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

Thursday, September 1, 2016 @ 6:00 PM
Amended item #4 at 10:35 AM on 8/24/2016

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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:

ITEM #	DISTRICT #	ITEM DESCRIPTION	STAFF RECOMMENDATION/ PRESENTED BY

#1	District Internal	**Consideration and action approving the August 4, 2016 Planning and Zoning Commission minutes.**	Approve Lorraine Nevarez, Community Development
#2	District 5	**Presentation and action item regarding an Amended Site Plan for Panera Bread.**	Approve Hobart Wingard - Community Development

REGULAR AGENDA ITEM - PUBLIC HEARING:

ITEM #	DISTRICT #	ITEM DESCRIPTION	STAFF RECOMMENDATION/ PRESENTED BY
#3	District 5	**Consideration and action regarding a Conditional Use Permit for Ono Hawaiian BBQ.**	Approve ROBERT KUHFUSS - COMMUNITY DEVELOPMENT
#4	District Citywide	**Consideration and action approving the Consolidated Annual Performance and Evaluation Report 2015-2016.**	Approve Christina Ramirez, Human Service & Community Vitality

OTHER BUSINESS:

#5	District Internal	**Discussion and direction pertaining to future agenda items.**	No Action Eric Fitzer, Community Development

ADJOURNMENT:

SHERRY ANN AGUILAR, CITY CLERK, CMC

POSTED: August 24, 2016 at 10:35 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

September 1, 2016 @ 6:00:00 PM

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Board Meeting Date:	September 1, 2016	Contact Person:	Lorraine Nevarez, Community Development
Submitting Department:	CD Boards and Commissions	District:	Internal
Staff Recommendations:	Approve		

Consent	Regular x	Public Hearing	Report/Discussion

Agenda Wording:

Consideration and action approving the August 4, 2016 Planning and Zoning Commission minutes.

Motion:

I move to approve the August 4, 2016 Planning and Zoning Commission minutes.

Background:

Financial Impact Statement:

No Financial Impact

ATTACHMENTS:

Click to download

- ☐ Minutes - August 4, 2016 Meeting

External Attachment Links:

Meeting Requirements:

Powerpoint x Video x White Board x Other x

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

CITY OF SURPRISE
PLANNING AND ZONING COMMISSION

MEETING MINUTES

August 4, 2016 / 6:00 PM

COUNCIL CHAMBERS
16000 North Civic Center Plaza
Surprise, AZ 85374

CALL TO ORDER.

Chair Ken Chapman called the Planning and Zoning Commission Meeting to order at 6:00 p.m. at Surprise City Hall, 16000 North Civic Center Plaza, Surprise, Arizona 85374, on Thursday, August 4, 2016.

A. ROLL CALL

In attendance were Chair Ken Chapman, Vice Chair Matthew Keating and Commissioners, Dennis Smith, Shari Martin, Jerry Hoyler and Steve Somers. Commissioners Jim Ferguson was absent.

STAFF PRESENT:

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

COUNCIL MEMBERS PRESENT:

None

B. PLEDGE OF ALLEGIANCE

C. CURRENT EVENTS REPORT

D. STAFF REPORT

Eric Fitzer, Director, advised the Commission that the meeting on Thursday, August 18 will be canceled. The Commission will resume on Thursday, September 1, 2016.

CALL TO THE PUBLIC:

Chair Chapman opened the call to the public to discuss any items not listed on the agenda. Hearing no comments, Chair Chapman closed the call to the public.

CONSENT AGENDA:

No items.

REGULAR AGENDA ITEMS NOT REQUIRING A PUBLIC HEARING:

Item 1 – Internal – Consideration and action pertaining to approval of the July 21, 2016 Planning and Zoning Commission minutes.

Commissioner Smith made a motion to approve the July 21, 2016 Planning and Zoning Commission minutes. Commissioner Martin seconded the motion. The motion passed with 5 votes in favor, 1 abstention and 1 absent.

Item 2 – DISTRICT Citywide – Presentation and discussion on Accessible Parking requirements.

Eric Fitzer, Director, presented on Accessible Parking Requirements to the Commission.

The Commission discussed:

- ADA Standard requirements
- Width of parking spaces
- Waivers on permits and building fees
- Sharing this information with the Disabilities Advisory Commission

Chair Chapman thanked Mr. Fitzer for providing the requested information to the Commission.

REGULAR AGENDA ITEMS REQUIRING A PUBLIC HEARING:

Item 3 – DISTRICT 6 – Consideration and action regarding a Conditional Use Permit for the Burger King at Market West Square.

Hobart Wingard, planner, presented item 3 to the Commission.

The Commission discussed:

- Traffic changes on Bullard
- Traffic congestion at the school
- Parking ratio and requirements
- Access agreements and property line
- Purpose of the Burger King location
- Safety of Students

Chair Chapman opened the call to the public for item 3.

James Myers, Surprise resident, addressed the Commission regarding the Burger King causing more traffic and the safety of the students at the school. Mr. Myers noted there are better locations for the Burger King.

Traci Plitzuweit, Surprise resident, addressed the Commission regarding traffic conditions, kids walking to school and considering their safety. Another type of business would be a better option for this location.

Michelle Theis, Surprise resident, addressed the Commission regarding traffic conditions, safety of the students, noting this is a quiet neighborhood and there are better locations for the Burger King.

Jamie Hood, Surprise resident, addressed the Commission regarding traffic conditions and the safety of the students.

Hearing no further comments, Chair Chapman closed the call to the public.

Commissioner Smith made a motion to recommend approval to the Mayor and City Council of a Conditional Use Permit for the Burger King at Market West Square, subject to conditions "a" through "d" as listed in the Staff Report. Vice Chair Keating seconded the motion. The motion passed with 6 votes in favor and 1absent.

OTHER BUSINESS:

Item 4 – INTERNAL - Discussion pertaining to future agenda items.

None.

ADJOURNMENT:

Hearing no further business, Chair Chapman adjourned the Planning and Zoning Commission meeting at 6:53 p.m.

_____
Eric Fitzer
Community Development Director

_____
Ken Chapman
Planning and Zoning Commission Chair

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

ATTEST BY: _____
Lorraine Nevarez, Commission Secretary

DATE: _____

CITY OF SURPRISE
Planning and Zoning Commission

September 1, 2016 @ 6:00:00 PM

Back Print

Board Meeting Date:	September 1, 2016	Contact Person:	Hobart Wingard - Community Development
Submitting Department:	CD Boards and Commissions	District:	5
Staff Recommendations:	Approve		

Consent	Regular	x	Public Hearing		Report/Discussion

Agenda Wording:

Presentation and action item regarding an Amended Site Plan for Panera Bread.

Motion:

Staff recommends the Commission approve the Amended Site Plan proposed for Panera Bread.

Background:

The proposed project will allow for the current Paradise Bakery to convert to a Panera Bread Café by building 216 square feet of interior floor area and to revise the elevations and signage to more closely resemble the corporate model of the Panera franchise.

Financial Impact Statement:

All activity related to the ongoing development of the City of Surprise has an economic and fiscal impact on the city and the region.

ATTACHMENTS:

Click to download

- 00 - FS16-102 - PANERA BREAD CAFE - SITE PLAN - Staff Report
- 01 - FS16-102 - PANERA BREAD CAFE - SITE PLAN - Vicinity Maps
- 02 - FS16-102 - PANERA BREAD CAFE - SITE PLAN - Site Plan
- 03 - FS16-102 - PANERA BREAD CAFE - SITE PLAN - Elevations
- 04 - FS16-102 - PANERA BREAD CAFE - SITE PLAN - Landscape Plan
- 05 - FS16-102 - PANERA BREAD CAFE - SITE PLAN - Presentation

External Attachment Links:

Meeting Requirements:

Powerpoint	x	Video	x	White Board	x	Other	x

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

Hobart Wingard, Planner II

SURPRISE
ARIZONA

SITE PLAN AMENDMENT

REPORT TO THE PLANNING AND ZONING COMMISSION

Case:	**FS16-102**
Project Name:	Panera Bread
Council District:	5 - Palm
Meeting Date:	**September 1, 2016**
Planner:	Hobart Wingard, 623-222-3156, hobart.wingard@surpriseaz.gov

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Owner:	Levine Investments, LP
Applicant:	Catherine Gaboian of LK Architecture
Request:	An amended Site Plan for the restaurant currently known as Paradise Bakery, located within the Surprise Center Planned Area Development (PAD) zoning district. A drive through facility and modified elevations will be installed to facilitate a Panera Bread restaurant.
Site Location:	West of the southwestern corner of Bell and Litchfield Roads.
Site Size:	Approximately 1.60 acres
General Plan Conformance:	The proposal is consistent with the Surprise General Plan designation of Commerce and Office.
Support/Opposition:	No communication regarding support or opposition received

PROJECT DESCRIPTION:

The proposed project will allow for the current Paradise Bakery to convert to a Panera Bread Café by providing an additional 216 square feet of interior floor area for drive through window operations and to revise the elevations and signage to more closely resemble the corporate model of the Panera franchise. The rear parking lot is proposed to be reconfigured to accommodate the drive through while maintaining adequate parking facilities. Pedestrian routes have been introduced to assist patrons that utilize the rear lot to navigate through and around the vehicular movement.

The submittal for the Panera Bread Café is designed to complement the theme and colors and materials utilized by adjacent businesses.

HISTORY:

- The subject parcel was annexed into the City on June 12, 1980 by the Mayor and City Council.
- The PAD for Surprise Center was approved by the Mayor and City Council on January 11, 2007.
- The site plan for the Paradise Cafe was approved by the Planning and Zoning Commission on September 20, 2005.
- The applicant met with staff for a Concept Review Meeting on December 17, 2015. Case number CR15-497
- The applicant submitted for a Site Plan on February 9, 2016. Case FS16-102.

SUMMARY:

Staff believes the proposed Amended Site Plan will provide the mechanism needed to allow the owner to redesign the current Paradise Bakery Restaurant into a Panera Bread Restaurant facility with drive through sales functionality.

FINDINGS:

- The proposed Site Plan demonstrates compliance with the existing PAD.
- The reviewing agencies have indicated no objections to the request.

STAFF RECOMMENDATION:

Staff recommends the Commission **approve** the Site Plan for Panera Bread restaurant located within the Surprise Center PAD zoning district as presented.

ATTACHMENTS:

01 – Vicinity Maps
02 – Site Plan
03 – Elevations
04 – Landscape Plan

PANERA VICINITY MAP

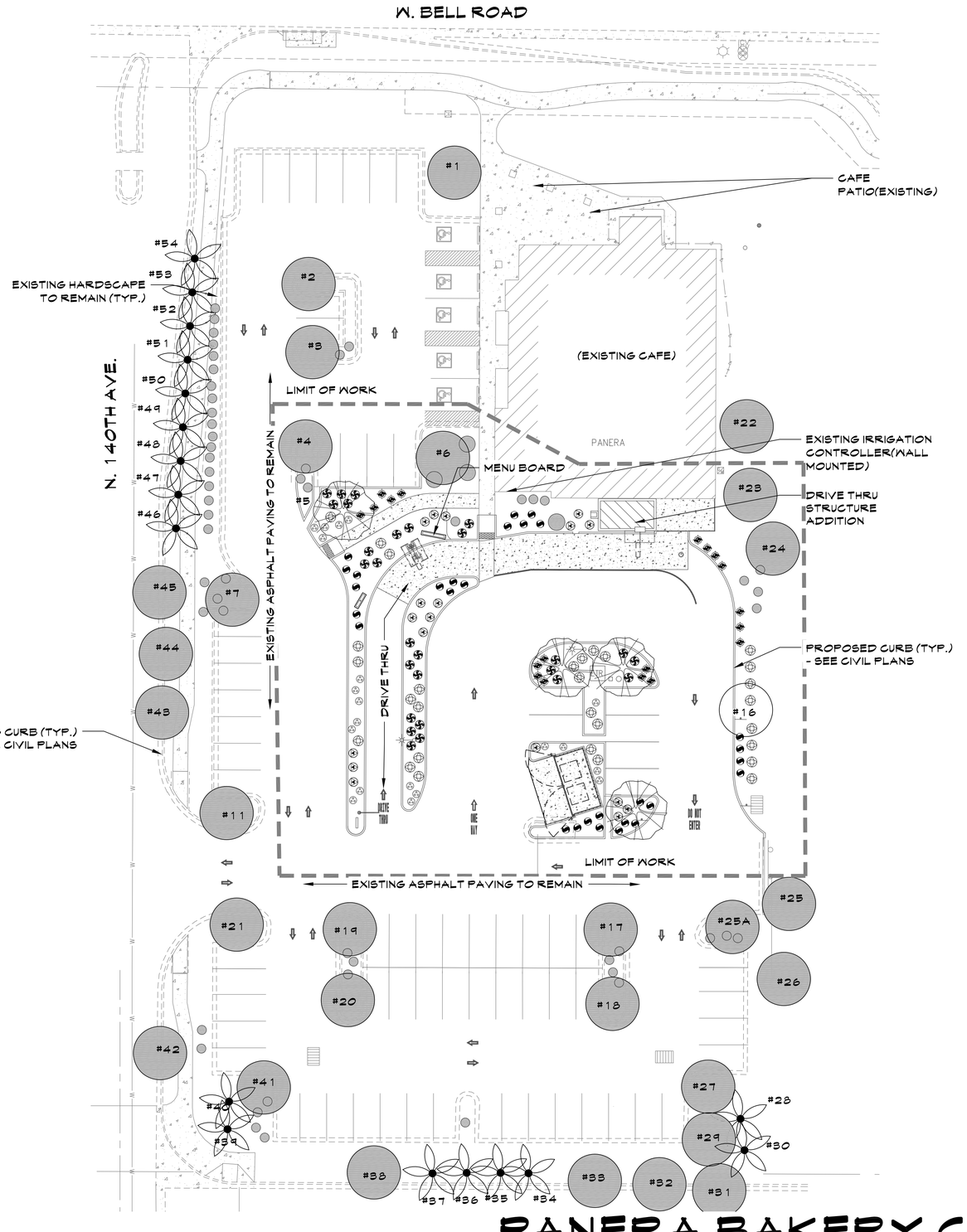
SURPRISE
ARIZONA

PANERA VICINITY MAP

SURPRISE
ARIZONA

PANERA EXISTING CONDITIONS

SURPRISE
ARIZONA



PLANT LEGEND

SYMBOL	BOTANICAL NAME - COMMON NAME	QTY.	SIZE	COMMENTS
TREES				
	PARKINSONIA HYBRID 'AZT' - 'AZT' THORNLESS PALO VERDE	4	24" BOX	STANDARD
SHRUBS				
	RUELLIA BRITTONIA - KATIE RUELLIA	20	5 GAL.	CAN FULL
	EREMOPHILA GLABRA - 'WINTER BLAZE' EMU	29	5 GAL.	CAN FULL
ACCENTS				
	HESPERALOE PARVIFLORA 'PERPA' - RED YUCCA 'BRAKE LIGHTS'	27	5 GAL.	CAN FULL
	MUHLENBERGIA RIGIDA 'NASHVILLE' - NASHVILLE MUHLY GRASS	18	5 GAL.	CAN FULL
GROUND COVERS				
	LANTANA MONTEVIDENSIS - TRAILING YELLOW LANTANA	19	5 GAL.	CAN FULL
	LANTANA MONTEVIDENSIS - TRAILING PURPLE LANTANA	27	5 GAL.	CAN FULL
EXISTING PLANT MATERIAL				
#	SALVAGED TREE (REFER TO INV. PLAN)			
#	EXISTING TREE TO REMAIN IN PLACE			
	EXISTING SHRUBS TO REMAIN IN PLACE			
	DECOMPOSED GRANITE - 2" DEPTH MIN. GRANITE TO MATCH EXISTING GRANITE ON SITE. CONTRACTOR TO FIELD VERIFY PRIOR TO INSTALL.	FIELD VERIFY QTY. AND TOP DRESS WHERE NEEDED		

NOTES:

1. DUE TO PLANT MATERIAL AVAILABILITY, SUBSTITUTIONS FOR PLANT MATERIAL LISTED ABOVE MAY BE USED. ANY ALTERNATES OR SUBSTITUTIONS MUST BE ON THE ADWR LOW WATER USE PLANT LIST, AND CONFORM TO UTILITY EASEMENT APPROVED PLANT LISTS.

2. SUB-SPECIES OR HYBRIDS OF PLANT MATERIAL LISTED ABOVE MAY BE USED AS ALTERNATES/SUBSTITUTIONS.

3. ADDITIONAL PLANT MATERIAL MAY BE ADDED TO THE LIST ABOVE DUE TO UTILITY COMPANY OR H.O.A. REQUESTS AND/OR PLANTING RESTRICTIONS WITHIN UTILITY EASEMENTS.

4. NO TREES TO BE LOCATED WITHIN THE P.U.E. OR ANY OTHER NOTED EASEMENTS.

5. ALL IRRIGATION PIPING AND EQUIPMENT SHALL BE INSTALLED IN PURPLE PIPE.

The McGough Group

Registered Landscape Architect
CERTIFICATE NO.
27930
TIMOTHY J. MCGOUGH
4-18-2016
Date
Expires: 6-30-2018

PANERA BAKERY CAFE

PRELIMINARY LANDSCAPE PLAN

SURPRISE, ARIZONA

APRIL 18TH, 2016

SCALE: 1"=20'-0"

0' 10' 20' 40' 60'

NORTH

First Program Year CAPER

The CPMP First Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

The grantee must submit an updated Financial Summary Report (PR26).

GENERAL

Executive Summary

This module is optional but encouraged. If you choose to complete it, provide a brief overview that includes major initiatives and highlights that were proposed and executed throughout the first year.

Program Year 1 CAPER Executive Summary response:

The Consolidated Annual Performance and Evaluation Report (CAPER) discusses the City of Surprise's development objectives and how the City of Surprise has been able to successfully implement programs and projects to address those objectives during the 2015 -2016 program year.

The City of Surprise was awarded $551,309 in Community Development Block Grant (CDBG) funds to allocate to projects for the PY2015 -2016 (July 1, 2015 – June 30, 2016). This is the first year of the current Consolidated Plan demonstrating the implementation methods used for the funding the City received directly from HUD. The CDBG program was designed to primarily assist low-and moderate income individuals by providing affordable housing, by revitalizing neighborhoods, and by creating employment opportunities through economic development.

At the beginning of each fiscal year (FY) the City prepares an Annual Action Plan that informs HUD and citizens what goals and objectives the City intends to meet with CDBG and other funds during that upcoming year. At the end of the fiscal year, the City prepares a Consolidated Annual Performance Evaluation Report (CAPER) to illustrate the actual accomplishments achieved during that year. The CAPER allows HUD, local officials and citizens to assess the use of available resources and to assess the efforts made to achieve the goals and objectives identified in the City's Consolidated Plan and Annual Action Plan.

The City of Surprise also receives HOME funds as part of the Maricopa HOME Consortium. Members of the Consortium include Maricopa County, Avondale, Glendale, Tempe, Scottsdale, Chandler, Gilbert, and Peoria.

Maricopa County Community Development serves as the lead agency for the Consortium that reports on HOME.
See Consortium CAPER for HOME funds.

It is required that this report be available for review for a minimum of 15 days. The review period was August 22, 2016 – September 9, 2016. The CAPER will be submitted to HUD following this review period and acceptance by the City's Planning and Zoning Commission.

Public services and public facilities were identified again as the City of Surprise's highest priority in the Annual Action Plan developed for PY2015 – 2016. Therefore the projects selected to receive PY2015 -2016 were public services, street improvements and public facilities.

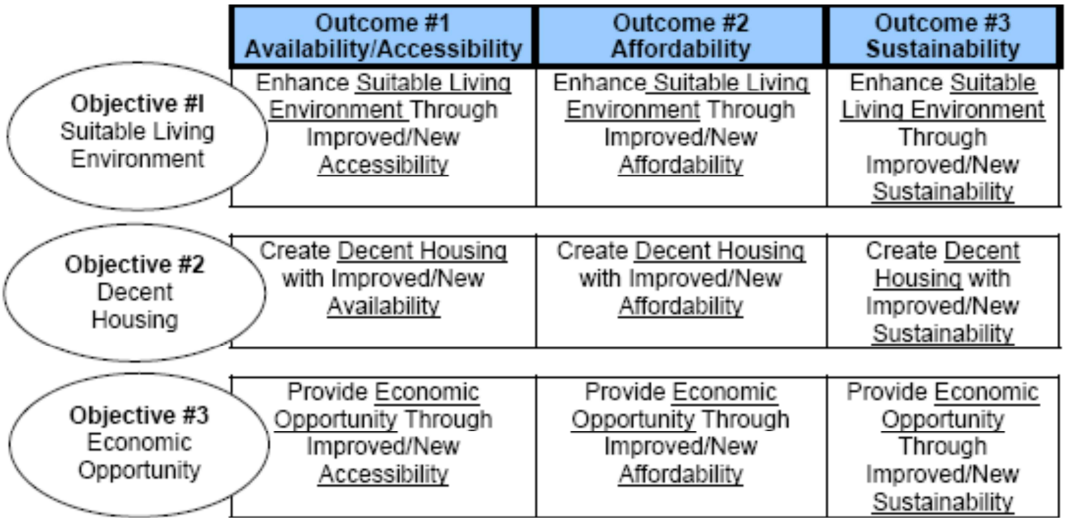
The original goals in the Consolidated Plan were to develop viable communities by providing decent housing and a suitable living environment, and to expand economic opportunities principally for low and moderate income persons. Each year, funds are set aside to meet program goals outlined in the Consolidated Plan. Public services and infrastructure improvements were identified as the goals for year one.

General Questions

1. Assessment of the one-year goals and objectives:
   a. Describe the accomplishments in attaining the goals and objectives for the reporting period.
   b. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.
   c. If applicable, explain why progress was not made towards meeting the goals and objectives.

Performance for this grant is tracked against three national objectives.
This performance measurement system allows the federal government to measure the impact of HUD grants on communities. Below is the chart that illustrates the framework of the performance measurements.

The Performance Measurements System has three overarching objectives. (1) Creating Suitable Living Environments, (2) Providing Decent Affordable Housing, and (3) Creating Economic Opportunities. There are also three outcomes under each objective: (1) Availability / Accessibility, (2) Affordability, and (3) Sustainability. Thus, the three objectives, each having three possible outcomes, will produce nine outcomes/objective statements in HUD Integrated Disbursement and Information System (IDIS) by entering data in the form of output indicators. The below chart illustrates the Outcome framework making links between Objectives, Outcomes and the 9 Outcomes Statements.



	Outcome #1 Availability/Accessibility	Outcome #2 Affordability	Outcome #3 Sustainability
Objective #I Suitable Living Environment	Enhance Suitable Living Environment Through Improved/New Accessibility	Enhance Suitable Living Environment Through Improved/New Affordability	Enhance Suitable Living Environment Through Improved/New Sustainability
Objective #2 Decent Housing	Create Decent Housing with Improved/New Availability	Create Decent Housing with Improved/New Affordability	Create Decent Housing with Improved/New Sustainability
Objective #3 Economic Opportunity	Provide Economic Opportunity Through Improved/New Accessibility	Provide Economic Opportunity Through Improved/New Affordability	Provide Economic Opportunity Through Improved/New Sustainability

The activity selected for implementation in the fifth year Annual Action Plan was:

Project 1: – Emergency Housing Repair (minor)

The City allocated $255,468 to Emergency Housing Rehabilitation (in rollover funds). Under the program, repairs included plumbing, electrical, heating/cooling and accessibility modifications.

As of the end of PY 2015-2016, the city completed emergency minor rehabilitation on 27 owner-occupied homes.

Budgeted: $255,468.00
Expended: $177,545
Total Draw Amount: $ 177,545
Rollover to FY 16: $ 77,923

Project 2: Public Services

The Consolidated Plan 2015-2019 identified the need for a suitable living environment. Various city leaders, along with public input determined that the City of Surprise would invest up to 15% of its 2015-2016 CDBG award ($82,696) to area Non-Profit Organizations (NPOs) who have demonstrated leadership and consistency with their programmatic offerings through a City Council approved competitive application process.

Awardees for 2015-2016 included St. Mary's Food Bank ($11,480), Benevilla ($10,000), Central AZ Shelter Services (CASS $5,000), AZ Charter Academy ($12,539), Aid to Adoption for Special Kids (AASK $3,000), Tumbleweed ($8,200), Surprise Senior Center ($17,097) and Ability 360 ($15,580). Under their contract, St. Mary's Food Bank Alliance provided Emergency Food Boxes to income qualified Surprise residents, Benevilla provided adult and child day care, home delivered meals. CASS provided emergency shelter for Surprise residents; Arizona Charter Academy provided education and recreation programs; AASK provided aid for clients who adopt special

needs children; Tumbleweed provided outreach to homeless teens; Surprise Senior Center provided administrative cost for senior center employees and Ability 360 provided handicap modifications.

Budgeted: $82,696
Expended: $59,401
Total Draw Amount: $59,401
Contract Balance Remaining: $23,295

The balance amount reflects encumbered funds for current contracts.

Project 3: – Senior Center Parking Lot Improvement

The City allocated $94,353 to the Senior Center Parking lot. The improvements included reconstruction of the pavement, redesign of parking spaces to add more handicap accessible parking and a retention basin for potential flooding. The project was completed in May 2016.

Budgeted: $97,893 (including engineering costs)
Expended: $97,893
Total Draw Amount: $97,893 (including engineering costs)

Project 4: – Street Improvements – Surprise Heritage District

The City allocated $143,998 to street improvement project. The project included reconstruction of street pavement, new handicap curbs and repair of sidewalks in the Surprise Heritage District (previously known as the Original Town Site). This street project was the last of 3 streets (Jerry, Desert Sage and Sunny Lane) identified in Year 5 of the 2010-2014 Consolidated Plan. This project was completed in March 2016.

Budgeted: $496,702
Expended: $496,702
Total Draw Amount: $496,702 (Included engineering costs. Funding includes rollover amounts from FY 14 and FY 15)

2. Describe the manner in which the recipient would change its program as a result of its experiences.

Projects are reviewed each year by the Planning and Zoning Commission then recommended to the City Council for approval. Priorities are reviewed to make adjustments in programs and projects that are necessary for meeting the established goals in the Consolidated Plan. If adjustments need to be made we can address it at this level. If during the program year a priority need becomes higher than previously established it can be amended in the Consolidated Plan and can be implemented in the Annual Action Plan.

Since the creation of the Consolidated Plan and the First Year Action Plan the City has learned a lot about HUD regulations and the CDBG programming. Training has been a key element of our success with implementing the CDBG program.

3. Affirmatively Furthering Fair Housing:
   a. Provide a summary of impediments to fair housing choice.
   b. Identify actions taken to overcome effects of impediments identified.

Fair Housing is a concern to the City of Surprise. The Analysis of Impediments (AI) to Fair Housing was completed in May 2012 with general funds. The analysis identified barriers to fair housing choice, to prevent and address discriminatory housing practices based on race, color, national origin, sex, religion, disability and familial status. The City of Surprise is implementing a plan to address impediments found in the study.

Presented below is a chart of a brief description of actions from the A.I. concerns.

IMPEDIMENT TO BE ADDRESSED	GOAL	STRATEGY TO MEET THE GOAL	RESPONSIBLE ENTITIES ASSIGNED TO MEET GOALS	PROPOSED INVESTMENT	PERFORMANCE MEASURE
Lack of Fair Housing Awareness; and limited role of Fair Housing Officer	Expanded role of Fair Housing Coordinator (FHC)	FHC to be consistently available to address fair housing issues. Become a participant in the Southwest Fair Housing Council Utilize existing institutional structure to disseminate fair housing education opportunities and assist with fair housing complaint referrals.	Fair Housing Coordinator, 2014 Fair Housing Coordinator	Staff time Staff time Staff time	*Proclaim Fair Housing month.* *Fair Housing training for city staff, real estate professionals and residents.* Survey agencies/organizations on a quarterly basis for status of complaint referrals. Snapshot of classified case results
Limited public transportation limiting housing choices.	Improve/ Expand transit routes and hours of operation.	Collaborate/ cooperate with regional transit authorities to improve and expand routes/hrs.	Community Development, 2015-2019	Staff time Indirect, in that funding would actually come from other sources	Offer transportation services that are accessible, lead to livable communities and improve quality of life.
Address accessible housing needs	Information packets regarding ADA requirements.	Incorporate ADA requirements in the development review and permitting process. Disability Advisory Committee (DAC) - conduct comprehensive review of the ADA accessible housing unit levels of supply/demand. Modify the Fair Housing page on the City website to access directly HUD and the Attorney General's fair housing website	Fair Housing Coordinator Staff time DAC FHC and web master	$500 Staff time Staff time	Information packets/city website – post requirements. Data to support the development and/or retrofitting of additional ADA accessible units. Encourage commission to assist the city's fair housing efforts. New information available.

The City continues to engage in activities which will help overcome the effects of the listed impediments.

4. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.

City programs help remove obstacles in meeting the needs of the underserved residents. We try to utilize as many resources and funding sources as possible for example the federal stimulus funding and Maricopa County HOME program.

Another obstacle present in meeting the needs of the underserved listed within the Action Plan is the lack of private financial resources for housing rehabilitation and homebuyer assistance. The City continues to research and identify available resources as lack of funding is a continued issue. The City will continue utilizing HOME funds for homeowner assistance activities.

5. Leveraging Resources
   a. Identify progress in obtaining "other" public and private resources to address needs.
   b. How Federal resources from HUD leveraged other public and private resources.
   c. How matching requirements were satisfied.

There are no match requirements applied to CDBG funds. However, the City of Surprise makes every effort to ensure that funds are being used efficiently and assure leveraging of resources whenever possible.

See Maricopa County Consortium CAPER for HOME match funds. The city applies 25% eligible match for every dollar spent.

Managing the Process

1. Describe actions taken during the last year to ensure compliance with program and comprehensive planning requirements.

Program Year 1 CAPER Managing the Process response:

To date all activities are within acceptable limits for timeliness.
Over the past year, the CDBG Grants Coordinator has corresponded with representatives of the project to ensure compliance. The project coordinator is required to submit monthly progress reports that are reviewed to certify that projects are moving forward. These reports are also completed as an effort to communicate any current obstacles or predict any future obstacles. These reports have proven to be very effective in ensuring that goals outlined in the Annual Action Plan are met.

Overall the City has been pleased with the progress of CDBG funded programs and the ability to meet the anticipated goals. The goals accomplished directly address the needs and objectives in the Consolidated Plan and Action Plan. The emergency housing rehabilitation program

continues to assist income qualified residents at a continuous pace, and the City feels that all timelines for this program have been met.

This is the Surprise's tenth year as an entitlement community under the Community Development Block Grant (CDBG) program. At the same time, the City of Surprise had become eligible to receive a direct allocation of HOME funds under an intergovernmental agreement with Maricopa County and other valley cities that surround Phoenix. Maricopa County Community Development serves as the lead agency for the Maricopa HOME Consortium.

Citizen Participation

1. Provide a summary of citizen comments.

2. In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.

Program Year 1 CAPER Citizen Participation response:

An integral component of the development of the Consolidated Annual Performance and Evaluation Report (CAPER) is providing citizens with an opportunity to review and comment on the CAPER. A public notice announcing the public review and comment period for the CAPER was published in the Daily News Sun the week of August 22, 2016.

Listed below is the Public Notice that was run in the local newspaper and was made available on the website for public review of the CAPER.

<u>Public Notice and Opportunity to Comment on 2015 – 2016 CAPER</u>

The draft of the 2015 – 2016 First Program Year Consolidated Annual Performance and Evaluation Report (CAPER) will be released for a 15 day public comment period from August 22 to September 9, 2016.

The CAPER serves as an annual report outlining the year's accomplishments for the City of Surprise, the Community Development Block Grant Program (CDBG) which is funded by the U.S. Department of Housing and Urban Development (HUD). This report covers the period from July 1, 2015 – June 30, 2016 in which the City of Surprise received $551,309 in CDBG funds to carry out the goals and objectives as set forth in the Consolidated Plan and Annual Action Plan.

Public Comments – *No comments received as of yet.*

Draft copies of the proposed FY 2015 – 2016 CAPER will be available for review from August 22, 2016 to September 9, 2016 at the following city locations (City department office hours are 8:00 A.M. to 5:00P.M., Monday through Friday)

Community Senior Center 15832 N Hollyhock Street, Surprise, AZ 85374
Surprise City Hall 16000 N Civic Center Plaza, Surprise, AZ 85374
Library 15844 N Hollyhock Street, Surprise, AZ 85374
(Library hours are 1:00 P.M. – 5:00 P.M. Tuesday and Thursday)
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The following reports are herein included by reference and are electronically available to the Department of Housing and Urban Development through IDIS, HUD's Integrated Disbursement and Information System.

Summary of Accomplishments Report (CO4PR23)
1. **Consolidated Annual Performance and Evaluation Report (CO4PRO6)**
2. **Status of HOME Grants (CO4PR27)N/A**
3. **Status of HOME Activities (CO4PR22) N/A**
4. **Status of CHDO Funds (CO4PR25) N/A**
5. **CDBG Financial Summary Report**
6. **CDBG Summary of Activities (CO4PR03)**
7. **CDBG Rehabilitation Activities (CO4PR10) N/A**
8. **ESG Program for Grantee Statistics (CO4PR19) N/A**
9. **ESG Activity Summary Report (CO4PR20) N/A**
10. **ESG Financial Summary (CO4PR12) N/A**
11. **HOPWA Reporting (Not Applicable)**
12. **Federal Entitlement Grant Funding (CO4PR01)**
13. **List of Activities (COPR02)**
14. **Grantee Summary Activity Report (CO4PR08)**
15. **Drawdown Voucher Report (CO4PR07)**

Comments regarding the 2015 – 2016 First Program Year CAPER were directed to Alicia Rubio, Neighborhood Services Coordinator, City of Surprise, Human Service and Community Vitality Department - Neighborhood Services Division, Alicia Rubio at 623.222.3240 or TDD 623.222.1002 for submittal procedure.

Written comments must have been received by the City of Surprise, Human Service and Community Vitality Department no later than 4pm, on September 9, 2016. At the close of the 15 day comment period, no comments were received *(pending).* Had any comments been received, they would have been reviewed and summarized in the final CAPER before submittal to HUD.

Documents were available for review and could have been made available in alternate formats. Please call Alicia Rubio at 623.222.3240 or TDD 623.222.1002 forty-eight hours prior to make reasonable accommodations to have the CAPER in an alternate format upon request.

For additional information or to comment, contact Alicia Rubio at Human Service and Community Vitality Development - Neighborhood Services Division at 623.222.3240.

Mailing address
City of Surprise, Neighborhood Services Division, 16000 N Civic Center Plaza Surprise, AZ 85374

See attached for Map of CDBG Target area

Institutional Structure

1. Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination.

Program Year 1 CAPER Institutional Structure response:

Improve institutional structure and enhance coordination.
It is a priority with the City of Surprise to emphasize a team approach to problem solving and places a high priority on developing partnerships, especially in this fourth year of entitlement where the City of Surprise needs these partnerships for assistance in administering the grant.

As described in the Strategic Plan, the "institutional structure" is the overall community delivery system for dealing with housing and community development needs. This important step needs to continue from the first step on in order to maintain development of institutional structure. This was required to establish the City of Surprise as a direct administrator of CDBG funds. The duties included:

- **a. Staff training in**
  - **i. Environmental Review**
  - **ii. HUD's Integrated Disbursement and Information System (IDIS)**
  - **iii. Program compliance, particularly**
    1. **Procurement and**
    2. **Labor Standards**
  - **iv. Performance measurement**
  - **v. Fair housing planning and reporting**
  - **vi. The Consolidated Annual Performance and Evaluation Report (CAPER).**
- **b. Refinement of the process for the development of the Annual Action Plan:**
  - **i. The Community Development staff will develop an application process that mirrors the City's procurement process so that applications presented in the Citizens Participation Process will**
    1. **respond to identified needs**
    2. **be publicly evaluated in consideration of**
       - **a. eligibility**
       - **b. priority**

c. experience and
d. capacity, and
3. Be approved by City Council to implement the Annual Action Plan.
ii. The Surprise Planning and Zoning Commission will monitor the application process and advise the City Council on the allocation of HUD funds available.
c. Coordination among City departments in administration and delivery of funded activities including:
i. Procurement,
ii. Labor standards,
iii. Accounting,
iv. Drawdown, and
v. Single Audit.
d. Participation in the Maricopa HOME Consortium.
e. Formalizing the relationship between the Housing Authority of Maricopa County and the City.

This is an ongoing process and the City of Surprise would like to continue the growth.

Monitoring

1. Describe how and the frequency with which you monitored your activities.

The Grants Coordinator uses monthly progress updates submitted in house for the funded project to identify any problems or potential issues. Contact with each project manager also assists in ensuring that projects are progressing, following appropriate regulations and utilizing CDBG funds efficiently and effectively.

2. Describe the results of your monitoring including any improvements.

The City of Surprise has been monitored by the Consortium for HOME funds; a standard monitoring guide is followed. If any findings, concerns, or suggestions are identified, the City is diligent in eliminating issues that could impact the grant. Surprise continually seeks technical assistance to ensure a clean monitoring.

3. Self-Evaluation
   a. Describe the effect programs have in solving neighborhood and community problems.
   b. Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.
   c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.
   d. Indicate any activities falling behind schedule.
   e. Describe how activities and strategies made an impact on identified needs.
   f. Identify indicators that would best describe the results.
   g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.

h. Identify whether major goals are on target and discuss reasons for those that are not on target.
i. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.

Program Year 1 CAPER monitoring response:

Self-Evaluation:

The goal of the City of Surprise is to develop programs as identified in the Consolidated Plan. The Plan outlines the need to build viable communities by providing decent housing, a suitable living environment, and economic opportunities for low- and moderate – income individuals. See objectives and outcomes measurements.
The HOME program has helped improve the housing stock which in turn has assisted with revitalization within the Original Town site, aka *Surprise Heritage District.*

All of the funding has been spent in the target area where there is a majority of low and moderate income residents. Lack of funding has always had a negative impact but the City continues to use all resources available.

Our intent in these actions is to ensure that our project has access to resources and technical assistance in order to make a positive impact in our community and that the CDBG funding reaches its highest potential level.

Lead-based Paint

1. Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.

No Action taken on lead base paint- not applicable to infrastructure project

The U.S. Dept of Housing and Urban Development (HUD) has regulations to protect children from hazards of lead –based paint in federally funded projects. HUD continues to provide training for compliance with these regulations. Staff has attended training and is currently in compliance with these regulations. In addition, the City of Surprise continues to provide required notice and information to all program participants of the hazards posed by lead paint. All pre-1978 housing units are tested for lead content prior to any rehabilitation program assistance.

Lead-based Paint

a. Reduction of lead hazards in paint will be accomplished in one of two ways:
i. Houses built before 1978 that are being rehabilitated with CDBG or HOME assistance will be tested for lead in painted surfaces prior to rehabilitation. If lead is present, the lead will be abated through removal or encapsulation as part of the rehabilitation contract.

ii. **Rental units built before 1978 that are being assisted with Housing Choice Vouchers will be inspected by the Housing Authority of Maricopa County for chipped or peeling paint prior to assisted occupancy.**
iii. **Public Housing units owned by the Housing Authority of Maricopa County have already been abated and were re-verified as lead-free in 2001.**

b. Actual numbers of units that had an impact during the year will remain at 0.

HOUSING

Housing Needs

*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe Actions taken during the last year to foster and maintain affordable housing.

Program Year 1 CAPER Housing Needs response:
See Consortium HOME CAPER
CDBG project is emergency housing rehabilitation

Specific Housing Objectives

1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.

2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.

3. Describe efforts to address "worst-case" housing needs and housing needs of persons with disabilities.

Program Year 1 CAPER Specific Housing Objectives response:

Neighborhood Services has begun and completed reconstruction on 1 owner-occupied homes. We are in the process of reconstructing an additional home.

See Consortium HOME CAPER

Public Housing Strategy

1. Describe actions taken during the last year to improve public housing and resident initiatives.

Program Year 1 CAPER Public Housing Strategy response:

The Housing Authority of Maricopa County (HAMC) administers the public housing and Section 8 subsidized housing program within City of Surprise. Surprise's housing activities are planned and reported through the Maricopa Consortium Plan.

Barriers to Affordable Housing

1. Describe actions taken during the last year to eliminate barriers to affordable housing.

Program Year 1 CAPER Barriers to Affordable Housing response:

Barriers to Affordable Housing

1. **During this next year, the following actions contributed to the removal of barriers to affordable housing:**
    a. **Surprise has utilized CDBG funds and will continue to utilize the funds for Emergency Housing Rehabilitation.**
    b. **Surprise has dedicated resources to preservation and development:**
        i. **The City's allocation of HOME funds to major rehabilitation.**
        ii. **General revenues to minor rehabilitation.**
    c. **The Neighborhood Stabilization Program (NSP) funding assists in acquisition, rehabilitation, disposition, and homebuyer assistance to program eligible applicants**
    d. **Habitat for Humanity has completed over 48 homes within the target area. Surprise has considered land swap/donation as an option to add affordability to residential development.**

HOME

Assessment of Relationship of HOME Funds to Goals and Objectives

a. Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.

2. HOME Match Report
    a. Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.

3. HOME, MBE and WBE Report
    a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).

4. Assessments
    a. Detail results of on-site inspections of rental housing.
    b. Describe the HOME jurisdiction's affirmative marketing actions.

c. Describe outreach to minority and women owned businesses.

Program Year 1 CAPER HOME response:

HOME
This section is addressed in the Maricopa HOME Consortium Consolidated Plan 2015/2019. Maricopa County serves as the *Lead Agency* for the Maricopa HOME Consortium. The Consortium Consolidated Plan establishes the Strategy and Action Plan for housing activity for the Consortium and, most specifically, the use of HOME funding as the resources for the implementation of that Plan. As mentioned previously, that Consortium Consolidated Plan is incorporated by reference in this plan.
The policies of the Consortium regarding affirmative marketing, and outreach to minority and women's business enterprises were adopted with the Consolidated Plan. The Consortium has also adopted the Section 3 notice for all 2014 projects. Each member of the Consortium is monitored for compliance with the policies as a part of the peer review.

HOMELESS

Homeless Needs

*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Identify actions taken to address needs of homeless persons.

2. Identify actions to help homeless persons make the transition to permanent housing and independent living.

3. Identify new Federal resources obtained from Homeless SuperNOFA.

Program Year 1 CAPER Homeless Needs response:

Specific Homeless Prevention Elements
Surprise will continue participation in the MAG Continuum of Care Homeless Committee and in that participation addresses the needs of homelessness and chronic homelessness as noted in the Four-Year Strategic Plan. In addition, Surprise has funded emergency prevention of homelessness from its general fund. Funding allocations for the Year are described in the table below.

Specific Homeless Prevention Elements

1. Identify actions taken to prevent homelessness.

Program Year 1 CAPER Specific Homeless Prevention Elements response:

City of Surprise allocated 15% of its annual allocation to public service providers whose programs and activities are intended to primarily benefit

low to moderate income residents through local nonprofit organizations which is in accord to the regulations set by HUD. Organizations who were funded in PY 15-16 were CASS and Tumbleweed which assisted in steps to prevent homelessness.

Emergency Shelter Grants (ESG)

1. Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).
2. Assessment of Relationship of ESG Funds to Goals and Objectives
   a. Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.
   b. Detail how ESG projects are related to implementation of comprehensive homeless planning strategy, including the number and types of individuals and persons in households served with ESG funds.

3. Matching Resources
   a. Provide specific sources and amounts of new funding used to meet match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.

4. State Method of Distribution
   a. States must describe their method of distribution and how it rated and selected its local government agencies and private nonprofit organizations acting as subrecipients.

5. Activity and Beneficiary Data
   a. Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESGP expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.
   b. Homeless Discharge Coordination
      i. As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.
   c. Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.

Program Year 1 CAPER ESG response:

The City of Surprise receives no ESG funding.

COMMUNITY DEVELOPMENT

Community Development

*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Assessment of Relationship of CDBG Funds to Goals and Objectives
   a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.
   b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.
   c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.

2. Changes in Program Objectives
   a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.

3. Assessment of Efforts in Carrying Out Planned Actions
   a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.
   b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.
   c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.

4. For Funds Not Used for National Objectives
   a. Indicate how use of CDBG funds did not meet national objectives.
   b. Indicate how did not comply with overall benefit certification.

5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property
   a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.
   b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.
   c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.

6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons
   a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.
   b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.
   c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.

7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit
   a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.

8. Program income received
   a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.
   b. Detail the amount repaid on each float-funded activity.
   c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.
   d. Detail the amount of income received from the sale of property by parcel.

9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:
   a. The activity name and number as shown in IDIS;
   b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;
   c. The amount returned to line-of-credit or program account; and
   d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.

10. Loans and other receivables
   a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.
   b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.
   c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.
   d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.
   e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.

11. Lump sum agreements
   a. Provide the name of the financial institution.
   b. Provide the date the funds were deposited.
   c. Provide the date the use of funds commenced.
   d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.

12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year
   a. Identify the type of program and number of projects/units completed for each program.

b. Provide the total CDBG funds involved in the program.
c. Detail other public and private funds involved in the project.

13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies
    a. Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.

Program Year 1 CAPER Community Development response:

CDBG funds were allocated in the form of rollover funds in PY 15-16 for Emergency Housing Rehabilitation ($255,469). Under the program, repairs included plumbing, electrical, heating, cooling and accessibility modifications on owner occupied homes of income qualified individuals. A total of 27 projects were completed.

For the sixth year in a row, the Human Services and Community Vitality Department solicited proposals for the Public Service Grants. Applications were awarded for $82,696. Seven organizations were awarded after all grants were individually scored, gave presentations on their individual application in front of the Planning and Zoning Commission during a public hearing, after which awardees were recommended and approved by Council.

All project related documents that are submitted are consistent with the City of Surprise CDBG policies which also reflect the federal regulations and guidelines.
The City of Surprise uses the Consolidated Plan as a guide in implementing projects that utilize CDBG funding. There was no action or willful inaction to hinder the implementation of the Consolidated Plan.
No funds were used on projects that did not meet a national objective.
No projects involved acquisition, rehabilitation, or demolition of occupied real property.
No project involved economic development activities.
There were no low / mod limited clientele activities.
Program income was received from NSP funding in the program year. NSP program income received for 2015-2016 $119,732 during the program year.
No expenditures were made and subsequently deemed disallowable.
No loans were granted during this program year while completing the designated infrastructure projects.

No lump sum agreements were made during the program year.

There were 2 HOME housing rehabilitation projects; see Consortium CAPER.

The City of Surprise does not have a HUD approved neighborhood revitalization strategy. However the city does have a revitalization plan that is called the Heritage District

Antipoverty Strategy

1. Describe actions taken during the last year to reduce the number of persons living below the poverty level.

Program Year 1 CAPER Antipoverty Strategy response:

Antipoverty Strategy
All activities noted in the Strategic Plan to help people move out of poverty have been ongoing and has continued from year one. These include:

- **Title V employment program**
- **Maricopa County Workforce Connections which include employment workshops and career fairs**
- **Veteran Employment Assistance**
- **Financial Fitness**
- **Earned income tax credit counseling**

NON-HOMELESS SPECIAL NEEDS

Non-homeless Special Needs

*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).

Program Year 1 CAPER Non-homeless Special Needs response:

***None other than those listed in the Maricopa County HOME Consortium CAPER*.**

Specific HOPWA Objectives

*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives
   Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding. Grantees should demonstrate:
   a. That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan;
   b. That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income persons living with HIV/AIDS;
   c. That community partnerships between State and local governments and community-based non-profits are creating models and innovative strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families;
   d. That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies;

e. That community strategies produce and support actual units of housing for persons living with HIV/AIDS; and finally,
f. That community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.

2. This should be accomplished by providing an executive summary (1-5 pages) that includes:
   a. Grantee Narrative
      i. Grantee and Community Overview
         (1) A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services
         (2) How grant management oversight of project sponsor activities is conducted and how project sponsors are selected
         (3) A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS
         (4) A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body
         (5) What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as the value of services or materials provided by volunteers or by other individuals or organizations
         (6) Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance programs, or other efforts that assist persons living with HIV/AIDS and their families.

      ii. Project Accomplishment Overview
         (1) A brief summary of all housing activities broken down by three types: emergency or short-term rent, mortgage or utility payments to prevent homelessness; rental assistance; facility based housing, including development cost, operating cost for those facilities and community residences
         (2) The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds
         (3) A brief description of any unique supportive service or other service delivery models or efforts
         (4) Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.

      iii. Barriers or Trends Overview
         (1) Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement
         (2) Trends you expect your community to face in meeting the needs of persons with HIV/AIDS, and
         (3) Any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years
   b. Accomplishment Data

i. Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing (Table II-1 to be submitted with CAPER).
ii. Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions (Table II-2 to be submitted with CAPER).

Program Year 1 CAPER Specific HOPWA Objectives response:

The City of Surprise receives no HOPWA funding therefore this question is not applicable.

OTHER NARRATIVE

Include any CAPER information that was not covered by narratives in any other section.

Program Year 1 CAPER Other Narrative response: **None**

Robert Kuhfuss

From: Bob Patoni <BPatoni@azdot.gov>
Sent: Tuesday, May 10, 2016 2:45 PM
To: Heather Donaldson
Cc: Vanessa Nunez
Subject: FS16-221

RE: FS16-221
ONO Hawaiian BBQ
13864 W. Bell Road
Conditional Use Permit

Attention: Heather Donaldson

Thank you for the notice of conditional use permit for the above-referenced proposed development.
After review, we have determined that the proposed development will have no impact upon existing highway facilities.
Thank you for the opportunity to review and comment.

Bob Patoni, SR/WA
Right of Way Project Coordinator
205 S. 17th Ave. MD: 612E
Phoenix, AZ 85007
602-712-6126
WWW.AZDOT.GOV
ADOT
Intermodal Transportation

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DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

25 May 2016

Mr. James R. Mitchell
Director, Community Initiatives Team
56th Fighter Wing
14185 West Falcon Street
Luke AFB AZ 85309-1629

Ms. Heather Donaldson
Development Services Specialist
City of Surprise Planning Department
16000 N. Civic Center Plaza
Surprise AZ 85374

Re: FS16-221; Ono Hawaiian BBQ

Dear Ms. Donaldson

Thank you for the opportunity to comment on the Conditional Use Permit application for the Ono Hawaiian BBQ. The site is located 13864 W. Bell Road, in the West Point Towne Center. The request is to convert an existing bank into a sit down restaurant with a drive-thru feature. The site is approximately 1.5 miles outside the 1988 JLUS 65 Ldn, "high noise or accident potential zone" as defined by A.R.S. § 28-8461 and is within the "territory in the vicinity of a military airport" also defined by A.R.S. § 28-8461.

As described, this restaurant will not negatively impact Luke AFB's flying mission. Since the restaurant will be located inside the "territory in the vicinity of a military airport," it will be subjected to approximately 165 over flights per day, as low as 1,500 feet above the ground. We recommend you review the sound attenuation requirements found in A.R.S. § 28-8482. In addition, a strong notification program on the part of the applicant would be essential to inform potential tenants about Luke AFB operations.

If you have any questions, please contact my Community Planner, Ms. Barbara Plante at (623) 856-9981.

Sincerely

JAMES R. MITCHELL

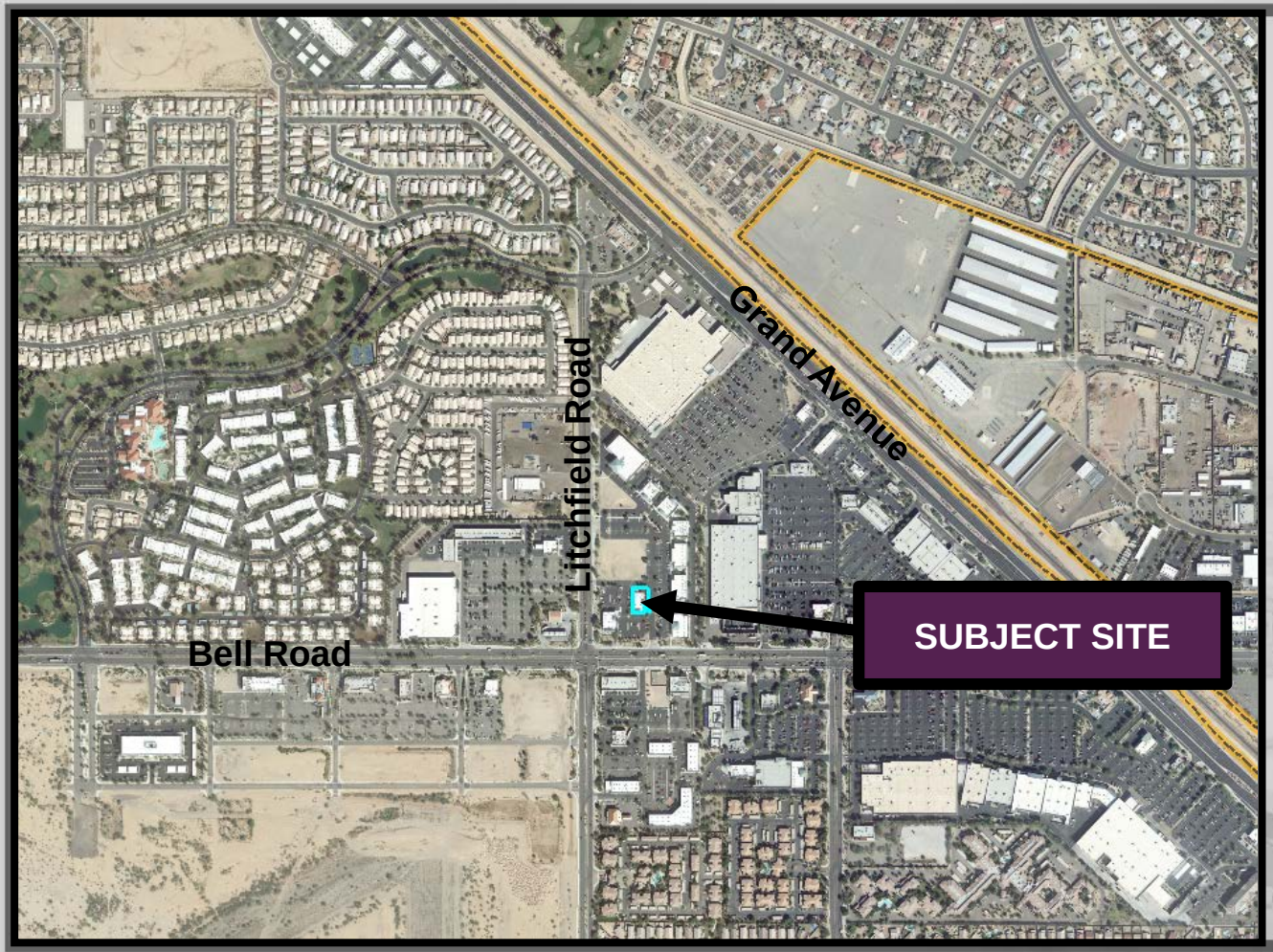
cc:
Colonel David G. Shoemaker, Vice Commander, 56th Fighter Wing
Ms. Cindy L. Calderon, GS-13, General and Environmental Law Attorney, 56th Fighter Wing

SURPRISE
ARIZONA

FS16-221
ONO HAWAIIAN BBQ
CONDITIONAL USE PERMIT

Planning and Zoning Commission

September 1, 2016

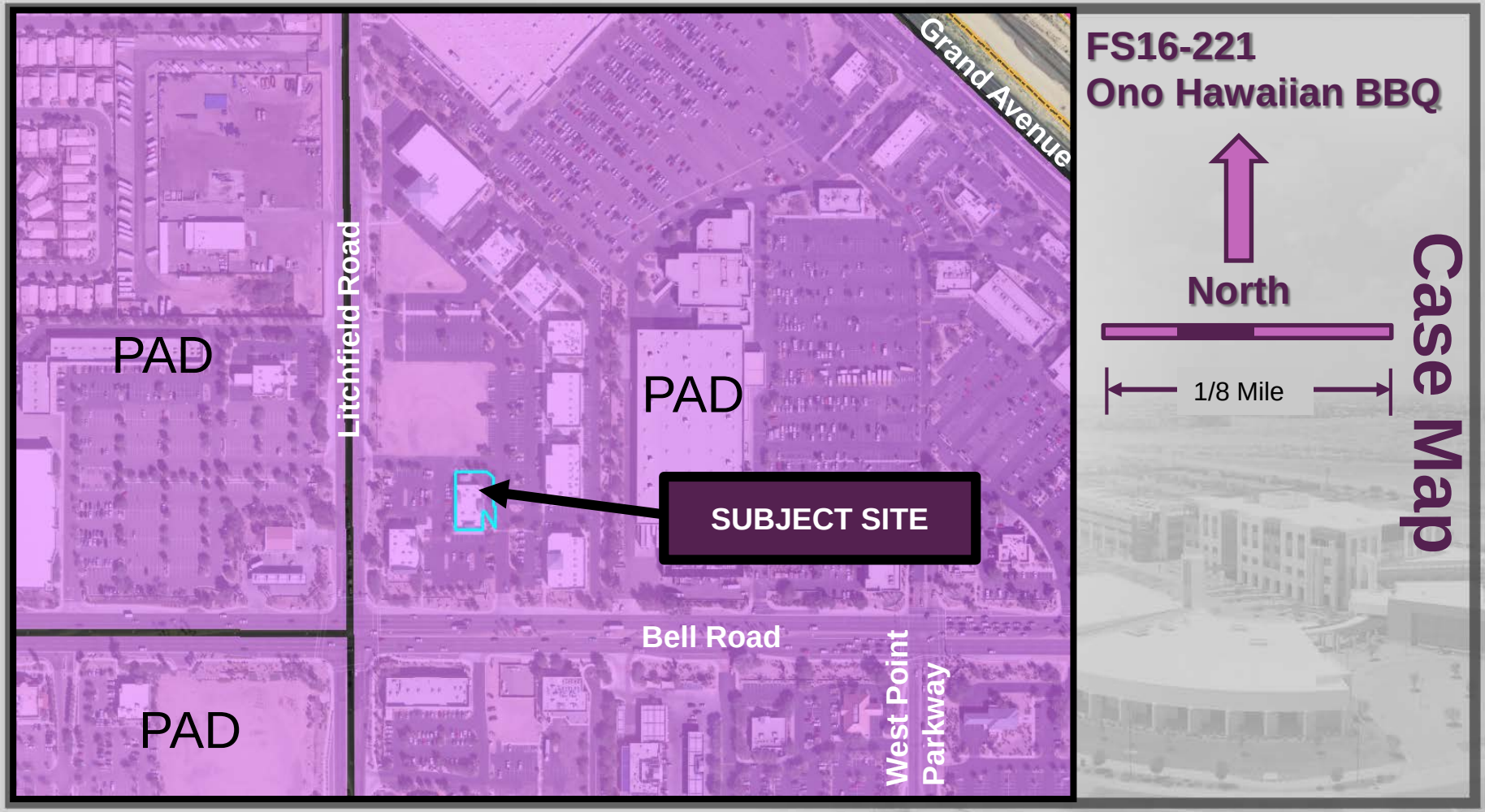


FS16-221
Ono Hawaiian BBQ

North

¼ Mile

Vicinity Map


FS16-221
Ono Hawaiian BBQ
North
1/8 Mile
Case Map
Grand Avenue
Litchfield Road
PAD
PAD
PAD
SUBJECT SITE
Bell Road
West Point Parkway

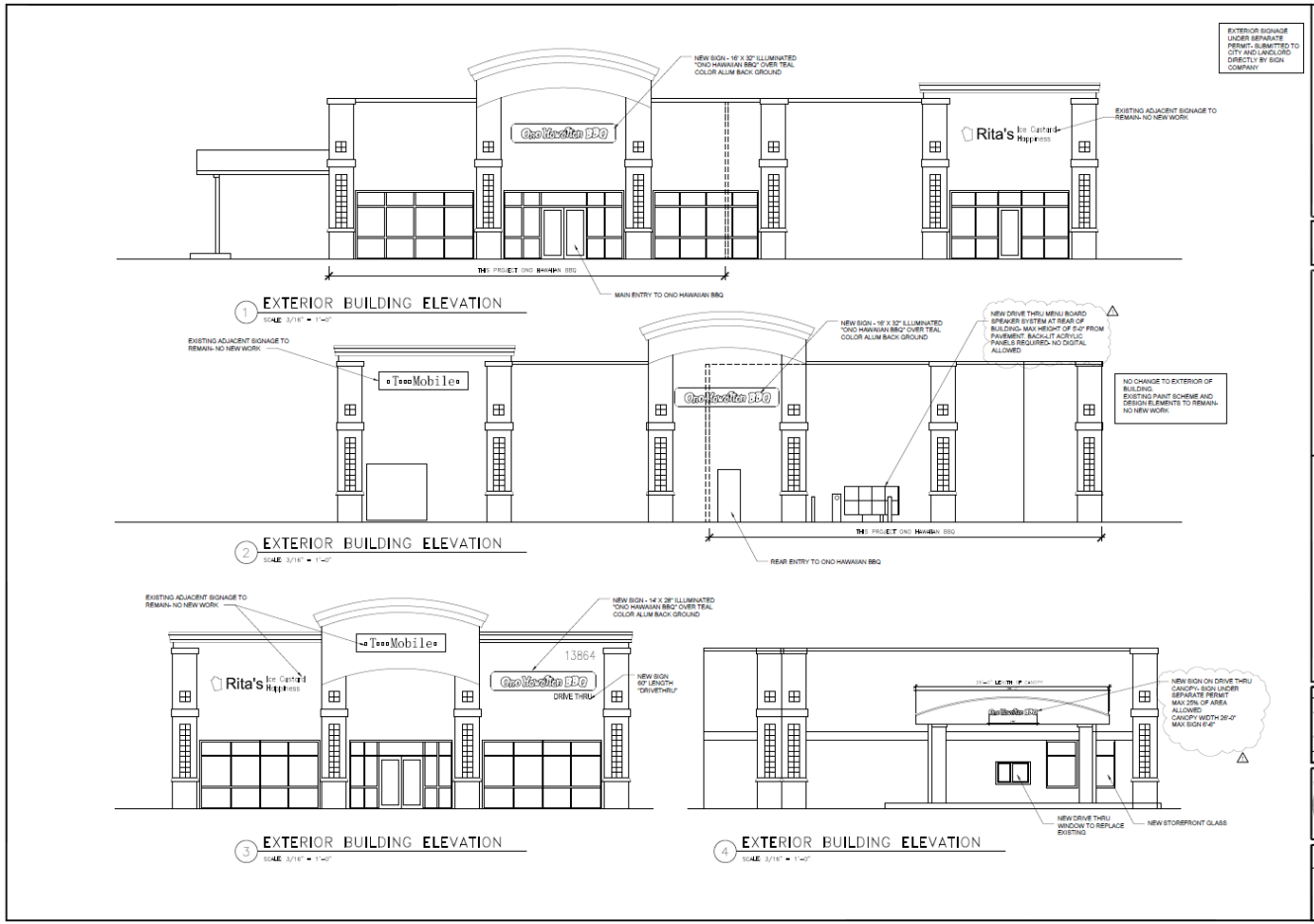
FS16-221
Ono Hawaiian BBQ

FS16-221
Ono Hawaiian BBQ

North

100’

FS16-221
Ono Hawaiian BBQ



FS16-221
Ono Hawaiian BBQ

West Elevation

FS16-221
Ono Hawaiian BBQ

East Elevation

FS16-221
Ono Hawaiian BBQ

South Elevation

FS16-221
Ono Hawaiian BBQ

North Elevation

SURPRISE
ARIZONA

QUESTIONS OR COMMENTS?

Thank You

CITY OF SURPRISE
Planning and Zoning Commission

September 1, 2016 @ 6:00:00 PM

Back Print

Board Meeting Date:	September 1, 2016	Contact Person:	Christina Ramirez, Human Service & Community Vitality
Submitting Department:	CD Boards and Commissions	District:	Citywide
Staff Recommendations:	Approve		

Consent	Regular	Public Hearing	x	Report/Discussion

Agenda Wording:

Consideration and action approving the Consolidated Annual Performance and Evaluation Report 2015-2016.

Motion:

I move to approve the Consolidated Annual Performance and Evaluation Report 2015-2016.

Background:

In accordance with federal regulations 24 CFR 91.515- Performance Reports, each jurisdiction that has an approved Consolidated Plan shall annually review and report, in a form described by HUD. The report measures the city's progress in reaching goals and objectives contained in the Consolidated Plan and Annual Action Plan. The period covered in the report is July 1, 2015 through June 30, 2016.

Financial Impact Statement:

There is no financial impact for this item. This is a review of current year expenditures as reported through the Federal Housing and Urban Development Integrated Disbursement and Information Systems.

ATTACHMENTS:

Click to download

- ☐ Staff Report
- ☐ CAPER 2015-16
- ☐ PRESENTATION

External Attachment Links:

Meeting Requirements:

Powerpoint x Video x White Board x Other x

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

Christina Ramirez, Neighborhood Services Supervisor

Date: September 1, 2016

To: Planning and Zoning Commission Members

From: Seth Dyson, Director
Christina Ramirez, Neighborhood Services Supervisor
Alicia Rubio, Program Coordinator

Re: Consolidated Annual Performance Evaluation Report (CAPER) 2015-2016

Introduction

Through contractual obligation as well as U.S. Department of Housing and Urban Development (HUD) regulation, the City of Surprise is required to submit the Consolidated Annual Performance and Evaluation Report (CAPER) by September 30th of each year for the preceding program year. This report outlines project/program activities funded by the Community Development Block Grant (CDBG) program for the grant year. The city is required to report on CDBG funding only and HOME funding is reported by the Maricopa County Consortium on the city's behalf.

Today's Public Hearing is aimed at opening a constructive discussion by the commission members, staff, and the residents of Surprise to enable the commission members to recommend submission of the CAPER 2015-16 to HUD. HUD requires that the CAPER be submitted by September 30, 2016 to enable the City of Surprise to continue receiving housing and community development funds in the future.

Background

In accordance with federal regulations 24 CFR 91.515- Performance Reports, each jurisdiction that has an approved Consolidated Plan shall annually review and report, in a form described by HUD. The report measures the city's progress in reaching goals and objectives contained in the Consolidated Plan and Annual Action Plan. The period covered in the report is July 1, 2015 through June 30, 2016.

The activities summarized in the report implement City Council approved projects and programs for Program Year 2015-16, for the provision of housing and community development services to the community. The report does not establish any new policy.

The City of Surprise received $551,309 in CDBG funding for the Program Year 2015-2016 from HUD.

The Human Service and Community Vitality Department (the Department) undertook an Emergency Housing Rehabilitation program for income qualified residents of Surprise living in owner occupied housing. The program continues to operate with roll over funding in the amount of $255,468. This funding helped 27 individual projects to be completed.

Additionally, the Division completed road reconstruction projects on Desert Sage, Sunny Lane, and Jerry Street within the Heritage District of Surprise. Lastly, reconstruction of the Senior Center parking lot was also completed, which allowed for greater accessibility to the center.

The Neighborhood Services Division also solicited applicants for Public Service Grants. Grantees applied for and were awarded $82,696 (cumulatively) of CDBG funding. Awardees include St. Mary's Food Bank Alliance ($11,480), ABILITY 360 ($15,580), Benevilla ($10,000), Central AZ Shelter Services (CASS) ($5,000), Aid to Adoption of Special Kids (AASK) ($3,000), Arizona Charter Academy (12,539), Tumbleweed ($8,200) and Surprise Senior Center (17,097) All projects are major funding priorities in Consolidated Plan 2015-19 and Annual Action Plan 2015-16 and are City Council approved awards.

The highlights of the report are as follows:

Emergency Housing Rehabilitation Program:

a. The City of Surprise Community and Human Service Department continues to offer Emergency Rehabilitation (rollover funding) on owner-occupied homes. Income qualified individuals are eligible on a first-come-first-served basis. CDBG funding is used for this program.
b. Repairs for the program include, but are not limited to accessibility, plumbing, heating, cooling and electrical.
c. 27 individual projects were completed during the 2015-2016 Program Year.
d. Program is ongoing.

Street Improvements:

a. Completed new street paving at Desert Sage, Sunny Lane and Jerry Street. Included ADA sidewalks and curbs. .

Senior Center Parking Lot Improvements:

b. Reconstruction of parking lot pavement. Reconfiguration of parking spaces and new flood retention basin

Public Service Grants:

a. The Community and Economic Development Department solicited proposals for Public Service Grants. Applications were awarded for $82,696.
b. Eight (8) organizations' applications were awarded after all grants were individually scored, gave presentations on their individual applications in front of the Planning and Zoning Commission which determined the awardees and recommended approval by City Council.

Administration:

a. 20% of the allotted CDBG funding is set aside for program administration.

The below table illustrates the current status of projects and funds expended during the 2015-16 program year:

Project	Funding Source	2015-16 Status	Funds Allotted	Funds Expended	Future Action
Emergency Housing Rehabilitation	CDBG	In Progress	$255,468 rollover	$177,545.	Emergency Repairs on Owner Occupied, Income Qualified, Homes in Surprise
Public Service Grants	CDBG	In Progress	$82,696 rollover $20,000	$ 59,401	Partnership with Funded Non-Profit Organizations for Specified Public Services
Street Improvements-Surprise Heritage District	CDBG	Completed	$143,998 rollover amount from FY 14 & FY15 $352,704	$496,702	None
Senior Center Parking Lot Improvements	CDBG	Completed	$94,353	$97,893	None
Administrative Allotment	CDBG	In Progress	$194,382-rollover $85,993	$102,044	None

Previous Actions

Projects reported on were approved by the Planning and Zoning Commission as well as the City Council through public meetings and public hearings held as part of the CDBG Annual Action Plan process. Funding of each project is determined by the procurement process, and subsequently approved by the City Council if necessary per city procurement guidelines.

Updated Actions

The City of Surprise views 2015-2016 program year as one of continued growth, progress, and significant investment in the future to create sustainable neighborhoods. A draft copy of the report was made available for public comment for 15 days as required per HUD regulation. Any comments received will be included in the final draft of the CAPER.

Future Actions

Submission to HUD by September 30, 2016.

Recommendations

Staff recommends approval of CAPER 2015-2016.

First Program Year CAPER

The CPMP First Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

The grantee must submit an updated Financial Summary Report (PR26).

GENERAL

Executive Summary

This module is optional but encouraged. If you choose to complete it, provide a brief overview that includes major initiatives and highlights that were proposed and executed throughout the first year.

Program Year 1 CAPER Executive Summary response:

The Consolidated Annual Performance and Evaluation Report (CAPER) discusses the City of Surprise's development objectives and how the City of Surprise has been able to successfully implement programs and projects to address those objectives during the 2015 -2016 program year.

The City of Surprise was awarded $551,309 in Community Development Block Grant (CDBG) funds to allocate to projects for the PY2015 -2016 (July 1, 2015 – June 30, 2016). This is the first year of the current Consolidated Plan demonstrating the implementation methods used for the funding the City received directly from HUD. The CDBG program was designed to primarily assist low-and moderate income individuals by providing affordable housing, by revitalizing neighborhoods, and by creating employment opportunities through economic development.

At the beginning of each fiscal year (FY) the City prepares an Annual Action Plan that informs HUD and citizens what goals and objectives the City intends to meet with CDBG and other funds during that upcoming year. At the end of the fiscal year, the City prepares a Consolidated Annual Performance Evaluation Report (CAPER) to illustrate the actual accomplishments achieved during that year. The CAPER allows HUD, local officials and citizens to assess the use of available resources and to assess the efforts made to achieve the goals and objectives identified in the City's Consolidated Plan and Annual Action Plan.

The City of Surprise also receives HOME funds as part of the Maricopa HOME Consortium. Members of the Consortium include Maricopa County, Avondale, Glendale, Tempe, Scottsdale, Chandler, Gilbert, and Peoria.

Maricopa County Community Development serves as the lead agency for the Consortium that reports on HOME.
See Consortium CAPER for HOME funds.

It is required that this report be available for review for a minimum of 15 days. The review period was August 22, 2016 – September 9, 2016. The CAPER will be submitted to HUD following this review period and acceptance by the City's Planning and Zoning Commission.

Public services and public facilities were identified again as the City of Surprise's highest priority in the Annual Action Plan developed for PY2015 – 2016. Therefore the projects selected to receive PY2015 -2016 were public services, street improvements and public facilities.

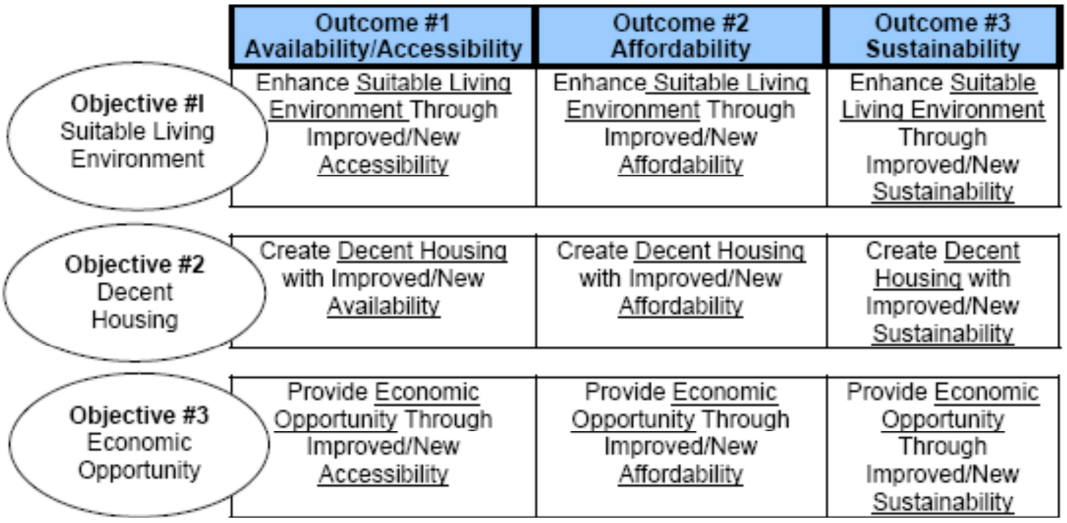
The original goals in the Consolidated Plan were to develop viable communities by providing decent housing and a suitable living environment, and to expand economic opportunities principally for low and moderate income persons. Each year, funds are set aside to meet program goals outlined in the Consolidated Plan. Public services and infrastructure improvements were identified as the goals for year one.

General Questions

1. Assessment of the one-year goals and objectives:
   a. Describe the accomplishments in attaining the goals and objectives for the reporting period.
   b. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.
   c. If applicable, explain why progress was not made towards meeting the goals and objectives.

Performance for this grant is tracked against three national objectives.
This performance measurement system allows the federal government to measure the impact of HUD grants on communities. Below is the chart that illustrates the framework of the performance measurements.

The Performance Measurements System has three overarching objectives. (1) Creating Suitable Living Environments, (2) Providing Decent Affordable Housing, and (3) Creating Economic Opportunities. There are also three outcomes under each objective: (1) Availability / Accessibility, (2) Affordability, and (3) Sustainability. Thus, the three objectives, each having three possible outcomes, will produce nine outcomes/objective statements in HUD Integrated Disbursement and Information System (IDIS) by entering data in the form of output indicators. The below chart illustrates the Outcome framework making links between Objectives, Outcomes and the 9 Outcomes Statements.



	Outcome #1 Availability/Accessibility	Outcome #2 Affordability	Outcome #3 Sustainability
Objective #I Suitable Living Environment	Enhance Suitable Living Environment Through Improved/New Accessibility	Enhance Suitable Living Environment Through Improved/New Affordability	Enhance Suitable Living Environment Through Improved/New Sustainability
Objective #2 Decent Housing	Create Decent Housing with Improved/New Availability	Create Decent Housing with Improved/New Affordability	Create Decent Housing with Improved/New Sustainability
Objective #3 Economic Opportunity	Provide Economic Opportunity Through Improved/New Accessibility	Provide Economic Opportunity Through Improved/New Affordability	Provide Economic Opportunity Through Improved/New Sustainability

The activity selected for implementation in the fifth year Annual Action Plan was:

Project 1: – Emergency Housing Repair (minor)

The City allocated $255,468 to Emergency Housing Rehabilitation (in rollover funds). Under the program, repairs included plumbing, electrical, heating/cooling and accessibility modifications.

As of the end of PY 2015-2016, the city completed emergency minor rehabilitation on 27 owner-occupied homes.

Budgeted: $255,468.00
Expended: $177,545
Total Draw Amount: $ 177,545
Rollover to FY 16: $ 77,923

Project 2: Public Services

The Consolidated Plan 2015-2019 identified the need for a suitable living environment. Various city leaders, along with public input determined that the City of Surprise would invest up to 15% of its 2015-2016 CDBG award ($82,696) to area Non-Profit Organizations (NPOs) who have demonstrated leadership and consistency with their programmatic offerings through a City Council approved competitive application process.

Awardees for 2015-2016 included St. Mary's Food Bank ($11,480), Benevilla ($10,000), Central AZ Shelter Services (CASS $5,000), AZ Charter Academy ($12,539), Aid to Adoption for Special Kids (AASK $3,000), Tumbleweed ($8,200), Surprise Senior Center ($17,097) and Ability 360 ($15,580). Under their contract, St. Mary's Food Bank Alliance provided Emergency Food Boxes to income qualified Surprise residents, Benevilla provided adult and child day care, home delivered meals. CASS provided emergency shelter for Surprise residents; Arizona Charter Academy provided education and recreation programs; AASK provided aid for clients who adopt special

needs children; Tumbleweed provided outreach to homeless teens; Surprise Senior Center provided administrative cost for senior center employees and Ability 360 provided handicap modifications.

Budgeted: $82,696
Expended: $59,401
Total Draw Amount: $59,401
Contract Balance Remaining: $23,295

The balance amount reflects encumbered funds for current contracts.

Project 3: – Senior Center Parking Lot Improvement

The City allocated $94,353 to the Senior Center Parking lot. The improvements included reconstruction of the pavement, redesign of parking spaces to add more handicap accessible parking and a retention basin for potential flooding. The project was completed in May 2016.

Budgeted: $97,893 (including engineering costs)
Expended: $97,893
Total Draw Amount: $97,893 (including engineering costs)

Project 4: – Street Improvements – Surprise Heritage District

The City allocated $143,998 to street improvement project. The project included reconstruction of street pavement, new handicap curbs and repair of sidewalks in the Surprise Heritage District (previously known as the Original Town Site). This street project was the last of 3 streets (Jerry, Desert Sage and Sunny Lane) identified in Year 5 of the 2010-2014 Consolidated Plan. This project was completed in March 2016.

Budgeted: $496,702
Expended: $496,702
Total Draw Amount: $496,702 (Included engineering costs. Funding includes rollover amounts from FY 14 and FY 15)

2. Describe the manner in which the recipient would change its program as a result of its experiences.

Projects are reviewed each year by the Planning and Zoning Commission then recommended to the City Council for approval. Priorities are reviewed to make adjustments in programs and projects that are necessary for meeting the established goals in the Consolidated Plan. If adjustments need to be made we can address it at this level. If during the program year a priority need becomes higher than previously established it can be amended in the Consolidated Plan and can be implemented in the Annual Action Plan.

Since the creation of the Consolidated Plan and the First Year Action Plan the City has learned a lot about HUD regulations and the CDBG programming. Training has been a key element of our success with implementing the CDBG program.

3. Affirmatively Furthering Fair Housing:
   a. Provide a summary of impediments to fair housing choice.
   b. Identify actions taken to overcome effects of impediments identified.

Fair Housing is a concern to the City of Surprise. The Analysis of Impediments (AI) to Fair Housing was completed in May 2012 with general funds. The analysis identified barriers to fair housing choice, to prevent and address discriminatory housing practices based on race, color, national origin, sex, religion, disability and familial status. The City of Surprise is implementing a plan to address impediments found in the study.

Presented below is a chart of a brief description of actions from the A.I. concerns.

IMPEDIMENT TO BE ADDRESSED	GOAL	STRATEGY TO MEET THE GOAL	RESPONSIBLE ENTITIES ASSIGNED TO MEET GOALS	PROPOSED INVESTMENT	PERFORMANCE MEASURE
Lack of Fair Housing Awareness; and limited role of Fair Housing Officer	Expanded role of Fair Housing Coordinator (FHC)	FHC to be consistently available to address fair housing issues. Become a participant in the Southwest Fair Housing Council Utilize existing institutional structure to disseminate fair housing education opportunities and assist with fair housing complaint referrals.	Fair Housing Coordinator, 2014 Fair Housing Coordinator	Staff time Staff time Staff time	*Proclaim Fair Housing month.* *Fair Housing training for city staff, real estate professionals and residents.* Survey agencies/organizations on a quarterly basis for status of complaint referrals. Snapshot of classified case results
Limited public transportation limiting housing choices.	Improve/ Expand transit routes and hours of operation.	Collaborate/ cooperate with regional transit authorities to improve and expand routes/hrs.	Community Development, 2015-2019	Staff time Indirect, in that funding would actually come from other sources	Offer transportation services that are accessible, lead to livable communities and improve quality of life.
Address accessible housing needs	Information packets regarding ADA requirements.	Incorporate ADA requirements in the development review and permitting process. Disability Advisory Committee (DAC) - conduct comprehensive review of the ADA accessible housing unit levels of supply/demand. Modify the Fair Housing page on the City website to access directly HUD and the Attorney General's fair housing website	Fair Housing Coordinator Staff time DAC FHC and web master	$500 Staff time Staff time	Information packets/city website – post requirements. Data to support the development and/or retrofitting of additional ADA accessible units. Encourage commission to assist the city's fair housing efforts. New information available.

The City continues to engage in activities which will help overcome the effects of the listed impediments.

4. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.

City programs help remove obstacles in meeting the needs of the underserved residents. We try to utilize as many resources and funding sources as possible for example the federal stimulus funding and Maricopa County HOME program.

Another obstacle present in meeting the needs of the underserved listed within the Action Plan is the lack of private financial resources for housing rehabilitation and homebuyer assistance. The City continues to research and identify available resources as lack of funding is a continued issue. The City will continue utilizing HOME funds for homeowner assistance activities.

5. Leveraging Resources
   a. Identify progress in obtaining "other" public and private resources to address needs.
   b. How Federal resources from HUD leveraged other public and private resources.
   c. How matching requirements were satisfied.

There are no match requirements applied to CDBG funds. However, the City of Surprise makes every effort to ensure that funds are being used efficiently and assure leveraging of resources whenever possible.

See Maricopa County Consortium CAPER for HOME match funds. The city applies 25% eligible match for every dollar spent.

Managing the Process

1. Describe actions taken during the last year to ensure compliance with program and comprehensive planning requirements.

Program Year 1 CAPER Managing the Process response:

To date all activities are within acceptable limits for timeliness.
Over the past year, the CDBG Grants Coordinator has corresponded with representatives of the project to ensure compliance. The project coordinator is required to submit monthly progress reports that are reviewed to certify that projects are moving forward. These reports are also completed as an effort to communicate any current obstacles or predict any future obstacles. These reports have proven to be very effective in ensuring that goals outlined in the Annual Action Plan are met.

Overall the City has been pleased with the progress of CDBG funded programs and the ability to meet the anticipated goals. The goals accomplished directly address the needs and objectives in the Consolidated Plan and Action Plan. The emergency housing rehabilitation program

continues to assist income qualified residents at a continuous pace, and the City feels that all timelines for this program have been met.

This is the Surprise's tenth year as an entitlement community under the Community Development Block Grant (CDBG) program. At the same time, the City of Surprise had become eligible to receive a direct allocation of HOME funds under an intergovernmental agreement with Maricopa County and other valley cities that surround Phoenix. Maricopa County Community Development serves as the lead agency for the Maricopa HOME Consortium.

Citizen Participation

1. Provide a summary of citizen comments.

2. In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.

Program Year 1 CAPER Citizen Participation response:

An integral component of the development of the Consolidated Annual Performance and Evaluation Report (CAPER) is providing citizens with an opportunity to review and comment on the CAPER. A public notice announcing the public review and comment period for the CAPER was published in the Daily News Sun the week of August 22, 2016.

Listed below is the Public Notice that was run in the local newspaper and was made available on the website for public review of the CAPER.

<u>Public Notice and Opportunity to Comment on 2015 – 2016 CAPER</u>

The draft of the 2015 – 2016 First Program Year Consolidated Annual Performance and Evaluation Report (CAPER) will be released for a 15 day public comment period from August 22 to September 9, 2016.

The CAPER serves as an annual report outlining the year's accomplishments for the City of Surprise, the Community Development Block Grant Program (CDBG) which is funded by the U.S. Department of Housing and Urban Development (HUD). This report covers the period from July 1, 2015 – June 30, 2016 in which the City of Surprise received $551,309 in CDBG funds to carry out the goals and objectives as set forth in the Consolidated Plan and Annual Action Plan.

Public Comments – *No comments received as of yet.*

Draft copies of the proposed FY 2015 – 2016 CAPER will be available for review from August 22, 2016 to September 9, 2016 at the following city locations (City department office hours are 8:00 A.M. to 5:00P.M., Monday through Friday)

Community Senior Center 15832 N Hollyhock Street, Surprise, AZ 85374
Surprise City Hall 16000 N Civic Center Plaza, Surprise, AZ 85374
Library 15844 N Hollyhock Street, Surprise, AZ 85374
(Library hours are 1:00 P.M. – 5:00 P.M. Tuesday and Thursday)
Northwest Regional Library 16089 N. Bullard Ave, Surprise AZ 85374
(Library hours are 9:00 A.M. – 8:00 P.M. Monday – Thursday; Friday – Sunday 9 A.M. – 5 P.M.)

The following reports are herein included by reference and are electronically available to the Department of Housing and Urban Development through IDIS, HUD's Integrated Disbursement and Information System.

Summary of Accomplishments Report (CO4PR23)
1. **Consolidated Annual Performance and Evaluation Report (CO4PRO6)**
2. **Status of HOME Grants (CO4PR27)N/A**
3. **Status of HOME Activities (CO4PR22) N/A**
4. **Status of CHDO Funds (CO4PR25) N/A**
5. **CDBG Financial Summary Report**
6. **CDBG Summary of Activities (CO4PR03)**
7. **CDBG Rehabilitation Activities (CO4PR10) N/A**
8. **ESG Program for Grantee Statistics (CO4PR19) N/A**
9. **ESG Activity Summary Report (CO4PR20) N/A**
10. **ESG Financial Summary (CO4PR12) N/A**
11. **HOPWA Reporting (Not Applicable)**
12. **Federal Entitlement Grant Funding (CO4PR01)**
13. **List of Activities (COPR02)**
14. **Grantee Summary Activity Report (CO4PR08)**
15. **Drawdown Voucher Report (CO4PR07)**

Comments regarding the 2015 – 2016 First Program Year CAPER were directed to Alicia Rubio, Neighborhood Services Coordinator, City of Surprise, Human Service and Community Vitality Department - Neighborhood Services Division, Alicia Rubio at 623.222.3240 or TDD 623.222.1002 for submittal procedure.

Written comments must have been received by the City of Surprise, Human Service and Community Vitality Department no later than 4pm, on September 9, 2016. At the close of the 15 day comment period, no comments were received *(pending).* Had any comments been received, they would have been reviewed and summarized in the final CAPER before submittal to HUD.

Documents were available for review and could have been made available in alternate formats. Please call Alicia Rubio at 623.222.3240 or TDD 623.222.1002 forty-eight hours prior to make reasonable accommodations to have the CAPER in an alternate format upon request.

For additional information or to comment, contact Alicia Rubio at Human Service and Community Vitality Development - Neighborhood Services Division at 623.222.3240.

Mailing address
City of Surprise, Neighborhood Services Division, 16000 N Civic Center Plaza Surprise, AZ 85374

See attached for Map of CDBG Target area

Institutional Structure

1. Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination.

Program Year 1 CAPER Institutional Structure response:

Improve institutional structure and enhance coordination.
It is a priority with the City of Surprise to emphasize a team approach to problem solving and places a high priority on developing partnerships, especially in this fourth year of entitlement where the City of Surprise needs these partnerships for assistance in administering the grant.

As described in the Strategic Plan, the "institutional structure" is the overall community delivery system for dealing with housing and community development needs. This important step needs to continue from the first step on in order to maintain development of institutional structure. This was required to establish the City of Surprise as a direct administrator of CDBG funds. The duties included:

- **a. Staff training in**
  - **i. Environmental Review**
  - **ii. HUD's Integrated Disbursement and Information System (IDIS)**
  - **iii. Program compliance, particularly**
    1. **Procurement and**
    2. **Labor Standards**
  - **iv. Performance measurement**
  - **v. Fair housing planning and reporting**
  - **vi. The Consolidated Annual Performance and Evaluation Report (CAPER).**
- **b. Refinement of the process for the development of the Annual Action Plan:**
  - **i. The Community Development staff will develop an application process that mirrors the City's procurement process so that applications presented in the Citizens Participation Process will**
    1. **respond to identified needs**
    2. **be publicly evaluated in consideration of**
       - **a. eligibility**
       - **b. priority**

c. experience and
d. capacity, and
3. Be approved by City Council to implement the Annual Action Plan.
ii. The Surprise Planning and Zoning Commission will monitor the application process and advise the City Council on the allocation of HUD funds available.
c. Coordination among City departments in administration and delivery of funded activities including:
i. Procurement,
ii. Labor standards,
iii. Accounting,
iv. Drawdown, and
v. Single Audit.
d. Participation in the Maricopa HOME Consortium.
e. Formalizing the relationship between the Housing Authority of Maricopa County and the City.

This is an ongoing process and the City of Surprise would like to continue the growth.

Monitoring

1. Describe how and the frequency with which you monitored your activities.

The Grants Coordinator uses monthly progress updates submitted in house for the funded project to identify any problems or potential issues. Contact with each project manager also assists in ensuring that projects are progressing, following appropriate regulations and utilizing CDBG funds efficiently and effectively.

2. Describe the results of your monitoring including any improvements.

The City of Surprise has been monitored by the Consortium for HOME funds; a standard monitoring guide is followed. If any findings, concerns, or suggestions are identified, the City is diligent in eliminating issues that could impact the grant. Surprise continually seeks technical assistance to ensure a clean monitoring.

3. Self-Evaluation
   a. Describe the effect programs have in solving neighborhood and community problems.
   b. Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.
   c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.
   d. Indicate any activities falling behind schedule.
   e. Describe how activities and strategies made an impact on identified needs.
   f. Identify indicators that would best describe the results.
   g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.

h. Identify whether major goals are on target and discuss reasons for those that are not on target.
i. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.

Program Year 1 CAPER monitoring response:

Self-Evaluation:

The goal of the City of Surprise is to develop programs as identified in the Consolidated Plan. The Plan outlines the need to build viable communities by providing decent housing, a suitable living environment, and economic opportunities for low- and moderate – income individuals. See objectives and outcomes measurements.
The HOME program has helped improve the housing stock which in turn has assisted with revitalization within the Original Town site, aka *Surprise Heritage District.*

All of the funding has been spent in the target area where there is a majority of low and moderate income residents. Lack of funding has always had a negative impact but the City continues to use all resources available.

Our intent in these actions is to ensure that our project has access to resources and technical assistance in order to make a positive impact in our community and that the CDBG funding reaches its highest potential level.

Lead-based Paint

1. Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.

No Action taken on lead base paint- not applicable to infrastructure project

The U.S. Dept of Housing and Urban Development (HUD) has regulations to protect children from hazards of lead –based paint in federally funded projects. HUD continues to provide training for compliance with these regulations. Staff has attended training and is currently in compliance with these regulations. In addition, the City of Surprise continues to provide required notice and information to all program participants of the hazards posed by lead paint. All pre-1978 housing units are tested for lead content prior to any rehabilitation program assistance.

Lead-based Paint

a. Reduction of lead hazards in paint will be accomplished in one of two ways:
i. Houses built before 1978 that are being rehabilitated with CDBG or HOME assistance will be tested for lead in painted surfaces prior to rehabilitation. If lead is present, the lead will be abated through removal or encapsulation as part of the rehabilitation contract.

ii. **Rental units built before 1978 that are being assisted with Housing Choice Vouchers will be inspected by the Housing Authority of Maricopa County for chipped or peeling paint prior to assisted occupancy.**
iii. **Public Housing units owned by the Housing Authority of Maricopa County have already been abated and were re-verified as lead-free in 2001.**

b. Actual numbers of units that had an impact during the year will remain at 0.

HOUSING

Housing Needs

*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe Actions taken during the last year to foster and maintain affordable housing.

Program Year 1 CAPER Housing Needs response:
See Consortium HOME CAPER
CDBG project is emergency housing rehabilitation

Specific Housing Objectives

1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.

2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.

3. Describe efforts to address "worst-case" housing needs and housing needs of persons with disabilities.

Program Year 1 CAPER Specific Housing Objectives response:

Neighborhood Services has begun and completed reconstruction on 1 owner-occupied homes. We are in the process of reconstructing an additional home.

See Consortium HOME CAPER

Public Housing Strategy

1. Describe actions taken during the last year to improve public housing and resident initiatives.

Program Year 1 CAPER Public Housing Strategy response:

The Housing Authority of Maricopa County (HAMC) administers the public housing and Section 8 subsidized housing program within City of Surprise. Surprise's housing activities are planned and reported through the Maricopa Consortium Plan.

Barriers to Affordable Housing

1. Describe actions taken during the last year to eliminate barriers to affordable housing.

Program Year 1 CAPER Barriers to Affordable Housing response:

Barriers to Affordable Housing

1. **During this next year, the following actions contributed to the removal of barriers to affordable housing:**
    a. **Surprise has utilized CDBG funds and will continue to utilize the funds for Emergency Housing Rehabilitation.**
    b. **Surprise has dedicated resources to preservation and development:**
        i. **The City's allocation of HOME funds to major rehabilitation.**
        ii. **General revenues to minor rehabilitation.**
    c. **The Neighborhood Stabilization Program (NSP) funding assists in acquisition, rehabilitation, disposition, and homebuyer assistance to program eligible applicants**
    d. **Habitat for Humanity has completed over 48 homes within the target area. Surprise has considered land swap/donation as an option to add affordability to residential development.**

HOME

Assessment of Relationship of HOME Funds to Goals and Objectives

a. Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.

2. HOME Match Report
    a. Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.

3. HOME, MBE and WBE Report
    a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).

4. Assessments
    a. Detail results of on-site inspections of rental housing.
    b. Describe the HOME jurisdiction's affirmative marketing actions.

c. Describe outreach to minority and women owned businesses.

Program Year 1 CAPER HOME response:

HOME
This section is addressed in the Maricopa HOME Consortium Consolidated Plan 2015/2019. Maricopa County serves as the *Lead Agency* for the Maricopa HOME Consortium. The Consortium Consolidated Plan establishes the Strategy and Action Plan for housing activity for the Consortium and, most specifically, the use of HOME funding as the resources for the implementation of that Plan. As mentioned previously, that Consortium Consolidated Plan is incorporated by reference in this plan.
The policies of the Consortium regarding affirmative marketing, and outreach to minority and women's business enterprises were adopted with the Consolidated Plan. The Consortium has also adopted the Section 3 notice for all 2014 projects. Each member of the Consortium is monitored for compliance with the policies as a part of the peer review.

HOMELESS

Homeless Needs

*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Identify actions taken to address needs of homeless persons.

2. Identify actions to help homeless persons make the transition to permanent housing and independent living.

3. Identify new Federal resources obtained from Homeless SuperNOFA.

Program Year 1 CAPER Homeless Needs response:

Specific Homeless Prevention Elements
Surprise will continue participation in the MAG Continuum of Care Homeless Committee and in that participation addresses the needs of homelessness and chronic homelessness as noted in the Four-Year Strategic Plan. In addition, Surprise has funded emergency prevention of homelessness from its general fund. Funding allocations for the Year are described in the table below.

Specific Homeless Prevention Elements

1. Identify actions taken to prevent homelessness.

Program Year 1 CAPER Specific Homeless Prevention Elements response:

City of Surprise allocated 15% of its annual allocation to public service providers whose programs and activities are intended to primarily benefit

low to moderate income residents through local nonprofit organizations which is in accord to the regulations set by HUD. Organizations who were funded in PY 15-16 were CASS and Tumbleweed which assisted in steps to prevent homelessness.

Emergency Shelter Grants (ESG)

1. Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).
2. Assessment of Relationship of ESG Funds to Goals and Objectives
   a. Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.
   b. Detail how ESG projects are related to implementation of comprehensive homeless planning strategy, including the number and types of individuals and persons in households served with ESG funds.

3. Matching Resources
   a. Provide specific sources and amounts of new funding used to meet match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.

4. State Method of Distribution
   a. States must describe their method of distribution and how it rated and selected its local government agencies and private nonprofit organizations acting as subrecipients.

5. Activity and Beneficiary Data
   a. Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESGP expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.
   b. Homeless Discharge Coordination
      i. As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.
   c. Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.

Program Year 1 CAPER ESG response:

The City of Surprise receives no ESG funding.

COMMUNITY DEVELOPMENT

Community Development

*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Assessment of Relationship of CDBG Funds to Goals and Objectives
   a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.
   b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.
   c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.

2. Changes in Program Objectives
   a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.

3. Assessment of Efforts in Carrying Out Planned Actions
   a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.
   b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.
   c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.

4. For Funds Not Used for National Objectives
   a. Indicate how use of CDBG funds did not meet national objectives.
   b. Indicate how did not comply with overall benefit certification.

5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property
   a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.
   b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.
   c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.

6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons
   a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.
   b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.
   c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.

7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit
   a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.

8. Program income received
   a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.
   b. Detail the amount repaid on each float-funded activity.
   c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.
   d. Detail the amount of income received from the sale of property by parcel.

9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:
   a. The activity name and number as shown in IDIS;
   b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;
   c. The amount returned to line-of-credit or program account; and
   d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.

10. Loans and other receivables
   a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.
   b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.
   c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.
   d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.
   e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.

11. Lump sum agreements
   a. Provide the name of the financial institution.
   b. Provide the date the funds were deposited.
   c. Provide the date the use of funds commenced.
   d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.

12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year
   a. Identify the type of program and number of projects/units completed for each program.

b. Provide the total CDBG funds involved in the program.
c. Detail other public and private funds involved in the project.

13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies
    a. Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.

Program Year 1 CAPER Community Development response:

CDBG funds were allocated in the form of rollover funds in PY 15-16 for Emergency Housing Rehabilitation ($255,469). Under the program, repairs included plumbing, electrical, heating, cooling and accessibility modifications on owner occupied homes of income qualified individuals. A total of 27 projects were completed.

For the sixth year in a row, the Human Services and Community Vitality Department solicited proposals for the Public Service Grants. Applications were awarded for $82,696. Seven organizations were awarded after all grants were individually scored, gave presentations on their individual application in front of the Planning and Zoning Commission during a public hearing, after which awardees were recommended and approved by Council.

All project related documents that are submitted are consistent with the City of Surprise CDBG policies which also reflect the federal regulations and guidelines.
The City of Surprise uses the Consolidated Plan as a guide in implementing projects that utilize CDBG funding. There was no action or willful inaction to hinder the implementation of the Consolidated Plan.
No funds were used on projects that did not meet a national objective.
No projects involved acquisition, rehabilitation, or demolition of occupied real property.
No project involved economic development activities.
There were no low / mod limited clientele activities.
Program income was received from NSP funding in the program year. NSP program income received for 2015-2016 $119,732 during the program year.
No expenditures were made and subsequently deemed disallowable.
No loans were granted during this program year while completing the designated infrastructure projects.

No lump sum agreements were made during the program year.

There were 2 HOME housing rehabilitation projects; see Consortium CAPER.

The City of Surprise does not have a HUD approved neighborhood revitalization strategy. However the city does have a revitalization plan that is called the Heritage District

Antipoverty Strategy

1. Describe actions taken during the last year to reduce the number of persons living below the poverty level.

Program Year 1 CAPER Antipoverty Strategy response:

Antipoverty Strategy
All activities noted in the Strategic Plan to help people move out of poverty have been ongoing and has continued from year one. These include:

- **Title V employment program**
- **Maricopa County Workforce Connections which include employment workshops and career fairs**
- **Veteran Employment Assistance**
- **Financial Fitness**
- **Earned income tax credit counseling**

NON-HOMELESS SPECIAL NEEDS

Non-homeless Special Needs

*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).

Program Year 1 CAPER Non-homeless Special Needs response:

***None other than those listed in the Maricopa County HOME Consortium CAPER*.**

Specific HOPWA Objectives

*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives
   Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding. Grantees should demonstrate:
   a. That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan;
   b. That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income persons living with HIV/AIDS;
   c. That community partnerships between State and local governments and community-based non-profits are creating models and innovative strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families;
   d. That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies;

e. That community strategies produce and support actual units of housing for persons living with HIV/AIDS; and finally,
f. That community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.

2. This should be accomplished by providing an executive summary (1-5 pages) that includes:
   a. Grantee Narrative
      i. Grantee and Community Overview
         (1) A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services
         (2) How grant management oversight of project sponsor activities is conducted and how project sponsors are selected
         (3) A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS
         (4) A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body
         (5) What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as the value of services or materials provided by volunteers or by other individuals or organizations
         (6) Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance programs, or other efforts that assist persons living with HIV/AIDS and their families.

      ii. Project Accomplishment Overview
         (1) A brief summary of all housing activities broken down by three types: emergency or short-term rent, mortgage or utility payments to prevent homelessness; rental assistance; facility based housing, including development cost, operating cost for those facilities and community residences
         (2) The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds
         (3) A brief description of any unique supportive service or other service delivery models or efforts
         (4) Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.

      iii. Barriers or Trends Overview
         (1) Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement
         (2) Trends you expect your community to face in meeting the needs of persons with HIV/AIDS, and
         (3) Any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years
   b. Accomplishment Data

i. Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing (Table II-1 to be submitted with CAPER).
ii. Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions (Table II-2 to be submitted with CAPER).

Program Year 1 CAPER Specific HOPWA Objectives response:

The City of Surprise receives no HOPWA funding therefore this question is not applicable.

OTHER NARRATIVE

Include any CAPER information that was not covered by narratives in any other section.

Program Year 1 CAPER Other Narrative response: **None**

CDBG
Consolidated Annual Performance and Evaluation Report (CAPER) 2015-16

SURPRISE
ARIZONA

September 1, 2016

Today's Objectives

- Update on CAPER Process

- Approve **CAPER 2015-16**

Background: CAPER 2015-16

- Mandated by U.S Housing and Urban Development (HUD)
- Identifies Project/Program Activities Funded by CDBG for the Program Year 2015-16
- Covers Program Year 2015-16 (July 1, 2015- June 30, 2016)
- Submit to HUD Within 90 Days of End of Program Year (by September 30, 2016)

Background: CAPER 2015-16

- Monitoring Tool for HUD
- Summarizes Accomplishments
- Measures Goals and Objectives Set in Consolidated Plan 2015-2019 and Annual Action Plan 2015-16
- Demonstrates Comprehensive Impact on Community

CAPER 2015-16

September 2015-16 Allotments Received CDBG Funding $551,309	
OTS Street Improvements Senior Center Parking Lot Imp. Utility Feasibility Study	$143,998 $94,353 $120,000
Funded Public Services	$82,696
Administration	$110,262

CAPER 2015-16

Emergency Housing Rehabilitation

-$255,469 roll-over with a budget of $10,000 per project

-All awardees are income and program qualified

-Repairs include, but are not limited to, plumbing, electrical, heating, cooling, and accessibility.

-27 projects completed in PY 2015-2016 total $177,545

Senior Center Parking Lot

SURPRISE
ARIZONA

Expended: $97,893 Completed Project: May 2016

Reconstruction of parking lot included reconfiguration of parking spaces, new driveways and a retention basin.

Street Improvements

Expended: $496,702

Completed Project: March 2016

Improved accessibility, sustainability, flood mitigation

Reconstruction of 3 streets in
Surprise Heritage District

- Desert Sage
- Sunny Lane and
- Jerry Street

CAPER 2015-16

Public Services

St. Mary's Food Bank
Awarded: $11,480
Spent: $11,480

Ability 360
Awarded: $15,580
Spent: $ 522

Arizona Charter Academy
Awarded: $12,539
Spent: $12,539

Surprise Senior Center
Awarded: $17,097
Spent: $16,831

CAPER 2015-16

SURPRISE
ARIZONA

Social Services

Benevilla
Awarded: $10,000
Spent: $9,187

Central Arizona Shelter Services
Awarded: $5,000
Spent: $3,660

Aid to Adoption of Special Kids (AASK)
Awarded: $3,000
Spent: $3,000

Tumbleweed
Awarded: $8,200
Spent: $1,883

CAPER 2015-16

Project	Funding Source	2015-16	Funds Allotted	Funds Expended	Future Actions
Emergency Housing Repair	CDBG	27 projects completed	$255,469 Roll-Over	$177,545	Ongoing program
Sr. Center Parking Lot Improvement Project	CDBG	Completed	$94,353	$94,355	None
Social Service Funding (15%)	CDBG	• St Mary's • Benevilla • ABIL. 360 • CASS • Sr. Center • AASK • Az. Charter Academy • Tumbleweed	$82,696	$59,401	St Mary's Sr. Center, AASK, ACA, completed, ABIL ITY 360, Benevilla CASS ongoing;

CAPER 2015-16

Project	Funding Source	2015-16	Funds Allotted	Funds Expended	Future Actions
Street Improvements (Desert Sage, Sunny Lane & Jerry St.)	CDBG	Completed	$496,702	496,702	None
Administrative Allotment (20%)	CDBG	Ongoing	$110,262	$108,684	None

CAPER Timeline

July 2015-June 2016

Program Year

September 12

Final Draft

August 22-September 8

Public Review

CAPER Timeline

September 1

Planning and Zoning Commission Hearing & Approval

September 30

Submit to HUD

Summary

- Update on PY 2015-2016 Activities

- Approve **CAPER 2015-16**

CITY OF SURPRISE
Planning and Zoning Commission

September 1, 2016 @ 6:00:00 PM

Back Print

Board Meeting Date:	September 1, 2016	Contact Person:	Eric Fitzer, Community Development
Submitting Department:	CD Boards and Commissions	District:	Internal
Staff Recommendations:	No Action		

Consent	Regular	Public Hearing	Report/Discussion

Agenda Wording:

Discussion and direction pertaining to future agenda items.

Motion:

Background:

Financial Impact Statement:

No Financial Impact

ATTACHMENTS:

Click to download

No Attachments Available

External Attachment Links:

Meeting Requirements:

Powerpoint x Video x White Board x Other x

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