 - Assisted Living Facilities Text Amendment - Exhibit C](#)
- ☐ [FS14-444 - Assisted Living Facilities Text Amendment - Exhibit D](#)

External Attachment Links:

Meeting Requirements:

Powerpoint x Video White Board Other x

Presentation Speaker Names (spelling and titles for TV captions):

Robert Kuhfuss, Planner II

Eric Fitzer, Director



COMMUNITY DEVELOPMENT DEPARTMENT

Date: February 5, 2015

To: Planning and Zoning Commission

From: Eric Fitzer, Community Development Director
Robert H. Kuhfuss, AICP, Planner II

Re: FS14-444– Text Amendment regarding Assisted Living Facilities

Application Summary

The subject application involves revisions to the SUDC as it pertains to Assisted Living Facilities. The purpose of the Text Amendment is three-fold:

- Remove ambiguity
- Streamline process
- Consistency with state statute

Staff proposes certain changes to Section 122-43 Zoning Use Matrix, Section 122-99 Residential Setting Care Facility and Section 122-178 Definitions. These proposed changes are included in the attached Exhibits A-D. The language as originally proposed is presented in legislative-edit format, with subsequent changes presented in highlighted text.

Background

November 26, 2014: Staff formally submitted the subject case for review under FS14-444.

January 5, 2015: Staff held a Citizen Review meeting to discuss the subject request.

January 8, 2014: The Planning and Zoning Commission reviewed the subject request as a discussion item only. No action was taken.

January 12, 2015: Staff scheduled a 2nd Citizen Review meeting to occur on January 29, 2015.

Citizen Review

Staff held a Citizen Review meeting on January 5, 2015, which was advertised in accordance with the SUDC. The meeting was attended by approximately 11 individuals, mostly representing the Assisted Living industry. These individuals expressed certain concerns, which were conveyed to the Commission during the January 8, 2015 Commission meeting, and are summarized below.

Section 122-99 (c) (as previously proposed):

(c) THE LIMITATION OF TEN OR FEWER PERSONS DOES NOT INCLUDE THE OPERATOR OF THE FACILITY, MEMBERS OF THE OPERATOR'S FAMILY, OR PERSONS EMPLOYED AS STAFF, EXCEPT THAT THE TOTAL NUMBER OF ALL PERSONS LIVING AND WORKING AT THE FACILITY SHALL NOT EXCEED 12 AT ANY GIVEN TIME.

The primary concern raised with Section 122-99(c) related to its effect of limiting the provider's ability to provide proper care based on specific resident needs e.g. the ability to perform a two-person lift. Stakeholders also believed this to be a new requirement due to the legislative-edit format; however, staff explained that the language was not new, but simply being relocated, thereby necessitating the leg-edit format. The impetus for the original language, however, is not known. Staff believes this may have been intended to limit the intensity of use on the property based on parking; however, other provisions of the SUDC will limit such intensity by default. Staff, therefore, does not object to the striking of this language from the SUDC.

Section 122-99 (d)(3) (as previously proposed)

(43) The separation requirements shall not apply to ~~residential setting care facilities~~ ASSISTED LIVING HOMES located within multi-family residential zoning districts.

The above section of the SUDC was not specifically discussed during the Citizen Review meeting or the Commission workshop session other than as it relates to the change in terminology i.e. "residential setting care facilities" to "assisted living homes"; however, further review of this specific section by staff revealed a concern that assisted living homes could be located in multi-family zoning districts with no separation requirements, which could be problematic for apartment buildings not otherwise intended for assisted living, especially if converted to residential condominiums.

Section 122-99 (e) (as previously proposed)

(eE) A ~~residential setting care facility~~ AN ASSISTED LIVING HOME shall contain 300 square feet of overall space for each resident and bedrooms shall be a minimum of 120 square feet with no more than two persons per bedroom.

Concerns over Section 122-99(e) of the ordinance relate to it being overly burdensome. Staff acknowledges that the matter is already addressed in the Arizona Administrative Code, (R9-10-820) thereby making the City's involvement redundant. Staff does not object to the striking of this language from the SUDC.

Section 122-99 (h) (as previously proposed)

(fH) In the event that the Arizona Department of Health Services, or any other state agency with such authority, revokes or terminates a person's license to operate a residential setting care facility AN ASSISTED LIVING HOME, then the person operating the residential setting care facility ASSISTED LIVING HOME shall immediately cease operations and inform the city of such revocation or termination of their license.

As with the previous section, the language covered under the proposed Section 122-99(h) also currently exists in the SUDC. Concerns raised over this language related to the risk of losing city licensure and/or legal non-conforming status in the event of a backlog involving the state licensing agency, which could be an issue in the event of a change in ownership. Staff does not object to including a 120-day grace period allowing the licensure process to catch up with changes in ownership, which is reflected in the attached Exhibits.

In addition to the concerns raised by the public, Chairman Sommers inquired as to whether the proposed definition for “Personal Care Services” was correct. Staff stated that said language was paraphrased from state statute, but would re-look at that language moving forward. Staff has reviewed the proposed language against state statute and is comfortable with its content, although staff suggests that said language clarify that ARS Title 32, Chapter 15 is being referenced. This is also reflected in the attached Exhibits.

During the Commission workshop of January 8, 2015, a member of the public also stated a desire to have new language written into the ordinance that would allow the separation distance to effectively be waived through some sort of process as this would allow caretakers to serve adjacent facilities. One possible solution might be to include language requiring a Conditional Use Permit (CUP) in such a case. A CUP would have benefit of public hearing and the Commission would have the authority to either approve or deny the request as they saw fit. Staff, however, believes a provision of this nature defeats the purpose of the separation requirement and is not proposing any such language, although the Commission could direct staff to do so if they so desire.

Staff notes that the mail-out relating to the January 5, 2015 Citizen Review meeting contained a number of erroneous addresses, mostly with respect to specific homeowners’ associations, which resulted in those mailings being returned to the City as undeliverable. This was the impetus for scheduling the second Citizen Review meeting since the matter being discussed could have an impact on the various residential communities within the city, and the erroneously addressed notices could result in that segment being underrepresented. Staff has since researched the addresses and sent notice of the January 29, 2015 Citizen Review meeting to all members of the original mail-out list. The results of the 2nd meeting are not known as of the writing of this report, but will be conveyed to the Commission during the February 5, 2015 P&Z regular session.

Location

This Text Amendment will apply to all areas of the incorporated City.

Summary

The proposed changes to the SUDC were discussed at the Commission workshop session of January 8, 2015. The concerns expressed by those in attendance and the 1st Citizen Review meeting were conveyed to the Commission by staff and two members of the public who spoke at the meeting. Since staff did not receive specific direction with respect to the

concerns expressed at the meeting, staff interprets that as the Commission being comfortable with the changes as presented during the workshop session.

As noted in the previous staff report and subsequent presentation, staff envisions the Commission taking action on February 5, 2015, with the Commission's recommendation being presented to the City Council at their Work Session of February 17, 2015, and final determination by the City Council to occur at their public hearing of March 3, 2015. This timeline is, of course, subject to change.

Recommendations:

Staff recommends the Commission move to recommend approval to the City Council of the proposed language as presented in the attached Exhibits A through D.

Attached:

Exhibit "A" – Summary of Proposed Changes – Revised January 15, 2015

Exhibit "B" – Section 122-43 Zoning Use Matrix (original leg-edit)

Exhibit "C" – Section 122-99 Assisted Living Home – Revised January 15, 2015 (leg-edit)

Exhibit "D" – Section 122-178 Definitions – Revised January 15, 2015 (leg-edit)

Exhibit “A”

Summary of Proposed Changes

(Revised January 15, 2015)

Amend the Land Use Matrix in SUDC Section 122-43:

[See attached leg-edit revisions to Section 122-43]

Change “Assisted Living Facility” to “Assisted Living Center” and show as a permitted use in RM, RH and MU.

Change “Congregate Care Facility” to “Nursing Care Institution” and show as permitted use in RM, RH, MU, and CR.

Change “Residential Setting Care Facility” to “Assisted Living Home” category and show as a permitted use in RR, RE, RL-2, RL-4, and RL-5.

Housekeeping edits e.g. column headings at page breaks, shading of land use group sub-headings, reduction of cell height, etc.

Amend SUDC Section 122-99:

[See attached leg-edit revisions to Section 122-99]

Sec. 122-99. - ~~Residential setting care facility.~~ ASSISTED LIVING HOME.

~~For the purpose of this section, residential setting care facility shall mean a facility licensed by the Arizona Department of Health Services that provides supervisory care services, personal care services, or directed care services for ten or fewer persons in a residential setting. The limitation of ten or fewer persons does not include the operator of the facility, members of the operator's family, or persons employed as staff, except that the total number of all persons living and working at the facility shall not exceed 12 at any given time. When allowed, a~~ residential setting care facility ASSISTED LIVING HOME shall be subject to the following requirements:

- (a) Approvals required. An application shall be required to establish ~~a residential care facility~~ AN ASSISTED LIVING HOME.
- (b) THE ASSISTED LIVING HOME THAT IS THE SUBJECT OF THE APPLICATION SHALL BE LICENSED BY THE ARIZONA DEPARTMENT OF HEALTH SERVICES PRIOR TO THE FILING OF THE APPLICATION AND SHALL REMAINED SO LICENSED FOR AS LONG AS THE ASSISTED LIVING HOME IS IN OPERATION.
- (c) THE LIMITATION OF TEN OR FEWER PERSONS DOES NOT INCLUDE THE OPERATOR OF THE FACILITY, MEMBERS OF THE OPERATOR'S FAMILY, OR PERSONS EMPLOYED AS STAFF, EXCEPT THAT THE TOTAL NUMBER OF ALL PERSONS LIVING AND WORKING AT THE FACILITY SHALL NOT EXCEED 12 AT ANY GIVEN TIME.

(b)(C) ~~A residential setting care facility~~ AN ASSISTED LIVING HOME located within a single-family residential zoning district shall comply with the following location and separation requirements:

(1) ~~A residential setting care facility with five or fewer residents~~ AN ASSISTED LIVING HOME shall not be located on a lot within ~~600–1200~~ feet, measured by a straight line in any direction, from another ~~residential setting care facility~~ ASSISTED LIVING HOME, AS MEASURED FROM PROPERTY LINE TO PROPERTY LINE.

(2) ~~A residential setting care facility with six or more residents shall not be located on a lot within 600 feet, measured by a straight line in any direction, from the lot line of another residential setting care facility; and shall not be closer than 1,200 feet along the street from another residential setting care facility that has six or more residents. The distance requirement along the street shall be measured from the street centerline, commencing on the centerline at a point that is determined to be the lot width midpoint of the subject property.~~

(3) ~~The separation requirements shall not apply to residential setting care facilities~~ ASSISTED LIVING HOMES separated by arterial roads.

(4) ~~The separation requirements shall not apply to residential setting care facilities~~ ASSISTED LIVING HOMES located within multi-family residential zoning districts.

(c)(E) ~~A residential setting care facility~~ AN ASSISTED LIVING HOME shall contain 300 square feet of overall space for each resident and bedrooms shall be a minimum of 120 square feet with no more than two persons per bedroom.

(d)(F) ~~A residential setting care facility~~ AN ASSISTED LIVING HOME shall not be permitted any signage, graphics, display, or other visual forms of identification, other than that permitted for a residential unit.

(e)(G) Any single-family residential unit utilized as ~~a residential setting care facility~~ AN ASSISTED LIVING HOME shall be fully improved and maintained pursuant to state law and in accordance with provisions of the adopted Surprise Municipal Code(s) to ensure the health, safety and welfare of the residents, this shall include the installation of an automatic fire sprinkler system.

(f)(H) In the event that the Arizona Department of Health Services, or any other state agency with such authority, revokes or terminates a person's license to operate ~~a residential setting care facility~~ AN ASSISTED LIVING HOME, then the person operating the ~~residential setting care facility~~ ASSISTED LIVING HOME shall immediately ~~cease operations and~~ inform the city of such revocation or termination of their license. IF THE STATE AGENCY HAVING THE AUTHORITY TO REVOKE OR TERMINATE THE LICENSE DOES NOT REINSTATE THAT LICENSE OR ISSUE A NEW LICENSE GRANTING AUTHORITY TO OPERATE ON THE PROPERTY WITHIN A PERIOD OF 120 DAYS FROM THE DATE OF REVOKATION OR TERMINATION, THE FACILITY SHALL IMMEDIATELY CEASE OPERATIONS AND ANY LEGAL NON-CONFORMING STATUS RELATING TO THE PROPERTY WITH REPECT TO ASSISTED LIVING SHALL BE NULL AND VOID.

(g) The provisions of this section are not intended to apply to the following facilities licensed by the Arizona Department of Health Services. These facilities are to be treated as single-family residential units, subject to the provisions of A.R.S. § 36-582.

- (1) Residential facility, as defined by A.R.S. § 36-581;
- (2) Group home, as defined by A.R.S. § 36-551; and
- (3) Adult development home, as defined by A.R.S. § 36-551.

Amend SUDC Section 122-178 as follows:

[See attached leg-edit revisions to Section 122-178]

Add new definition for “Assisted Living Center”:

ASSISTED LIVING CENTER. AN ASSISTED LIVING FACILITY THAT PROVIDES RESIDENT ROOMS OR RESIDENTIAL UNITS TO ELEVEN OR MORE RESIDENTS.

Revise definition of “Assisted Living Facility”:

~~Assisted living facility. A special combination of housing, supportive services, personalized assistance and health care licensed and designed to respond to the individual needs of those who need help with activities of daily living. Supportive services may be available 24 hours a day to meet scheduled and unscheduled needs in a way that promotes maximum dignity and independence for each resident. The term does not include a convalescent care facility, nursing home or other special care facility.~~
RESIDENTIAL CARE INSTITUTION, INCLUDING AN ADULT FOSTER CARE HOME, THAT PROVIDES OR CONTRACTS TO PROVIDE SUPERVISORY CARE SERVICES, PERSONAL CARE SERVICES OR DIRECTED CARE SERVICES ON A CONTINUOUS BASIS.

Add new definition for “Assisted Living Home”:

ASSISTED LIVING HOME. AN ASSISTED LIVING FACILITY THAT PROVIDES RESIDENT ROOMS TO TEN OR FEWER RESIDENTS.

Add new definition for “Directed Care Services”:

DIRECTED CARE SERVICES. PROGRAMS AND SERVICES, INCLUDING SUPERVISORY AND PERSONAL CARE SERVICES, THAT ARE PROVIDED TO PERSONS WHO ARE INCAPABLE OF RECOGNIZING DANGER, SUMMONING ASSISTANCE, EXPRESSING NEED OR MAKING BASIC CARE DECISIONS.

Add new definition for “Health care institution”:

HEALTH CARE INSTITUTION. EVERY PLACE, INSTITUTION, BUILDING OR AGENCY, WHETHER ORGANIZED FOR PROFIT OR NOT, THAT PROVIDES FACILITIES WITH MEDICAL SERVICES, NURSING SERVICES, BEHAVIORAL HEALTH SERVICES, HEALTH SCREENING SERVICES, OTHER HEALTH-RELATED SERVICES, SUPERVISORY CARE SERVICES, PERSONAL CARE SERVICES OR DIRECTED CARE SERVICES AND INCLUDES

HOME HEALTH AGENCIES AS DEFINED IN ARS § 36-151, OUTDOOR BEHAVIORAL HEALTH CARE PROGRAMS AND HOSPICE SERVICE AGENCIES.

Revise definition of “Nursing home”:

Nursing home CARE INSTITUTION. A health care facility ~~designed to provide lodging, meals, treatment, and skilled nursing care on a long-term basis to individuals who, because of advanced age, chronic illness, or infirmity, are unable to care for themselves.~~ THAT PROVIDES INPATIENT BEDS OR RESIDENT BEDS AND NURSING SERVICES TO PERSONS WHO NEED CONTINUOUS NURSING SERVICES BUT WHO DO NOT REQUIRE HOSPITAL CARE OR DIRECT DAILY CARE FROM A PHYSICIAN.

Add new definition for “Nursing Services”:

NURSING SERVICES. MEANS THOSE SERVICES THAT PERTAIN TO THE CURATIVE, RESTORATIVE AND PREVENTIVE ASPECTS OF NURSING CARE AND THAT ARE PERFORMED AT THE DIRECTION OF A PHYSICIAN BY OR UNDER THE SUPERVISION OF A REGISTERED NURSE LICENSED IN THIS STATE.

Add new definition for “Personal Care Services”:

PERSONAL CARE SERVICES. ASSISTANCE WITH ACTIVITIES OF DAILY LIVING THAT CAN BE PERFORMED BY PERSONS WITHOUT PROFESSIONAL SKILLS OR PROFESSIONAL TRAINING AND INCLUDES THE COORDINATION OR PROVISION OF INTERMITTENT NURSING SERVICES AND THE ADMINISTRATION OF MEDICATIONS AND TREATMENTS BY A NURSE WHO IS LICENSED PURSUANT TO **A.R.S.** TITLE 32, CHAPTER 15 OR AS OTHERWISE PROVIDED BY LAW.

Add new definition for “Residential Care Institution”:

RESIDENTIAL CARE INSTITUTION. A HEALTH CARE INSTITUTION OTHER THAN A HOSPITAL OR A NURSING CARE INSTITUTION THAT PROVIDES RESIDENT BEDS OR RESIDENTIAL UNITS, SUPERVISORY CARE SERVICES, PERSONAL CARE SERVICES, BEHAVIORAL HEALTH SERVICES, DIRECTED CARE SERVICES OR HEALTH-RELATED SERVICES FOR PERSONS WHO DO NOT NEED CONTINUOUS NURSING SERVICES.

Add new definition for “Supervisory Care”:

SUPERVISORY CARE SERVICES. GENERAL SUPERVISION, INCLUDING DAILY AWARENESS OF RESIDENT FUNCTIONING AND CONTINUING NEEDS, THE ABILITY TO INTERVENE IN A CRISIS AND ASSISTANCE IN THE SELF-ADMINISTRATION OF PRESCRIBED MEDICATIONS.

Exhibit “B”

Section 122-43 Zoning Use Matrix

(Original, legislative-edit version)

Sec. 122-43. Zoning use matrix.

(a) *Purpose.* The purpose of the zoning use matrix is to classify uses on the basis of common functional characteristics and land use compatibility:

- (1) The matrix describes uses that are allowed in the zoning district. Properties may also be subject to overlay zoning district requirements. Overlay zoning districts address special siting, use and compatibility issues that require use and development regulations in addition to those found in the underlying zoning districts. As a result, an overlay zoning district may not permit all of the uses allowed in the underlying zoning district. If any regulation in an overlay zoning district is more restrictive than one required by the zoning district, the more restrictive standard applies;
- (2) The city manager or designee shall determine if uses not expressly listed in the matrix are significantly similar or dissimilar to particular uses, such as:
 - a. Uses that are found to be similar shall meet the same requirements as the related use listed in the matrix;
 - b. Uses that are found to be dissimilar, yet appropriate, shall require a text amendment.

(b) *Zoning use matrix.*

LAND USE GROUP	ZONING DISTRICTS	
	Permitted Use	Conditional Use
Agricultural, Ranching and Open Space Uses		
Agricultural Related Operations	RR	
Animal Hospitals, Clinic, and Boarding Facilities	CS, CC, CR, IP	RR, RE
Equestrian Center, Stables, and Riding Academies	CS, CC, CR	RR, RC,
Farm and Landscaping Equipment Sales, Service, or Storage	IP	RR
Farm Animal Keeping (Commercial)		RR
Farm Animal Keeping (Non-Commercial)	RR	
Graining, Milling, Drying, Storage	IP, IG	RR
Parks, Recreation, and Open Lands	All Districts	
Soil Crops (Commercial)	RR	
Residential Uses		
Assisted Living Facility <u>CENTER</u>	RM, RH, MU	
<u>ASSISTED LIVING HOME</u>	<u>RE, RR, RL,</u>	
Bed And Breakfast Establishments		RR, RE, RL, RM,
Campground		C-RS
Caretaker, Guest or Granny Flat Dwelling	RR, RE, RL,	

LAND USE GROUP	ZONING DISTRICTS	
	Permitted Use	Conditional Use
Congregate Care Facility	RM, RH, MU	
Group Home	RE, RR, RL,	
High Density Dwellings	RH, RC, MU	
Hotels, Timeshares	MU, CC, CR, C-	
Low Density Dwellings	RR, RE, RL, RC,	
Manufactured Homes	CC	
Medium Density Dwellings	RM, RC, MU	
Model Home Complex	RE, RL, RM,	
<u>NURSING CARE INSTITUTION</u>	<u>RM, RH, MU,</u>	
Recreational Vehicle Park		C-RS
Residential Setting Care Facility	RE, RR, RL,	
Retail and Service Uses		
Alcohol—Bar and/or Tavern, Microbrewery	MU, CN, CC,	
Alcohol—Beverage Retail Sales	MU, CC, CR, C-	
Ambulance Service	CC, CR, IP	
Ammunition and Firearms Sales	CC, CR, IP, IG	
Animal Hotel/Overnight stay	CC, CR	
Banks	CC, CR, MU,	CN
Cemetery—Pets (limited to small animals)		CC, CR, IP
Cemetery or Mausoleum		RE, RL, RM, RH,
Day Care Center—Child and/or Adult Care		RE, RL, RM, RH,
Drive-Through Facilities	CR, IP	CC
Funeral Home, Mortuary	CC, CR	MU
Gunsmith	IP	CR
Home Improvement Center (Typically home, lawn, and	CR, IP, IG	
Landscaping Materials—Sales and Storage	IP, IG, ILM	
Laundry or Dry Cleaning—Bulk Operation	IP, IG	
Linen/Uniform/Diaper Service (Pickup and Supply Only)	MU, CR, IP, IG	

LAND USE GROUP	ZONING DISTRICTS	
	Permitted Use	Conditional Use
Manufactured Home, Oversized Vehicle Sales, Service, or		CR, IP, IG
Massage—Therapeutic	MU, CC, CR, C-	
Medical Clinic or Laboratory	MU, CS, CN,	
Medical Hospital or Outpatient Facility	CR	
Medical Marijuana Dispensary		CC, CR, IP, IG, ILM
Medical Marijuana Dispensary Offsite Cultivation Facility		CC, CR, IP, IG, ILM
Medical Office	MU, CS, CN,	
Mobile Vending	CC, CR, BP, IP,	
Moving Company	IP, IG	
Nursery (Growing, display, or sale of plant stock, seeds, or	CC, CR, IP	
Pawn Shop/Resale Stores	CC, CR	
Personal Services Establishment (A facility for the sale of	MU, CC, CR	
Personal Services Establishment (Uses Listed Above)—Less	CS, MU, CN,	
Portable Building Sales	IG	
Restaurant—Sit-down (Principally for the sale and	CS, MU, CN,	
Restaurant, Convenience (Sale and consumption of food	CC, CR, IP	
Retail Shopping Establishment (Typical general merchandise	CC, CR	MU
Retail Shopping Establishment—Less than 5,000 sq. ft. (Uses	CS, MU, CN,	
Stone Monument—Retail and Wholesale	IP, IG, ILM	
Tattoo and/or Body Piercing Establishment	CR	CC
Taxi/Limo Service—Parking and Dispatch	IP, IG	
Taxidermist	IP, IG	
Truck and Heavy Equipment—Auction	IG	IP
Truck Stop—Full Service and Repair Permitted	IG	IP
Vehicle Auction	IP, IG	
Vehicle Fueling Stations	CC, CR, IP, IG,	CS, MU
Vehicle Service—Major Repair	IP, IG	CR
Vehicle Service—Minor Repair	IP	CC, CR

LAND USE GROUP	ZONING DISTRICTS	
	Permitted Use	Conditional Use
Vehicle Washing Facilities	CR, IP, IG	CN, CC
Vehicle Sales—Less than 15 (Facility for the display, service,		IP
Vehicle Sales—Large Scale (Uses Listed Above in Vehicle		CR, IP
Vehicle Storage for Recreational Vehicles		CR, IP, IG
Wholesale Shopping Establishment (Uses Listed Above in	CR	
Wireless Communication Systems		RE, RL, RM, RH,
Wrecker Service		IP, IG
Office Uses		
Call Center	MU, CR, BP	
Laboratory—Research and Testing	BP, IP, IG	
Office	CS, MU, CN,	
Office/Warehouse—(Front Office Flex Space)	CR, BP, IP, IG,	
Public/Quasi-Public Facility Uses		
Animal Shelter		RR, CS, CC, CR,
Clubhouse, Private including Lodges	CS, MU, CC, CR	
Community Facilities or Public Meeting Hall	RE, RL, RM,	
Convention Facilities	CR, C-RS, PF	
Correction Institution		ILM
Fairground and/or Stadium		CR, C-RS, IP, PF
Library	RL, RM, RH,	
Post Office	CS, MU, CN,	
Sanitary Landfill, Solid Waste Facility		ILM
State Vehicle Inspection Station	CC, CR, IP, IG,	
Utility Equipment Infrastructure	All Districts	
Education, Religious, and Assembly Uses		
Places of Worship	RL, RM, RH,	
Places of Worship (less than 5,000 sq. ft.)	RR, RE, RL,	
School—University or College		MU, CN, CC, CR,

LAND USE GROUP	ZONING DISTRICTS	
	Permitted Use	Conditional Use
School—Pre-K through 12		RC, RE, RL, RM,
School—Specialty or Trade		CC, CR, IP, IG
Recreational and Amusement Uses		
Amusement and/or Theme Park, Circus (permanent)		CR, C-RS
Archery Range—Indoor	IG, CR, IP	
Archery Range—Outdoor		IP, IG, ILM
Athletic or Fitness Club, Commercial Recreation Facilities	RH, MU, CC,	
Athletic or Fitness Club, Commercial Recreation Facilities	RL, RM, RH,	
Athletic Fields—Non-commercial	RL, RM, RH,	
Bingo Parlor	CC, CR	
Bowling Alley, Dance Hall, Pool Hall	MU, CC, CR, C-	
Galleries, Auditoriums, Museums	MU, CC, CR, C-	
Golf Course, Driving Range, and Miniature Golf Facilities,	MU, CC, CR, C-	
Racetrack		C-RS, IP, IG
Rifle and Pistol Range—Indoor Only	CR, IP, IG	
Sexually Oriented Businesses		IG, ILM
Skateboard Track—Outdoor Commercial, Go-Cart Track,	IP	CC, CR
Skating Rink—Ice or Roller Skating	CC, CR, IP	
Theater—Indoor including Dinner Theatres	MU, CC, CR, C-	
Theater—Outdoor including Drive-In and Amphitheaters	IP	CR, C-RS
Video Games—Commercial	MU, CN, CC,	
Zoos, Exotic Animal Keeping		RR, OS, PF, CR, IP
Transportation Uses		
Airport—Private		RR, IP, IG
Bus Terminal	CR, IP, IG	
Freight Depot	IG	
General Aviation Airstrips		IP, IG
Heliport		CR, IP

LAND USE GROUP	ZONING DISTRICTS	
	Permitted Use	Conditional Use
Parking and/or Storage—Long Term	IP, IG	
Passenger Depot	IP, IG	CR
Mixed Use Buildings		
Retail—Office	CS, MU, CC,	
Retail—Industrial (Retail 10% or less of Gross Floor Area)		BP
Retail—Industrial (Retail 20% or less of Gross Floor Area)		IP, IG
Retail—Residential/Office—Residential/Retail—Office—	RH, CS, MU	CN, CC, CR
Live-Work/Work-Live	RH, CS, MU	CN, CC, CR
Manufacturing and Process Uses		
Batch Plant, Paving Material Mixing Plant		ILM
Biotechnical—Manufacturing, Processing	IG	BP, IP
Brick, Clay, Concrete, or Similar Product—Manufacturing	IG, ILM	
Cabinet or Carpenter Shop, Millwork and Wood Products	BP, IP, IG	
Computer and Electronic—Manufacturing	BP, IP, IG	
Contractor Facility, including Storage	BP, IP, IG	
Grain—Milling, Drying, Storage	IP, IG	
Inside Manufacturing (All processing, fabricating, assembly,	BP, IP, IG	
Junkyard or Salvage Yard		ILM
Machine Shop	BP, IP, IG	
Metal Products—Manufacturing and Fabrication	BP, IP, IG	
Mining and Mineral Extraction		ILM
Paper Products—Manufacturing	BP, IG	
Mining and Mineral Extraction		ILM
Potentially Incompatible Use (Processes include, but are not		IG, ILM
Printer—Large Scale	BP, IP, IG	
Recycling—Indoor Collection Facility	IP, IG, ILM, PF	CR
Recycling—Outdoor Collection Facility	IP, IG, ILM, PF	
Recycling—Reverse Vending Machines	CC, CR, PF	

LAND USE GROUP	ZONING DISTRICTS	
	Permitted Use	Conditional Use
Recycling—Processing Facility	IG, ILM, PF	
Sand and Gravel Operation	ILM	
Stone Curing, Monument—Manufacturing	IG, ILM	
Tile, Roofing, and Waterproofing Products—Manufacturing	IG	
Warehousing	IP, IG	
Warehousing—Mini		BP, IP, IG, CR
Welding Shop	IP, IG	

Exhibit “C”

Section 122-99 Assisted Living Home

(Legislative-edit version, Revised January 15, 2015)

Sec. 122-99. - ~~Residential setting care facility~~ ASSISTED LIVING HOME.

For the purpose of this section, ~~residential setting care facility~~ shall mean a facility licensed by the Arizona Department of Health Services that provides supervisory care services, personal care services, or directed care services for ten or fewer persons in a residential setting. ~~The limitation of ten or fewer persons does not include the operator of the facility, members of the operator's family, or persons employed as staff, except that the total number of all persons living and working at the facility shall not exceed 12 at any given time.~~ When allowed, ~~a~~ residential setting care facility ASSISTED LIVING HOME shall be subject to the following requirements:

(a) Approvals required. An application shall be required to establish ~~a residential care facility~~ AN ASSISTED LIVING HOME.

(b) THE ASSISTED LIVING HOME THAT IS THE SUBJECT OF THE APPLICATION SHALL BE LICENSED BY THE ARIZONA DEPARTMENT OF HEALTH SERVICES PRIOR TO THE FILING OF THE APPLICATION AND SHALL REMAINED SO LICENSED FOR AS LONG AS THE ASSISTED LIVING HOME IS IN OPERATION.

(c) THE LIMITATION OF TEN OR FEWER PERSONS DOES NOT INCLUDE THE OPERATOR OF THE FACILITY, MEMBERS OF THE OPERATOR'S FAMILY, OR PERSONS EMPLOYED AS STAFF, EXCEPT THAT THE TOTAL NUMBER OF ALL PERSONS LIVING AND WORKING AT THE FACILITY SHALL NOT EXCEED 12 AT ANY GIVEN TIME.

~~(b)(c)~~ A residential setting care facility AN ASSISTED LIVING HOME located within a single-family residential zoning district shall comply with the following location and separation requirements:

(1) ~~A residential setting care facility with five or fewer residents~~ AN ASSISTED LIVING HOME shall not be located on a lot within ~~600-1200~~ feet, measured by a straight line in any direction, from another ~~residential setting care facility~~ ASSISTED LIVING HOME, AS MEASURED FROM PROPERTY LINE TO PROPERTY LINE.

(2) ~~A residential setting care facility with six or more residents~~ shall not be located on a lot within 600 feet, measured by a straight line in any direction, from the lot line of another residential setting care facility; and shall not be closer than 1,200 feet along the street from another residential setting care facility that has six or more residents. The distance requirement along the street shall be measured from the street centerline, commencing on the centerline at a point that is determined to be the lot width midpoint of the subject property.

~~(3)~~ The separation requirements shall not apply to residential setting care facilities ASSISTED LIVING HOMES separated by arterial roads.

~~(4)~~ The separation requirements shall not apply to residential setting care facilities ASSISTED LIVING HOMES located within multi-family residential zoning districts.

~~(cE)~~ A residential setting care facility ~~AN ASSISTED LIVING HOME~~ shall contain 300 square feet of overall space for each resident and bedrooms shall be a minimum of 120 square feet with no more than two persons per bedroom.

~~(dF)~~ A residential setting care facility ~~AN ASSISTED LIVING HOME~~ shall not be permitted any signage, graphics, display, or other visual forms of identification, other than that permitted for a residential unit.

~~(eG)~~ Any single-family residential unit utilized as a residential setting care facility ~~AN ASSISTED LIVING HOME~~ shall be fully improved and maintained pursuant to state law and in accordance with provisions of the adopted Surprise Municipal Code(s) to ensure the health, safety and welfare of the residents, this shall include the installation of an automatic fire sprinkler system.

~~(fH)~~ In the event that the Arizona Department of Health Services, or any other state agency with such authority, revokes or terminates a person's license to operate a residential setting care facility ~~AN ASSISTED LIVING HOME~~, then the person operating the residential setting care facility ~~ASSISTED LIVING HOME~~ shall immediately ~~cease operations and~~ inform the city of such revocation or termination of their license. IF THE STATE AGENCY HAVING THE AUTHORITY TO REVOKE OR TERMINATE THE LICENSE DOES NOT REINSTATE THAT LICENSE OR ISSUE A NEW LICENSE GRANTING AUTHORITY TO OPERATE ON THE PROPERTY WITHIN A PERIOD OF 120 DAYS FROM THE DATE OF REVOKATION OR TERMINATION, THE FACILITY SHALL IMMEDIATELY CEASE OPERATIONS AND ANY LEGAL NON-CONFORMING STATUS RELATING TO THE PROPERTY WITH REPECT TO ASSISTED LIVING SHALL BE NULL AND VOID.

~~(gI)~~ The provisions of this section are not intended to apply to the following facilities licensed by the Arizona Department of Health Services. These facilities are to be treated as single-family residential units, subject to the provisions of A.R.S. § 36-582.

- (1) Residential facility, as defined by A.R.S. § 36-581;
- (2) Group home, as defined by A.R.S. § 36-551; and
- (3) Adult development home, as defined by A.R.S. § 36-551.

Exhibit “D”

Section 122-178 Definitions

(Legislative-edit version, Revised January 15, 2015)

Sec. 122-178. Definitions.

[The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:]

Amusement park. An outdoor facility, which may include structures and buildings, where there are various devices for entertainment, including rides, booths for the conduct of games or sale of items, and buildings for shows and entertainment.

Abandoned. The discontinuation of use for more than 90 days.

Abut. To border with or physically share a common property. This term shall not include parcels that are across a public way from each other.

Access. A way or means of vehicular or non-vehicular entry to or exit from a property.

Accessory building/structure. A subordinate structure or portion of the principal structure located on the same lot as the principal structure that is customarily incidental and subordinate to the principal structure. Where part of an accessory structure is connected to part of the principal structure in a substantial manner such as by a roof, the accessory structure shall be counted as part of the principal structure. Individual public utility installations aboveground are considered accessory structures.

Accessory use. A use of land or of a structure or portion thereof that is customarily incidental and subordinate to the principal use of the land or structure and that is located on the same lot as the principal use.

Acre. Forty-three thousand five hundred sixty square feet of land area.

Adjacent. Nearby, but not necessarily touching or abutting.

Adjoining. The condition of two or more land parcels having a common property line.

Agricultural oriented operations. Agriculturally oriented operations and facilities shall include as but are not limited to cotton gins, other than those gins that manufacture or process by-products; the storage, mixing and/or blending, sale and distribution of agricultural chemicals, but not the manufacture thereof; custom meat processing plants including slaughtering, butchering and temporary storage of products, but not including rendering or refining of by-products, storage of offal, tanning or storage of hides, wholesale or retail sales; storage and maintenance of specialized machinery and equipment used specifically in agriculture or rural areas;

Agricultural/ranching. The cultivation of the soil or the raising of livestock and all activities incidental thereto. The terms "farming" and "ranching" shall be interchangeable for purposes of this title.

Alley. A permanent public thoroughfare providing a secondary means of access to abutting lands.

Alter. To change or rearrange the structural elements or other features of a building.

Ambient light level. A general level of light or background light emitted from a light source in a given environment.

Amenity. A natural or created feature that enhances the aesthetic quality, visual appeal, activity, or attractiveness of an area.

Appurtenance. Any accessory or ancillary building, object or structure, fence, street furniture, fixture, vending machine, fountain, public artwork, bicycle rack or other such Fixture located on public property or in the public right-of-way.

Ancillary use. A use that is incidental to and customary associated with the principal use is located on the same lot or parcel as the principal use.

Apartment. One or more rooms with private bath and kitchen facilities comprising an independent, self-contained dwelling unit in a building containing more than five or more dwelling units.

Apartment building. A building, other than a hotel or motel, containing five or more dwelling units that have primary entrances from common hallways.

Applicant. The owner of land proposed to be subdivided, or his/her representative.

Arcade (architectural). A covered passageway located on the exterior, or around the periphery of a structure.

Archaeological feature. Any material remains of past human life or activities that are of historic or pre-historic significance. Such material includes, but is not limited to, pottery, basketry, bottles, weapons, weapon projectiles, tools, structures or portions of structures, pit houses, rock paintings, rock carvings, intaglios, graves, skeletal remains, or any piece of any of the foregoing items.

Architectural feature. A decorative element intended to enhance the building or structure and lend to the overall exterior form, context and appearance of the building or structure. Architectural features may include, but are not limited to balconies, canopies, columns, doors, eaves, porches, wing walls, or similar three-dimensional exterior element of a building or structure.

Area of shallow flooding. A designated AO zone on the flood insurance rate map (FIRM). The base flood depths range from one to three feet; a clearly defined channel does not exist; the path of flooding is unpredictable and indeterminate; and velocity flow may be evident.

ASSISTED LIVING CENTER. AN ASSISTED LIVING FACILITY THAT PROVIDES RESIDENT ROOMS OR RESIDENTIAL UNITS TO ELEVEN OR MORE RESIDENTS.

~~Assisted living facility. A special combination of housing, supportive services, personalized assistance and health care licensed and designed to respond to the individual needs of those who need help with activities of daily living. Supportive services may be available 24 hours a day to meet scheduled and unscheduled needs in a way that promotes maximum dignity and independence for each resident. The term does not include a convalescent care facility, nursing home or other special care facility.~~ RESIDENTIAL CARE INSTITUTION, INCLUDING AN ADULT FOSTER CARE HOME, THAT PROVIDES OR CONTRACTS TO PROVIDE SUPERVISORY CARE SERVICES, PERSONAL CARE SERVICES OR DIRECTED CARE SERVICES ON A CONTINUOUS BASIS.

ASSISTED LIVING HOME. AN ASSISTED LIVING FACILITY THAT PROVIDES RESIDENT ROOMS TO TEN OR FEWER RESIDENTS.

Auto reduction yard. A lot or yard where three or more unlicensed motor vehicles, or the remains thereof, are kept for the purpose of dismantling, sale of parts, sale as scrap, storage or abandonment.

Auto salvage yard. A junkyard primarily containing inoperable vehicles. (See "junkyard")

Automated teller machine (ATM). A facility to provide banking and other electronic services that are operated by the customer.

Automobile service center, major. A facility where the following types of services are performed: engine or drive train rebuilding or major reconditioning, and collision service, including body, frame or fender straightening or repair and/or painting of vehicles.

Automobile service center, minor. A facility where the sale of automotive fuels or oils, and the incidental repair and replacement of parts and motor services to automobiles are performed, but not including any operation specified under "Automobile Service Center, Major."

Automobile service station. An establishment with the primary business function of the retail sale of gasoline for passenger car use with or without minor service and repair work incidental to the operation of passenger automobiles.

Automobile washing establishment. A building that has its primary purpose as washing automobiles. Such facilities shall be considered incidental to automobile service stations if no more than one auto may be washed at one time and if the service station is clearly the principal use.

Baseflood, one hundred-year. The flood having a one percent chance of being equaled or exceeded in any given year.

Basement. A portion of a building located partly underground but having not less than one-half its floor-to-ceiling height below the average grade of the adjoining ground.

Berm. A mound of earth, usually three to six feet high, that is used to shield, screen and buffer undesirable views, separate incompatible land uses, and provide visual and landscape interest, decrease noise, control the direction of water flow and act as dams.

Bicycle circulation system. A system composed of bicycle paths and lanes which combine to provide a comprehensive means by which bicycles can travel within and through the City of Surprise.

"Big box" building. A large single, stand-alone building (50,000 square feet or larger) normally having a rectangular shape and a single use.

Block. A tract of land bounded by streets, or by a combination of streets and public parks, cemeteries, railroad rights-of-way, or boundary lines of municipalities.

Block frontage. All property fronting on one side of a street bounded between two streets or other natural or physical features.

Board. The Board of Adjustment of the City of Surprise.

Bollard. A thick, low, architecturally, designed vertical post, or a series of vertical posts, that are placed to help define, or border, pedestrian and/or bicycle paths.

Bond. Any form of security including a cash deposit, surety bond, collateral, property, or instrument of credit in an amount and form satisfactory to the city council and meeting the requirements expressed elsewhere in the Surprise Municipal Code.

Buffering. The technique of providing landscape improvements on land set aside in a buffer area.

Building. Any structure having enclosed space and a roof for the housing and/or enclosure of persons, animals or chattels, except mobile homes, recreational vehicles and mobile offices. Building includes "structure". Also building can be any structure built for support, shelter or

enclosure of persons, animals, chattels, or movable property of any kind, and includes any structure.

Building area. The maximum horizontal projected area of the principal and accessory building, excluding open steps, terraces, unenclosed porches of one story, and architectural appurtenances projecting not more than two feet. Building area, as that portion of a lot upon which construction is permitted, is as follows: that area of a lot that lies within the boundaries of the front, side and rear yard setback requirements measured from the actual lot line.

Building, attached. A building having one or more party walls in common with another building when the principal use of each building is independent of the other and when no interior access exists from one building to another.

Building, detached. A building having no party wall in common or structural connection with another building.

Building elevation. The front-on view of any building or other structure from any side showing the relationship of the site grade to floor level, and such features as design, construction materials, height, dimensions, windows and doors.

Building envelope. That area of a lot lying between the front, rear and side yard setback lines and between ground level and the maximum allowable building height, amounting to a three-dimensional area available for potential building construction.

Building, front line of. The line of the face of a building nearest the front lot line.

Building frontage. The part of a building where the primary entry fronts a public street.

Building height. The vertical distance from the average contact ground level at the front wall of the building to the highest point of the coping of a flat roof, or to the deck line of a mansard roof, or to the mean height level between eaves and ridges for gable and hip or gambrel roofs.

Building line, front. The line nearest to the front and across a lot establishing the minimum open space to be provided between the front line of a building and the front lot line.

Building line, rear. The line nearest to the rear and across a lot establishing the minimum space to be provided between the rear line of a building and the rear lot line.

Building, nonconforming. A legally existing building which fails to comply with the regulations set forth in this title applicable to the zone in which the building is located.

Building, principal. A building in which is conducted the main, or principal, use of the lot on which said building is situated.

Building, public. A building, supported by government funds, to be used in an official capacity on behalf of the entire community.

Bus/transit shelter. A roofed structure having at least three walls that is located on or adjacent to the right-of-way of a street, and which is designed and used for the protection and convenience of waiting bus passengers.

Business. Engaging in of the purchase, sale, barter or exchange of goods, wares, merchandise or service; the maintenance or operation of offices or recreational or amusement enterprises.

Campground. Any area of land used to temporarily accommodate two or more camping parties, including cabins, tents, recreational vehicles or other camping outfits.

Capital improvements program. A proposed schedule of all future municipal improvement projects listed in order of construction priority together with cost estimates and the anticipated means of financing each project.

Construction plan. The maps or drawings accompanying a subdivision plat and showing the specific location and design of improvements to be installed in the subdivision in accordance with the requirements of the City of Surprise as a condition of the approval of the plat.

Carport. A structure, open on at least two sides, consisting of a roof and either walls or columns for the purpose of housing automotive vehicles and other chattels. Said structure shall be considered as an accessory building when detached from the principal building and as a part of the principal building when attached to the principal building along one or more sides of the carport or principal building.

Cemetery. Land used for the burial of the dead and dedicated for cemetery purposes, including crematories, mausoleums and mortuaries when operated in conjunction with and within the boundary of such cemetery.

Church. A building, together with its accessory buildings and uses, where persons regularly assemble for religious worship, and which building, together with its accessory buildings and uses, is maintained and controlled by a religious body organized to sustain public worship.

City. The City of Surprise, Arizona.

City council. The Governing Body of the City of Surprise.

City engineer. The professional engineer engaged by the City of Surprise.

Clinic. An establishment where patients are admitted for special study and treatment by one or more licensed physicians and/or dentists and their professional associates, as distinguished from a "professional office" for general consultation purposes. The term does not include a hospital or facility in which patients are cared for or stay overnight.

Club, private (nonprofit). A nonprofit association of persons who are bona fide members paying annual dues which owns, hires or leases a building, or a portion thereof, the use of such premises being restricted to members and their guests.

Cluster development. A development design technique that concentrates buildings in specific areas on the site to allow the remaining land to be used for recreation, common open space, and preservation of environmentally sensitive features.

Commission. The planning and zoning commission of the city. Also referred to as planning and zoning commission.

Common area open space. Intimately-scaled open space areas such as terraces, courtyards, atriums, arcades, plazas, etc. that are normally associated with building entries and/or interior open spaces of office, commercial and multi-family residential developments.

Community character. The image by which the community is distinguished from other communities and viewed by those living in and passing through the community as defined by such factors as its built environment, natural features and open space elements, type of housing, architectural style, use of color and materials, streetscape, infrastructure and the type and quality of public facilities and services.

Community circulation system. The community's systems, structures and physical improvements that combine to move people, goods, water, air, sewage and power by such means as streets, highways, bicycle paths and lanes, pedestrian ways, railways, waterways, towers, airways, pipelines and conduits

Community correctional facility. A facility where lodging, meals, counseling, treatment, rehabilitation, and educational instruction or training is provided to adjudicated delinquents, parolees, and individuals in pre-release (transitional) or diversionary programs from, or in lieu of confinement in, correctional institutions.

Community design. The design of buildings, streets, open space, landscaping, signs, lighting, neighborhoods, and all other physical elements of the community that when combined, provide a unique identification and consistent character throughout the community.

Community development director. The individual charged by the governing body to administer this title.

Community open space system. The community's parks, playgrounds, active and passive recreational areas, natural features, and environmentally sensitive land areas that collectively provide a continuous and integrated system of open space.

Comprehensive development guide. The document (Surprise Comprehensive Development Guide), or part thereof, officially adopted by the Surprise City Council which provides for the development of the city and which indicates the general locations recommended for major roadways, parks, public utilities and buildings, and land uses.

Connectivity. The measure describing the level to which streets, streetscapes, pedestrian/bicycle paths, community open space and other similar uses link with one another.

Convenience food restaurant. An establishment whose principal business is the sale of foods, frozen desserts or beverages to the consumer in a ready-to-eat state for consumption either within the premises or for carry-out with consumption either on or off the premises and whose design or principal method of operation include both of the following characteristics:

- (1) Foods, frozen desserts or beverages are usually served in edible containers or in paper, plastic or other disposable containers.
- (2) The customer is not served food at his/her table by an employee but receives it at a counter, window or similar facility for carrying to another location for consumption either on or off the premises.

Conditional use permits. Legal authorization to undertake a conditional use as defined by this title.

Construction plan. The maps or drawings accompanying a subdivision plat and showing the specific location and design of improvements to be installed in the subdivision in accordance with the requirements of the City of Surprise as a condition of the approval of the plat.

Council. The City Council of the City of Surprise. Also referred to as the governing body.

Cul-de-sac. A local street with only one outlet and having an appropriate terminus for the safe and convenient reversal of traffic movement.

Corporate counsel. The attorney of the city or any assistant or special counsel of said city.

Curb bulb. Generally rounded extensions of a curb located at a street intersection that narrow the street by widening the sidewalk and/or the landscaped parking strip in order to make pedestrian street crossings shorter and easier, and to provide a visual narrowing along the roadway to help increase driver awareness and slow the movement of traffic in heavy pedestrian areas.

Curb-separated sidewalk. A sidewalk that is separated from the street by a landscaped area that is measured from the back of the street curb and runs continuously along the length of the street.

Day care center. A use where care is provided for pay for three or more unrelated children subject to the requirements of the State of Arizona.

Deep root barrier. A mechanical barrier that redirects tree root growth downward, eliminating the surface rooting that damages such expensive hardscapes as sidewalks, driveways, and street paving.

Density, gross. The number of residential dwelling units per unit of land.

Density, net residential. The number of residential dwelling units per unit of land, excluding any land used or to be used as arterial street rights-of-way or private nonresidential uses except parks, open space and recreational areas. For calculating net residential density, the following formula shall apply:

$$du / D = A - (c + i + s + a)$$

Where:

D = Residential density

du = Total number of dwelling units in project

A = Total site area (acres)

c = Total commercial land area (acres)

i = Total industrial land area (acres)

s = Reserved but undedicated school sites (acres)

a = arterial rights-of-way (acres)

Development. Any man-made change to improve or alter real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations.

Developer. The owner of land proposed to be subdivided, or his/her representative.

DIRECTED CARE SERVICES. PROGRAMS AND SERVICES, INCLUDING SUPERVISORY AND PERSONAL CARE SERVICES, THAT ARE PROVIDED TO PERSONS WHO ARE INCAPABLE OF RECOGNIZING DANGER, SUMMONING ASSISTANCE, EXPRESSING NEED OR MAKING BASIC CARE DECISIONS.

Drive access. The area between the curb of a street, or edge of the travelled portion of a street when no curb exists, and the right-of-way/property line over which the city will permit vehicular travel from the traveled portion of a street to an individual property, or off-street parking space(s).

Drive-in business. Any business in which people are provided a service or a product, where a sale is made without the customer being required to leave the vehicle. Such businesses include, but are not limited to, the following: drive-in theater, drive-in bank, drive-in laundry or dry cleaning pickup station, drive-in restaurant and any business offering "take-home" food services.

Duplex. See dwelling, two-family.

Dwelling. A building or portion thereof, used primarily for residential occupancy, including single-family, two-family, multiple-family dwellings and group homes, but not including hotels, motels or tourist homes.

Dwelling, single-family. A building used for residential occupancy by one family.

Dwelling, two-family. A building, or portion thereof, used for occupancy by two families living independently of each other with the units completely separated by a common wall, floor and/or ceiling. Also referred to as "duplex."

Dwelling, multifamily. A building, or portion thereof, used for occupancy by three or more families living independently of each other, with the units completely separated by a common wall, floor and/or ceiling.

Dwelling unit. A single unit providing complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.

Easement. Authorization by a property owner for the use by another, and for a specified purpose, of any designated part of his/her property.

Escrow. A deposit of cash with the local government in lieu of an amount required and still in force on a performance or maintenance bond.

Façade. The exterior wall(s) of a building that is exposed to public view.

Family. One or more persons related by blood, marriage or adoption or not more than three unrelated persons living as a single housekeeping unit, as distinguished from a group occupying a hotel, motel, club, fraternity, sorority, lodging house or nursing home.

Fence. A barrier constructed of materials erected for the purpose of protection, confinement, enclosure or privacy.

Final plat. The map or plan or record of a subdivision and any accompanying material, as described in these regulations.

Flood insurance rate map (FIRM). The official map on which the Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.

Flood insurance study. The official report in which the Federal Insurance Administration has provided flood profiles as well as the flood boundary-floodway map and the water surface elevation of the base flood.

Floodplain. That area encompassing the floodway area and the floodway fringe.

Floodproofing. Any combination of structural and nonstructural additions, changes or adjustments to properties and structures which reduce or eliminate flood damage or potential flood damage to lands, water and sanitary facilities, structures and contents of buildings.

Floodway, one hundred-year. The channel of a river or other watercourse and the adjacent land areas which must be kept free of encroachment in order to carry and discharge a flood of one hundred-year magnitude without substantial increases in flood height.

Floodway encroachment lines. The lines marking the limits of floodways on the zoning map.

Floodway fringe, one hundred-year. The area between the floodway and the one hundred-year flood boundary.

Frontage. That side of a lot abutting on a street or way and ordinarily regarded, as the front of the lot.

Garage, private. A detached accessory building, or portion of a main building, used for the storage of self-propelled vehicles where the capacity does not exceed three vehicles per family housed in the building to which such garage is accessory and not more than one-third of the total number of vehicles stored in such garage shall be commercial vehicles.

Garage, public. Any building or premises, except those defined herein as a private garage, used for the storage or care of motor vehicles; or where such vehicles are equipped for operation, repaired, or kept for rental, hire or sale.

Gateway. A designated major or minor thoroughfare entry to the City of Surprise that has been especially designed using unique and/or special landscape, architectural, sign and lighting treatments to project the city's image and inform visitors that they have arrived in Surprise.

General Plan. The City of Surprise 2020 General Plan.

Governmental use. Any use by the state or any political subdivision of the state for a governmental purpose, including but not exclusively, parks, schools, administrative offices, police or fire departmental use, water storage, pumping or recharge, sewage collection and treatment, maintenance yards, court facilities, libraries, community centers, youth centers, or recreational facilities.

Grade. The slope of a road, street or other public way, specified in percentage terms.

Gross floor area. The floor area within the inside perimeter of the exterior walls of the building under consideration, exclusive of vent shafts and courts, without deduction for corridors, stairways, closets, the thickness of interior walls, columns or other features. The floor area of a building, or portion thereof, not provided with surrounding exterior walls shall be the usable area under the horizontal projection of the roof or floor above. The gross floor area shall not include shafts with no openings or interior courts.

Ground floor area. The square foot area of a building within its largest outside dimension computed on a horizontal plane at the ground floor level, exclusive of open porches, breezeways, terraces, garages, exterior stairways and secondary stairways.

Group home. A single, residential structure having common kitchen facilities occupied by persons having physical, mental, emotional or social problems and living together for the purpose of training, observation and/or common support.

Habitable floor. Any floor usable for living purposes, which includes working, sleeping, eating, cooking or recreation, or a combination thereof.

Hardscape. Any hardened and/or paved surface, such as a street, sidewalk, plaza or other similar surface, where the surface materials have been used to create unique patterns of color, design and texture for purposes of creating visual interest.

Hardware store. A business that sells goods or merchandise directly to the consumer that includes, but is not limited to, electrical components, plumbing components, mechanical components, lighting fixtures, exterior finishes, interior and exterior doors, windows, roofing material, lumber, interior decorating material, flooring, bathroom and kitchen fixtures, garden equipment/supplies and material, plants and flowers, fencing material, professional services as related to home improvements, and minor educational services.

HEALTH CARE INSTITUTION. EVERY PLACE, INSTITUTION, BUILDING OR AGENCY, WHETHER ORGANIZED FOR PROFIT OR NOT, THAT PROVIDES FACILITIES WITH MEDICAL SERVICES, NURSING SERVICES, BEHAVIORAL HEALTH SERVICES, HEALTH SCREENING SERVICES, OTHER HEALTH-RELATED SERVICES, SUPERVISORY CARE

SERVICES, PERSONAL CARE SERVICES OR DIRECTED CARE SERVICES AND INCLUDES HOME HEALTH AGENCIES AS DEFINED IN ARS § 36-151, OUTDOOR BEHAVIORAL HEALTH CARE PROGRAMS AND HOSPICE SERVICE AGENCIES.

High pressure sodium light. A light source commonly used in street lighting that emits an amber color.

Home occupation or profession. Any use conducted entirely within a dwelling and carried on solely by the occupants thereof, which use is clearly incidental and secondary to the use of the dwelling for residential purposes and which meets the requirements of this title.

Hospital. An institution for the diagnosis, treatment or other care of human ailments and includes sanitarium or clinic, provides such institution is operated by, or treatment is given, under direct supervision of a physician licensed to practice by the State of Arizona.

Hotel or motel. A building or portion thereof, or a group of buildings, in which lodging is provided and offered to transient guests for compensation; "hotel" or "motel" shall not include a lodging house.

Infill development. New development which is placed within an existing and already developed site or area.

Industry, heavy. Those industries whose processing of products results in the emission of any atmospheric pollutant, light flashes, or glare, odor, noise or vibration which may be heard and/or felt off the premises and those industries which constitute a fire or explosion hazard.

Industry, light. Those industries whose processing of products results in none of the conditions described for heavy industry.

Junkyard. Any place at which personal property is or may be salvaged for reuse, resale, or reduction or similar disposition and is owned, possessed, collected, accumulated, dismantled or sorted, including but not limited to: use of salvaged base metal or metals, their compounds or combinations; used or salvaged rope, bags, rags, glass, rubber, lumber, millwork, brick, automobiles, and similar property, which are used, owned or possessed for the purpose of wrecking or salvaging parts there from.

Kennel. Any lot or premises on which three or more dogs, cats or small domesticated animals of a single species over the age of eight weeks are kept; except that, in an R1-43 zone, a kennel shall not be considered to exist unless the number of such animals kept on a lot or premises is five or more per acre. Notwithstanding the foregoing sentence, the keeping of not more than four dogs, cats or small domesticated animals of a single species, for a noncommercial purpose such as hunting, tracking or exhibiting, shall not be considered the maintenance or operation of a kennel for the purposes of this title.

Land use compatibility. The avoidance of placing physical impact land uses such as power plants, airports, trash disposal sites, manufacturing facilities and/or any other uses that generate odors, noise, dust, excessive light and glare, adjacent to, or in close proximity of, more sensitive land uses already located in an area.

Light trespass. Excessive light that spills onto adjacent property, typically produced by stray light emanating from street lighting fixtures, illuminated signage and other outdoor lighting sources.

Loading and unloading bays. The off-street area required for the receipt of or distribution by vehicles of material or merchandise.

Lodging house. A building with more than two but not more than ten guest rooms where lodging with or without meals is provided for compensation.

Lot. A piece, parcel, plot, tract or area of land occupied or capable of being occupied by one or more principal buildings, and the accessory buildings or uses customarily incidental to them, and including the open spaces required under this title, and having its principal lot frontage on a street.

Lot, corner. A lot at a junction of and fronting on two or more intersecting streets.

Lot improvement. Any building, structure, place, work of art, or other object, or improvement of the land on which they are situated constituting a physical betterment of real property.

Lot, interior. A lot other than a corner or through lot.

Lot, through. A lot having frontage on two parallel or approximately parallel streets.

Lot coverage. The percentage of the lot area covered by buildings.

Lot depth. The horizontal distance of a line measured at a right angle to the front lot line and running between the front lot line and the rear lot line of a lot.

Lot ground level. For buildings having walls fronting on only one street, the elevation at the front lot line at the center of a wall fronting on the street; for buildings having walls fronting on more than one street, the average of the elevation of the front lot line at the center of all walls fronting on the streets; for buildings having no walls fronting on the street, the average level of the ground adjacent to the exterior walls of the building.

Lot line, front. In the case of an interior lot, a line separating the lot from the street, and in the case of a corner lot, a line separating the narrowest street frontage of the lot from the street.

Lot line, rear. A lot line which is opposite and most distant from the front lot line and, in the case of an irregular or triangular shaped lot, a line ten feet in length within the lot, parallel to and at the maximum distance from the front lot line.

Lot line, side. Any lot boundary line not a front lot line or a rear lot line.

Lot width. The distance as measured in a straight line, between side lot lines at the points of intersection with the building line.

Manufactured home. A structure built after June 15, 1976, in accordance with the U.S. Department of Housing and Urban Development and the State of Arizona Building and Fire Safety Department specifications.

Manufactured housing subdivision. A subdivision, of not less than ten acres, designed and intended for the sale of lots for residential occupancy in manufactured or modular homes.

Manufacturing. The creation of products either with machinery or by hand according to an organized plan and with the division of labor.

Master site circulation plan. A plan that depicts all on-site streets, pedestrian ways and bicycle paths proposed for development, including site entries and exits, designated fire lanes, street lighting, loading and unloading areas for any commercial, office and industrial sites, pavement treatment and markings and directional signage; as well as the relationship of the on-site circulation system to surrounding streets serving the development and any adjoining projects.

Medical marijuana. All parts of the genus cannabis whether growing or not, and the seed of such plants that may be administered to treat or alleviate a qualifying patient's debilitating medical condition or symptoms associated with the patient's debilitating medical condition.

Medical marijuana cultivation. The process by which a person grows a marijuana plant.

Medical marijuana designated caregiver cultivation location. An enclosed, locked facility, such as a closet, room, greenhouse, or other enclosed area equipped with locks, that does not exceed 50 square feet of cultivation space where a designated caregiver, as defined by A.R.S. § 36-2801(5), cultivates marijuana.

Medical marijuana dispensary. A not-for-profit entity defined in A.R.S. § 36-2801(11), that acquires, possesses, cultivates, manufactures, delivers, transfers, transports, supplies, sells, dispenses, or otherwise provides medical marijuana or related supplies and educational materials to cardholders as defined in A.R.S. § 36-2801(2).

Medical marijuana dispensary offsite cultivation facility. An enclosed, locked facility where marijuana is cultivated by a medical marijuana dispensary as referenced in A.R.S. § 36-2804(B)(1)(b)(ii).

Medical marijuana infusion facility. A facility that incorporates medical marijuana into consumable/edible goods by the means of cooking or blending.

Medical marijuana qualifying patient. A person who has been diagnosed by a physician as having a debilitating medical condition as defined in A.R.S. § 36-2801(13).

Medical marijuana qualifying patient cultivation location. An enclosed, locked facility, such as a closet, room, greenhouse, or other enclosed area equipped with locks, that does not exceed 50 square feet of cultivation space where a qualifying patient, as defined by A.R.S. § 36-2801(13), cultivates marijuana.

Metal halide light. A light source commonly used for street lighting that emits a good quality white light.

Mining. The extraction of sand, gravel or other material from the land in the amount of 400 cubic yards or more and the removal thereof from the site without processing.

Mixed-use development. A single building containing more than one type of land use; or a single development project having more than one building and land use in which the different land uses are located in close proximity to one another, the project is planned and designed as a unified total project, and the development is functionally integrated to enable the use of shared vehicular and pedestrian access and parking areas.

Mobile home. A structure built prior to June 15, 1976, on a permanent chassis, capable of being transported in one or more sections and designed to be used with or without a permanent foundation as a dwelling unit when connected to on-site utilities, except recreational vehicles and factory-built buildings.

Mobile home park. A parcel of land not less than ten acres, licensed and designed in whole or part, with or without charge, for the accommodations of mobile and/or manufactured homes.

Mobile home space. A plot of ground within a mobile home park designed for the accommodation of one mobile home.

Mobile home stand. That portion of an individual mobile home space which has been reserved for the placement of a mobile home and structures or additions appurtenant to the mobile home.

Mobile office. A factory-assembled structure or structures exceeding eight feet in width, originally equipped with the necessary service connections, and originally made so as to be readily movable as a unit or units on its (their) own running gear and designed to be used as an office without a permanent foundation, whether or not said running gear has been removed.

Modular or sectional home. A multi-sectional unit built to the Uniform Building Code standards, not to exceed two stories in height, that when joined together forms a residence (dwelling unit) for human occupancy that measures not less than 24 feet in width and 40 feet or longer in length and placed on a permanent foundation, as defined in the State of Arizona Manufactured Housing Standards. The space between the floor line and the grade must be enclosed to resemble a permanent wall. The roof shall have a pitch of not less than two inches vertical rise to each 12 inches of horizontal run. Roofing, siding and elevations shall be similar in appearance and kind to those used in conventional homes.

Model home. A dwelling unit used initially for display purposes which typifies the units that will be constructed in the subdivision.

Multi-modal. One or more means of traveling within or through a community to include automobiles, buses, trolley, rail, bicycles and any other means of moving persons and goods by a surface, overhead or underground means of transportation.

Municipality. The City of Surprise, as incorporated by state law.

New construction. Structures for which the "start of construction" commenced on or after the effective date of the ordinance codified in this chapter.

Nonresidential subdivision. A subdivision whose intended use is other than residential, such as commercial or industrial.

Noxious matter or material. Material capable of causing injury to living organisms by chemical reaction or capable of causing detrimental effects on the physical or economic well-being of individuals.

~~*Nursing-home*~~ CARE INSTITUTION. A health care facility ~~designed to provide lodging, meals, treatment, and skilled nursing care on a long-term basis to individuals who, because of advanced age, chronic illness, or infirmity, are unable to care for themselves.~~ THAT PROVIDES INPATIENT BEDS OR RESIDENT BEDS AND NURSING SERVICES TO PERSONS WHO NEED CONTINUOUS NURSING SERVICES BUT WHO DO NOT REQUIRE HOSPITAL CARE OR DIRECT DAILY CARE FROM A PHYSICIAN.

NURSING SERVICES. MEANS THOSE SERVICES THAT PERTAIN TO THE CURATIVE, RESTORATIVE AND PREVENTIVE ASPECTS OF NURSING CARE AND THAT ARE PERFORMED AT THE DIRECTION OF A PHYSICIAN BY OR UNDER THE SUPERVISION OF A REGISTERED NURSE LICENSED IN THIS STATE.

Office. Structures, or portions of structures, in which commercial activities take place but where goods are not produced, sold or repaired. These include: banks; general and professional offices; governmental offices; insurance offices; real estate offices; taxicab offices, but not taxi stands; travel agency or transportation ticket offices; telephone exchange; utility offices; radio broadcasting and similar uses.

Off-site. Any premises not located within the area of the property to be subdivided, whether or not in the same ownership of the applicant for subdivision approval.

One hundred-year flood. The highest level of flooding that, on the average, is likely to occur once every 100 years (i.e., that has a one percent change of occurring each year).

Open sales (or rental) lot. Any land used or occupied for the purpose of buying, selling or renting for use away from the premises, any goods, materials or merchandise, and for the exterior storing of same prior to sale or rental.

Open space. Land and water areas intended to provide light and air, and which have been retained and designed, depending upon the specific situation, for environmental, scenic, conservation and/or active and passive recreational purposes.

Open space, active. Land and water areas specifically designed as an activity-based recreational area to include boating, water sports, sports fields, local and community parks having picnic, playground, recreational and support components, golf courses and pedestrian, hiking, bicycle and equestrian trails.

Open space, passive. Land and water areas that are either partially improved, undeveloped or in a natural state that are intended for scenic, environmental, conservation, and/or resource protection; and include such resource-based activities as nature study, nature trails, and any other activities requiring a natural condition that cannot easily be duplicated by human actions.

Ordinance. Any legislative action, however denominated, of a local government which has the force of law, including any amendment or repeal of any ordinance.

Overlay zone. A zone superimposed upon an underlying zone and which establishes special requirements in addition to those of the underlying zone. Development or use of land or structures must conform to the requirements of both zones or the more restrictive of the two, if in conflict.

Out parcel. A separate, leased or owned, land parcel that is part of a larger planned commercial, office or industrial center that has been set aside, usually along street frontage, for purposes of developing a freestanding restaurant, bank, gasoline service station, drug store or other support service use to supplement the primary uses in the center.

Owner. Any person, group of persons, firm or firms, corporation or corporations, or any other legal entity having legal title to or sufficient proprietary interest in the land sought to be subdivided under these regulations.

Parapet wall. A low wall generally running around the perimeter of a flat roof building at the roofline.

Parking area, public. An open area, other than a street or alley designated for use, or used, as temporary parking of four or more vehicles when available for public use, whether free or for compensation or as an accommodation for clients or customers.

Parking bay. A paved parking area used for on-street parking on local residential streets that is placed on alternating sides of the street within a modified street right-of-way, and designed to accommodate three to four cars.

Parking cluster. The smallest parking increment of a larger off-street parking lot, designed as a heavily tree-shaded parking area to accommodate 50 or less cars and separated from other parking clusters by pedestrian walkways.

Parking space, off-street. A space designated for the temporary parking of a motor vehicle not on the right-of-way or alley but accessible from a street or alley.

Park strip. The landscaped area between sidewalk and curb along a public street.

Party wall. Any wall of a building or structure which is common to two or more buildings.

Paved parking space or surface. An area covered by an impervious dust-free surface of asphalt or concrete designed to specifications of the city engineer.

Paving enhancement. A material and/or color used in the pavement design of a street or parking area to provide visual interest.

Pedestrian friendly. An environment in which conflict between the automobile and pedestrian is minimized or eliminated through the provision of a comprehensive means of vehicular-separated pedestrian travel that is fast, attractive and comfortable for a wide range of age and abilities groups; and by the design of buildings and other uses in a manner that is sensitive to the needs of the pedestrian.

Perimeter street. Any existing street to which the parcel of land to be subdivided abuts on only one side.

PERSONAL CARE SERVICES. ASSISTANCE WITH ACTIVITIES OF DAILY LIVING THAT CAN BE PERFORMED BY PERSONS WITHOUT PROFESSIONAL SKILLS OR PROFESSIONAL TRAINING AND INCLUDES THE COORDINATION OR PROVISION OF INTERMITTENT NURSING SERVICES AND THE ADMINISTRATION OF MEDICATIONS AND TREATMENTS BY A NURSE WHO IS LICENSED PURSUANT TO A.R.S. TITLE 32, CHAPTER 15 OR AS OTHERWISE PROVIDED BY LAW.

Personal and convenience services. Businesses offering services such as barber shops, beauty shops, laundromats, laundry and dry cleaning pickup and delivery stations (but excluding actual laundry operations), and similar uses.

Persons. Includes any individual or group of individuals, corporations, partnerships, associations, or any other organized group of persons, including state and local governments and agencies thereof.

Plant nursery, wholesale. A facility where live plants are grown or propagated for sale to retail operators.

Plat. A map, chart, survey, plan or replat certified by a licensed, registered land surveyor containing a description of the subdivided land with ties to permanent monuments.

Plaza. A large, paved, pedestrian entry setting for a building containing seating areas, fountains, sculpture works, trees, and landscaping that is generally open to the public and used for relaxation and contemplative thought.

Preliminary plat. The preliminary drawing or drawings, described in this title, indicating the proposed manner of layout of the subdivision.

Property, personal property. Other than real property, consisting of things temporal and movable.

Property, real. Property consisting of buildings and/or land.

Public improvement. Any drainage ditch, roadway, parkway, sidewalk, pedestrian way, tree, lawn, off-street parking area, lot improvement, or other facility for which the City of Surprise may ultimately assume the responsibility for maintenance and operation, or which may effect an improvement where the responsibility rests with the City of Surprise.

Qualifying commercial and/or industrial developments. New or expanding developments that will be:

- Legal and conforming upon project completion;
- In possession of all required development approvals pursuant to city process, procedures and policies;
- Occupying vacant property or replacing dilapidated buildings, or if expanding will comply with the criteria for expanding existing businesses.

Recreational facility, outdoor. A long-term facility providing outdoor amusement and entertainment, including, but not limited to miniature golf, skateboard park, amusement park, go-cart race track, and batting cages.

Recreational vehicle. A vehicular type portable structure without permanent foundation, which can be towed, hauled or driven, primarily designed as temporary living accommodation for recreational, camping and travel use and including but not limited to travel trailers, truck campers, camping trailers and self-propelled motor homes.

Recreational vehicle park. A plot of ground upon which two or more sites are located, established or maintained for occupancy by the general public as temporary living quarters for recreation, education or vacation purposes.

Recycling—Indoor collection facility. An indoor facility where the public may donate, redeem, or sell recyclable materials with limited processing activities.

Recycling—Outdoor collection facility. A facility where the public may donate, redeem, or sell recyclable materials with limited processing activities.

Recycling—Processing. Baling, briquetting, cleaning, compacting, crushing, flattening, grinding, mechanical sorting, re-manufacturing, shredding, and/or preparation for shipment of recyclable materials.

Recycling—Processing facility. A structure or enclosed space used for the collection and processing of recyclable materials for shipment.

Recycling—Reverse vending machines. An automated mechanical device which accepts at least one or more type of empty beverage containers including, but not limited to aluminum cans, glass and plastic bottles, and issues a cash refund or a redeemable credit slip.

RESIDENTIAL CARE INSTITUTION. A HEALTH CARE INSTITUTION OTHER THAN A HOSPITAL OR A NURSING CARE INSTITUTION THAT PROVIDES RESIDENT BEDS OR RESIDENTIAL UNITS, SUPERVISORY CARE SERVICES, PERSONAL CARE SERVICES, BEHAVIORAL HEALTH SERVICES, DIRECTED CARE SERVICES OR HEALTH-RELATED SERVICES FOR PERSONS WHO DO NOT NEED CONTINUOUS NURSING SERVICES.

Registered architect. An architect licensed and registered in the State of Arizona.

Registered engineer. An engineer licensed and registered in the State of Arizona.

Restaurant. Any restaurant (except a drive-in restaurant or a convenience food restaurant as defined in this section), coffee shop, cafeteria, short-order cafe, luncheonette, tavern, sandwich stand, drugstore and soda fountain serving food, and all other eating or drinking establishments provided that at least one-half of the total sales are derived from the sale of food.

Re-subdivision. A change in a map of an approved or recorded subdivision plat, if such change affects any street layout on such map or area reserved thereon for public use, or any lot line; or if it affects any map or plan legally recorded prior to the adoption of any regulations controlling subdivisions

Retail membership store. A retail store that sells goods or merchandise directly to the consumer via special membership retirement of the store, other than for resale.

Retail store. A business that sells goods or merchandise directly to the consumer, other than for resale.

Retention area. An area into which urban storm water runoff is collected and temporarily stored until it gradually infiltrates into the soil surrounding the area.

Right-of-way. A strip of land occupied or intended to be occupied by a street, crosswalk, railroad, road, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer main, trees, or for another special use.

Roadway. That portion of a street right-of-way intended for driving or parking.

Sale or lease. Any immediate or future transfer of ownership, or any possessory interest in land, including contract of sale, lease, intestate succession, or transfer, of an interest in a subdivision or part thereof, whether by metes and bounds, deed, contract, plat, map, lease, intestate succession, or other written instrument.

Sanitary landfill, solid waste facility. Sanitary landfills, waste tire collection sites, composting, and other uses approved by the state environmental agency.

School. Any pre-primary, primary or grammar, public, parochial or private school, high school; preparatory school or academy, public or founded, or owned or conducted by or under the sponsorship of a religious or charitable organization; private preparatory school or academy furnishing courses of instruction substantially equivalent to the courses offered by public high schools for preparation of admission to college or universities which award B.A. or B.S. degrees; junior college or university, public or founded or conducted by or under the sponsorship of a religious or charitable organization; or private school when not conducted as a commercial enterprise for the profit of individual owners or stockholders.

Screening. A solid or nearly solid barrier (i.e., wall, fence, plantings) constructed or installed for the purpose of visual separation.

Sensitive land areas. Land that encompasses wildlife habitats, wash corridors that replenish local groundwater, archaeological sites, unique plant environments, and scenic vistas.

Setback. The minimum horizontal distance between a building line and the street or lot line.

Sewer, public. Any sanitary sewer line owned and maintained by the city, whether or not installed by the city.

Sewer system, community. Any sanitary sewer system, whether treatment plant, septic tank or lagoon, designed with a sewer collection system to be used by a legally constituted association of property owners. The system may or may not be a public system.

Shared living. A dwelling unit designed to promote and allow for the independent living or no more than six related or unrelated 55 year old or older individuals. Residents have private bedrooms, but share the kitchen, dining and living rooms. No separate in-room kitchen facility for use by occupants is permitted. Shared living residences do not include any or all of the following: permanent live-in resident staff personnel; permanent supportive care services; or permanent personal nursing care on an around-the-clock basis.

Shared parking. When two or more users (such as a retail store, office, restaurant, or other similar user) share the same parking spaces rather than each having their own dedicated parking area.

Shelter care facility. A facility where short-term residential care services, including, but not limited to, temporary lodging, meals, and counseling, are provided to individuals and groups such as the homeless, pregnant teenagers, victims of domestic violence, neglected children, and runaways, for a time typically less than 30 days.

Shopping center. Any grouping of two or more principal retail uses, whether on a single lot or on abutting lots under multiple or single ownership and whether contained in one building or multiple buildings.

Sign. Any device providing identification, advertising or directional information for a specific business, service, product, person, organization, place or building. Included in this definition are graphic devices such as logos, attention attracting media such as banners or logo sculpture and obtrusive colored fascia or architectural elements.

Sign, freestanding. Any nonmovable sign not affixed to a building.

Sign, non-accessory. A sign which directs attention to a business, commodity, service or entertainment conducted, sold or offered at a location other than the premises on which the sign is located.

Sign, wall. A sign fastened to or painted on the wall of a building or structure in such a manner that the wall becomes the supporting structure for, or forms the background surface of, the sign and which does not project more than 12 inches from such building or structure.

Single-family residential area. An area developed solely for the construction of one-family homes.

Site plan. A drawing to a scale not less than one inch equals 100 feet showing the accurate location of all structures, streets, alleys and parking areas existing and proposed on subject property or any other information as may be required by this title.

For purposes of this chapter, site plans may be classified as major or minor site plans. All developments within the city except individual single-family and duplex residential units shall be subject to this chapter. A major site plan involves one or more of the following:

- a. Forty or more dwelling units in a multiple-family structure;
- b. Fifteen thousand or more square feet of office space, retail commercial space, service commercial space or industrial space;
- c. One or more buildings on one site for office use, retail commercial use, service commercial use or industrial use;
- d. Twenty thousand or more square feet of exterior storage of materials or goods;
- e. Parking for more than 80 vehicles.

Sketch plat. A sketch preparatory to the preparation of the preliminary plat (or final plat when deemed appropriate) to enable the subdivider to save time and expense in reaching general agreement with the planning and zoning commission as to the form of the plat and the objectives of these regulations.

Stable, private. Any building located on a lot which is designed, arranged, used or intended to be used for not more than four horses for the private use of the owner of the lot but shall not exceed 6,000 square feet in area.

Stable, public. A stable where horses are kept for remuneration, hire or sale.

Start of construction.

1. "Start of construction" means the first placement of permanent construction of a structure (other than a mobile home) on a site, such as the pouring of slabs or footings or any work beyond the stage of excavation. Permanent construction does not include land preparation, such as clearing, grading and filling, nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement,

footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not as part of the main structure.

2. For a structure (other than a mobile home) without a basement or poured footings, the "start of construction" includes the first permanent framing or assembly of the structure or any part thereof on its piling or foundation.
3. For mobile homes not within a mobile home park or mobile home subdivision, "start of construction" means the affixing of the mobile home to its permanent site. For mobile homes within mobile home parks or mobile home subdivisions, "start of construction" is the date on which the construction of facilities for servicing the site on which the mobile home is to be affixed (including, at a minimum, the construction of streets, either final site grading or the pouring of concrete pads, and installation of utilities) is completed.

Street.

- (1) A right-of-way, other than an alley, dedicated or otherwise legally established for public use, usually affording the principal means of access to abutting property.
- (2) A general term used to describe a paved right-of-way, municipally or privately owned, serving as a means of vehicular travel. Streets are classified by function as follows:
 - a. *Local street.* A street intended to serve and provide access exclusively to the properties abutting thereon, and not connecting with other streets in such a manner as to encourage through traffic.
 - b. *Collector street.* A street connecting local residential streets to each other, to community facilities and to principal or minor arterial streets.
 - c. *Principal, major and minor arterial streets.* Streets designed to carry large amounts of traffic across or through the city and designated as such by the comprehensive development guide.
 - d. *Service street.* A street running parallel to a freeway, expressway or other roadway, and serving abutting properties. Also called frontage road.

Street, dead-end. A street or a portion of a street with only one vehicular-traffic outlet.

Street frontage. Any property line separating a lot from a street.

Street, private. Any street that is not dedicated to the public and is to be maintained by a private entity.

Street, public. Any street which has been dedicated or is otherwise publicly owned by the city.

Streetscape. The general appearance of a block or group of blocks with respect to the structures, setbacks from public-rights-of-way, open space, landscaping, public art, lighting, signage, paving materials, street furnishings and other elements that contribute to the overall character and image of a city block.

Street furnishings. All items that are placed within the public right-of-way for both an aesthetic and functional purpose, including, but not necessarily be limited to, benches, bus shelters, trash receptacles, plant containers, kiosk signs, lighting fixtures, tree grates and guards, bicycle racks, bollards, fountains and public art.

Strip mall. A collection of several commercial buildings constructed as a single development, usually in a linear manner, with buildings placed at the rear of the development parcel and large fields of parking placed in front between the building and the thoroughfare

Structure. Anything constructed or erected which requires location above or below ground.

Structural alteration. Any change in the supporting members of a building, such as bearing walls or partitions, columns, beams or girders, or any change in the exterior walls or the roof.

Substantial improvement. Any repair, reconstruction or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either:

- (1) Before the improvement is started; or
- (2) If the structure has been damaged and is being restored, before the damage occurred.
- (3) For the purpose of this definition "substantial improvement" is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not alteration affects the external dimensions of the structure. The term does not, however, include either:
 - (4) Any project for improvement of a structure to comply with existing state or local health, sanitary or safety code specifications which are solely necessary to assure safe living conditions; or
 - (5) Any alteration of a structure listed on the National Register of Historic Places.

Subdivide. The act of dividing land into two or more parts by platting, or by metes and bounds description, into tracts of less than 36 acres for the purpose of: (1) sale for building purposes, (2) laying out of municipality or any part thereof, (3) adding to a municipality, (4) laying out suburban lots, or (5) resubdivision.

Subdivider. Any person who (1) having an interest in land, causes it, directly or indirectly, to be divided into a subdivision, or who (2) directly or indirectly, sells, leases or develops, or offers to sell, lease or develop, or advertises for sale, lease or development, any interest, lot parcel site, unit, or plat in a subdivision, or who (3) engaging directly or through an agent in the business of selling, leasing, developing or offering for sale, lease or development a subdivision or any interest, lot, parcel site, or plat in a subdivision, and who (4) is directly or indirectly controlled by, or under direct, or indirect common control with any of the foregoing.

Subdivision. Any land, vacant or improved, which is divided or proposed to be divided into four or more lots, parcels, sites, units, plots or interests or, if a new street is involved, any such property which is divided into two or more lots, tracts, or parcels of land or any such property, the boundaries of which have been fixed by a recorded plat, which is divided into two or more parts, for the purpose of offer, sale, lease or development, either on the installment plan or upon any and all other plans, terms and conditions, including resubdivision. Subdivision includes the division or development of residential and nonresidential zoned land, whether by deed, metes and bounds description, devise, intestacy, lease, map, plat, or other recorded instrument.

Subdivision agent. Any person who represents or acts for or on behalf of a subdivider.

Subdivision plat. The final map or drawings, described herein, on which the subdivider's plan of subdivision is presented to the planning and zoning commission and city council for approval and which, if approved, may be submitted to the county recorder for filing.

SUPERVISORY CARE SERVICES. GENERAL SUPERVISION, INCLUDING DAILY AWARENESS OF RESIDENT FUNCTIONING AND CONTINUING NEEDS, THE ABILITY TO INTERVENE IN A CRISIS AND ASSISTANCE IN THE SELF-ADMINISTRATION OF PRESCRIBED MEDICATIONS.

Temporary improvement. Improvements built and maintained by a subdivider during construction of the subdivision and prior to release of the performance bond

Terrace. A private or public, single or multi-level, hard surface building extension for outdoor use.

Tourist home (bed and breakfast). A building in which more than one, but not more than five, guest rooms are used to provide or offer overnight accommodations for transient guests for compensation.

Townhouse. A single-family dwelling constructed as part of a series of dwellings, all of which are either attached to the adjacent building and/or buildings by party walls, or are located immediately adjacent thereto without any visible separation between walls or roof; all of which dwellings may be located on individual separate lots, if individually owned, or upon a single lot, if under common ownership.

Townhouse cluster. A building consisting of three or more noncommunicating, attached one-family units placed side by side and/or back to back having a common wall between each two adjacent dwelling units.

Traffic calming. A technique or method of reducing traffic speeds and/or neighborhood cut-through traffic volumes that utilizes changes in street alignment, installation of barriers, and other physical measures such as speed humps, traffic circles, curb extensions and raised crosswalks to enhance street safety and livability and create a pedestrian-friendly environment.

Truck. A vehicle having a one ton chassis and capacity of no more than 10,000 pounds gross vehicle weight rating (GVWR).

Use. The employment or occupation of a building, structure or land for a person's service, benefit or enjoyment.

Use, conditional. Either a public or private use as listed herein which, because of its unique characteristics, cannot be properly classified as a permitted use in a particular district. After consideration in each case of the impact of such use upon neighboring land and of the public need for the particular use at the particular location, a permit for such conditional use may or may not be granted, with or without time limits, pursuant to the requirements of this title. A conditional use may be a principal use or an accessory use.

Use, nonconforming. An existing use of land or building which was legal prior to the effective date of the ordinance codified in this title but which fails to comply with the requirements set forth in this title applicable to the zone in which such use is located.

Use, permitted. A use which is lawfully established in a particular district or districts and which conforms with all requirements, regulations and performance standards of such district. A permitted use may be a principal use or an accessory use.

Use, principal. A use or structure which determines the predominant or major use of the lot on which it is located. A principal use may be either a permitted or a conditional use.

Variance. A modification or variation of the provisions of this title as applied to a specific piece of property. Dimensional variances only may be allowed; no variance regarding use of property shall be permitted; no variance decreasing lot area requirements shall be allowed. Variance may be permitted only by the board of adjustment.

Variance, dimensional. A departure from the terms of the zoning regulations pertaining to height or width of structures and size of yard and open spaces where such departure will not be contrary to the public interest and where, owing to conditions peculiar to the property because of its size, shape or topography, and not as a result of the action of the applicant, the literal enforcement of the zoning regulations would result in unnecessary and undue hardship.

View corridor. The area or areas along a street, pedestrian path, hiking trail or other such openings that allow for a clear and unobstructed view of or frames, highlights or accentuates, a prominent building, object, site, structure, scene, or panorama, patterns or rhythms of buildings, objects, sites or structures.

View-type fence. A fence that is constructed in a manner that allows for a clear view of an area beyond the fence from any angle.

Visibility triangle. The area at the intersection of streets in which a motorist's view must remain free of any visual obstruction.

Warehouse. An enclosed building designed and used primarily for the storage of goods and materials.

Warehouse, residential storage (mini-warehouse). Residential storage warehouse (mini-warehouse)" means a building or group of buildings in a controlled access and fenced or screened compound that contains relatively small storage spaces of varying sizes and/or spaces for recreational vehicles or boats, having individual, compartmentalized and controlled access for the dead storage of excess personal property of an individual or family generally stored in the residential accessory structures, when such building or group of buildings are not located on the lot of the residence.

Wrecking yard. A place, lot or area where the primary function is that of dismantling, storage, abandonment or sale of goods and materials as parts or scraps.

Yard. On the same lot with a principal building, which is open and unoccupied other than by steps, walks, terraces, driveways, lamp posts and similar structures, and unobstructed by structures, except as otherwise provided in this title.

Yard, corner side. A yard on a corner lot the area of which is bounded by a line extending from the front of the principal building (the front building line) to a point intersecting the side street right-of-way line (side lot line), then along said side lot line to a point intersecting the rear lot line, then along said rear lot line to a point intersecting the line formed by extending the wall of the nearest principal building paralleling the side lot line.

Yard, front. A yard extending across the full width of the lot between two side lot lines the depth of which is the least distance between the street right-of-way and the building line.

Yard, rear. A yard extending across the full width of the lot between two side lot lines and between the rear line and a parallel line tangent to the rear of the principal building and the depth of which is the least distance between the rear lot line and the parallel line.

Yard, side. A yard extending between the front building line and the rear building line, the width of which is the least distance between the side lot line and the nearest part of the principal building.



CITY OF SURPRISE
Planning and Zoning Commission

February 5, 2015 @ 6:00:00 PM

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Board Meeting Date:	February 5, 2015	Contact Person:	Eric Fitzer, Community Development
Submitting Department:	CD Boards and Commissions	District:	Internal
Staff Recommendations:	No Action		

Consent	Regular	Public Hearing	Report/Discussion
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Agenda Wording:

Discussion for future agenda items.

Motion:

Background:

Financial Impact Statement:

No Financial Impact

ATTACHMENTS:

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No Attachments Available

External Attachment Links:

Meeting Requirements:

Powerpoint x Video White Board Other x

Presentation Speaker Names (spelling and titles for TV captions):