



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

Thursday, March 2, 2017 @ 6:00 PM
 COUNCIL CHAMBERS

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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 only on issues within the jurisdiction of the Board\Commission which are not an item on the agenda. At the conclusion of the open call, the Board\Commission may respond to criticism, may ask staff to review the matter or may ask that the matter be put on a future agenda. No discussion or action shall take place on any item raised.

- 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
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#1	District Internal	<u>Consideration and action approving the February 2, 2017 Planning and Zoning Commission minutes.</u>	Approve Lorraine Nevarez, Community Development
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REGULAR AGENDA ITEM - PUBLIC HEARING:

			STAFF RECOMMENDATION/
ITEM #	DISTRICT #	ITEM DESCRIPTION	PRESENTED BY
#2	District 4	<u>Consideration and action on the Conditional Use Permit for a major vehicle repair facility in the Sun City West Commerce Park, Generally north of Bell Road, west of Dysart Road and northeast of Grand Avenue.</u>	Approve Sergio Angulo - Community Development
#3	District 1	<u>Consideration and action on the Conditional Use Permit for a Super Star Car Wash Facility in Surprise Farms Gateway, generally located south of Bell Road and west of Loop 303.</u>	Approve Sergio Angulo - Community Development
#4	District 4	<u>Presentation and action item regarding a City initiated General Plan Map Amendment of a portion of the Foxfire Commerce Park, from Office and Commerce to an Employment designation, generally located on the northeast corner of Grand Avenue and Bell Road.</u>	Approve Hobart Wingard - Community Development
#5	District 4	<u>Presentation and action item regarding a Rezone of CampCorp parcel, APN 503-66-058, from Regional Commercial (CR/C3) to Industrial General (IG/I2), located generally on the west side of Grand Avenue approximately 1/4 mile northwest of the Bell Road and Grand Avenue intersection at 13550 West Foxfire Drive.</u>	Approve Hobart Wingard - Community Development
#6	District Internal	<u>Presentation and discussion pertaining to the Public Service Activities for the Community Development Block Grant Program Year 2017-18.</u>	No Action Christina Ramirez, Human Service & Community Vitality
#7	District Internal	<u>Parks and trails overview - How planners apply to development review.</u>	None Donna Miller - Community Services Department

OTHER BUSINESS:

#8	District Internal	<u>Discussion and direction pertaining to future agenda items.</u>	No Action Eric Fitzer, Community Development
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ADJOURNMENT:

SHERRY ANN AGUILAR, CITY CLERK, CMC

POSTED: February 22, 2017 at 12:40 PM

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



CITY OF SURPRISE
Planning and Zoning Commission

March 2, 2017 @ 6:00:00 PM

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Board Meeting Date:	March 2, 2017	Contact Person:	Lorraine Nevarez, Community Development
Submitting Department:	CD Boards and Commissions	District:	Internal
Staff Recommendations:	Approve		

Consent	Regular	x	Public Hearing	Report/Discussion
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Agenda Wording:

Consideration and action approving the February 2, 2017 Planning and Zoning Commission minutes.

Motion:

I move to approve the February 2, 2017 Planning and Zoning Commission minutes.

Background:

Financial Impact Statement:

No Financial Impact

ATTACHMENTS:

Click to download

☐ [Minutes -February 2, 2017 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

February 2, 2017 / 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 February 2, 2017.

A. ROLL CALL

In attendance were Chair Ken Chapman, Vice Chair Matthew Keating, Commissioners Dennis Smith, Gisele Norberg, Mitchell Rosenbaum and Eric Cultum. Commissioner Bash was absent.

STAFF PRESENT:

Community Development Assistant Director Lloyd Abrams, Deputy City Attorney Donna Bronski, Planner Hobart Wingard, Planner Sergio Angulo and Planning and Zoning Commission Secretary Lorraine Nevarez.

COUNCIL MEMBERS PRESENT:

None.

B. PLEDGE OF ALLEGIANCE

C. CURRENT EVENTS REPORT

D. STAFF REPORT

Lloyd Abrams, Assistant Director, informed the committee there are no agenda items scheduled for the Planning and Zoning Commission meeting on February 16, 2017. The meeting is canceled.

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 January 19, 2017 Planning and Zoning Commission minutes.

Commissioner Smith made a motion to approve the January 19, 2017 Planning and Zoning Commission minutes. Commissioner Rosenbaum seconded the motion. The motion passes with 6 votes in favor.

REGULAR AGENDA ITEMS REQUIRING A PUBLIC HEARING:

Item 2 – DISTRICT 3 – Presentation and discussion to amend a Planned Area Development (PAD) by rezoning a portion of Zanjero Trails from neighborhood commercial and multi-family to residential, near the northwest corner of Peoria and Perryville Roads.

Hobart Wingard, planner, presented item 2 to the Commission.

The Commission discussed item 2:

- Road expansion of Perryville and Peoria
- Development west of Beardsley Rd

Chair Chapman opened the call to the public for item 2.

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

Commissioner Cultum made a motion to recommend approval of the Rezone PAD Amendment of Zanjero Trails to the Mayor and City Council, subject to stipulations “a” through “c” as listed in the staff report. Commissioner Norberg seconded the motion. The motion passes with 6 votes in favor.

Item 3 – DISTRICT 1 – Consideration and action on the Conditional Use Permit for a Popeyes Louisiana Kitchen restaurant with a drive-through facility in Surprise Village Marketplace, generally south of Bell Road and west of Sarival Avenue.

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

The Commission discussed item 3:

- Double stacking area

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

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

Commissioner Rosenbaum made a motion to approve the Conditional Use Permit for a Popeyes Louisiana Kitchen restaurant with a drive-through facility in Surprise Village Marketplace, subject to stipulations “a” through “c” as listed in the staff report. Commissioner Smith seconded the motion. The motion passes with 6 votes in favor.

OTHER BUSINESS:

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

None.

ADJOURNMENT:

Hearing no further business, Chair Chapman adjourned the Planning and Zoning Commission meeting at 6:23 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

March 2, 2017 @ 6:00:00 PM

Back Print

Board Meeting Date:	March 2, 2017	Contact Person:	Sergio Angulo - Community Development
Submitting Department:	CD Boards and Commissions	District:	4
Staff Recommendations:	Approve		

Consent	Regular	Public Hearing	x	Report/Discussion
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Agenda Wording:

Consideration and action on the Conditional Use Permit for a major vehicle repair facility in the Sun City West Commerce Park, Generally north of Bell Road, west of Dysart Road and northeast of Grand Avenue.

Motion:

I move to approve/deny the Conditional Use Permit for a major vehicle repair facility in the Sun City West Commerce Park.

Background:

On September 20, 2016 Kathy and Terry Johnson of Max Automotive submitted a request for a Conditional Use Permit for a major vehicle repair facility in the Sun City West Commerce Park.

Financial Impact Statement:

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

ATTACHMENTS:

Click to download

- ☐ [00 - FS16-406 - Max Automotive - Conditional Use Permit - Staff Report](#)
- ☐ [01 - FS16-406 - Max Automotive - Conditional Use Permit - Vicinity Map](#)
- ☐ [02 - FS16-406 - Max Automotive - Conditional Use Permit - Site Plan](#)
- ☐ [03 - FS16-406 - Max Automotive - Conditional Use Permit - Landscape Plan](#)
- ☐ [04 - FS16-406 - Max Automotive - Conditional Use Permit - Elevations](#)
- ☐ [05 - FS16-406 - Max Automotive - Conditional Use Permit - Luke AFB Comments](#)
- ☐ [06 - FS16-406 - Max Automotive - Conditional Use Permit - ADOT Comments](#)
- ☐ [07 - FS16-406 - Max Automotive - Conditional Use Permit - MWD Comments](#)

- ☐ [08 - FS16-406 - Max Automotive - Conditional Use Permit - Public Engagement Form](#)
- ☐ [09 - FS16-406 - Max Automotive - Conditional Use Permit - Presentation](#)

External Attachment Links:

Meeting Requirements:

Powerpoint x Video x White Board x Other x

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

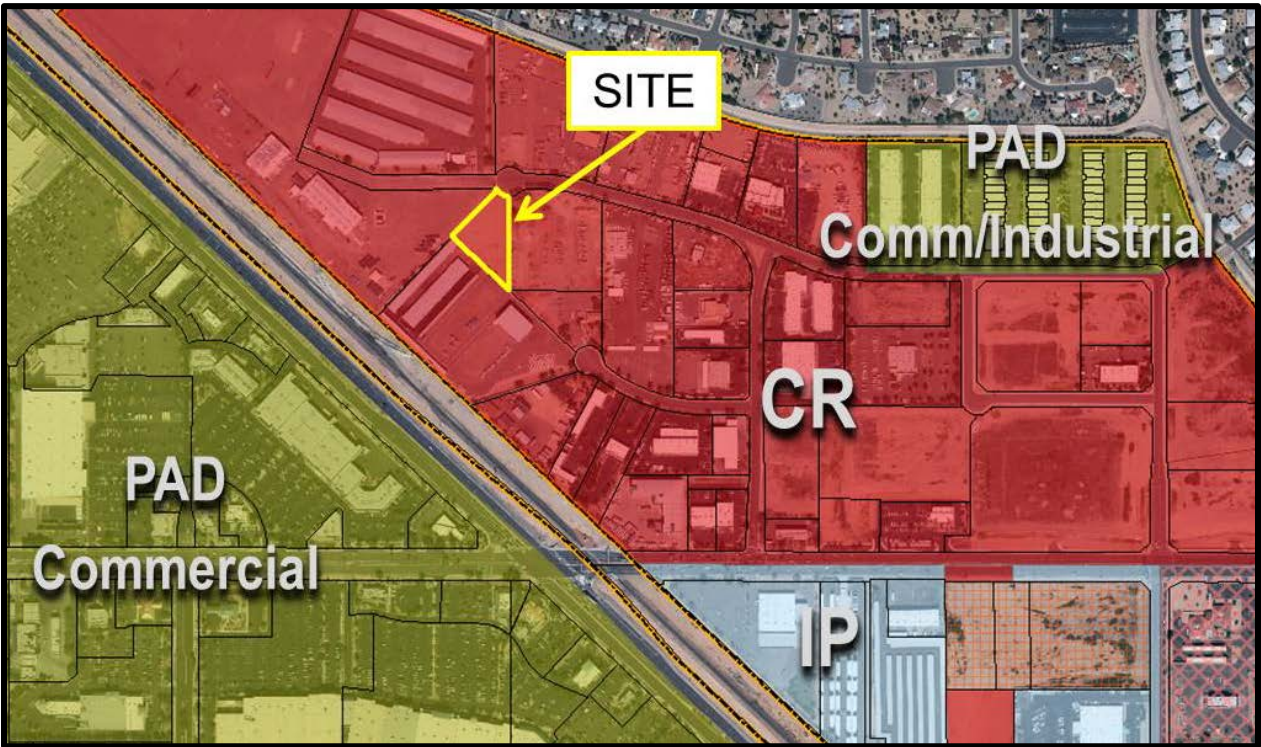
Sergio Angulo, Planner

Conditional Use Permit

REPORT TO THE PLANNING AND ZONING COMMISSION

1 **Case:** **FS16-406**
2
3 **Project Name:** Max Automotive
4
5 **Council District:** 4 - MULBERRY
6
7 **Meeting Date:** **March 2, 2017**
8
9 **Planner:** Sergio Angulo
10
11
12 **Owner:** Max Automotive 2 Inc.
13
14 **Applicant:** Kathy and Terry Johnson
15
16 **Request:** Conditional Use Permit for a major vehicle repair facility.
17
18 **Site Location:** Generally north of Bell Road, west of Dysart Road and northeast of
19 Grand Avenue.
20
21 **Site Size:** 1.16 Acres (approx.)
22
23 **General Plan Conformance:** The proposal is consistent with the Surprise General Plan 2035 as
24 proposed under case FS16-406.
25
26 **Support/Opposition:** None known.
27
28 **Staff Recommendation:** Staff recommends the Commission move to **approve** case FS16-406.

29 **Existing Land Zoning:**



CR (Regional Commercial)	CR (Regional Commercial)	CR (Regional Commercial)
CR (Regional Commercial)	CR (Regional Commercial)	CR (Regional Commercial)
CR (Regional Commercial)	CR (Regional Commercial)	CR (Regional Commercial)

30 **History:**

31

32 **June 20, 1984:** The subject parcel was annexed into the City.

33

34 **July 14, 2016:** Staff met with the applicant to discuss the project during a regularly scheduled

35 Concept Review meeting under CR16-286.

36

37 **September 20, 2016:** The applicant filed a request for a Conditional Use Permit for a major vehicle

38 repair facility.

39

40 **October 19, 2016:** The applicant held a Citizen Review Meeting which was properly advertised. No

41 one from the public attended.

Project Description:

Kathy and Terry Johnson of Max Automotive, requests approval of a Conditional Use Permit to allow for a new major vehicle repair facility in lot 7K of the Sun City West Commerce Park located generally north of Bell Road, west of Dysart Road and northeast of Grand Avenue.

The zoning of the subject is Regional Commercial (CR) and The Surprise Unified Development Code (SUDC) lists "Vehicle Service – Major Repair" as a Conditional Use in CR zoning districts, but requires an analysis of any proposed Conditional Use to be based on the use specific standards listed under section 122-109 of the SUDC. These standards include the following:

1. All repair and service work shall be performed within a completely enclosed building.
2. Openings to the service bays shall not face public rights-of-way and shall be designed to minimize noise and visual intrusion into adjoining properties.
3. No used or discarded automotive parts or equipment shall be located or stored in any open area outside of the enclosed building.
4. No dismantling, re-manufacturing, or rebuilding shall be permitted unless it is clearly incidental to the business and the product is sold at retail at the location.
5. All disabled vehicles shall be stored in an area that is screened from view from the surrounding properties and adjoining streets. Vehicles shall not be stored on the property longer than 30 days.

This Conditional Use Permit application has been reviewed against those standards. Staff finds that this Conditional Use Permit application conforms to the requirements set under this section of the SUDC.

The applicant proposes a 4,200 sq. ft. building which includes a 1,000 sq. ft. office and a four-bay service garage. The main access to the site is proposed to be from Foxfire Drive and there is an existing public access easement through the lot to the south which has access from Westgate Drive. The office area is proposed to be located on the front of the building, placing the garage towards the back of the site and away of the street. Access to the office and proposed parking lot is open to the public but for security purposes the applicant proposes a gated entrance to the working area.

The site proposes nine (9) parking spaces which meets the minimum parking requirement of the SUDC. One (1) of the subject spaces will be handicap-accessible. The refuse bin is proposed to be located on the east side of the property and will be screened with landscape and a wall which will be painted to match the colors of the building.

The proposed landscape meets the requirements of the SUDC. On-site the applicant is proposing shrubs and trees along the perimeter of the site and within the new proposed retention area located on the southeast portion of the site.

The proposed building color and material palette is similar to the existing buildings along Foxfire Drive and adjacent sites to the south and west. The proposed exterior design will complement the existing architecture on the site.

The applicant also included a lighting photometric study with the application which meets the lighting requirements of the SUDC.

Summary:

Staff believes the proposed Conditional Use Permit and Site Plan meet the requirements of the SUDC and the General Plan while helping to meet the Economic Development vision from the City Council Strategic Plan.

Findings:

- The proposed Conditional Use Permit and Site Plan are consistent with the Surprise General Plan 2035.
- The proposed Conditional Use Permit and Site Plan will meet the provisions of the Surprise Village Marketplace PAD and the SUDC as applicable once all stipulations are met.

Recommendation:

Based on the findings noted above, staff recommends the Commission move to **approve** case FS16-406.

However, should the Commission wish to recommend **denial** of the request, the Commission should make its own findings and base its decision on those alternative findings.

Attachments:

- 01 Vicinity Maps
- 02 Site Plan
- 03 Landscape Plan
- 04 Elevations
- 05 Luke AFB Comments
- 06 ADOT Comments
- 07 MWD Comments

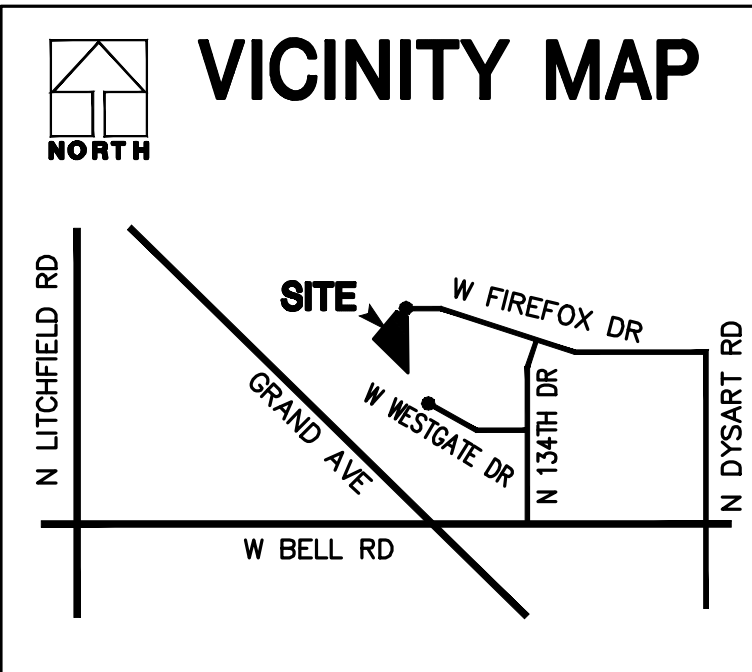
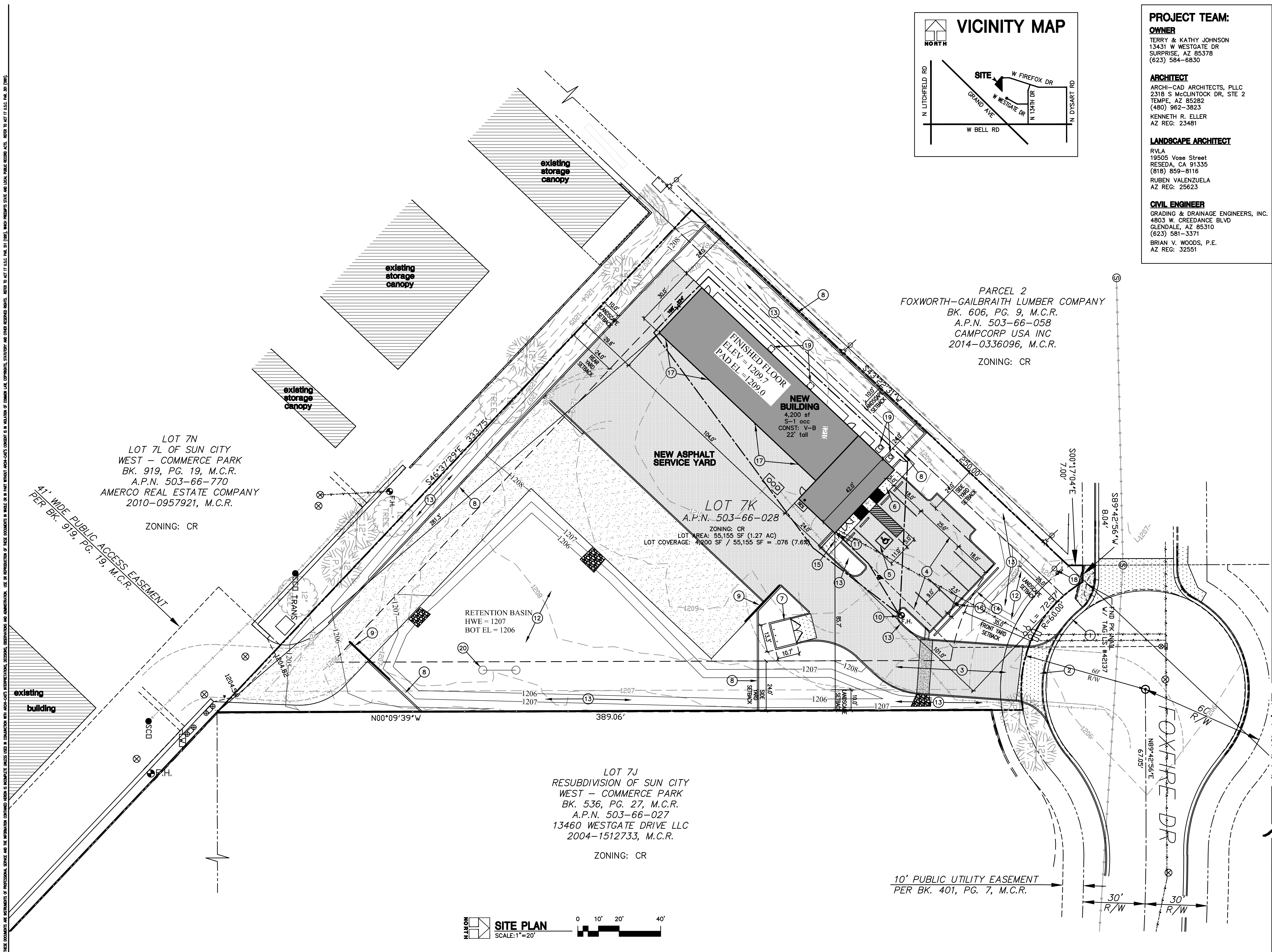
VICINITY MAP



VICINITY MAP



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PROJECT TEAM:

OWNER
TERRY & KATHY JOHNSON
13431 W WESTGATE DR
SURPRISE, AZ 85378
(623) 584-6830

ARCHITECT
ARCHI-CAD ARCHITECTS, PLLC
2318 S MCCLINTOCK DR, STE 2
TEMPE, AZ 85282
(480) 962-3823
KENNETH R. ELLER
AZ REG: 23481

LANDSCAPE ARCHITECT
RVLA
19505 Voss Street
RESEDA, CA 91335
(818) 859-8116
RUBEN VALENZUELA
AZ REG: 25623

CIVIL ENGINEER
GRADING & DRAINAGE ENGINEERS, INC.
4803 W CREEDANCE BLVD
GLENDALE, AZ 85310
(623) 581-3371
BRIAN V. WOODS, P.E.
AZ REG: 32551

- NOTES**
- EXISTING CONC CURB AND GUTTER.
 - NEW CONCRETE DRIVEWAY PER C.O.S. DETAIL 3-10.
 - NEW ASPHALT DRIVEWAY WITH 6" CONC CURBS.
 - NEW ASPHALT PARKING SPACES AND DRIVE AISLES.
 - NEW ADA COMPLIANT PARKING SPACE W/ AISLE AND RAMP.
 - NEW CONCRETE SIDEWALK, 5' WIDE.
 - NEW TRASH ENCLOSURE WITH 6" TALL CMU WALLS AND SCREENED GATES, COLORS AND MATERIALS TO MATCH PERIMETER WALLS, SEE SHEET A-2.
 - NEW 6" TALL CMU WALL.
 - NEW ROLLING STEEL GATE WITH PERFORATED METAL SCREEN, KNOX BOX AND LOCK FOR FIRE DEPT ACCESS.
 - NEW FIRE HYDRANT.
 - NEW FIRE DEPT. HOSE CONNECTION.
 - NEW RETENTION BASIN, SEE GRADING AND DRAINAGE PLANS.
 - NEW LANDSCAPING PER SUDC ARTICLE X.
 - NEW 3' TALL CMU/STUCCO SCREEN WALL.
 - BICYCLE PARKING.
 - POLE MOUNTED PARKING LOT LIGHT AT 17'-6" AFG, CONCRETE BASES ARE TO BE MORTAR WASHED OR RINSED AGGREGATE FINISH, SEE DETAIL 1/A-0.1.
 - WALL MOUNTED SITE LIGHT AT 15'-0" AFG.
 - EXISTING UTILITY POLE.
 - NEW GROUND MOUNTED HVAC EQUIPMENT, SCREENED BY 6' TALL PERIMETER WALL, SET ON CONCRETE SERVICE BASE.
 - NEW DRYWELL, SEE GRADING AND DRAINAGE PLANS.

PARKING CALCULATIONS

MINIMUM 1 SP/500 GSF	4,200/500 = 8.4
TOTAL REQUIRED.....	9
ADA REQUIRED.....	1
BICYCLE REQUIRED.....	4
TOTAL PROVIDED.....	9
ADA PROVIDED.....	1
BICYCLE PROVIDED.....	4

SIGNS AND SIGNAGE
Signs and Signage are not covered by this permit. A separate permit WILL BE REQUIRED.

APPLICABLE CODES
2012 INTERNATIONAL BUILDING CODE
2012 INTERNATIONAL PLUMBING CODE
2012 INTERNATIONAL ELECTRICAL CODE
2011 NATIONAL ELECTRICAL CODE
2012 INTERNATIONAL MECHANICAL CODE
2012 INTERNATIONAL FIRE CODE
2012 INTERNATIONAL ENERGY CONSERVATION CODE
ORDINANCE #14-04A (LOCAL AMENDMENTS)
AND ALL OTHER APPLICABLE CODES PERTAINING TO THE ABOVE DOCTRINES.

MAX Automotive Building

13515 W Foxfire Dr

Surprise, AZ

Site Plan

SHEET NUMBER

Archi-CAD
ARCHITECTS, PLLC
2318 S McClintock Drive, Suite 2, Tempe, AZ 85282
(480) 962-3823 x (480) 968-2874 FAX x archicad@earthlink.net

PROJECT	1614
DATE	1/3/17
REVISION	

REGISTERED ARCHITECT
CERTIFICATE NO.
23481
KENNETH R. ELLER
EXPIRES 9/30/17

Kenneth R. Eller
Expires: 9/30/17

REVISIONS:

19505 Vose Street
Reseda, CA 91335
p. 818-859-8116
e. rubenv@rubenvalezuela.com

RUBEN VALENZUELA
landscape architect



LANDSCAPE PLAN

LANDSCAPE IMPROVEMENTS FOR
MAX AUTO
13515 W FOXFIRE DRIVE
SURPRISE, ARIZONA

DESIGNED:	RLV
DRAWN:	RLV
CHECKED:	RLV
DATE:	12-12-16
JOB NO.:	1613



2 OF 5

L1.1

LANDSCAPE LEGEND

SYM.	BOTANICAL/ COMMON NAME	SIZE	QUANTITY
	trees		
	Parkinsonia hybrid 'Thornless'/'	2" Caliper	7
	Thornless Hybrid Palo Verde		
	Prosopis hybrid 'Phoenix'/'	2" Caliper	11
	Phoenix Mesquite		
	Acacia salicina/'	2" Caliper	5
	Willow Acacia		
	shrubs		
	Cassia phyllodinia/'	5 gallon	54
	Silver Leaf Cassia		
	accents		
	Hesperaloe parviflora/'	5 gallon	37
	Red Yucca		
	Dasylirion texanum/'	5 gallon	31
	Green Desert Spoon		
	groundcovers		
	Acacia redolens 'Desert Carpet'/'	1 gallon	12
	Desert Carpet Prostrate Acacia		
	rock		
	Decomposed Granite:	3/4" Screened	25,665
	Color-Madison Gold		

KEYNOTES

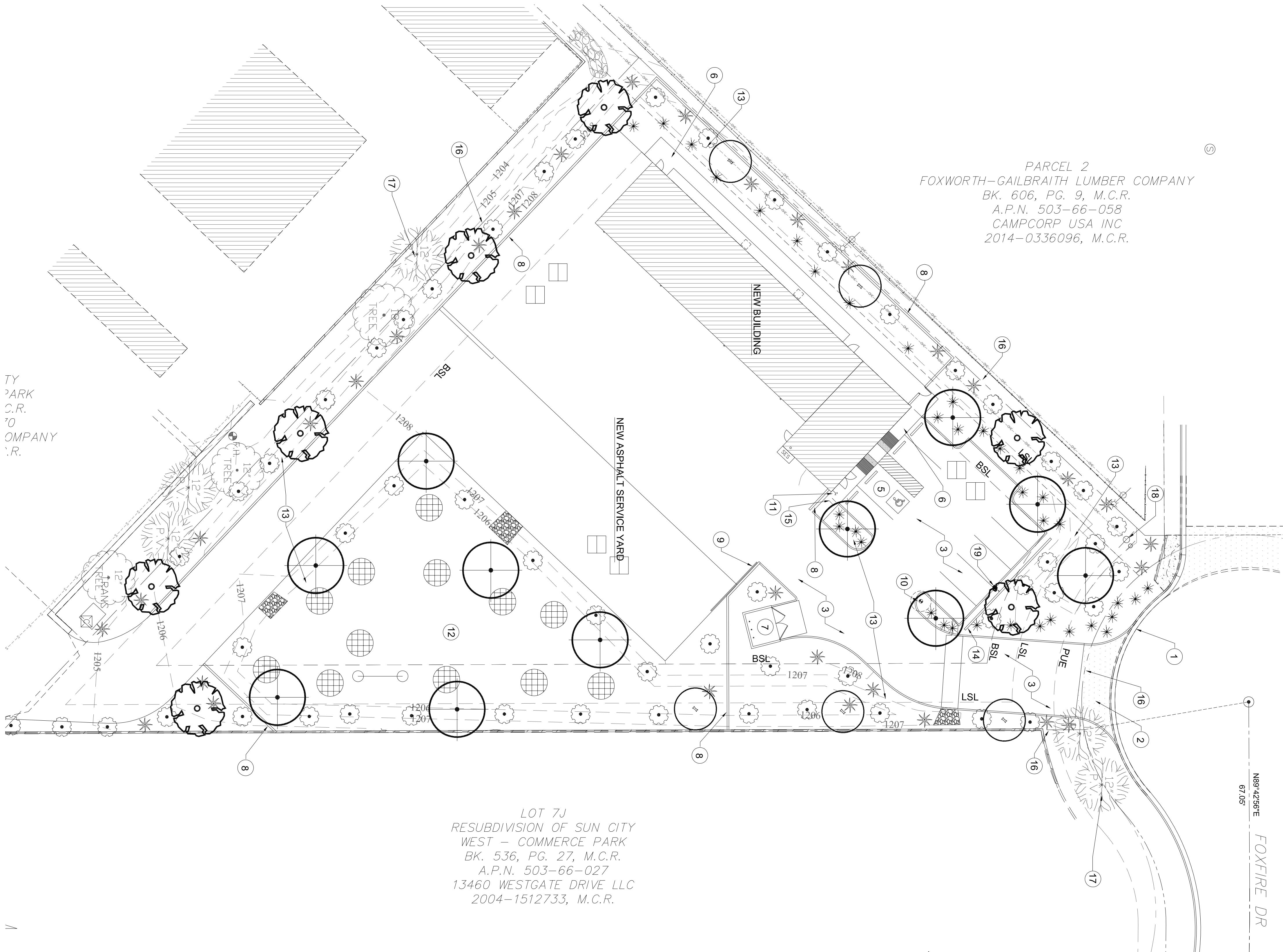
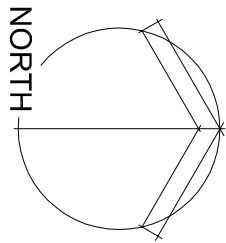
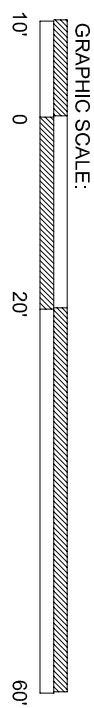
1. EXISTING CONC. CURB AND GUTTER.
2. NEW CONC. DRIVEWAY WITH SIDEWALK PER C.O.S. DETAIL 3-10.
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4. NEW ASPHALT PARKING SPACES AND DRIVE AISLES.
5. NEW ADA COMPLIANT PARKING SPACE W/ AISLE AND RAMP.
6. NEW CONC. SIDEWALK.
7. NEW TRASH ENCLOSURE W/ 6' TALL CMU WALLS AND SCREENED GATES.
8. NEW 6' TALL CMU WALL.
9. NEW ROLLING STEEL GATE W/ PERFORATED METAL SCREEN, KNOX BOX AND LOCK FOR FIRE DEPT. ACCESS.
10. NEW FIRE HYDRANT, 3' CLEARANCE SHOWN.
11. NEW FIRE DEPT. CONNECTION.
12. NEW RETENTION BASIN, SEE GRADING AND DRAINAGE PLAN.
13. 2" DEEP DECOMPOSED GRANITE IN ALL LANDSCAPE AREAS.
14. NEW 3' TALL CMU/STUCCO SCREEN WALL.
15. BICYCLE PARKING.
16. PROPERTY LINE.
17. EXISTING TREES TO REMAIN.
18. EXISTING UTILITY POLE
19. OVERHEAD AREA LIGHT.

ABBREVIATIONS

- BSL- BUILDING SETBACK LINE
LSL- LANDSCAPE SETBACK LINE
PUE- PUBLIC UTILITY EASEMENT
CONC.- CONCRETE
RW- RIGHT OF WAY

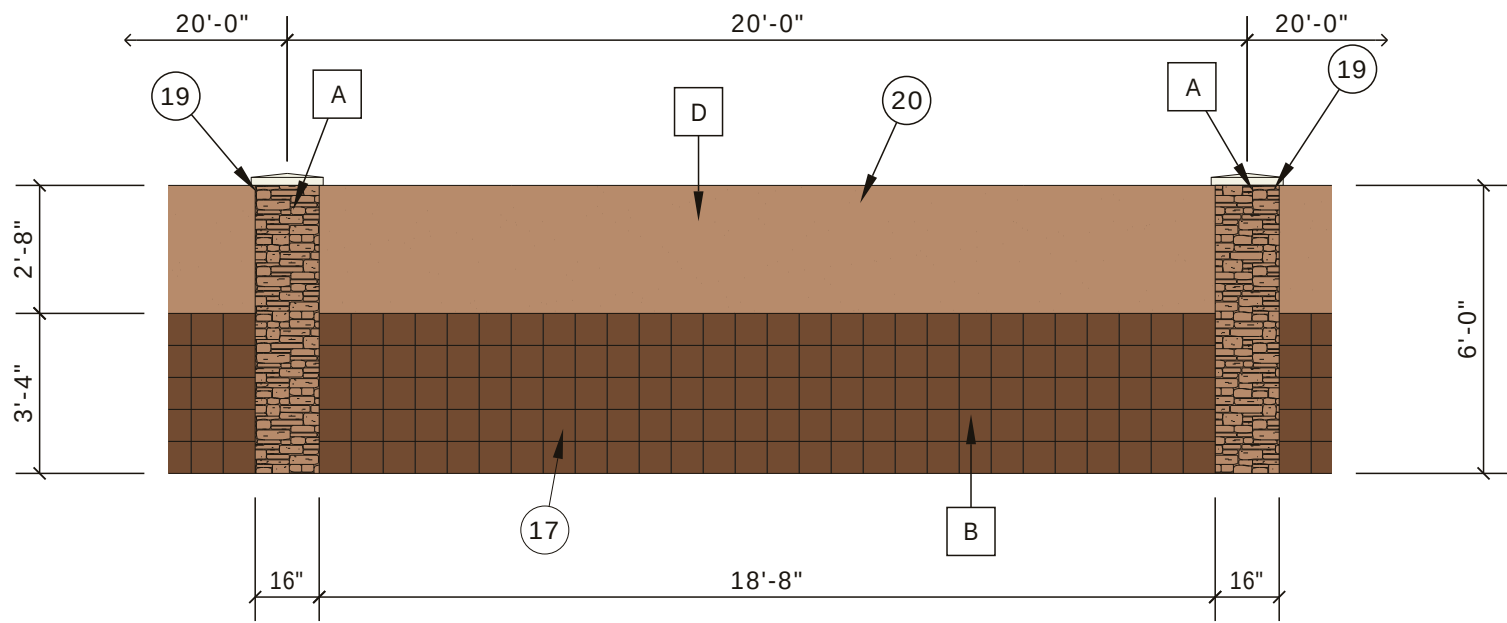
LANDSCAPE PLAN

SCALE 1" = 20'

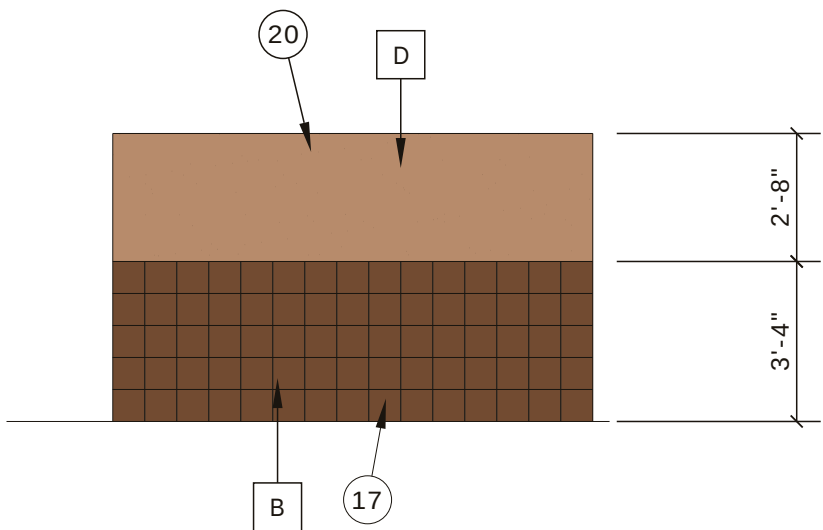
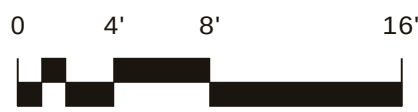


TY
PARK
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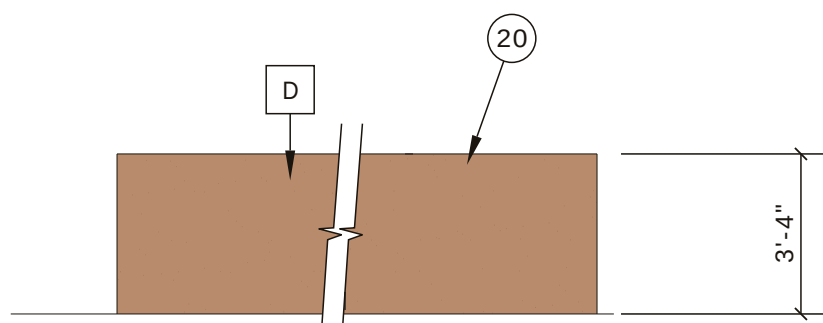
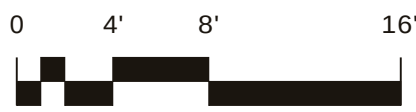
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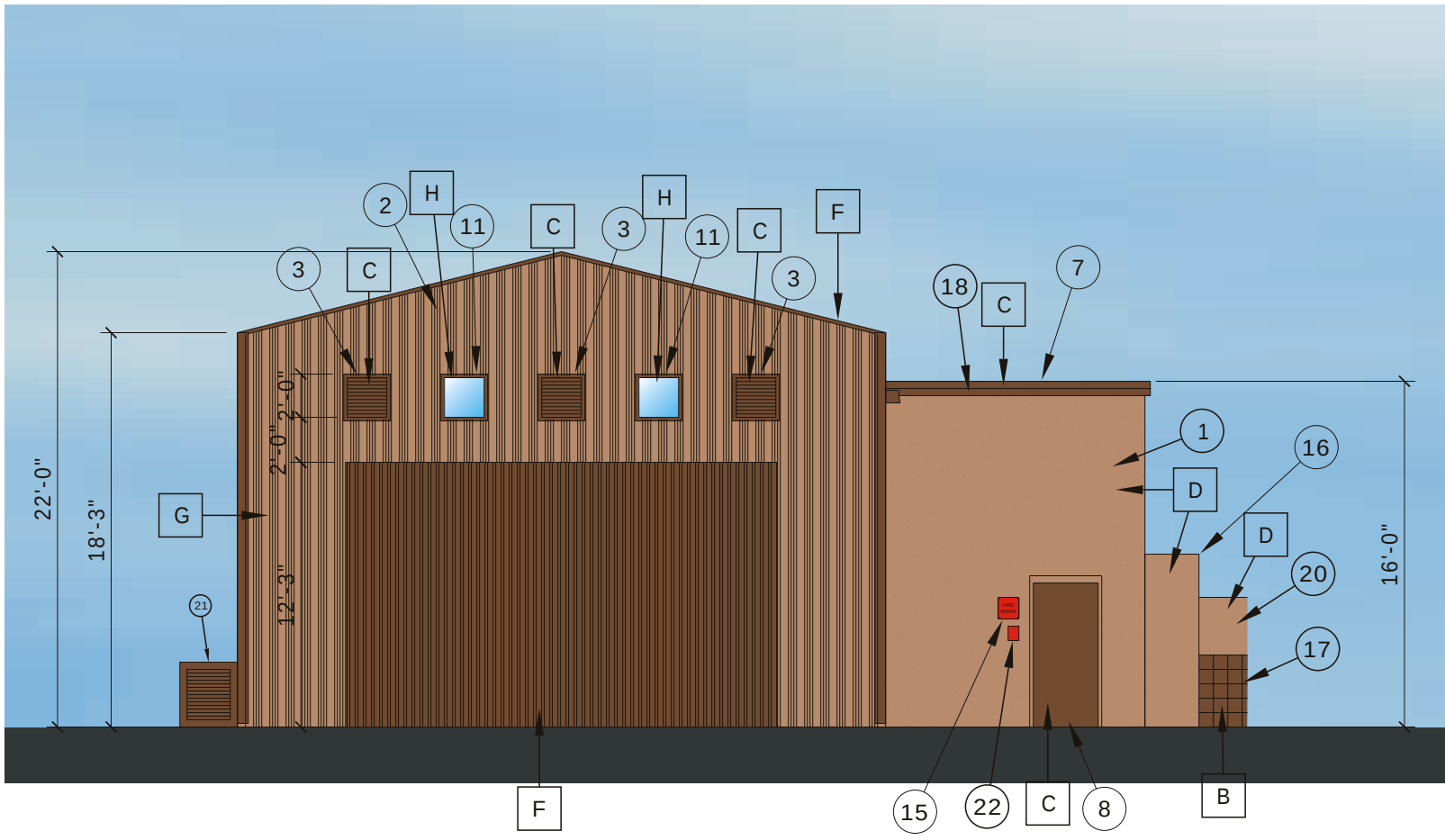
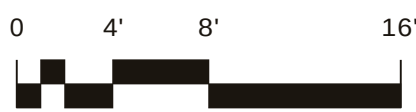
SITE WALL ELEVATION
SCALE: 1/4"=1'-0"



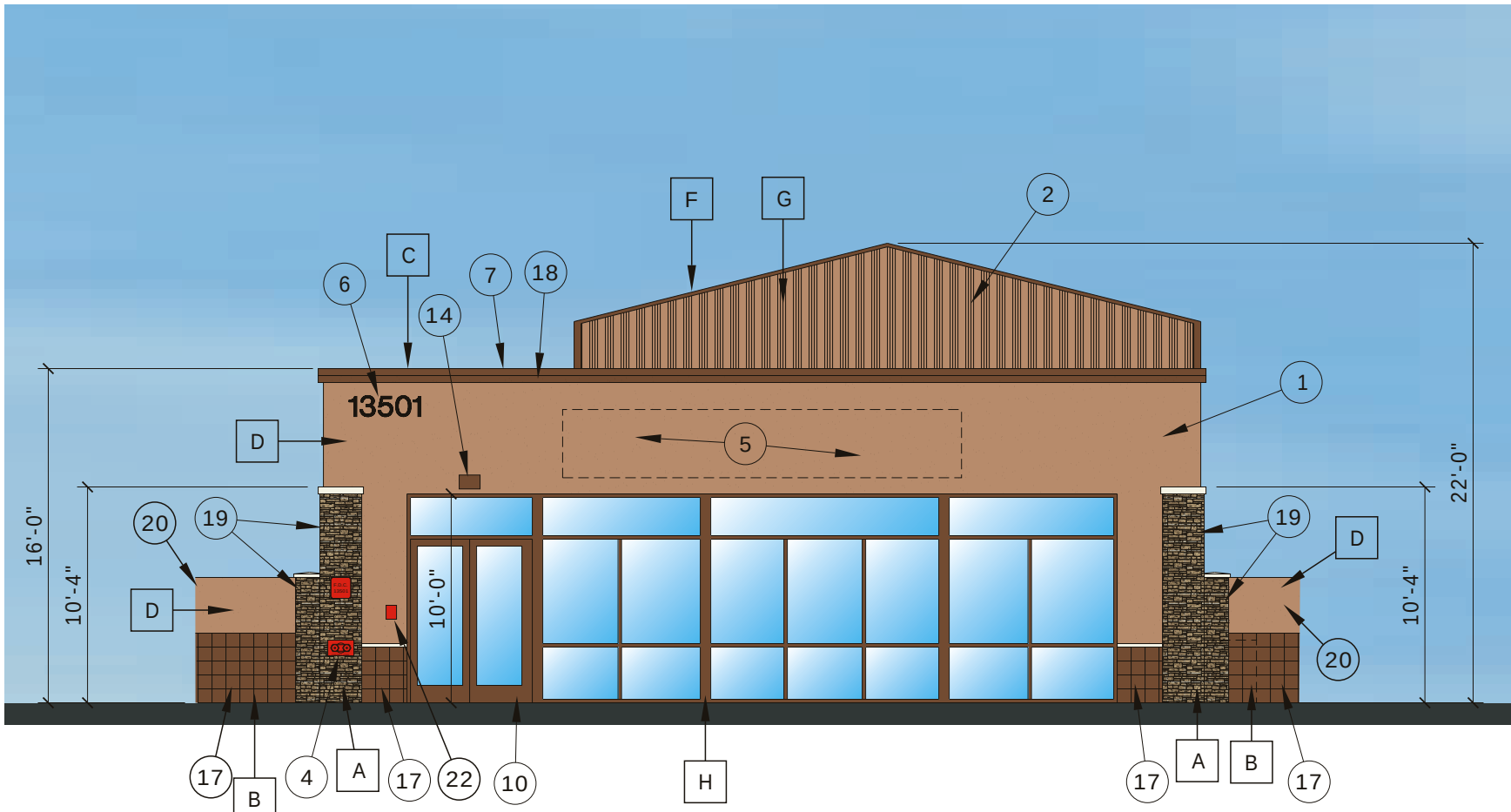
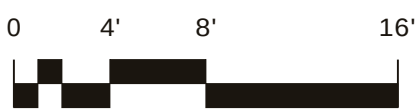
TRASH ENCLOSURE WALL ELEVATION
SCALE: 1/4"=1'-0"



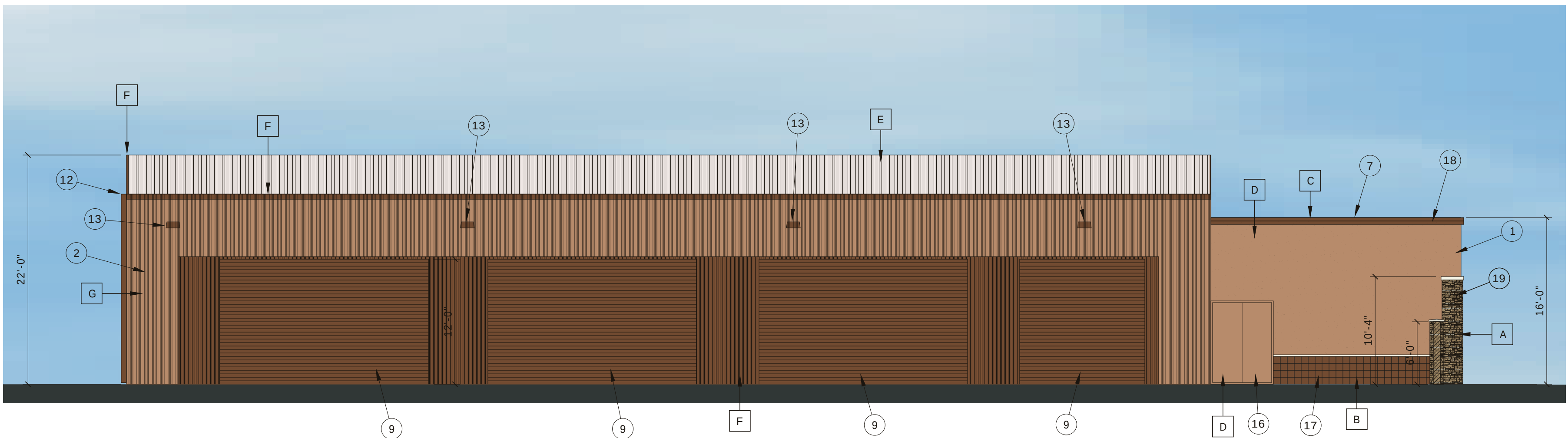
PARKING SCREEN WALL ELEVATION
SCALE: 1/4"=1'-0"



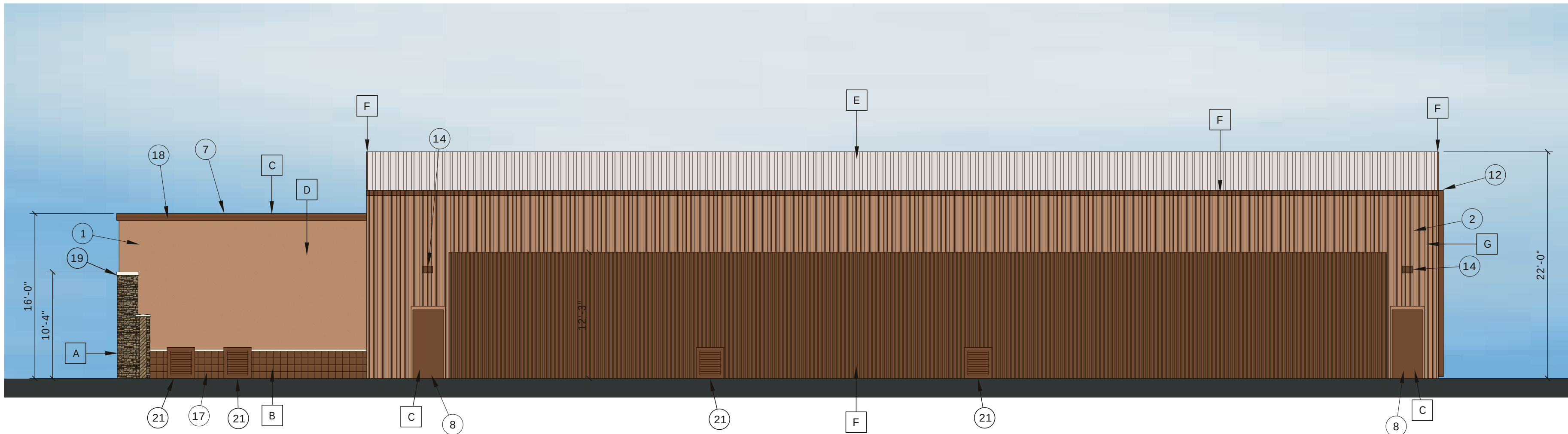
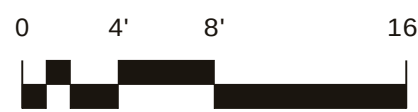
SOUTH ELEVATION
SCALE: 1/8"=1'-0"



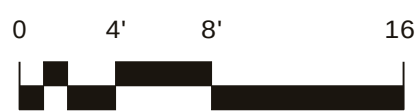
NORTH ELEVATION
SCALE: 1/8"=1'-0"



EAST ELEVATION
SCALE: 1/8"=1'-0"



WEST ELEVATION
SCALE: 1/8"=1'-0"



NOTES

- WOOD STUD WALL, STUCCO EXTERIOR, STUCCO SYSTEM ICC ESR-1607.
- PRE-ENGINEERED METAL BUILDING.
- 24" SQ OPENINGS W/ LOUVERED VENTS.
- FIRE DEPARTMENT HOSE CONNECTION PER CITY OF SURPRISE FIRE DEPARTMENT STANDARD DETAILS.
- LIGHTED PAN LETTER SIGN LOCATION, SIGNAGE DESIGN AND INSTALLATION UNDER SEPARATE PERMIT.
- LIGHTED PAN LETTER ADDRESS NUMBERS, CAST ALUMINUM LETTERS, BLACK, POST MTD, 12" TALL, 2" STROKE.
- PAINTED METAL COPING AT TOP OF PARAPET, CONTINUOUS, SEAL ALL LAPS AND JOINTS.
- INSULATED STEEL DOOR AND FRAME, PRIMED AND PAINTED.
- INSULATED STEEL ROLL-UP DOOR, PRIMED AND PAINTED.
- ALUMINUM ENTRANCE DOOR WITH TINTED DOUBLE PANE INSULATED GLASS.
- ALUMINUM FRAMED WINDOW WITH TINTED DOUBLE PANE INSULATED GLASS.
- ROOF GUTTER AND LEADER DISCHARGE.
- EXTERIOR LIGHT, FULLY SHIELDED, FIXTURE MOUNTED AT 15' AFF. SEE ELECTRICAL PLANS AND SPECIFICATIONS.
- EXTERIOR EMERGENCY EGRESS LIGHT, FULLY SHIELDED, TOP OF FIXTURE AT 10'-6" AFF. SEE ELECTRICAL PLANS AND SPECIFICATIONS.
- FIRE RISER ROOM SIGN PER CITY OF SURPRISE FIRE DEPARTMENT STANDARD DETAILS.
- ELECTRICAL SERVICE CABINET.
- PAINTED CENTER SCORED CMU VENEER, DUNN EDWARDS DEEP BROWN, DE6077.
- STUCCO POP-OUT.
- STONE VENEER WITH PRECAST CONCRETE CAP.
- STUCCO OVER CMU MATCH BUILDING.
- EVAP COOLER ON CONCRETE SERVICE PAD ON GROUND.
- KNOX BOX.

COLOR SCHEDULE

NOTE: ALL PAINTS/COLORS BY DUNN EDWARDS PAINT U.N.O.

- | | |
|---|--|
| A | CULTURED STONE, DRYSTACK LEDGESTONE, "CARAMEL", TRIM/CAP/SILL, "CHAMPAGNE" |
| B | CENTER-SCORED CMU VENEER, PAINTED, DUNN EDWARDS DEEP BROWN, DE6077 |
| C | DUNN EDWARDS DEEP BROWN, DE6077 |
| D | DUNN EDWARDS TAN PLAN, DE6137 |
| E | PREFINISHED METAL PANEL, ATAS "BONE" |
| F | PREFINISHED METAL PANEL, ATAS "CHOCOLATE BROWN" |
| G | PREFINISHED METAL PANEL, ATAS "RAWHIDE" |
| H | ALUMINUM STOREFRONT, ANODIZED, BRONZE, BRONZE TINTED DOUBLE PANE GLASS. |

MAX Automotive Building

13515 W Foxfire Dr

Surprise, AZ

Exterior Elevations - Building & Walls

SHEET NUMBER

A-2.1

Archi-CAD
ARCHITECTS, PLLC
2318 S McClintock Drive, Suite 2, Tempe, AZ 85282
(480) 962-3823 * (480) 966-2874 FAX * archicad@earthlink.net

PROJECT	1614
DATE	1/3/17
REVISION	





**DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND**

3 October 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: FS16-406; Max Automotive

Dear Ms. Donaldson

Thank you for the opportunity to comment on the Conditional Use Permit Application for Max Automotive. The site is on 1.27 acres at the Northeast corner of Grand Avenue and Bell Road. The request is for a 4,200 square foot Minor Vehicle Repair facility. The building will consist of repair bays in a pre-engineered metal building approximately 22 feet tall and the public reception area with offices and restrooms of conventional frame construction approximately 18 feet tall. The site is approximately 1.74 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.

The request for Max Automotive, at the location above, will not negatively impact flying operations at Luke AFB.

If approved it will be located within the "territory in the vicinity of a military airport," and will be subjected to noise from approximately 165 over flights a day, with some as low as 1,500 feet above ground level. 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 is essential to inform the tenant 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

Sergio Angulo

From: Bob Patoni <BPatoni@azdot.gov>
Sent: Monday, September 26, 2016 9:16 AM
To: Heather Donaldson
Cc: Vanessa Nunez
Subject: FS16-406

RE: FS16-406
Site Plan for
Max Automotive
13501 W. Foxfire Drive

Attention: Heather Donaldson

Thank you for the notice of Site Plan for the above-referenced development.
After review; we have determined that the proposed development will have no impact upon existing highway facilities.
We appreciate the opportunity to review and coment.

Robert A. Patoni, SR/WA

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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Sergio Angulo

From: Debbie Trasancos <DebbieT@mwdaz.com>
Sent: Wednesday, September 21, 2016 3:29 PM
To: Heather Donaldson
Cc: Chris Cain; Leslie Jarrell
Subject: RE: FS16-406 - Max Automotive - Electronic Submittal

Heather,

Thank you for providing the Electronic Submittal for Max Automotive, (FS16-406).

Maricopa Water District (MWD) has reviewed this submittal and determined this lies outside the current boundaries of MWD.

Thanks again,

Debbie Trasancos
Property & Contracts Specialist
Maricopa Water District
14825 W. Grand Ave.
Surprise, AZ 85374
623/546-8266
fax 623/584-2536
debbiet@mwdaz.com

From: Heather Donaldson [<mailto:Heather.Donaldson@surpriseaz.gov>]
Sent: Wednesday, September 21, 2016 12:25 PM
To: 'Barbara Plante - Luke' <barbara.plante@us.af.mil>; 'Brad Finke - EPCOR' <bfinke@epcor.com>; Chris Cain <ChrisC@mwdaz.com>; Debbie Trasancos <DebbieT@mwdaz.com>; 'Denise Lacey' <deniselacey@mail.maricopa.gov>; Donna Miller <Donna.Miller@surpriseaz.gov>; Leslie Jarrell <LeslieJ@mwdaz.com>; Mark A. Coronado <Mark.Coronado@surpriseaz.gov>; 'Paul Jackson' <paul.j.jackson@usps.gov>; 'Project Coordinator' <redletter@azdot.gov>; 'Theresa Tysiak - USPS' <theresa.a.tysiak@usps.gov>; Timothy Klarkowski <Timothy.Klarkowski@surpriseaz.gov>; 'Vern Wolfley - MAG' <vwolfley@azmag.gov>
Cc: Sergio Angulo <Sergio.Angulo@surpriseaz.gov>; Jamie Sullivan <Jamie.Sullivan@surpriseaz.gov>
Subject: FS16-406 - Max Automotive - Electronic Submittal

Good Afternoon,

Attached please find the submittal documents for the above referenced project. Please do not hesitate to contact me if you have any questions or need further clarification.

Thank you, and I hope you have a wonderful Wednesday!

Heather Donaldson
Planning Project Coordinator
City of Surprise | Community Development
16000 N. Civic Center Plaza | Surprise AZ | 85374

www.surpriseaz.gov

623.222.3133 t
623.222.3001 f

City Hall offices open at 8 a.m. and close at 5 p.m. Monday through Friday. More info at www.surpriseaz.gov.

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0.1

21 Sep 2016 19:25:18 -0000

PUBLIC ENGAGEMENT FORM

PROJECT TITLE: FS16-406 Max Automotive

OVERALL PUBLIC INVOLVEMENT LEVEL:

The applicant held a Citizen Review meeting on October 19, 2016, informational mailers were sent to properties within 300 feet of the project, and advertisements were posted in a local newspaper. No members attended.

IDENTIFY STAKEHOLDERS:

Property owners in the immediate area.

OBJECTIVES:

This Conditional Use Permit will allow the builder to construct a new major automotive repair facility.

PUBLIC ENGAGEMENT STRATEGIES & TOOLS:

Public Engagement & Project timeline:

Public outreach time frame (when to when) October 19, 2016 6:00pm - 7:00pm

Future Council Work Session/Meetings target dates N/A

Election dates (if applicable) N/A

Project start/completion dates N/A

Communication Tools and Technique options: (which do you plan to use?)

- ☐ Press releases
- ☒ Public meetings (video/photos, poster boards, fact sheet(s) *do you need Spanish version?)
- ☒ Presentations to boards and commissions, other interested community partners/stakeholders
- ☐ Third-party consultant/moderator (pending budget)
- ☐ Survey (online/paper/both?)
- ☐ Social media
- ☐ Surprise 11
- ☐ Notify Me email/ Council newsletters (opt-in audience)
- ☒ Paid advertising (pending budget)
- ☐ Surprise Progress (mailed quarterly and tied to print deadlines)
- ☐ Booth at city events
- ☒ Paid mailings (pending budget)
- ☐ Creation of a subcommittee/task force
- ☐ Youth/adult activities, registration, or orientation (HOA Academy)
- ☐ Website updates



SURPRISE
ARIZONA

FS16-406

Max Automotive
Conditional Use Permit

Planning and Zoning Commission

March 2, 2017

VICINITY MAP



VICINITY MAP



SITE

PAD

Comm/Industrial

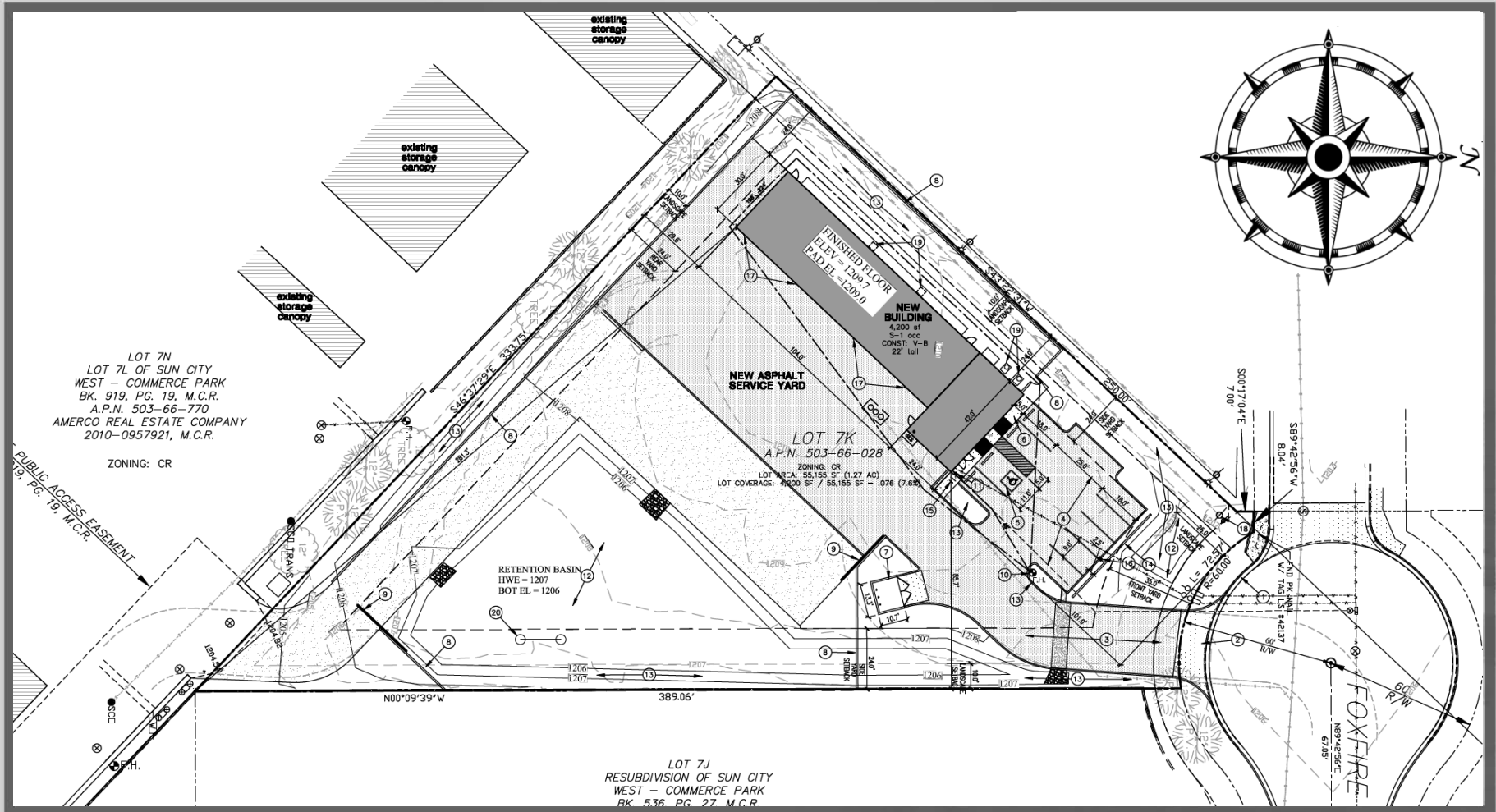
CR

PAD

Commercial

IP

SHD-CO



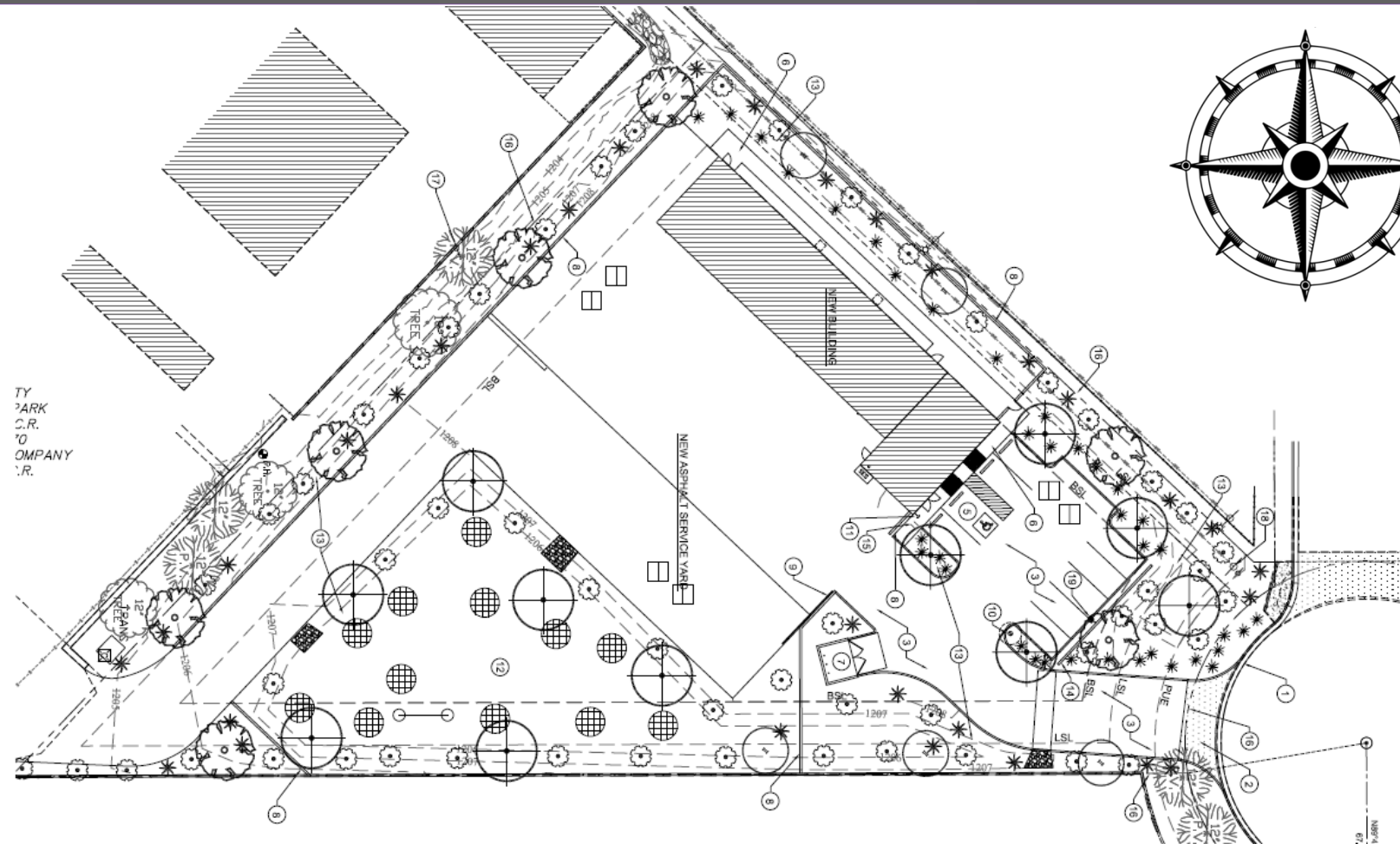
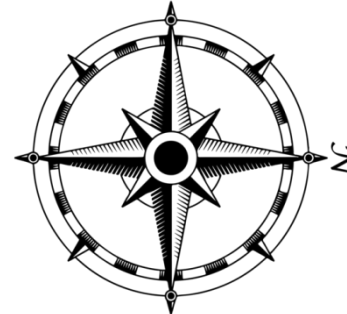
ZONING: CR

PUBLIC ACCESS EASEMENT
19, PG. 19, M.C.R.

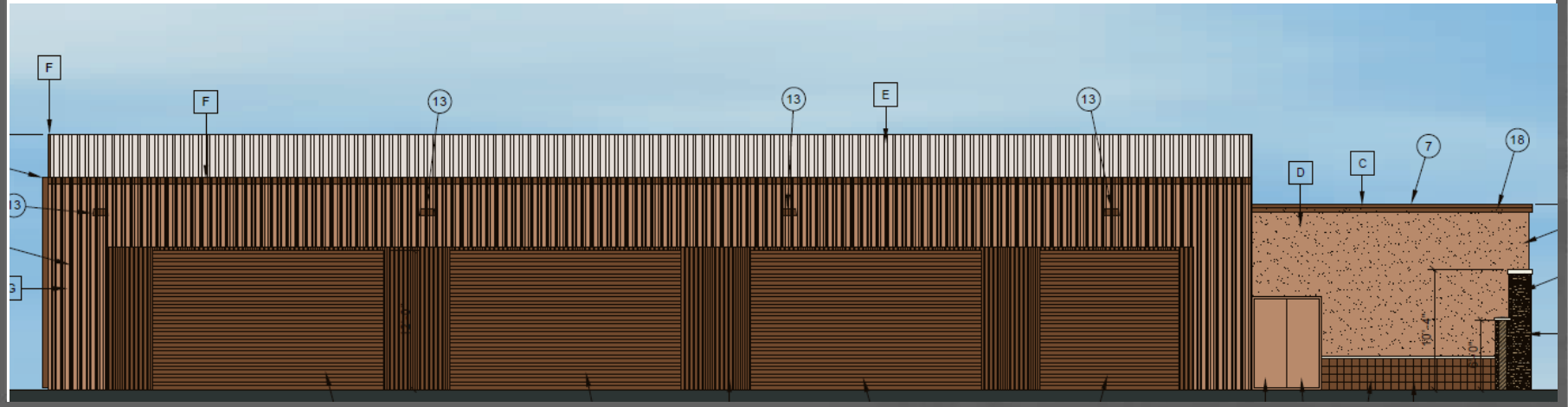
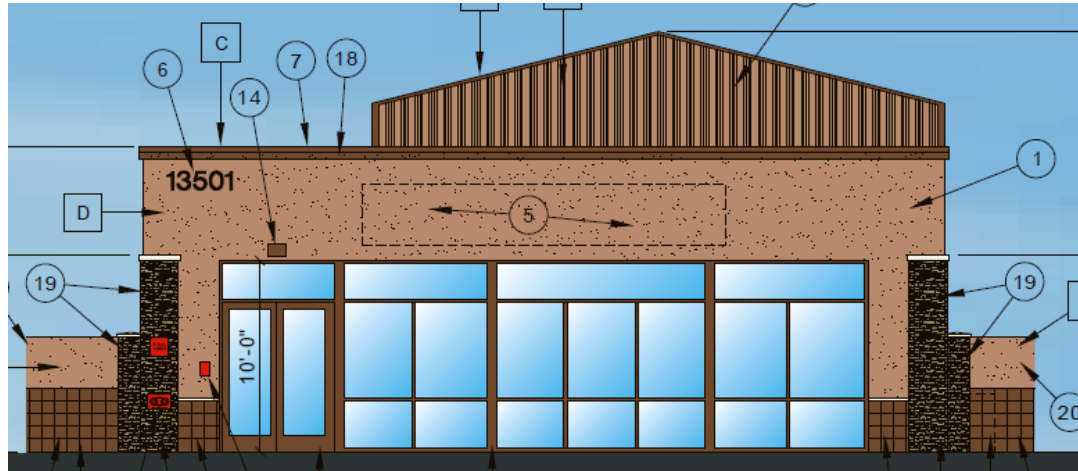
LOT 7K
A.P.N. 503-66-028
ZONING: CR
LOT AREA: 55,155 SF (1.27 AC)
LOT COVERAGE: 4,800 SF / 55,155 SF - .076 (7.6%)

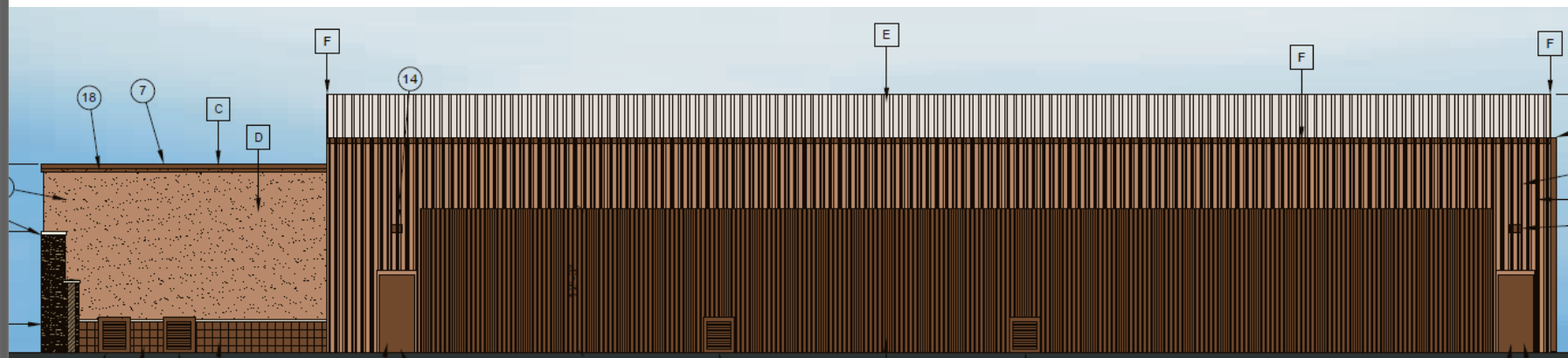
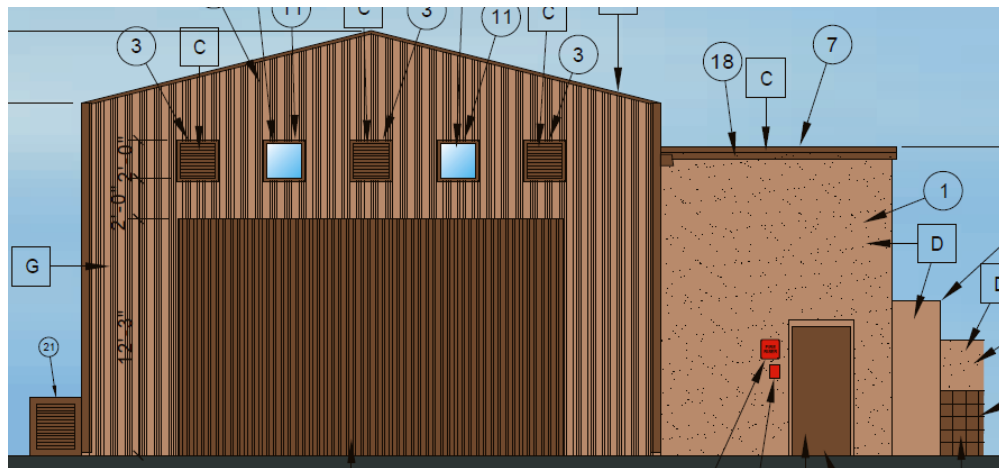
RETENTION BA
HWE = 1207
BOT EL = 1206

LOT 7J
RESUBDIVISION OF SUN CITY
WEST - COMMERCE PARK
BK. 536 PG. 27 M.C.R.



TY
ARK
C.R.
TO
OMPANY
R.







CITIZEN OUTREACH

Citizen Outreach Meeting

- October 19, 2016
- No members from the public attended



STAFF RECOMMENDATION

Staff Recommendation:

- Approval





SURPRISE
ARIZONA

**QUESTIONS OR
COMMENTS?**

Thank You



CITY OF SURPRISE
Planning and Zoning Commission

March 2, 2017 @ 6:00:00 PM

Back Print

Board Meeting Date:	March 2, 2017	Contact Person:	Sergio Angulo - Community Development
Submitting Department:	CD Boards and Commissions	District:	1
Staff Recommendations:	Approve		

Consent	Regular	Public Hearing	x	Report/Discussion
---------	---------	----------------	---	-------------------

Agenda Wording:

Consideration and action on the Conditional Use Permit for a Super Star Car Wash Facility in Surprise Farms Gateway, generally located south of Bell Road and west of Loop 303.

Motion:

I move to approve/deny the Conditional Use Permit for a Super Star Car Wash Facility in Surprise Farms Gateway.

Background:

On November 15, 2016 Paul Devers Jr. with Cawley Architects submitted a request for a Conditional Use Permit for a Super Star Car Wash Facility in Surprise Farms Gateway.

Financial Impact Statement:

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

ATTACHMENTS:

Click to download

- ☐ [00 - FS16-468 - Super Star Car Wash - Conditional Use Permit - Staff Report](#)
- ☐ [01 - FS16-468 - Super Star Car Wash - Conditional Use Permit - Vicinity Maps](#)
- ☐ [02 - FS16-468 - Super Star Car Wash - Conditional Use Permit - Site Plan](#)
- ☐ [03 - FS16-468 - Super Star Car Wash - Conditional Use Permit - Landscape Plan](#)
- ☐ [04 - FS16-468 - Super Star Car Wash - Conditional Use Permit - Elevations](#)
- ☐ [05 - FS16-468 - Super Star Car Wash - Conditional Use Permit - Luke AFB Comments](#)
- ☐ [06 - FS16-468 - Super Star Car Wash - Conditional Use Permit - ADOT Comments](#)
- ☐ [07 - FS16-468 - Super Star Car Wash - Conditional Use Permit - MWD Comments](#)

- ☐ [08 - FS16-468 - Super Star Car Wash - Conditional Use Permit - Noise Impact Study Map](#)
- ☐ [09 - FS16-468 - Super Star Car Wash - Conditional Use Permit - Public Engagement Form](#)
- ☐ [10 - FS16-468 - Super Star Car Wash - Conditional Use Permit - Presentation](#)

External Attachment Links:

Meeting Requirements:

Powerpoint x Video x White Board x Other x

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

Sergio Angulo, Planner

Conditional Use Permit

REPORT TO THE PLANNING AND ZONING COMMISSION

1	Case:	FS16-468
2		
3	Project Name:	Super Star Car Wash
4		
5	Council District:	1 - ACACIA
6		
7	Meeting Date:	March 2, 2017
8		
9	Planner:	Sergio Angulo
10		
11		
12	Owner:	Bell Road and Loop 303 LLP
13		
14	Applicant:	Paul Devers Jr. with Cawley Architects
15		
16	Request:	Conditional Use Permit for a Super Star Car Wash Facility.
17		
18	Site Location:	Generally south of Bell Road and west of Loop 303.
19		
20	Site Size:	1.15 Acres (approx.)
21		
22	General Plan Conformance:	The proposal is consistent with the Surprise General Plan 2035 as
23		proposed under case FS16-468.
24		
25	Support/Opposition:	None known.
26		
27	Staff Recommendation:	Staff recommends the Commission move to approve case FS16-412,
28		subject to stipulations 'A' and 'B'.

29 **Existing Land Zoning:**



CC (Community Commercial)	CC (Community Commercial)	CC (Community Commercial)
PAD (Commercial)	PAD (Commercial)	PAD (Commercial)
PAD (Commercial)	PAD (Commercial)	PAD (Commercial)

30 **History:**

31

32 **June 20, 1984:** The subject parcel was annexed into the City.

33

34 **March 27, 1995:** The Villages at Surprise South/Surprise Farms PAD was approved by the City Council.

35

36 **June 3, 2014:** The Final Plat of Surprise Farms Gateway was approved by the City Council.

37

38 **June 23, 2016:** Staff met with the applicant to discuss the project during a regularly scheduled Concept Review meeting under CR16-262.

39

40 **October 26, 2016:** The applicant filed a request for a Conditional Use Permit approval for a new Super Star Car Wash Facility.

41

42 **November 30, 2016:** The applicant held a Citizen Review Meeting which was properly advertised.

43

46 **Citizen Outreach**

47
48 As mentioned above, the applicant held a Citizen Review Meeting on November 30, 2016 in the
49 MidFirst Bank located north of the subject property. A couple of Surprise residents attended to ask
50 questions about the projects and voice their concerns. The major concerns were in regards to light
51 pollution and the impact that this new car wash will have on existing car wash facilities along Bell
52 Road.

53
54 **Project Description:**

55
56 Paul Devers Jr. with Cawley Architects on behalf of Super Star Car Wash, requests approval of a
57 Conditional Use Permit to allow for a new car wash facility in Lot 1 of Surprise Farms Gateway
58 within the Surprise Farms PAD located south of Bell Road and west of Loop 303. The Surprise Farms
59 PAD designates land uses of the subject parcel as Commercial C-2. The proposed facility will provide
60 self-vacuum stations and a car wash tunnel where customers will drive their own vehicles.

61
62 The Surprise Farms PAD references the C-2 uses listed under Title 17 for Principally Permitted uses
63 and Conditionally Permitted uses. Title 17 lists "Automobile washing establishments" as
64 Conditionally Permitted in C-2 zoning districts, but requires an analysis of any proposed
65 Conditionally Permitted use to be based on the use specific standards listed under section
66 17.28.080.C.2. of Title 17. These standards include the following:

- 67
68 1. Site improvements such as buildings or structures (permanent or temporary) shall be
69 separated from any residential zone by at least fifty feet. Parking areas shall be separated
70 from any residential zone by at least fifteen feet.
71 2. The total site area shall not be less than twelve thousand square feet.
72 3. Pump islands shall be set back not less than twenty-five feet from any street right-of-way
73 line, not less than forty feet from any nonstreet property line and not less than seventy-five
74 feet from any residential zone boundary.
75 4. Interior curbs of not less than six inches in height shall be constructed to separate driving
76 surfaces from sidewalks, landscaped areas and street rights-of-way.
77 5. Sufficient off-street area to provide space for not less than ten automobiles waiting to be
78 washed or three waiting spaces per washing stall, whichever is greater, shall be provided. A
79 space twenty feet by nine feet shall be deemed adequate for each such required space.
80 6. All washwater disposal facilities including sludge, grit removal and disposal equipment shall
81 be subject to the approval of the city engineer, and shall conform with all city ordinances
82 regarding sewage and health and shall be designed so as not to detrimentally affect the city
83 sewer system.

84
85 This Conditional Use Permit application has been reviewed against those standards. Staff finds that
86 this Conditional Use Permit application conforms to the requirements set under this section of Title
87 17.

88 In addition to the requirements set in Title 17, staff also requested a noise impact study which the
89 applicant provided. This noise study takes into consideration the anticipated noise levels at adjacent
90 properties including the closest residential lots to the south. The study shows the noise levels at the
91 closest residential lots to the south at 45-50 decibels which is equivalent to the noise created by
92 moderate rainfall or a quiet room.

93
94 The site is to be accessed through an existing shared driveway south of the property; this driveway
95 connects to an existing driveway west of the property which has direct access to and from Bell Road
96 to the north. The applicant proposes three (3) pay stations that merge into one (1) lane to enter the
97 car wash tunnel. The pay stations are proposed to be located along the west of the property and
98 the queuing lane continues north-bound then west to enter the car wash tunnel. Prior to the
99 entrance of the car wash tunnel the applicant proposes a by-pass lane to help customers exit if they
100 ever need to. The vehicles will exit car wash tunnel to the east and continue south.

101
102 The site proposes pedestrian access to Bell Road by providing a pedestrian pathway that connects
103 to the existing sidewalk along Bell Road. For the safety of pedestrians, the applicant is proposing
104 stop signs wherever a pedestrian pathway crosses the drive-through lane.

105
106 The applicant proposes 34 self-vacuum stations which will also function as parking for customers
107 who for any reason need to access the business office or vending section. The applicant proposes to
108 assign one (1) of the parking spaces/vacuum station as handicap-accessible. All proposed vacuum
109 stations will be shaded by canopies. The refuse bin is proposed to be located on the southwest
110 corner of the property and will be screened with landscape and a block wall that will be painted to
111 match the colors of the building.

112
113 The proposed landscape meets the requirements of the SUDC and the Surprise Farms PAD. On-site
114 the applicant is proposing shrubs and trees along the east property line to help screen the vehicles
115 in the pay stations and queuing lane. A screening wall and landscaping along Bell Road will also help
116 screen the vehicles in the queuing lane from the right-of-way. The landscape and retention area
117 along Bell Road already exists and will remain as is. The plant species palette is similar to the one
118 used in the Winco site located south of the subject property.

119
120 The proposed building is 4,558 sq. ft. and the wash tunnel makes up 3,352 sq. ft. of that space. The
121 proposed building color and material palette is similar to the Winco building located south of the
122 subject site. The proposed exterior design will complement the existing architecture on the site.

123
124 The applicant also included a lighting photometric study with the application which meets the
125 lighting requirements of the SUDC.

126 **Summary:**

127
128 Staff believes by accepting and incorporating stipulations 'A' and 'B', which are very minor in
129 nature, the proposed Conditional Use Permit and Site Plan will meet the requirements of the
130 Surprise Farms PAD, SUDC, and the General Plan.

131
132 **Findings:**

- 133
134
 - The proposed Conditional Use Permit and Site Plan are consistent with the Surprise General
 - 135 Plan 2035.
 - 136 • The proposed Conditional Use Permit and Site Plan will meet the provisions of the Surprise
 - 137 Farms PAD and the SUDC as applicable once all stipulations are met.

138

139 **Recommendation:**

140
141 Based on the findings noted above, staff recommends the Commission move to **approve** case FS16-
142 468, subject to stipulations 'A' and 'B' as outlined below:

- 143
144 A. All comments per letter dated December 8, 2016 on file with Engineering Services of
145 Public Works will be addressed and civil documents approved by city staff prior to issuance
146 of civil construction permits.
- 147 B. Non-compliance with the stipulations of approval of this case will be treated as a
148 violation in accordance with the provisions of Article XIV of the Surprise Unified
149 Development Code.
- 150

151 However, should the Commission wish to recommend **denial** of the request, the Commission
152 should make its own findings and base its decision on those alternative findings.

153
154 **Attachments:**

- 155
156 01 Vicinity Maps
157 02 Site Plan
158 03 Landscape Plan
159 04 Elevations
160 05 Luke AFB Comments
161 06 ADOT Comments
162 07 MWD Comments
163 08 Noise Impact Study Map

VICINITY MAP



Bell Rd

1

2

3

GATEWAY SHOP-AC

25848 Degrees

25848 Degrees



S U R P R I S E
ARIZONA

FS16-468

**Super Star Car Wash
Conditional Use Permit**

Planning and Zoning Commission

March 2, 2017

VICINITY MAP



Bell Rd

1

2

3

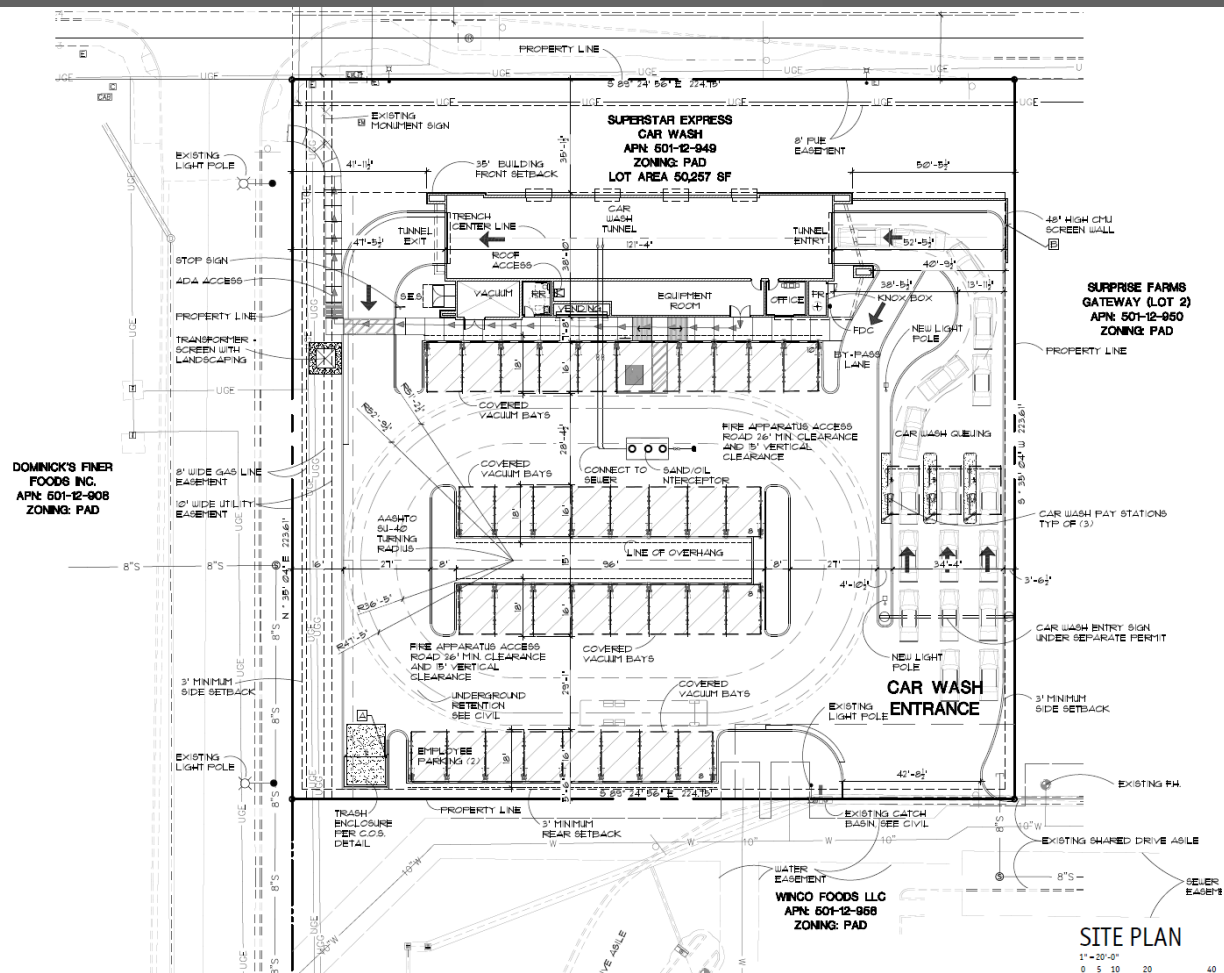
GATEWAY SHOP-AC

25848 Degrees

25848 Degrees

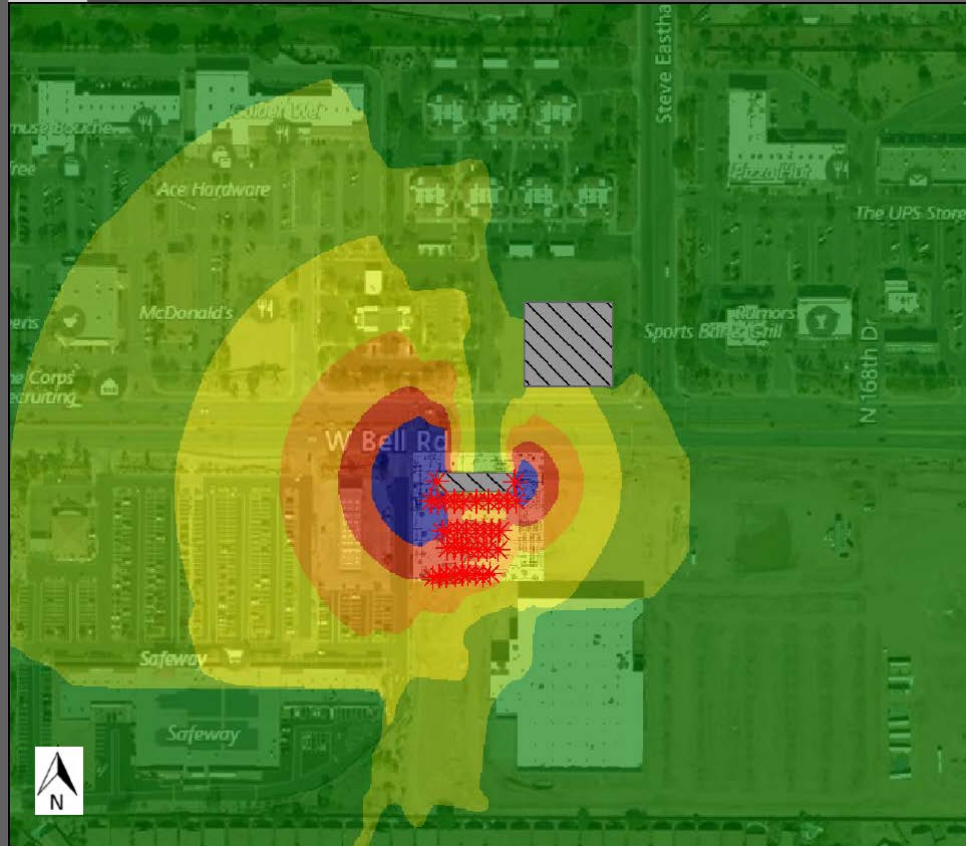
SURROUNDING ZONING





SITE PLAN

NOISE IMPACT STUDY

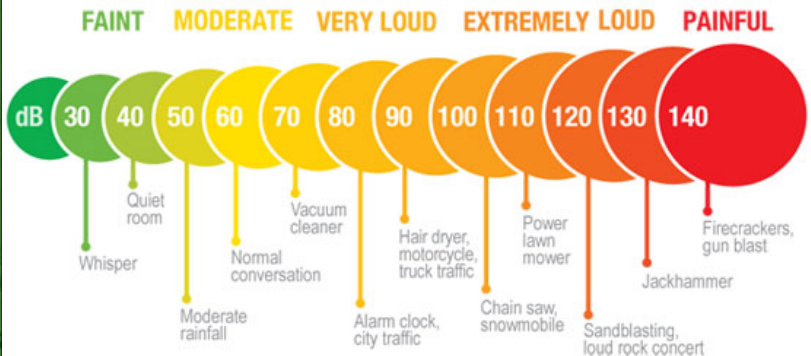
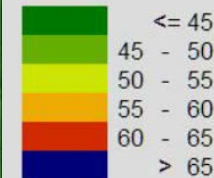


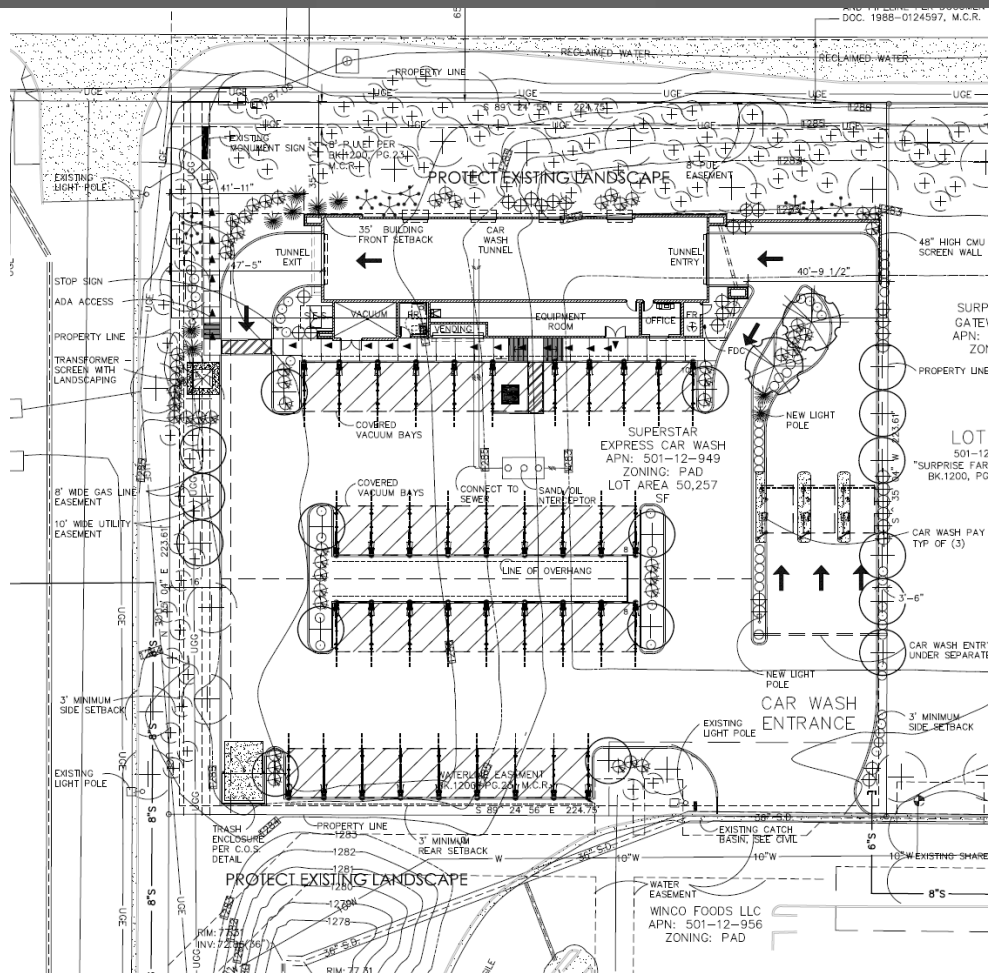
Signs and symbols

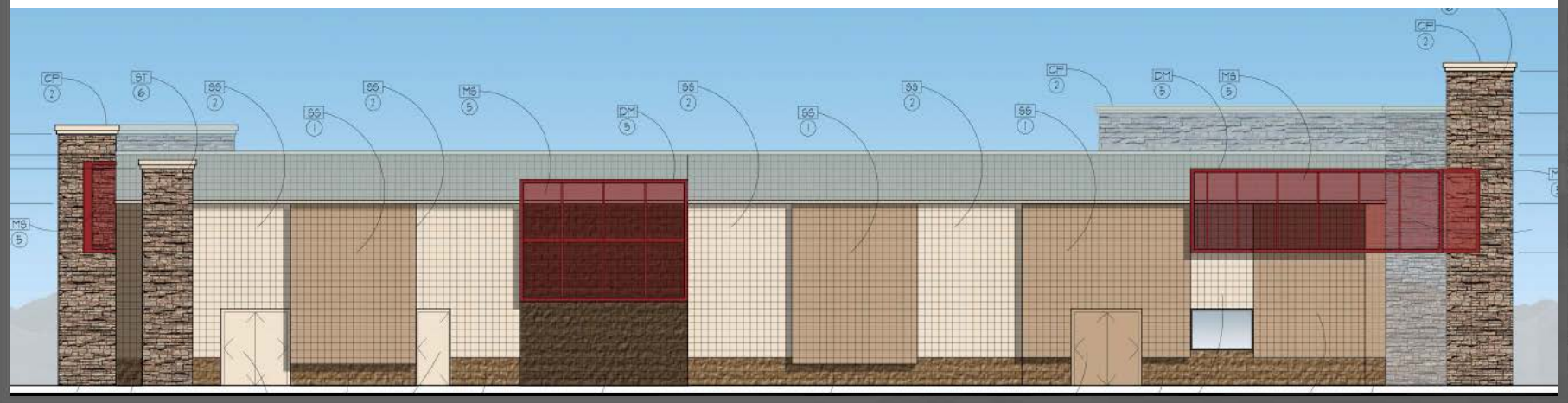
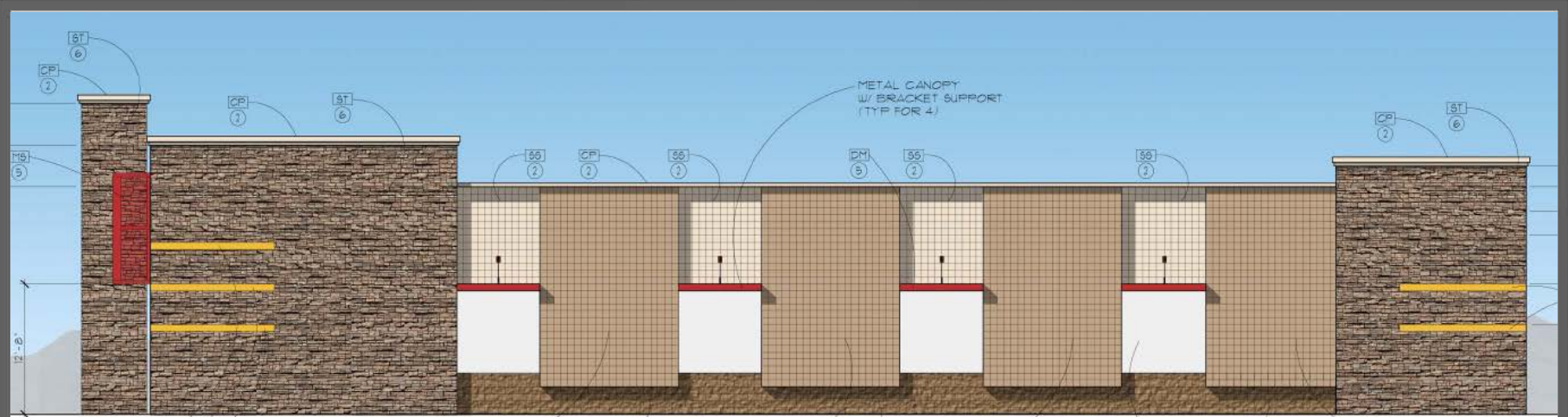
 Main building

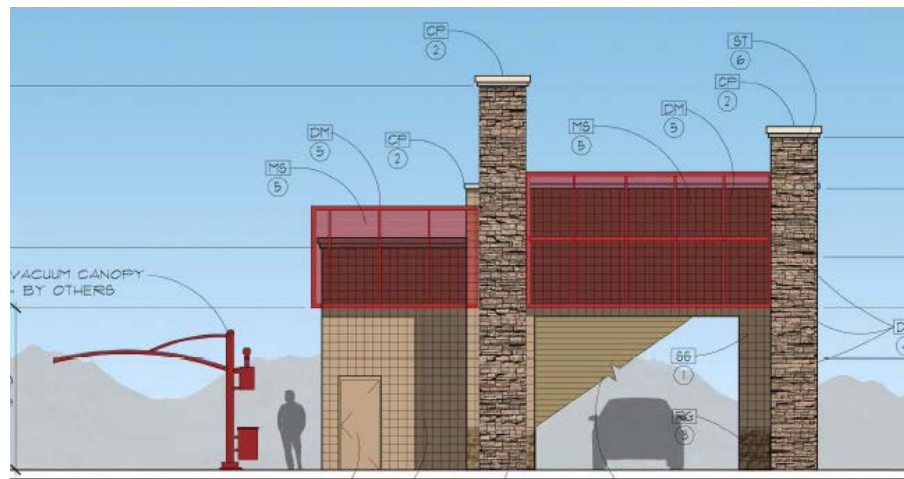
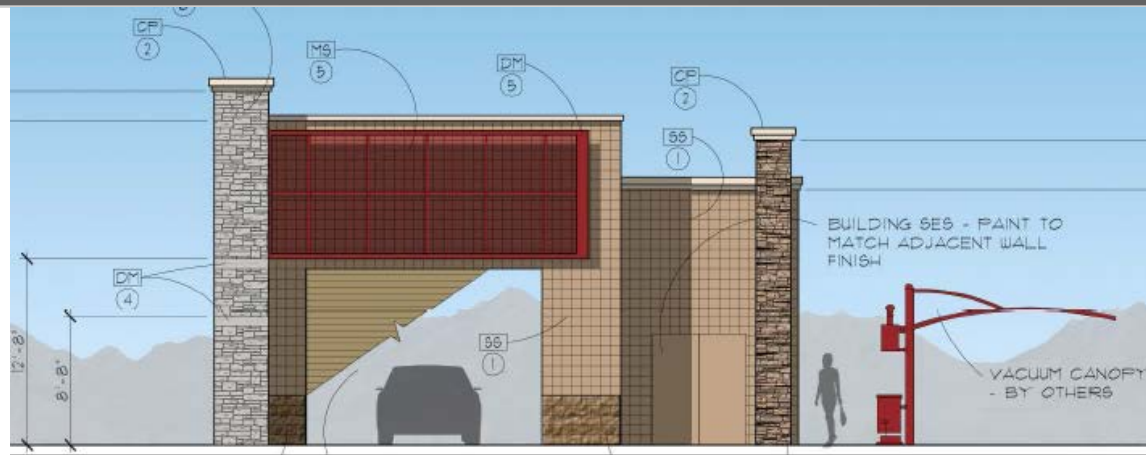
 Point sources
(Blower, Vacuums)

Levels in dB(A)











CITIZEN OUTREACH

Citizen Outreach Meeting

- November 30, 2016

Concerns & Comments

- Impacts to existing carwash facilities along Bell Rd.
 - Light pollution
 - Company's Engagement with the Neighborhood
- 

STAFF RECOMMENDATION

Staff Recommendation:

- Approval subject to Stipulations A and B



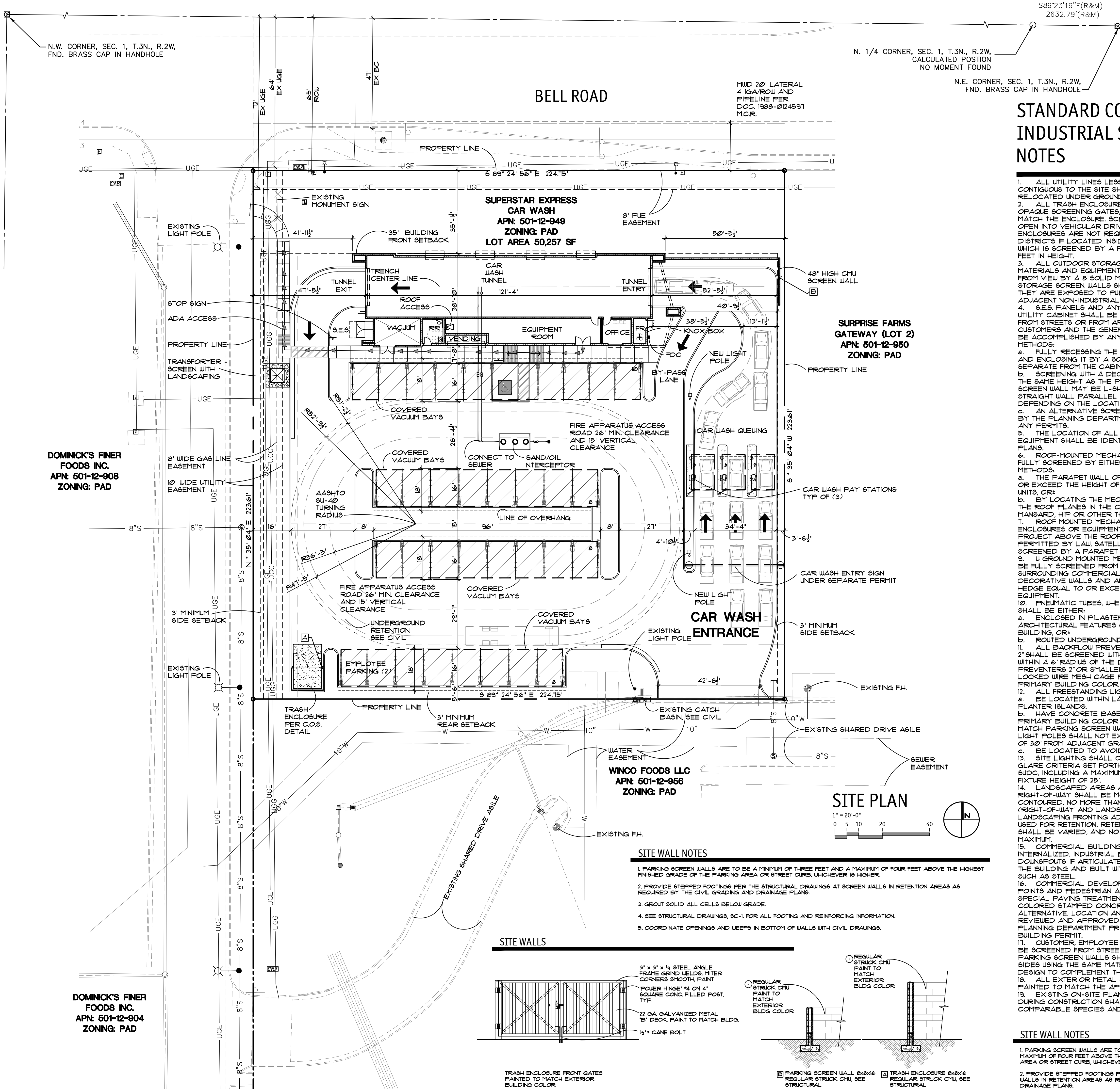


SURPRISE

ARIZONA

**QUESTIONS OR
COMMENTS?**

Thank You



STANDARD COMMERCIAL & INDUSTRIAL SITE PLAN NOTES

- ALL UTILITY LINES LESS THAN 60 KV ON OR CONTIGUOUS TO THE SITE SHALL BE INSTALLED OR RELOCATED UNDER GROUND.
- ALL TRASH ENCLOSURES SHALL INCLUDE FULLY OPAQUE SCREENING GATES, FINISHED AND PAINTED TO MATCH THE ENCLOSURE. SCREENING GATES SHALL NOT OPEN INTO VEHICULAR DRIVE AISLES. TRASH ENCLOSURES ARE NOT REQUIRED IN INDUSTRIAL DISTRICTS IF LOCATED INSIDE AN ENCLOSED YARD WHICH IS SCREENED BY A PERIMETER WALL AT LEAST 6 FEET IN HEIGHT.
- ALL OUTDOOR STORAGE AREAS FOR STORAGE OF MATERIALS AND EQUIPMENT SHALL BE FULLY SCREENED FROM VIEW BY A 6' SOLID MASONRY WALL. INDUSTRIAL STORAGE SCREEN WALLS SHALL BE LIGHTED UNLESS THEY ARE EXPOSED TO PUBLIC VIEW FROM STREETS OR ADJACENT NON-INDUSTRIAL USES.
- S.E.S. PANELS AND ANY OTHER ABOVE GROUND UTILITY CABINET SHALL BE FULLY SCREENED FROM VIEW FROM STREETS OR FROM AREAS ACCESSIBLE TO CUSTOMERS AND THE GENERAL PUBLIC. SCREENING MAY BE ACCOMPLISHED BY ANY ONE OF THE FOLLOWING METHODS:
 - FULLY RECESSING THE CABINET INTO THE BUILDING AND ENCLOSING IT BY A SOLID DOOR OR DOORS SEPARATE FROM THE CABINET.
 - SCREENING WITH A DECORATIVE MASONRY WALL OF THE SAME HEIGHT AS THE PANEL, THE SCREEN WALL MAY BE L-SHAPED, U-SHAPED OR A STRAIGHT WALL PARALLEL TO THE CABINET, DEPENDING ON THE LOCATION OF THE CABINET.
 - AN ALTERNATIVE SCREENING METHOD APPROVED BY THE PLANNING DEPARTMENT PRIOR TO ISSUANCE OF ANY PERMITS.
- THE LOCATION OF ALL ELECTRICAL UTILITY EQUIPMENT SHALL BE IDENTIFIED ON THE CONSTRUCTION PLANS.
- ROOF-MOUNTED MECHANICAL EQUIPMENT SHALL BE FULLY SCREENED BY EITHER ONE OF THE FOLLOWING METHODS:
 - THE PARAPET WALL OF THE BUILDING SHALL EQUAL OR EXCEED THE HEIGHT OF THE MECHANICAL UNITS, OR
 - BY LOCATING THE MECHANICAL EQUIPMENT BEHIND THE ROOF PLANES IN THE CASE OF MANSARD, HIP OR OTHER THAN FLAT ROOF.
- ROOF MOUNTED MECHANICAL EQUIPMENT ENCLOSURES OR EQUIPMENT SCREEN WALLS SHALL NOT PROJECT ABOVE THE ROOF PARAPET. TO THE EXTENT PERMITTED BY LAW, SATELLITE DISHES SHALL BE FULLY SCREENED BY A PARAPET WALL.
- U GROUND MOUNTED MECHANICAL EQUIPMENT SHALL BE FULLY SCREENED FROM VIEW (FROM STREETS OR SURROUNDING COMMERCIAL USES) BY A COMBINATION OF DECORATIVE WALLS AND AN EVERGREEN VEGETATIVE HEDGE EQUAL TO OR EXCEEDING THE HEIGHT OF THE EQUIPMENT.
- PNEUMATIC TUBES, WHETHER METAL OR PLASTIC, SHALL BE EITHER:
 - ENCLOSED IN PILASTERS, COLUMNS OR OTHER ARCHITECTURAL FEATURES OF THE CANOPY OR BUILDING, OR
 - ROUTED UNDERGROUND.
- ALL BACKFLOW PREVENTION DEVICES LARGER THAN 2" SHALL BE SCREENED WITH LANDSCAPE LOCATED WITHIN A 6' RADIUS OF THE DEVICE. ALL BACKFLOW PREVENTERS 2" OR SMALLER SHALL BE PLACED IN A LOCKED WIRE MESH CAGE PAINTED TO MATCH THE PRIMARY BUILDING COLOR.
- ALL FREESTANDING LIGHT POLES SHALL:
 - BE LOCATED WITHIN LANDSCAPED AREAS OR PLANTER ISLANDS.
 - HAVE CONCRETE BASES PAINTED TO MATCH THE PRIMARY BUILDING COLOR OR FINISHED TO MATCH PARKING SCREEN WALLS. CONCRETE BASES FOR LIGHT POLES SHALL NOT EXCEED A HEIGHT OF 30' FROM ADJACENT GRADE.
 - BE LOCATED TO AVOID CONFLICT WITH TREES.
- SITE LIGHTING SHALL COMPLY WITH THE LIGHT AND GLARE CRITERIA SET FORTH IN SECTION 12-130 OF THE SUDC, INCLUDING A MAXIMUM FREESTANDING LIGHT FIXTURE HEIGHT OF 25'.
- LANDSCAPED AREAS ADJACENT TO PUBLIC RIGHT-OF-WAY SHALL BE MOUNDED AND NATURALLY CONTOURED. NO MORE THAN 50% OF THE REQUIRED (RIGHT-OF-WAY AND LANDSCAPING TRACTS) LANDSCAPING FRONTING ADJACENT STREETS MAY BE USED FOR RETENTION. RETENTION AREA SIDE SLOPES SHALL BE VARIED, AND NO SLOPE SHALL EXCEED A 4:1 MAXIMUM.
- COMMERCIAL BUILDING DOWNSPOUTS SHALL BE INTERNALIZED. INDUSTRIAL BUILDINGS MAY USE EXPOSED DOWNSPOUTS IF ARTICULATED WITH THE ARCHITECTURE OF THE BUILDING AND BUILT WITH A DURABLE MATERIAL SUCH AS STEEL.
- COMMERCIAL DEVELOPMENT VEHICULAR ACCESS POINTS AND PEDESTRIAN ACCESS WAYS SHALL INCLUDE SPECIAL PAVING TREATMENT SUCH AS INTEGRAL COLORED STAMPED CONCRETE, BOARDSMAN, OR SIMILAR ALTERNATIVE. LOCATION AND MATERIAL SHALL BE REVIEWED AND APPROVED BY THE PLANNING DEPARTMENT PRIOR TO THE ISSUANCE OF A BUILDING PERMIT.
- CUSTOMER, EMPLOYEE AND VISITOR PARKING SHALL BE SCREENED FROM STREET VIEW BY LOW MASONRY. THE PARKING SCREEN WALLS SHALL BE FINISHED ON BOTH SIDES USING THE SAME MATERIALS AND COLORS, AND A DESIGN TO COMPLEMENT THAT OF THE MAIN BUILDING.
- ALL EXTERIOR METAL SHALL BE FINISHED OR PAINTED TO MATCH THE APPROVED PROJECT COLORS.
- EXISTING ON-SITE PLANT MATERIAL DAMAGED DURING CONSTRUCTION SHALL BE REPLACED WITH COMPARABLE SPECIES AND SIZE.

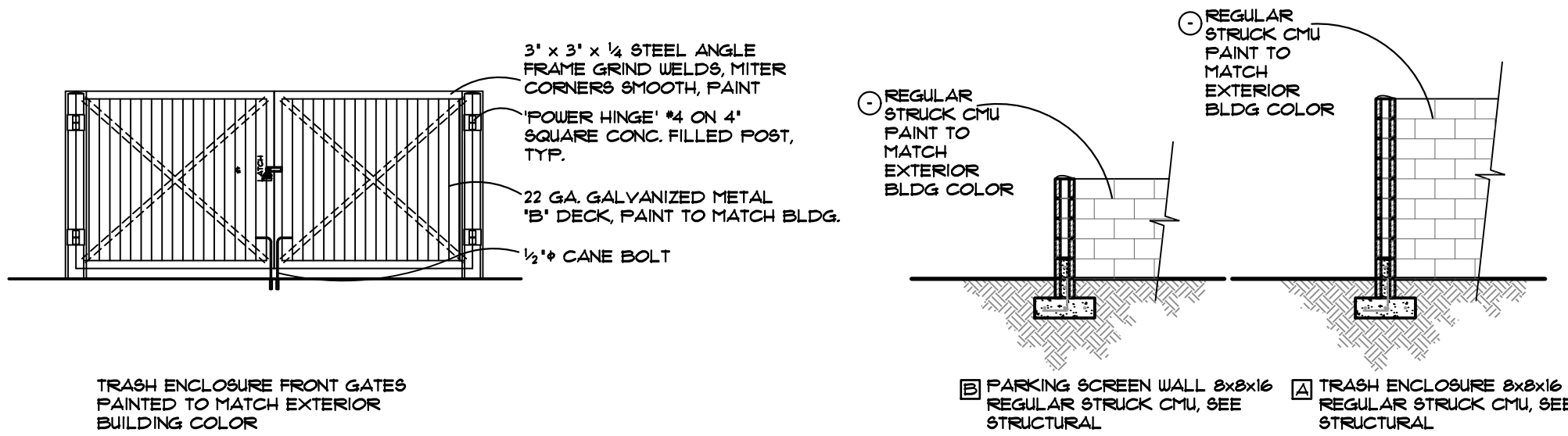
SITE WALL NOTES

- PARKING SCREEN WALLS ARE TO BE A MINIMUM OF THREE FEET AND A MAXIMUM OF FOUR FEET ABOVE THE HIGHEST FINISHED GRADE OF THE PARKING AREA OR STREET CURB, WHICHEVER IS HIGHER.
- PROVIDE STEPPED FOOTINGS PER THE STRUCTURAL DRAWINGS AT SCREEN WALLS IN RETENTION AREAS AS REQUIRED BY THE CIVIL GRADING AND DRAINAGE PLANS.

SITE WALL NOTES

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- PROVIDE STEPPED FOOTINGS PER THE STRUCTURAL DRAWINGS AT SCREEN WALLS IN RETENTION AREAS AS REQUIRED BY THE CIVIL GRADING AND DRAINAGE PLANS.
- GROUT SOLID ALL CELLS BELOW GRADE.
- SEE STRUCTURAL DRAWINGS, SC-1, FOR ALL FOOTING AND REINFORCING INFORMATION.
- COORDINATE OPENINGS AND WEEPS IN BOTTOM OF WALLS WITH CIVIL DRAWINGS.

SITE WALLS



A NEW BUILDING PROJECT BY: SUPERSTAR EXPRESS CARWASH

PROJECT: SUPER STAR CAR WASH EXPRESS
ADDRESS: 16957 W. BELL ROAD
SURPRISE, ARIZONA 85374
OWNER/DEVELOPER: SUPERSTAR CAR WASH
14425 W. McDOWELL RD SUITE F-108
GOODYEAR, ARIZONA 85395
PHONE: (602) 421-6717
CONTACT: REZA AMIRREZVANI

CIVIL ENGINEER: HUNTER ENGINEERING
10450 N. 74TH STREET, SUITE 200
SCOTTSDALE, ARIZONA 85258
PHONE: (480) 991-3985
CONTACT: RUSSELL SCHULTE

SCOPE: A NEW 4,558 S.F. CAR WASH FACILITY

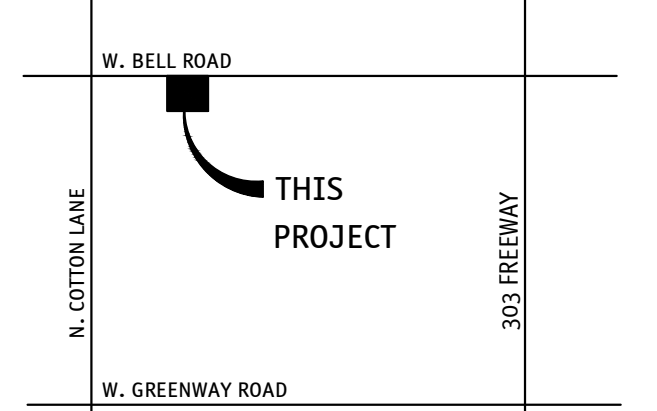
LEGAL DESCRIPTION: SEE CIVIL
ASSESSOR PARCEL #: 501-12-949
ZONING: PAD (PLANNED AREA DEVELOPMENT)
SITE AREA: +/- 50,256 S.F. (+/- 1.154 ACRES)
BUILDING AREA: 4,558 S.F. GROSS
STORIES: SINGLE STORY
LOT COVERAGE: 10 %
LANDSCAPE AREA: 9,898 S.F.
LANDSCAPE COVERAGE: 23 %
OCCUPANCY: B - BUSINESS
CONSTRUCTION TYPE: V-B
ALLOWABLE AREA: 9,000 S.F. (SINGLE STORY)
CLEAR HEIGHT: TBD
STRUCTURAL DEPTH: TBD
SLOPE DEPTH: 1/4" PER 1'-0" MIN.
SCREENING HEIGHT: 50" MAX.
BUILDING HEIGHT: 30' MAX ALLOWABLE

AREA CALC.	TOTALS
OFFICE/ VENDING/ RISER	255 S.F.
EQUIPMENT AREA	626 S.F.
WASH TUNNEL	3,352 S.F.
VACUUM	219 S.F.
RESTROOM	106 S.F.
TOTAL:	4,558 S.F.

REQUIRED PARKING CALCS	S.F.	FACTOR	TOTAL
OCCUPANCY	4,558 S.F.	1/ 375	13
B - CAR WASH			13
TOTAL REQUIRED:			13
PARKING PROVIDED			
TOTAL REGULAR SPACES			33
TOTAL ACCESSIBLE SPACES			(1)
TOTAL COVERED SPACES (INCLUDING ACCESSIBLE SPACE)			34
TOTAL SPACES ON SITE			34

LEGEND

- PROPERTY LINE
- EASEMENT/SETBACK LINE
- CAR OVERHANG MEASURED FROM FACE OF CURB AS DIMENSIONED ON SITE PLAN.
- 6" EXTRUDED CURB
- 6" CAST IN PLACE CURB
- SITE WALL
- SALT FINISH CONC. SIDEWALK
- PAINT STRIPING ON PAVING
- NEW FIRE HYDRANT
- EXISTING FIRE HYDRANT
- FIRE DEPT. CONNECTION
- ACCESSIBLE ROUTE/PATH OF TRAVEL
- FIRE RISER

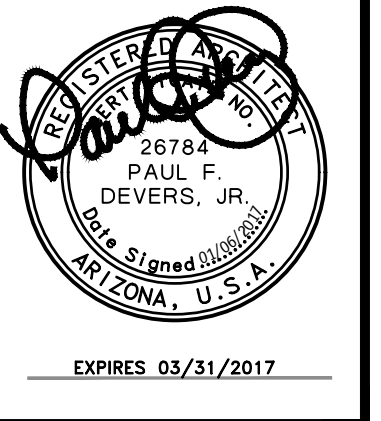


VICINITY MAP
N.T.S.



730 N. 52nd St. Ste. 203
Phoenix, Arizona 85008
P 602.393.5060

CawleyArchitects.com



SUPERSTAR EXPRESS CAR WASH

16957 WEST BELL ROAD
SURPRISE, ARIZONA 85374

DATE

PRE-APP SUBMITTAL
06-23-2016
DR SUBMITTAL
09-23-2016
2ND DR SUBMITTAL
10-20-2016
CUP CITY COMMENTS
01-06-2017

NOTICE OF ALTERNATE BILLING CYCLE:

This contract allows the owner to require submission of billings or estimates in billing cycles other than thirty days. A written description of such other billing cycle applicable to this project is available from the owner or the owner's designated agent (see owner's telephone number and address on cover sheet) and the owner or its designated agent shall provide this written description upon request.

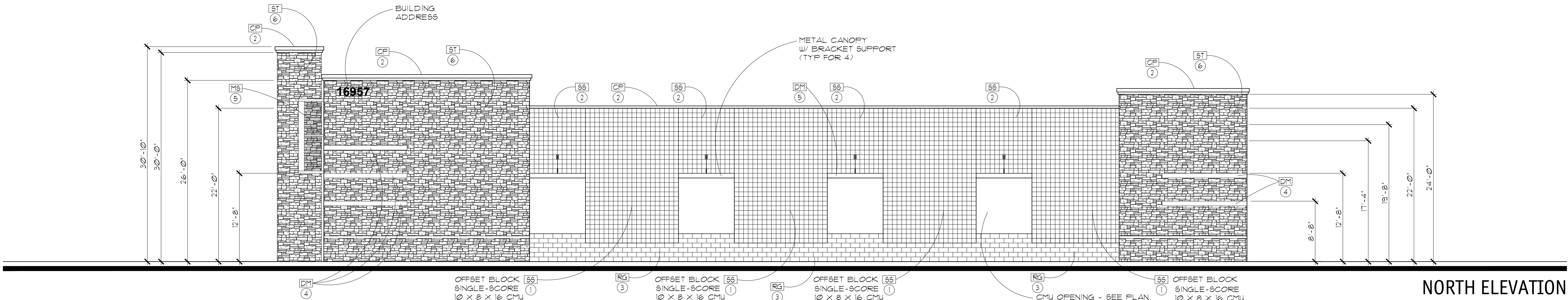
The architectural design and data presented in these documents is an instrument of service provided by Cawley Architects.

All discrepancies found in these documents, or conflicts between these documents and actual field conditions shall be reported to Cawley Architects for resolution prior to commencement of the work.

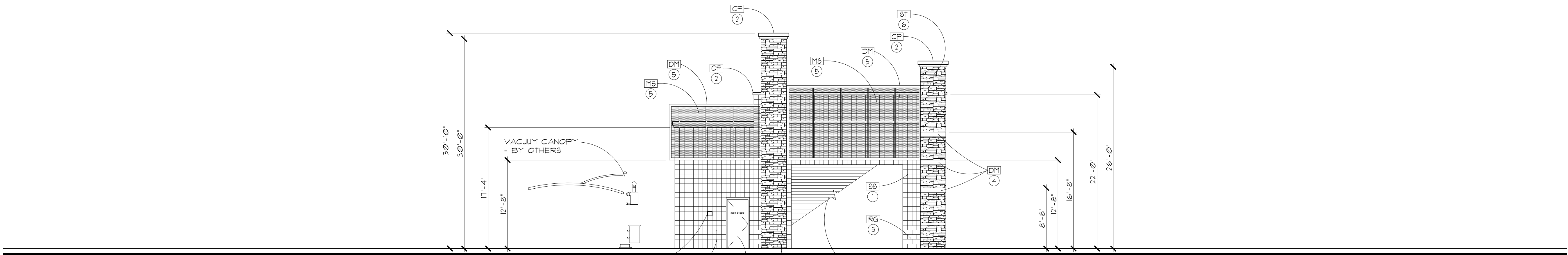
Discrepancies between bid amounts and these documents shall be reported to the General Contractor prior to commencement of work.

Project: -SCW-SR

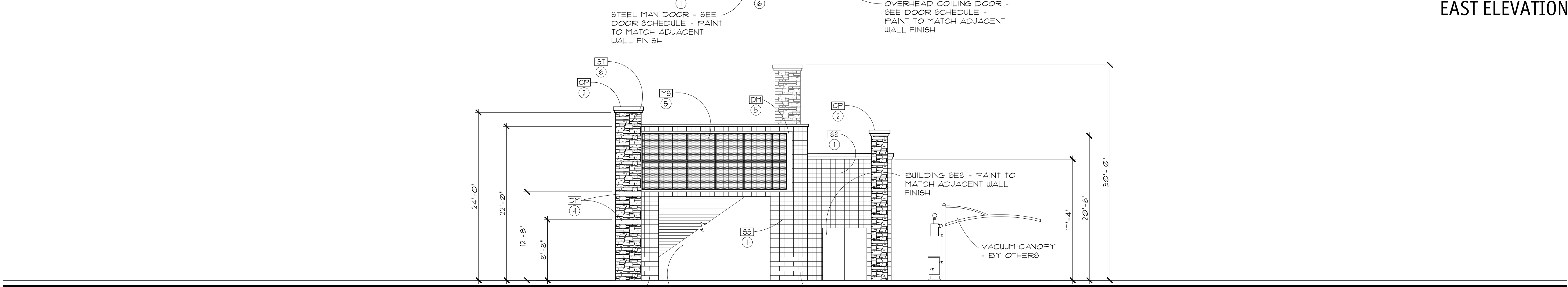
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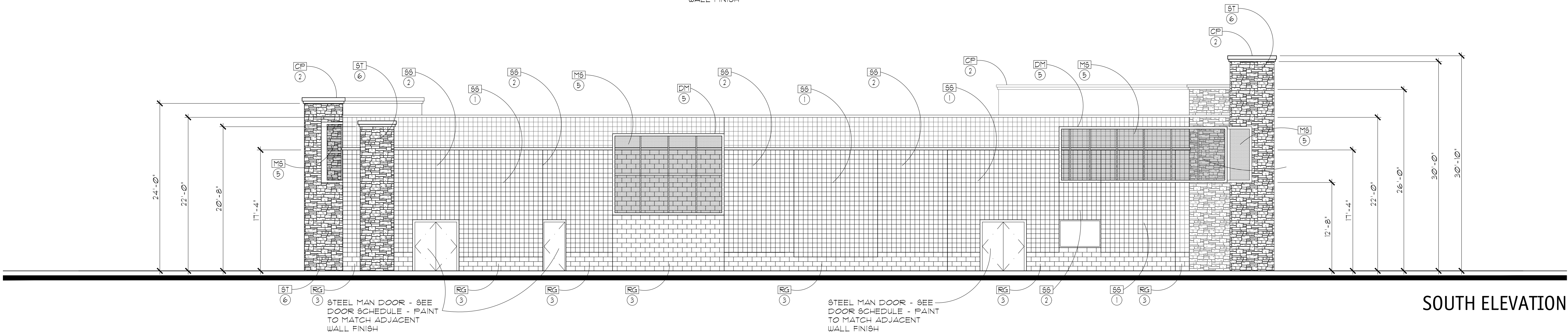
NORTH ELEVATION



EAST ELEVATION



WEST ELEVATION



SOUTH ELEVATION

GENERAL NOTES

1. SEE STRUCTURAL FOR LINTEL INFORMATION.
2. SEE DOOR SCHEDULE FOR DOOR HEIGHTS.
3. SEE STRUCTURAL FOR CONTROL JOINTS.

MATERIAL SAMPLE APPROVAL

1. PRIOR TO ORDERING, G.C. TO PROVIDE INDIVIDUAL SAMPLES OF ALL BUILDING COLORS AND MATERIALS FOR REVIEW AND APPROVAL BY THE ARCHITECT AND OWNER.
2. ALL INDIVIDUAL SAMPLES TO BE PRESENTED AT ONE TIME, ONSITE IN SIZES OF NO LESS THAN 12" X 12".

MATERIAL KEY

MATERIAL	DESCRIPTION
RG	SPLIT FACE REGULAR STRUCK 8 X 8 X 16 CMU
SS	SINGLE-SCORE 8 X 8 X 16 CMU
ST	STONE VENEER
CP	PRE-CAST CAP
DM	DECORATIVE METAL
EC	12-3/4" DIAMETER PAINTED STEEL PIPE COLUMN
MS	METAL WALL PANELS - MCNICHOLS - PERFORATED 3/4" HOLE, 11/16" STAGGER PANELS, THICKNESS - 0.0356-INCH (20 GA), 1 1/2" PANEL HEIGHT

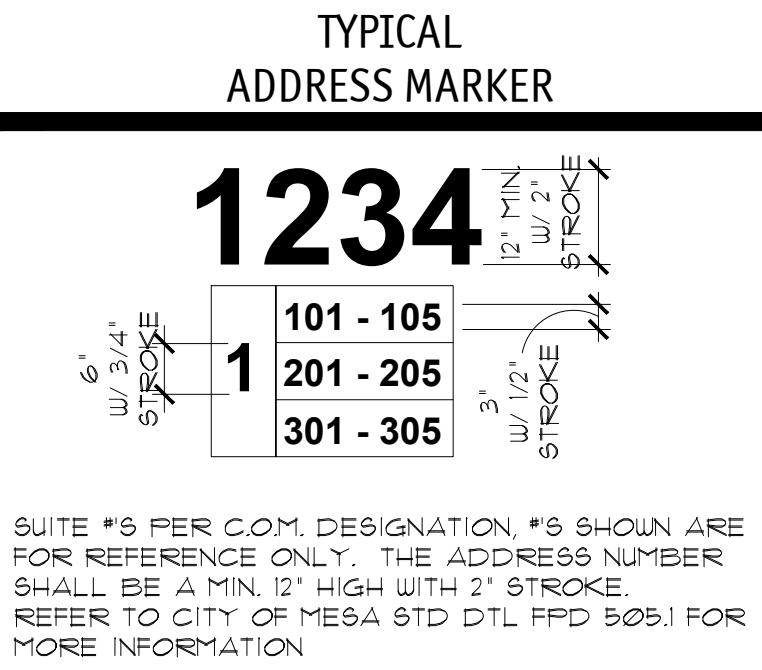
STOREFRONT / GLAZING KEY

MATERIAL	COLOR
FRAMES	MEDIUM BRONZE AB-4 ANODIZED ALUMINUM
GLAZING	1" INSULATED CLEAR REFLECTIVE
INSULATED GLAZING SYSTEM SPECIFICATION	
OLDCASTLE - 1" INSULATED GLAZING SYSTEM	
U-FACTOR: 0.29	
SOLAR HEAT GAIN COEFFICIENT (SHGC) : 0.23	
OUTBOARD: 1/4" PPG SOLARBAN 100VT CLEAR (SEE #2)	
AIRSPACE: 1/2" (AIR FILL)	
INBOARD: 1/4" CLEAR	
1. 'S' AT WINDOW LOCATIONS INDICATES SPANDREL PANELS.	
2. SEE WINDOW TYPES FOR LOCATIONS OF TEMPERED GLASS.	

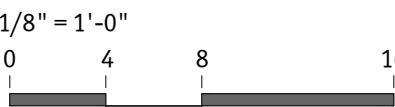
COLOR KEY

KEY:	MANUF. - DUNN EDWARDS
	COLOR NAME:
①	'TAN PLAN' DE6131
②	'FINE SAND' DEB324
③	'BROWN BEAR' DE6140
④	'SUNFLOWER' DEB331
⑤	'HOT JAZZ' DE4101
KEY:	MANUF. - CORONADO STONE
	COLOR NAME:
	'CHABLIS' IDAHO DRYSTACK
MATERIAL	KEY:
BOLLARDS	④
VACUUM CANOPY	⑤
SES	①
TRANSFORMER	①

1. SEALANTS FOR PROJECTS TO MATCH ADJACENT MATERIAL COLORS - NO WHITE OR OFF WHITE COLORS.
2. PAINTER TO PROVIDE TWO COATS SEALER TO ALL EXPOSED NATURAL BLOCK, PRECAST CONCRETE, UNPAINTED CONCRETE AND OTHER MATERIALS AS REQUIRED TO PROVIDE A WEATHER SEALED PROJECT.
3. G.C. TO OBTAIN APPROVAL FROM UTILITY COMPANY BEFORE PAINTING TRANSFORMER.



EXTERIOR ELEVATIONS



Cawley Architects

730 N. 52nd St. Ste. 203
Phoenix, Arizona 85008
P 602.393.5060

CawleyArchitects.com

Expires 03/31/2017

SUPERSTAR EXPRESS CAR WASH

16957 WEST BELL ROAD
SURPRISE, ARIZONA 85374

DATE

PRE-APP SUBMITTAL
06-23-2016

DR SUBMITTAL
09-23-2016

2ND DR SUBMITTAL
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Discrepancies between bid amounts and these documents shall be reported to the General Contractor prior to commencement of work.

Project: SCW-SR

A7.1



**DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND**

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

3 November 2016

Ms. Heather Donaldson
Planning Project Coordinator
City of Surprise Planning Department
16000 N. Civic Center Plaza
Surprise AZ 85374

Re: FS16- 468; Superstar Car Wash

Dear Ms. Donaldson

Thank you for the opportunity to comment on the Conditional Use Permit Application for the Superstar Car Wash. This project is located on 1.2 acres at the southeast corner of Cotton Lane and Bell Road in Surprise AZ. This request is for the new construction of a 4,588 square foot car wash. The site is approximately 3.8 miles outside the 1988 JLUS 65 Ldn, "high noise or accident potential zone" as identified by A.R.S. § 28-8461 and inside the "territory in the vicinity of a military airport" also defined by A.R.S. § 28-8461.

As described, this car wash will not negatively impact Luke AFB's current mission. Since the facility 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

for Barbara S. Plante
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

Sergio Angulo

From: Michael Wilson <MWilson@azdot.gov>
Sent: Friday, October 28, 2016 7:24 AM
To: Heather Donaldson
Cc: Vanessa Nunez; Peter Eno; Michael Wilson
Subject: FW: FS16-468 - Superstar Car Wash - Electronic Submittal
Attachments: FS16-468 - Superstar Car Wash Electronic Submittal.pdf

Heather,

The attached "conditional use permit" request for car wash, has been reviewed and determined to have no negative impact on the ADOT 303 corridor. The proposal is approximately $\frac{1}{4}$ mile from the 303 corridor and appears to have no negative effects or concerns to ADOT's system.

Thanks for the opportunity to review.....Mike

Mike Wilson, SR/WA

ROW Project Coordinator
Local Public Agency/ROW Coordinator

Right of Way Agent III

205 S. 17th Ave. MD: 612E

Phoenix, AZ 85007

602-712-7175

WWW.AZDOT.GOV



From: Vanessa Nunez
Sent: Thursday, October 27, 2016 2:03 PM
To: Peter Eno; Michael Wilson
Subject: FW: FS16-468 - Superstar Car Wash - Electronic Submittal

Red Letter – SR303L

Please respond accordingly, thank you.

Vanessa Nuñez

Administrative Assistant II

ADOT Right of Way

205 South 17th Avenue

MD 612E, Room 302

Phoenix, Arizona 85007-3212

602.712.7184

www.azdot.gov



Infrastructure Delivery and Operations

From: Heather Donaldson [<mailto:Heather.Donaldson@surpriseaz.gov>]

Sent: Thursday, October 27, 2016 2:01 PM

To: 'Barbara Plante - Luke'; 'Brad Finke - EPCOR'; 'Chris Cain - MWD'; 'Debbie Trasancos - MWD'; 'Denise Lacey'; Donna Miller; 'Leslie - MWD'; Mark A. Coronado; 'Paul Jackson'; Redletter; 'Theresa Tysiak - USPS'; Timothy Klarkowski; 'Vern Wolfley - MAG'

Cc: Sergio Angulo; Jamie Sullivan

Subject: FS16-468 - Superstar Car Wash - Electronic Submittal

Good Afternoon,

Attached please find the submittal documents for the above referenced project. Please do not hesitate to contact me if you have any questions or need further clarification.

Thank you, and I hope you have a wonderful day!

Heather Donaldson

Planning Project Coordinator

City of Surprise | Community Development

16000 N. Civic Center Plaza | Surprise AZ | 85374

www.surpriseaz.gov

623.222.3133 t

623.222.3001 f

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27 Oct 2016 21:00:50 -0000

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Sergio Angulo

From: Debbie Trasancos <DebbieT@mwdaz.com>
Sent: Monday, October 31, 2016 9:01 AM
To: Heather Donaldson
Cc: Chris Cain; Leslie Jarrell
Subject: RE: FS16-468 - Superstar Car Wash - Electronic Submittal
Attachments: MWD Drawing Requirements.pdf; MWD 2016 Fees & Payment Schedule - Board Approved.pdf

Heather,

Thank you for providing the Electronic Submittal for Superstar Car Wash (FS16-468).

This project is located within an area included in the Surprise Farms Gateway Development Agreement between MWD and the original developer/landowner.

Pursuant to the Development Agreement, the developer (including their successors and assigns) must submit copies of any improvement plans to MWD for review and approval, pursuant to the attached MWD Drawing Requirements along with the appropriate review fees, according to the attached MWD Fees and Payment Schedule.

Thanks again,

Debbie Trasancos
Property & Contracts Specialist
Maricopa Water District
14825 W. Grand Ave.
Surprise, AZ 85374
623/546-8266
fax 623/584-2536
debbiet@mwdaz.com

From: Heather Donaldson [<mailto:Heather.Donaldson@surpriseaz.gov>]
Sent: Thursday, October 27, 2016 2:01 PM
To: 'Barbara Plante - Luke' <barbara.plante@us.af.mil>; 'Brad Finke - EPCOR' <bfinke@epcor.com>; Chris Cain <ChrisC@mwdaz.com>; Debbie Trasancos <DebbieT@mwdaz.com>; 'Denise Lacey' <deniselacey@mail.maricopa.gov>; Donna Miller <Donna.Miller@surpriseaz.gov>; Leslie Jarrell <LeslieJ@mwdaz.com>; Mark A. Coronado <Mark.Coronado@surpriseaz.gov>; 'Paul Jackson' <paul.j.jackson@usps.gov>; 'Project Coordinator' <redletter@azdot.gov>; 'Theresa Tysiak - USPS' <theresa.a.tysiak@usps.gov>; Timothy Klarkowski <Timothy.Klarkowski@surpriseaz.gov>; 'Vern Wolfley - MAG' <vwolfley@azmag.gov>
Cc: Sergio Angulo <Sergio.Angulo@surpriseaz.gov>; Jamie Sullivan <Jamie.Sullivan@surpriseaz.gov>
Subject: FS16-468 - Superstar Car Wash - Electronic Submittal

Good Afternoon,

Attached please find the submittal documents for the above referenced project. Please do not hesitate to contact me if you have any questions or need further clarification.

Thank you, and I hope you have a wonderful day!

Heather Donaldson

Planning Project Coordinator
City of Surprise | Community Development
16000 N. Civic Center Plaza | Surprise AZ | 85374

www.surpriseaz.gov

623.222.3133 **t**

623.222.3001 **f**

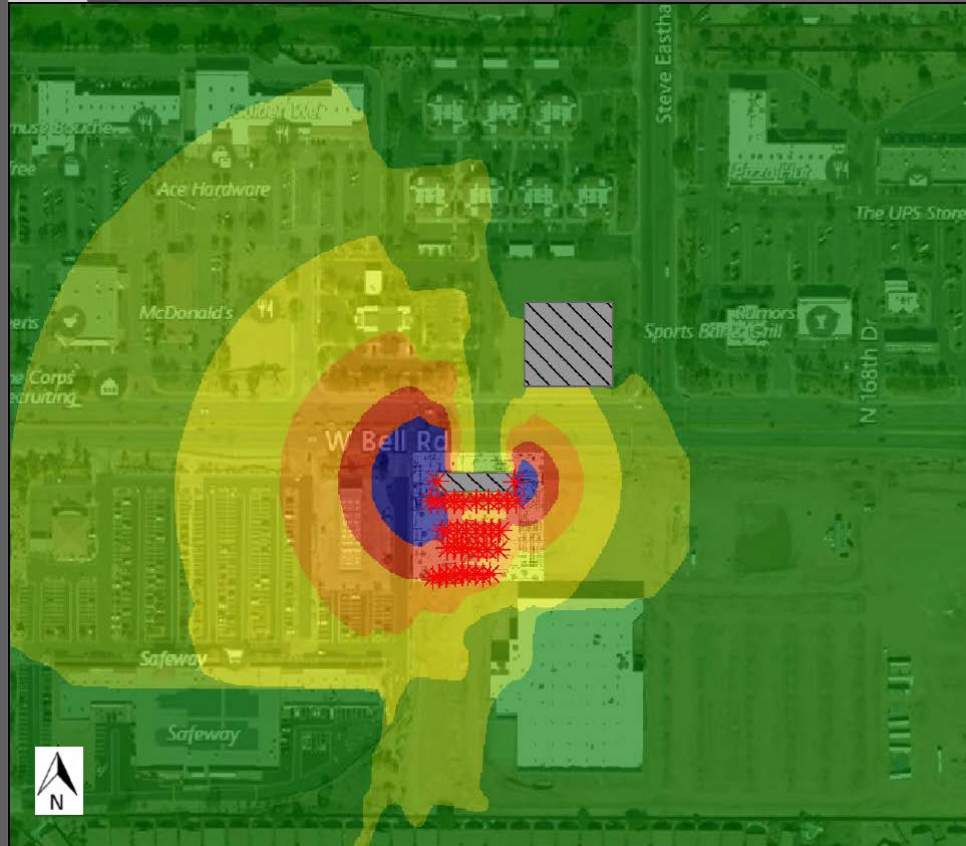
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27 Oct 2016 21:00:50 -0000

NOISE IMPACT STUDY

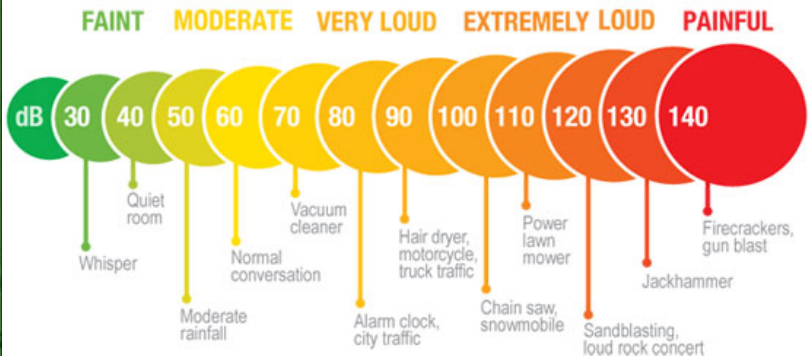
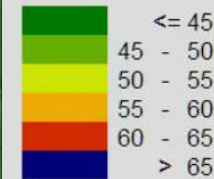


Signs and symbols

 Main building

 Point sources
(Blower, Vacuums)

Levels in dB(A)



PUBLIC ENGAGEMENT FORM

PROJECT TITLE: FS16-468 Super Star Car Wash

OVERALL PUBLIC INVOLVEMENT LEVEL:

The applicant held a Citizen Review meeting on November 30, 2016, informational mailers were sent to properties within 300 feet of the project, and advertisements were posted in a local newspaper. A couple Surprise residents attended the meeting to gather information. One council member attended.

IDENTIFY STAKEHOLDERS:

Property owners in the immediate area.

OBJECTIVES:

This Conditional Use Permit will allow the builder to construct a new Super Star Car Wash Facility.

PUBLIC ENGAGEMENT STRATEGIES & TOOLS:

Public Engagement & Project timeline:

Public outreach time frame (when to when) November 30, 2016 6:00pm - 7:00pm

Future Council Work Session/Meetings target dates N/A

Election dates (if applicable) N/A

Project start/completion dates N/A

Communication Tools and Technique options: (which do you plan to use?)

- ☐ Press releases
- ☒ Public meetings (video/photos, poster boards, fact sheet(s) *do you need Spanish version?)
- ☒ Presentations to boards and commissions, other interested community partners/stakeholders
- ☐ Third-party consultant/moderator (pending budget)
- ☐ Survey (online/paper/both?)
- ☐ Social media
- ☐ Surprise 11
- ☐ Notify Me email/ Council newsletters (opt-in audience)
- ☒ Paid advertising (pending budget)
- ☐ Surprise Progress (mailed quarterly and tied to print deadlines)
- ☐ Booth at city events
- ☒ Paid mailings (pending budget)
- ☐ Creation of a subcommittee/task force
- ☐ Youth/adult activities, registration, or orientation (HOA Academy)
- ☐ Website updates



CITY OF SURPRISE
Planning and Zoning Commission

March 2, 2017 @ 6:00:00 PM

[Back](#) [Print](#)

Board Meeting Date:	March 2, 2017	Contact Person:	Hobart Wingard - Community Development
Submitting Department:	CD Boards and Commissions	District:	4
Staff Recommendations:	Approve		

Consent	Regular	Public Hearing	x	Report/Discussion
---------	---------	----------------	---	-------------------

Agenda Wording:

Presentation and action item regarding a City initiated General Plan Map Amendment of a portion of the Foxfire Commerce Park, from Office and Commerce to an Employment designation, generally located on the northeast corner of Grand Avenue and Bell Road.

Motion:

Staff recommends the Planning and Zoning Commission recommend approval to the Mayor and City Council regarding the Minor General Plan Map Amendment.

Background:

The City of Surprise seeks approval of a Minor General Plan Map Amendment of approximately 75.95 acres of land from Office and Commerce to Employment as defined in the City of Surprise General Plan 2035.

Existing when annexed in 1996, the industrial oriented uses in this area were operating. Since the annexation of the property in 1996, the use on the property has been considered legal nonconforming and, because expansion of a nonconforming use is not allowed under the City of Surprise Municipal Code, expansion can be denied. The subject case provides an opportunity for these parcels to Rezone and become legal conforming. The amendment will provide consistency in the uses located in the area currently and the General Plan 2035 Land Use map.

Financial Impact Statement:

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

ATTACHMENTS:

Click to download

- ☐ [00 - FS16-345 - Foxfire General Plan Amendment - Staff Report](#)
- ☐ [01 - FS16-345 - Foxfire General Plan Amendment - Location Maps](#)
- ☐ [02 - FS16-345 - Foxfire General Plan Amendment - GPA Document](#)
- ☐ [03 - FS16-345 - Foxfire General Plan Amendment - Public Engagement Report](#)
- ☐ [04 - FS16-345 - Foxfire General Plan Amendment - Public Participation Report](#)
- ☐ [05 - FS16-345 - Foxfire General Plan Amendment - 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

MINOR GENERAL PLAN MAP AMENDMENT

REPORT TO THE PLANNING AND ZONING COMMISSION

Case: FS16-345

Project Name: Sun City West Commerce Park General Plan Map Amendment

Council District: 4 - Mulberry

Meeting Date: March 2, 2017

Planner: Hobart Wingard, 623-222-3156, hobart.wingard@surpriseaz.gov

Owner: 17 various properties, City Initiated

Applicant: City of Surprise

Request: Amend approximately 75.95 acres of the City of Surprise General Plan 2035 Land Use Designation Map from Office and Commerce to Employment.

Site Location: Generally on the northeast corner of Grand Avenue and Bell Road.

Site Size: Approximately 75.95 acres

General Plan Conformance: Not applicable as this case proposes to modify the General Plan 2035 Land Use Map.

Support/Opposition: The city received no indication of opposition, but support was received as described in the attached Citizen Participation Report.

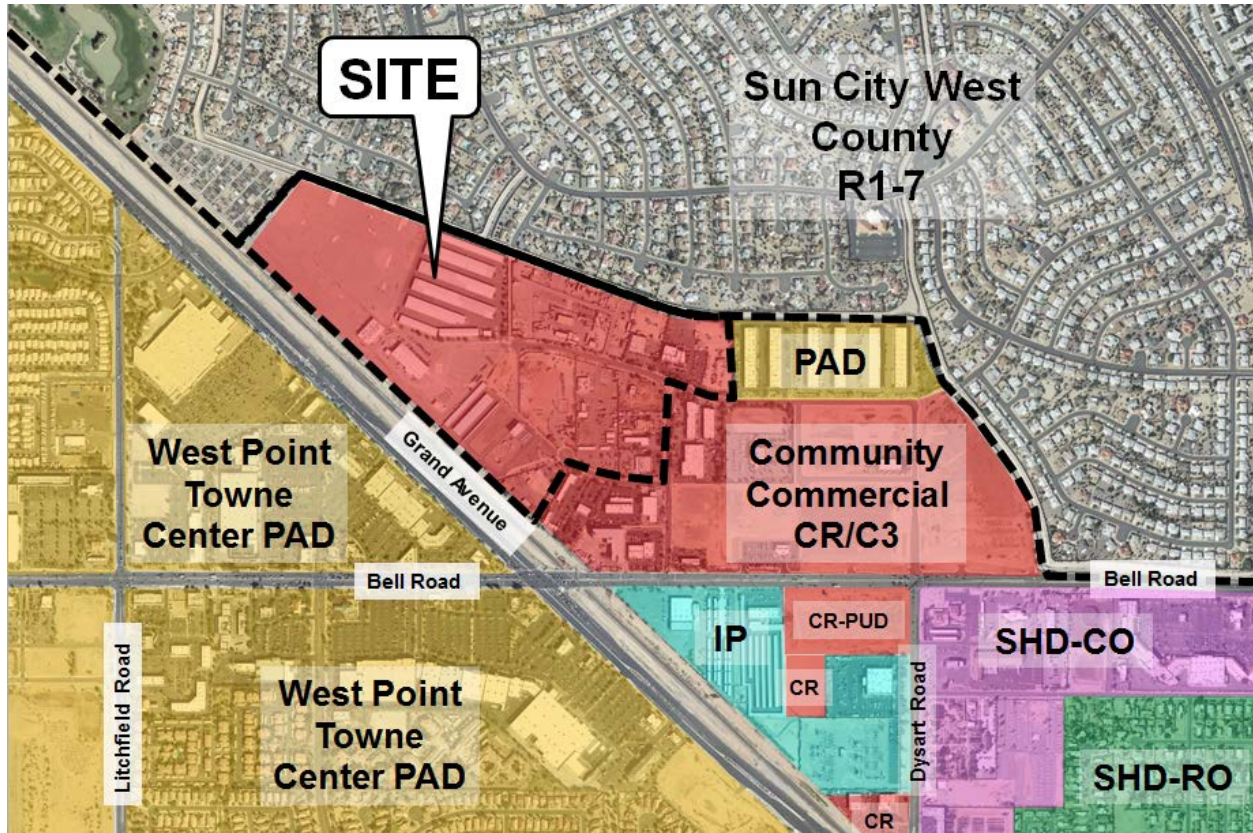
Staff Recommendations: Staff recommends the Commission move to recommend **approval** of the Sun City West Commerce Park Minor General Plan Map Amendment to the Mayor and City Council.

Project Description:

The City of Surprise seeks approval of a Minor General Plan Map Amendment of approximately 75.95 acres of land from Office and Commerce to Employment as defined in the City of Surprise General Plan 2035. The amendment will provide consistency in the uses located in the area currently and the General Plan 2035 Land Use map and provide opportunity of business expansion.

Existing Zoning:

The following chart and associated map depict the existing zoning of the subject parcels and their surroundings.



Sun City Grand R1-7 Single Family Zoning District Community Garden	Sun City Grand R1-7 Single Family Zoning District	Sun City Grand R1-7 Single Family Zoning District
West Point Towne Center PAD with a Commercial Land Use	Regional Commercial (CR/C3) Parcels	Regional Commercial (CR/C3) and PAD C-3 parcels
West Point Towne Center PAD with a Commercial Land Use	West Point Towne Center PAD with a Commercial Land Use	Regional Commercial (CR/C3) Parcels

Background:

May 23, 1996: The subject parcel was annexed into the City of Surprise.

January 9, 2017: The City and the applicant for the accompanying Rezone request held a neighborhood outreach meeting to discuss the proposed projects.

55 **Citizen Review:**

56 The Citizen Review Meeting was held on January 9, 2017. The site was posted and advertised for a
57 Citizen Review meeting in accordance with the SUDC. The City and the applicant for the
58 accompanying Rezone held the at the CampCorp site. Two (2) members of City Council and a single
59 resident attended the meeting. The applicant, as well as City staff answered several questions
60 regarding the proposed General Plan Map Amendment. Their appeared to be general support of
61 the proposed projects.

62
63 **Analysis and Discussion:**

64 Existing when annexed in 1996, the industrial oriented uses in this area were operating. Since the
65 annexation of the property in 1996, the use on the property has been considered legal
66 nonconforming and, because expansion of a nonconforming use is not allowed under the City of
67 Surprise Municipal Code, expansion can be denied. The subject case provides an opportunity for
68 these parcels to Rezone and become legal conforming.



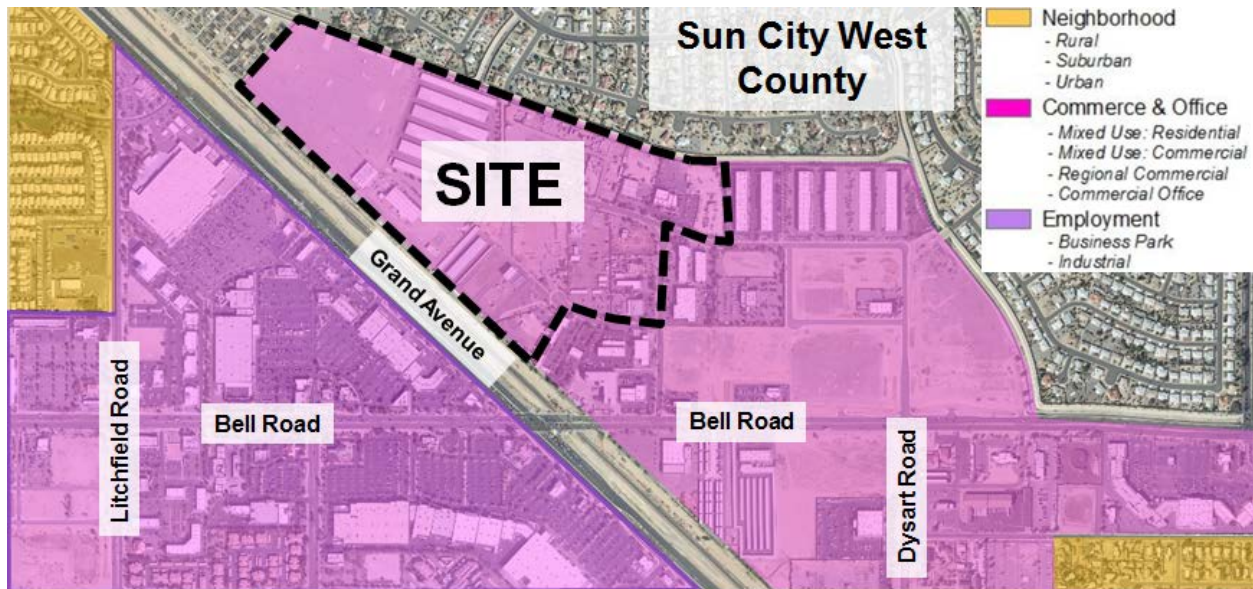
69
70 The City is seeking to modify the City of Surprise General Plan Land Use Map. The map modification
71 of this approximately 75.95 acre area will allow businesses, such as the accompanying CampCorp
72 Rezone, to expand as several of the properties are currently legal nonconforming.

73
74 **Conformance with Adopted Plans:**

75 **Surprise General Plan 2035:** The Surprise General Plan 2035 shows the subject properties as lying
76 within the Commerce and Office Character Area. Accompanying this application is an application of
77 a Rezone of a portion of the subject site known as CampCorp from Regional Commercial (CR/C-3) to
78 General Industrial (IG/I-2). This General Plan Map Amendment to change this parcel and others in
79 the proposed Employment Character Area to allow for Rezones to allow the existing bushiness to
80 expand from their legal nonconforming status to conforming allowing for growth. This change is in
81 compliance with the goals and policies of the existing General Plan 2035.

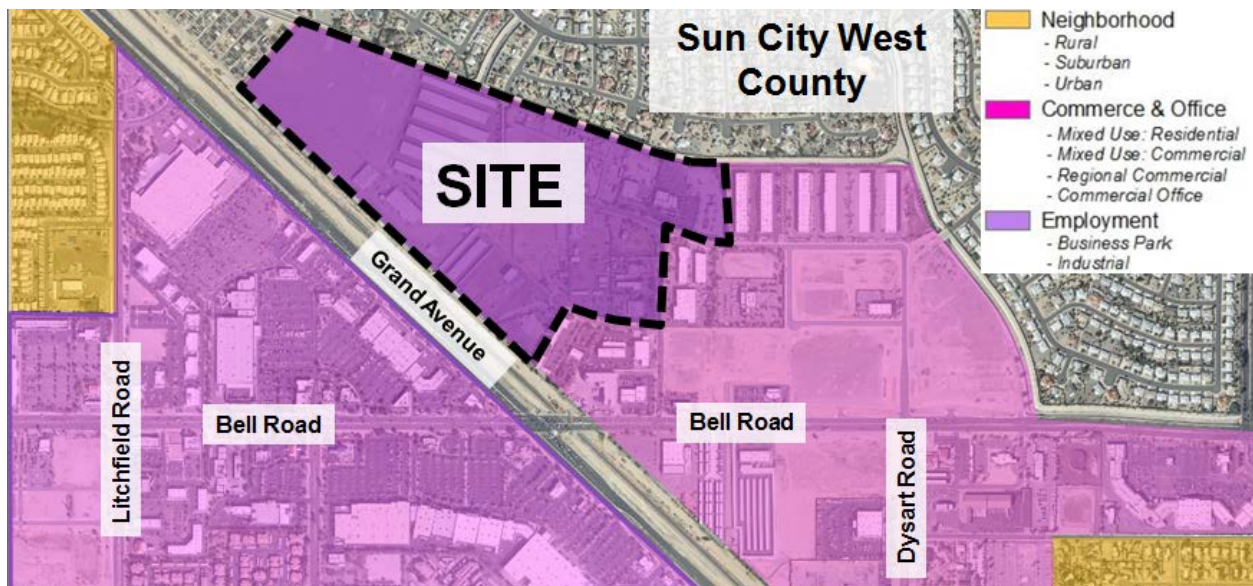
Existing General Plan Designations:

The following chart and associated map depict the existing General Plan designations of the subject parcels and their surroundings.



Proposed General Plan Designations:

The following chart and associated map depict the proposed General Plan designations of the subject parcels and their surroundings.



Reviewing Agencies:

In addition to the standard city reviewing agencies, who indicate no objections to the request, Luke Air force Base, Maricopa Water District, EPCOR Water, ADOT, and Maricopa Association of Governments (MAG) were included in the routing of this case.

95 **Summary:**

96 The City of Surprise seeks approval of a Minor General Plan Map Amendment of approximately
97 75.95 acres of land from Office and Commerce to Employment as defined in the City of Surprise
98 General Plan 2035 will provide consistency in the uses located in the area currently while providing
99 opportunities for businesses in this area to expand providing improved employment prospects to
100 residents.

101
102 **Findings:**

103 **General Plan Map Amendment:**

- 104 • The proposed Rezone will be consistent with the Goals and Policies of the Surprise General
105 Plan 2035.
106 • The reviewing agencies have indicated no objections to the request.
107 • The public at large has indicated no objections to the request.
108

109 **Recommendation:**

110 Based on the findings noted above, staff recommends the Commission move to recommend
111 **approval** of the proposed Minor General Plan Map Amendment of approximately 75.95 acres of
112 land from Office and Commerce to Employment case **FS16-345** to the Mayor and City Council
113 subject to conditions 'a' through 'c' as outlined below.
114

- 115 a) Development and use of the subject General Plan Map Amendment shall be in
116 conformance with the project narrative entitled "Sun City West Amendment from
117 Commerce and Office to Employment", prepared by the City of Surprise, consisting of 17
118 pages dated Revised: February 9, 2017.
119 b) Non-compliance with the stipulations of approval of this case will be treated as a violation in
120 accordance with the provisions of Article XIV of the Surprise Unified Development Code.
121 c) The Property owners and successors waive claim for diminution in value if the City takes
122 action to rescind approval of this General Plan Map Amendment request due to non-
123 compliance with the stipulations of approval.
124

125 However, should the Commission wish to recommend denial of the request, the Commission
126 should make its own findings and base its decision on those alternative findings.
127

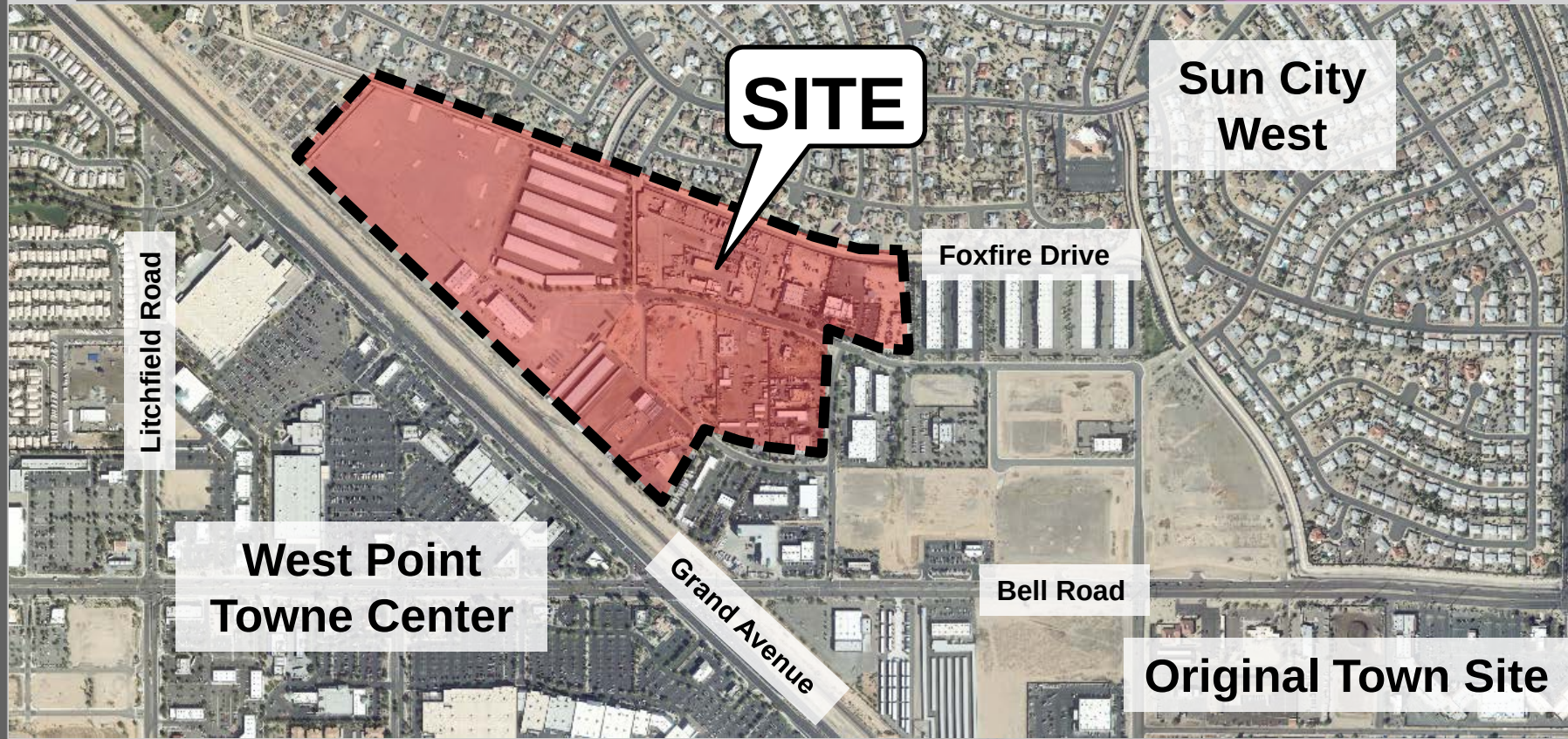
128 **Attachments:**

- 129 01 – Vicinity Maps
130 02 – General Plan Amendment Document
131 03 – Public Engagement Form
132 04 – Public Participation Report

VICINITY MAP



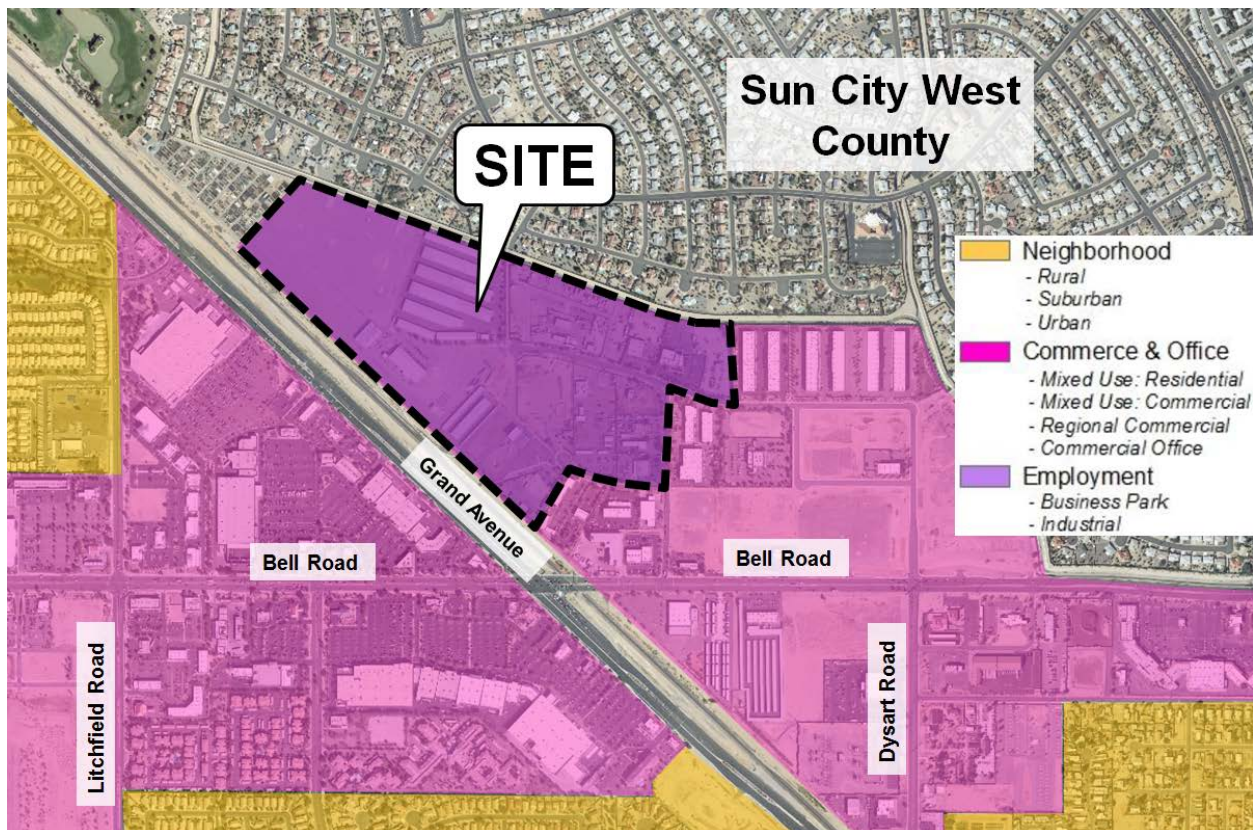
LOCATION MAP



FS16-345

Sun City West Commence Park

Minor General Plan Amendment from Commerce and Office to Employment



Prepared By:

City of Surprise

16000 North Civic Center Plaza

Surprise, Arizona 85374-7470

623-222-3000

Revised February 9, 2017

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Narrative

The subject parcels were annexed into the City of Surprise in 1996. Prior to and after annexation, a large part of the Sun City Wes Commerce Park served as an assembly site for components of home construction in the various Sun City Communities. Once the communities it served built out, the parcels were sold, platted, and served as business locations for a variety of uses. While the Commerce Center is zoned Regional Commercial, many of the used in the northwest section of the area are defined as industrial in nature.

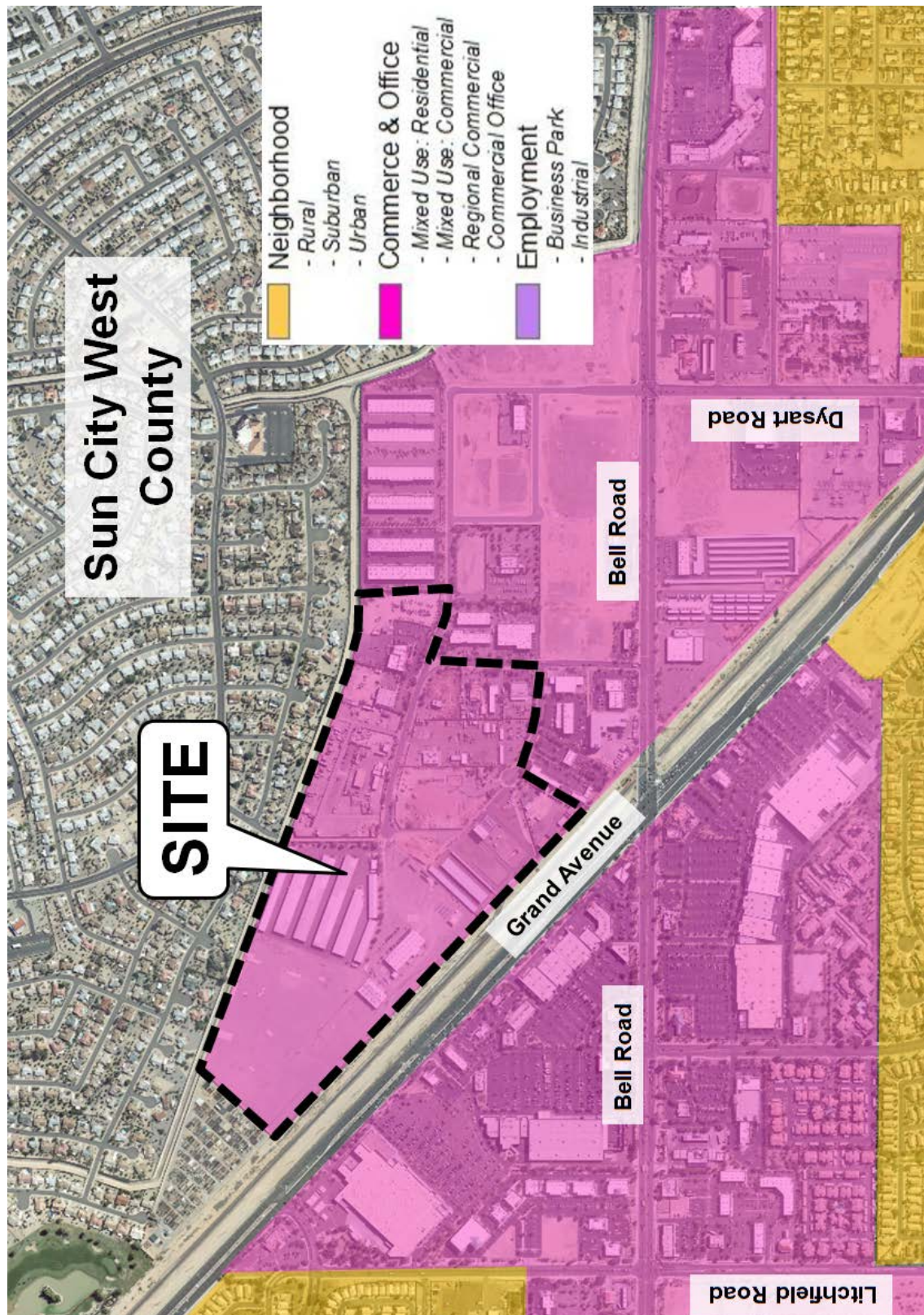


In 2015 the Surprise General Plan (GP) 2035 was adopted. This document labeled the area as 'Commerce and Office.' While much of the area is suited for that General Plan designation, it is the northwestern corner that contains vacant lands that could be considered appropriate for Industrial use. This proposed amendment will provide a mechanism to allow existing businesses to intensify while allowing new industrial uses to be located in this area. Constricted by physical boundaries and located away from arterial roads, the capacity of this area is expected to increase the tax base and provide jobs for the City.

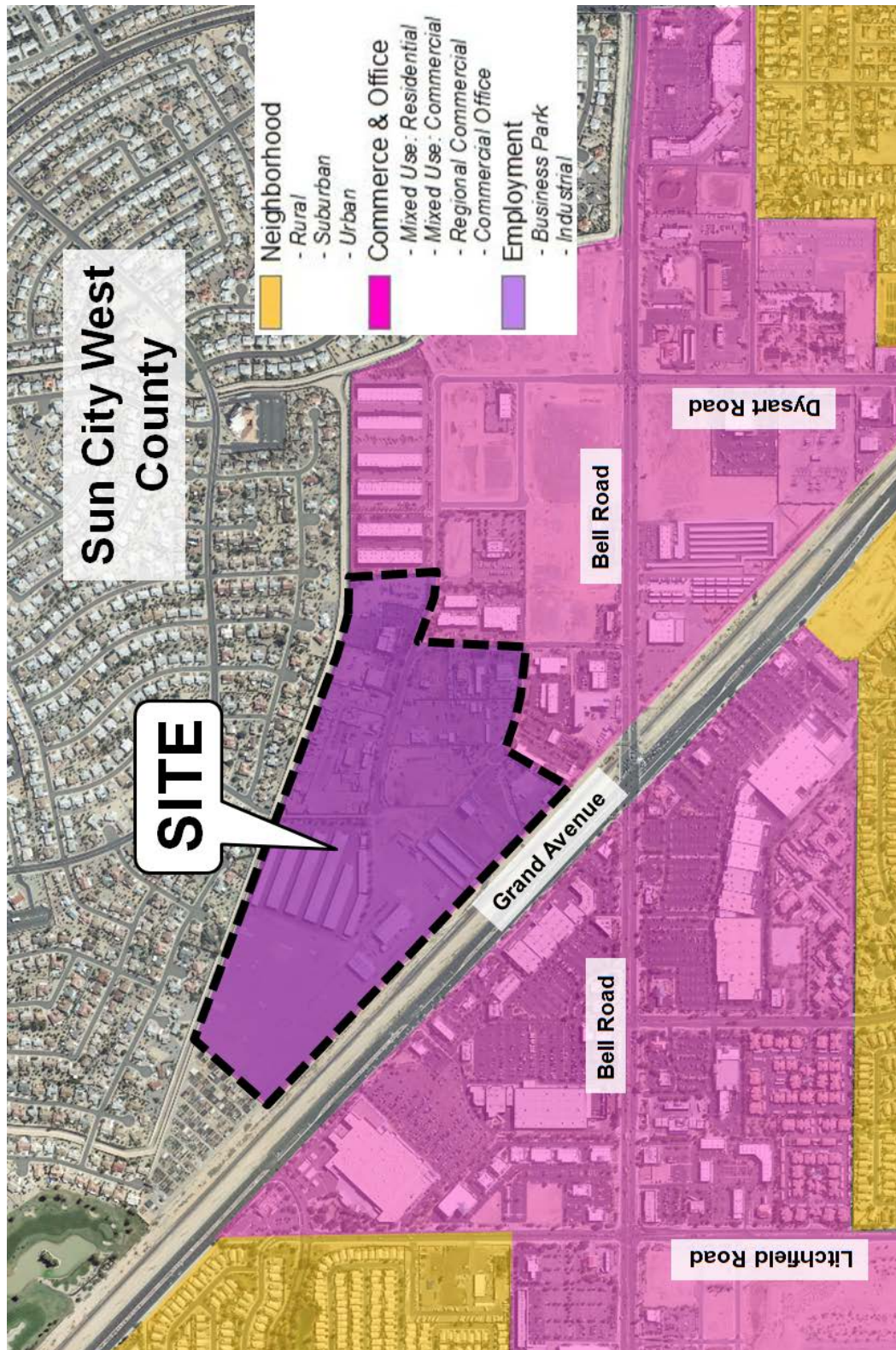
3 Mile Vicinity Map



Existing General Plan Land Use Map



Proposed General Plan Land Use Map



Impact Analysis Questionnaire

1. **Site Location:** North of the northeast corner of Bell Road and Grand Avenue at the west end of Foxfire Road.
2. **Acres:** 75.95 Acres
3. **Existing Zoning:** Regional Commercial (CR/C3)
4. **Existing Land Use(s):** Commerce and Office
5. **Requested Map Change(s):** Change 75.95 acres of property identified as 'Commerce and Office' to 'Employment' to allow the existing nonconforming uses to expand with a rezone.
6. **Is this request related to a rezoning application?** Yes. CampCorp USA currently manufactures modular buildings on their 25.23 acre parcel. To expand their manufacturing operations and to offer some of their land to other industrial operations, the parcel would have to change the zoning to General Industrial (IG/I2). This zoning district is permitted in the Employment General Plan Land Use as opposed to the current designation of Commerce and office.
7. **Does the proposed amendment encourage concentration of development intensity in cores?** The opportunity to expand in this physically constricted area will concentrate manufacturing uses to an area of the City that because of physical barriers and an existing railroad spur, is appropriate for manufacturing use. Improved aesthetics and buffers will protect the view shed of the City from Grand Avenue.
8. **How will this amendment affect the tax base and opportunities for economic development and employment?** Expanding and new business opportunities will contribute to the creation of jobs and increase the tax base.
9. **How many potential housing units would be created or lost by approving and implementing the proposed amendment?** Not applicable
10. **Is there a need for the proposed use in the requested location? Explain:** Yes. These are existing manufacturing facilities wanting to expand the use that a rezone and minor general plan amendment would provide for them.
11. **What impact would the proposed amendment have on adjacent or nearby land?** This amendment would give landowners greater utility of land that is not suitable for residential or commercial activity.
12. **Impact on developed land?** Because many of the uses are existing, little impact is anticipated on developed land.
13. **Impact on vacant land?** Vacant land will be given broader opportunities to be utilized in an area not suited for commercial activities.
14. **How will the proposed amendment affect traffic generation and transportation system(s)?** It is not anticipated that the proposed amendment would create significant traffic generation.

- 15. How will this amendment affect the existing infrastructure of the area, specifically the water, wastewater and street systems?** As this area has operated as a manufacturing facility for some time, infrastructure systems will remain as is. Any new expansion or growth will require review by the City to ensure infrastructure systems are not overwhelmed.
- 16. Will the proposed amendment create additional need for recreational and open space facilities?** No
- 17. How will the proposed amendment affect the character and image of the adjacent neighborhood?** Because this property is located in an area of defined limited boundaries that include a railroad track to the west and a 60 foot concrete channel physically separating this area from the Sun City West neighborhood to the north, effects to the neighborhood are unlikely.
- 18. How will this amendment promote the creation of compatible neighborhood patterns?** Because this property is located in an area of limited growth, neighborhood patterns are unlikely to be created.
- 19. Will this amendment affect any cultural or historical property?** No
- 20. Will this amendment pose a threat of impact to wildlife or endangered species?** No
- 21. How will this amendment impact the school district's ability to accommodate children?** This will have no effect on the school district.
- 22. How will this amendment constitute an overall improvement to the Plan?** This amendment would take into account existing manufacturing activities and identify the land use more accurately.
- 23. How will this amendment promote the use of alternative modes of transportation?** Employees that live in other parts of the valley will have the opportunity to utilize a Park and Ride facility that is located a short walking distance from the area. Citizens of Surprise may find job opportunities closer to home while limiting vehicular commutes.

Appendix

Enhanced Notification

ENHANCED NOTIFICATION PROCEDURE REQUEST FOR COMMENTS FORM

Applicant Responsible For Completing the Following:

COMMENTING JURISDICTION: In accordance with the Enhanced Notification Procedure adopted by our community, we are informing you of a project that is being considered in our jurisdiction that may affect your community.

Please review the data provided on this project. If you feel this project may impact your jurisdiction and you would like to submit comments, please be specific in addressing potential impacts and submit your comments by the First Hearing Date noted above. Please keep comments to a maximum of three (3) pages.

All comments will be reviewed as "advisory" only. The host jurisdiction maintains authority to proceed with their hearing schedule as noted. If you have any questions or would like additional information, please call the contact person indicated above.

1. Submitting host jurisdiction: City of Surprise
2. Address or location of project: Northeast of the intersection of Bell Road and Grand Avenue. Towards the western end of Firefox.
3. Nature of action requested (general plan amendment, master plan, rezoning, etc.): Minor General Plan amendment - 75.95 Acres from Commerce and Office to Employment.
4. Description of project:
Projected additional A.M. / P.M. peak hour vehicle trips: N/A

Number of dwelling units: 0 Non-residential sq. footage: N/A Acreage of Project: 75.95
Present and proposed land uses: Presently Commerce and Office. Proposed Employment.
Phasing plan for overall project: N/A
5. Distance from perimeter of the project to the nearest existing or proposed:
Freeway: 3.75 Miles Road of regional significance: N/A
6. Measures that will be employed to mitigate any traffic impacts caused by the project: N/A
7. Any other comments on the project (may use reverse side or separate sheet): Minor GPA to accommodate a proposed rezone of an existing industrial facility along Foxfire Drive. Other properties included within this GPA will be able to apply for rezoning to conform to the zoning district.

Legal Description

EXHIBIT "A"

DESCRIPTION

A portion of the south half of Section 34, Township 4 North, Range 1 West of the Gila and Salt River Base and Meridian, Maricopa County, Arizona described as follows:

COMMENCING at the South Quarter Corner of said Section 34 from which the Southeast corner of said Section 34 lies South 89°50'47" East 2635.74 feet;

Thence along the south line of the southeast quarter of said Section 34 South 89°50'47" East 987.12 feet;

Thence North 00°09'39" West 79.60 feet;

Thence North 02°42'05" East 230.38 feet to the beginning of a tangent curve, concave westerly, having a radius of 2000.00 feet;

Thence northerly along the arc of said curve through a central angle of 02°51'45" a distance of 99.92 feet;

Thence North 00°09'39" West 275.16 feet;

Thence South 89°50'21" West 30.00 feet to the POINT OF BEGINNING;

Thence South 44°55'10" West 21.18 feet;

Thence North 90°00'00" West 165.63 feet to the beginning of a tangent curve, concave northerly, having a radius of 650.00 feet;

Thence northwesterly along the arc of said curve through a central angle of 36°34'26" a distance of 414.92 feet to the beginning of a compound curve, concave northeasterly having a radius of 60.00 feet;

Thence northerly along the arc of said curve through a central angle of 45°07'46" a distance of 47.26 feet to the beginning of a reverse curve the center of which lies North 81°42'11" East 60.00 feet;

Thence northerly, westerly, southerly and easterly along the arc of said curve through a central angle of 262°35'46" a distance of 274.99 feet to the beginning of a reverse curve, concave southerly having a radius of 60.00 feet;

(description continued on page 2 of 2)

Page 1 of 2

DESCRIPTION (continued from page 1 of 2)

Thence easterly along the arc of said curve through a central angle of 38°21'48"
A distance of 40.17 feet;

Thence South 28°55'35" West 452.03 feet;

Thence North 46°37'29" West 2727.28 feet;

Thence North 43°22'22" East 600.06 feet;

Thence South 69°30'46" East 2432.82 feet to the beginning of a tangent curve, concave
northeasterly having a radius of 1600.00 feet;

Thence easterly along the arc of said curve through a central angle of 20°20'01" a
distance of 567.82 feet;

Thence South 89°50'47" East 40.18 feet;

Thence South 00°09'39" East 503.65 feet;

Thence North 89°50'47" West 0.30 feet to the beginning of a tangent curve, concave
northeasterly having a radius of 520.00 feet;

Thence northwesterly through a central angle of 33°22'16" a distance of 193.33 feet;

Thence North 68°32'40" West 222.37 feet;

Thence South 21°27'20" West 85.96 feet to the beginning of a tangent curve, concave
easterly having a radius of 695.00 feet;

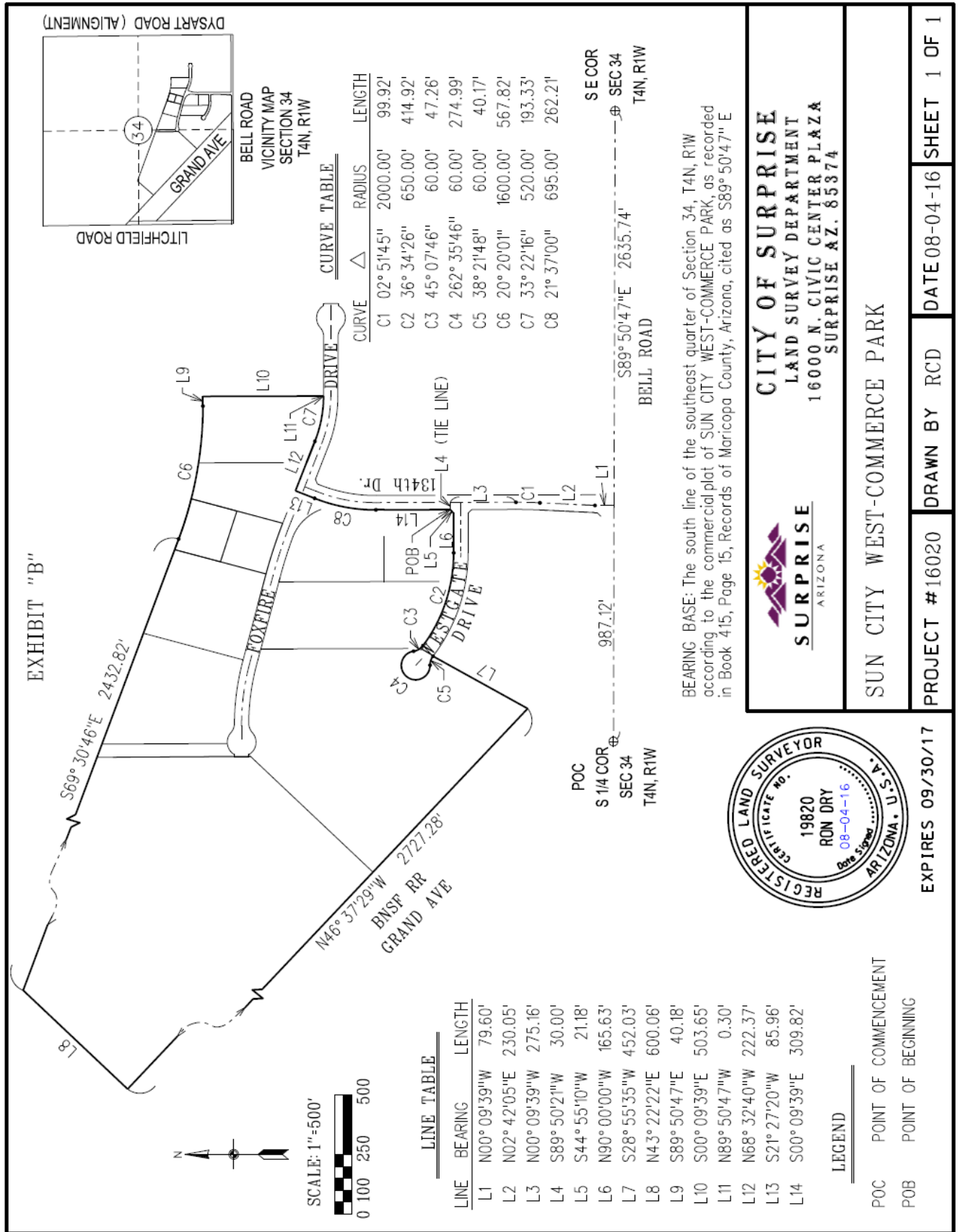
Thence southerly along the arc of said curve through a central angle of 21°37'00" a
distance of 262.21 feet;

Thence South 00°09'39" East 309.82 feet to the POINT OF BEGINNING.

Attached is Exhibit "B" and by this reference is made a part hereof.

End of description





Property Owners

CampCorp USA Inc.
13550 W Foxfire Drive
Surprise, AZ 85378
APN 503-66-058 – 25.23 Acres
Zoned Regional Commercial (CR/C3)

RV Harbor LLC
13516 W Foxfire Drive
Surprise, AZ 85378
APN 503-66-057 – 10.42 Acres
Zoned Regional Commercial (CR/C3)

Dickson Leasing Company LLC
13470 W Foxfire Drive
Surprise, AZ 85378
APN 503-66-971 – 5.24 Acres
Zoned Regional Commercial (CR/C3)

Dickson Leasing Company LLC
13420 W Foxfire Drive
Surprise, AZ 85378
APN 503-66-015 – 3.52 Acres
Zoned Regional Commercial (CR/C3)

American Granite LLC
13410 W Foxfire Drive
Surprise, AZ 85378
APN 503-66-989 – 0.72 Acre
Zoned Regional Commercial (CR/C3)

American Granite LLC
13410 W Foxfire Drive
Surprise, AZ 85378
APN 503-66-990 – 1.28 Acres
Zoned Regional Commercial (CR/C3)

Foxfire Professional & Warehouse Building LLC
13570 W Foxfire Drive
Surprise, AZ 85378
APN 503-66-017 – 2.00 Acres
Zoned Regional Commercial (CR/C3)

Foxfire Holdings LLC
13340 W Foxfire Drive
Surprise, AZ 85378
APN 503-66-918 – 3.09 Acres
Zoned Regional Commercial (CR/C3)

Michael C Sommers
17138 N 134th Drive
Surprise, AZ 85378
APN 503-66-026 – 2.00 Acres
Zoned Regional Commercial (CR/C3)

A Car & Truck Rental of Surprise
17150 N 134th Drive
Surprise, AZ 85378
APN 503-66-060 – 1.09 Acres
Zoned Regional Commercial (CR/C3)

New Idaho LLC
13403 W Foxfire Drive
Surprise, AZ 85378
APN 503-66-059 – 1.59 Acres
Zoned Regional Commercial (CR/C3)

City of Surprise
13430 W Westgate Drive
Surprise, AZ 85378
APN 503-66-024 – 4.54 Acres
Zoned Regional Commercial (CR/C3)

13460 Westgate Drive LLC
13460 W Westgate Drive
Surprise, AZ 85378
APN 503-66-030 – 1.38 Acres
Zoned Regional Commercial (CR/C3)

13460 Westgate Drive LLC
No Property Address
Surprise, AZ 85378
APN 503-66-027 – 3.50 Acres
Zoned Regional Commercial (CR/C3)

Max Automotive 2 Inc.
13431 W Westgate Drive
Surprise, AZ 85378
APN 503-66-028 – 1.27 Acres
Zoned Regional Commercial (CR/C3)

Edlebeck Enterprises Inc.
13437 W Westgate Drive
Surprise, AZ 85378
APN 503-66-771 – 2.39 Acres
Zoned Regional Commercial (CR/C3)

Amerco Real Estate Company
13511 W Westgate Drive
Surprise, AZ 85378
APN 503-66-770 – 6.69 Acres
Zoned Regional Commercial (CR/C3)

PUBLIC ENGAGEMENT FORM

PROJECT TITLE: Foxfire General Plan Map Amendment, FS16-345

OVERALL PUBLIC INVOLVEMENT LEVEL:

Citizen Review. Allows residents to input their opinions on the proposed rezone. The Public Hearing will allow another chance for the public to express their views on the proposal.

IDENTIFY STAKEHOLDERS:

The public at-large and adjacent property owners.

OBJECTIVES:

The City of Surprise seeks approval of a Minor General Plan Map Amendment of approximately 75.95 acres of land from Office and Commerce to Employment as described in the City of Surprise General Plan 2035. The amendment will provide consistency in the uses in the General Plan.

PUBLIC ENGAGEMENT STRATEGIES & TOOLS:

Public Engagement & Project timeline:

Public outreach time frame (when to when) - January 9, 2017 at the CampCorp Facility

Future Council Work Session/Meetings target dates - March 21, 2017

Election dates (if applicable) - Not applicable

Project start/completion dates - To be determined

Communication Tools and Technique options: (which do you plan to use?)

- ☐ Press releases
- ☒ Public meetings (video/photos, poster boards, fact sheet(s) *do you need Spanish version?)
- ☒ Presentations to boards and commissions, other interested community partners/stakeholders
- ☐ Third-party consultant/moderator (pending budget)
- ☐ Survey (online/paper/both?)
- ☐ Social media
- ☒ Surprise 11
- ☐ Notify Me email/ Council newsletters (opt-in audience)
- ☒ Paid advertising (pending budget)
- ☐ Surprise Progress (mailed quarterly and tied to print deadlines)
- ☐ Booth at city events
- ☒ Paid mailings (pending budget)
- ☐ Creation of a subcommittee/task force
- ☐ Youth/adult activities, registration, or orientation (HOA Academy)
- ☒ Website updates

CITY OF SURPRISE
CITIZEN REVIEW MEETING

Take notice that at the date, time, and place listed below, there will be a Citizen Review meeting to discuss the below-referenced project. At this meeting, any of the public may appear and be heard relative to this project. The City of Surprise Community Development Department may be contacted prior to the scheduled meeting for additional information.

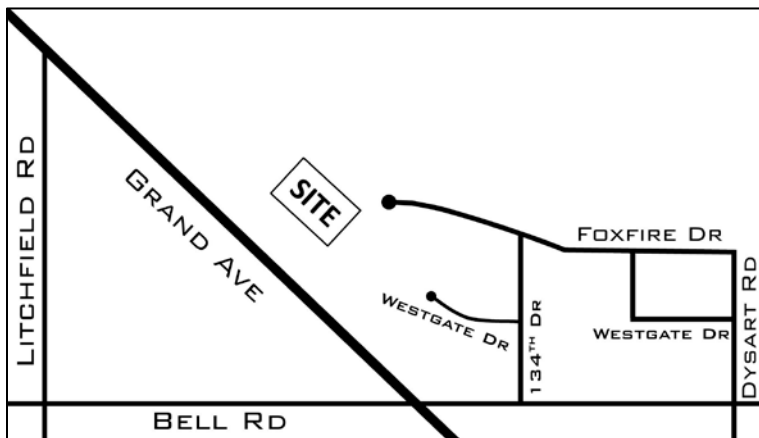
City of Surprise Planner: Hobart Wingard
623-222-3156

CITIZEN REVIEW MEETING DETAILS

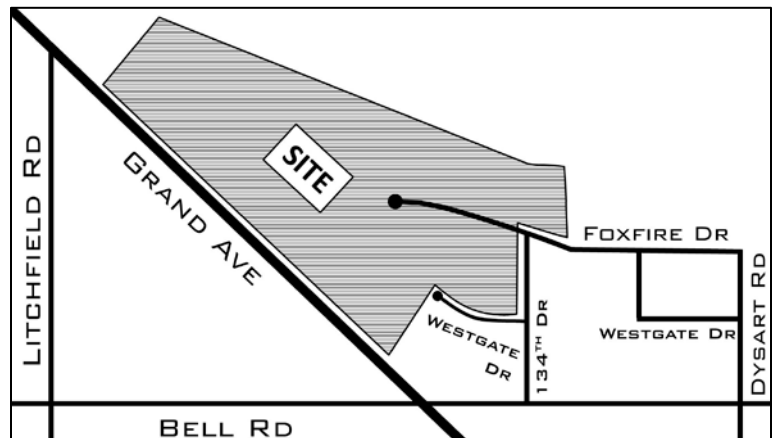
*****Take Note of the Change of Date*****

DATE: Monday, January 9, 2017
TIME: 6:00 PM to 7:00 PM
LOCATION: 13550 W. Foxfire Dr.
Surprise, Arizona 85378

Meeting Location Map



Project Location Map



PROJECT DESCRIPTION: The applicant is requesting approval for a Minor General Plan Amendment (Case FS16-345) to change the land use designation from Commerce and Office to Employment on approximately 75.95 acres of land.

Re-Zoning Sign In Sheet

Phone #:

[illegible]

Thank You !

Public Re-Zoning Meeting

January 9th 2017

Re-Zoning Meeting

13550 W/ Foxfire Dr.

Phoenix, AZ 85378

The Citizen Review Meeting began at approximately 1800 hours. Attendees from Custom Complex Solutions (CCS) were Richard Charles - COO, Fred Ramirez - Sales Manager, and Steve Colla, Special Projects Manager. Attendees from The City of Surprise Community Development Department were, Hobart Wingard and Josh Mike. City Councilmen Skip Hall and Ken Remley were also in attendance. From the public sector, attending were Mr. Andy Cepen and Mrs. Skip Hall.

The meeting started at 7:00 pm with introductions and general concept discussion. Councilmen Remley started by asking Rick what CCS was all about. Richard explained the history of CCS and that CCS started building Modular products here in the valley for shipment to Canada to support the oil and gas business of the parent company. It was explained that it was favorable to build and ship modules from Surprise, rather than to have them built in Canada. As the oil and gas industry entered into the prolonged downturn it is currently experiencing, the CCS business plan was modified to provide modular solutions for the commercial and residential markets in Arizona and surrounding states. Staff reductions were required as the company restructured the business model and were reduced from 150 people to the current 50 employees. Demand for products in the new market segments being served by CCS has been strong and it was explained that in the next two years, CCS could possibly be over 200 employees. Richard explained what the need for the re-zoning was for in the use of the rail line switch that we have on property. The company will be bringing in raw materials from the rail system directly to our property, keeping cost lower and allow us to continue to grow and meet our business and employment targets. CCS is currently working with the City of Surprise and other private entities on projects within the boundaries of Surprise that will also continue to increase the workload for the company.

Mr. Andy Cepen had posed the question of how many employees we have that live in Surprise or the surrounding area. He was also wanted the details on how we built the units. Richard explained to Mr. Cepen that probably 60% of our employees lived in the surrounding area. Richard further explained the types of buildings that we manufacture and the way we transport to the property for final delivery.

Mr. Hall asked the question about what our future plans were with the property and future building. Rick explained to him that we wanted to re-zone from CR/C3 to IG/I2 for General Industrial so that we could utilize the Rail Switch for delivery of raw goods for our projects and manufacture the buildings in the right capacity. As far as any future building of more buildings. We do not have any plans at the immediate time, but we will have to see how the future unfolds.

We completed the meeting at approximated 1920 hours.



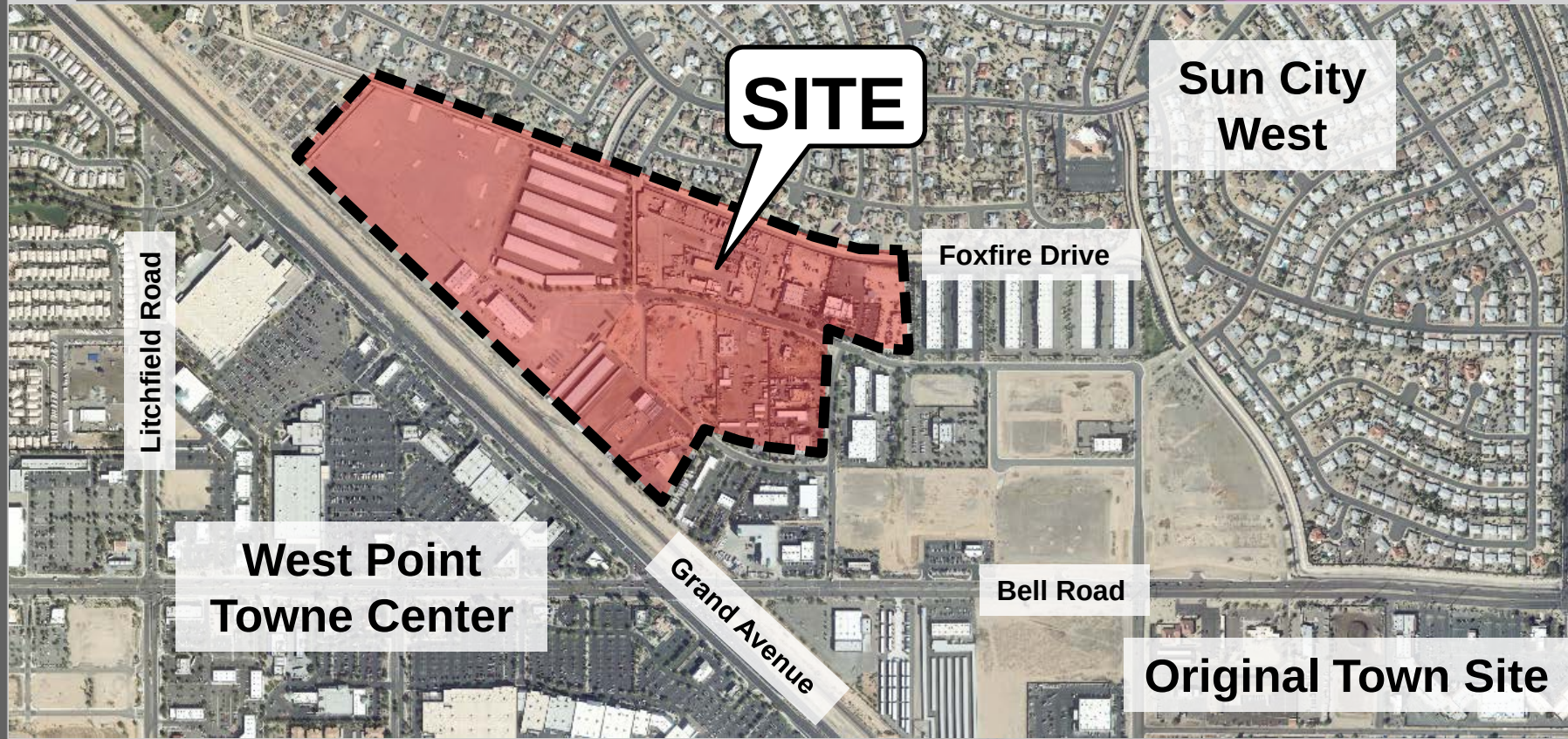
FOXFIRE COMMERCE GENERAL PLAN MAP AMENDMENT

Minor General Plan Map Amendment – March 2, 2017

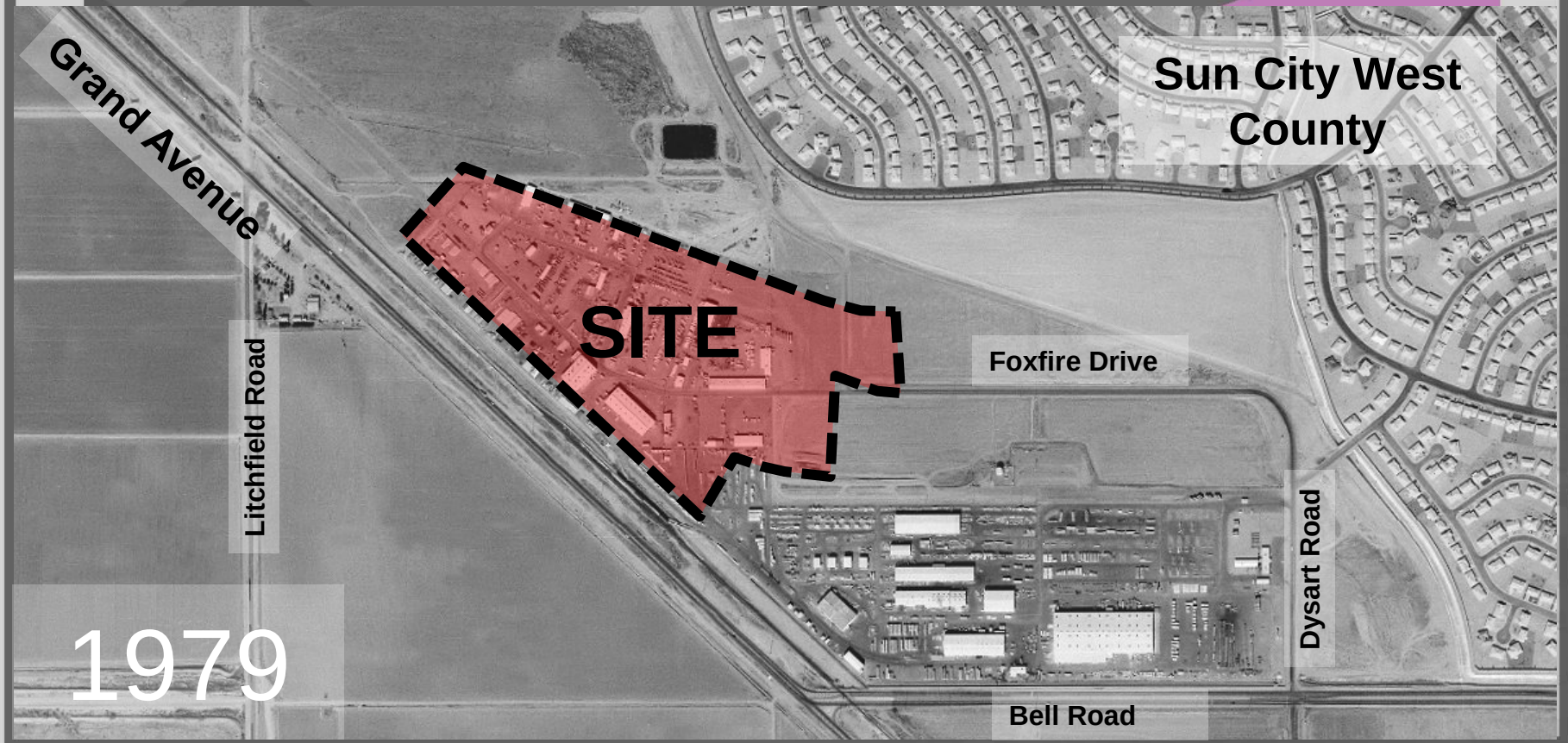
VICINITY MAP



LOCATION MAP



ORIGINAL USE



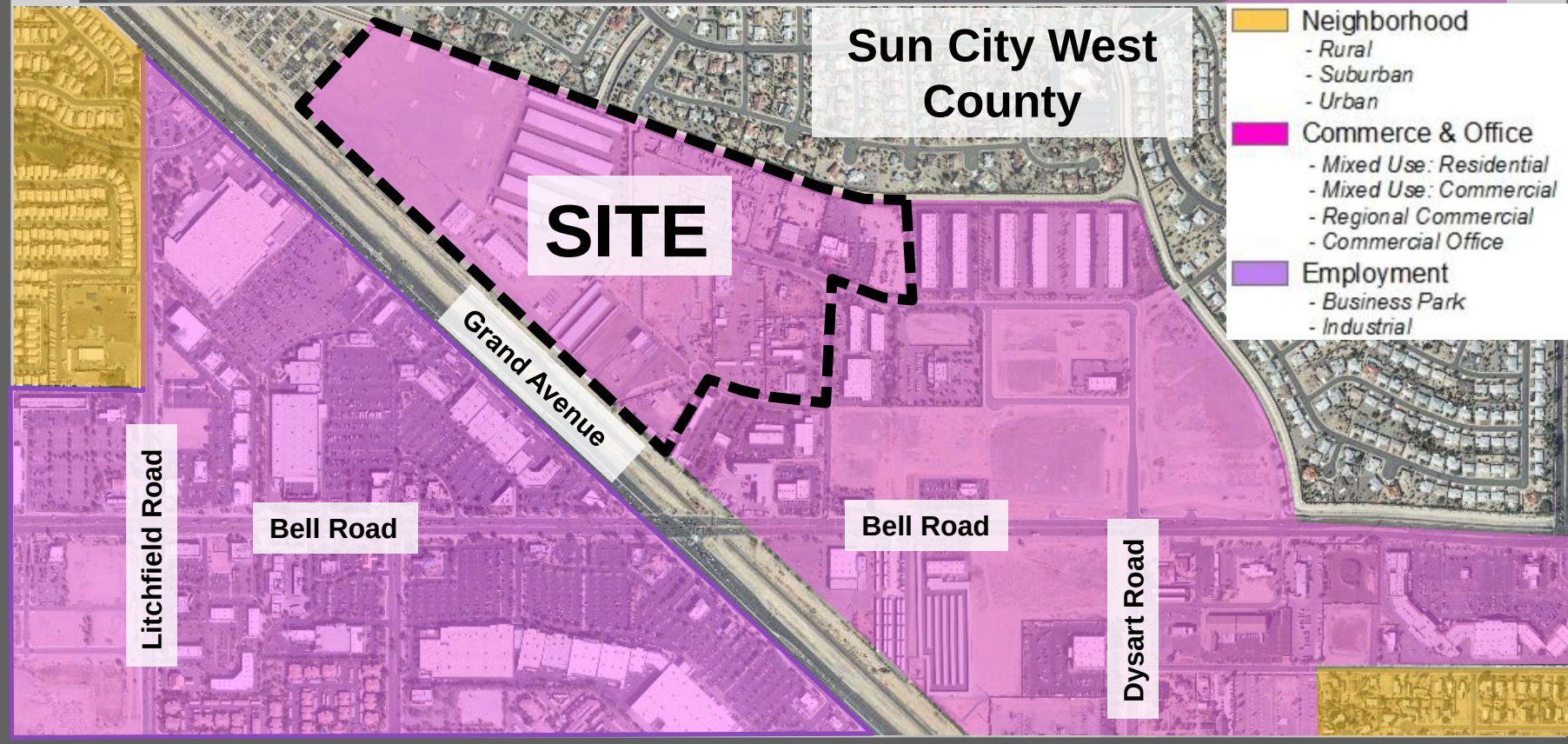
USE AT TIME OF ANNEXATION



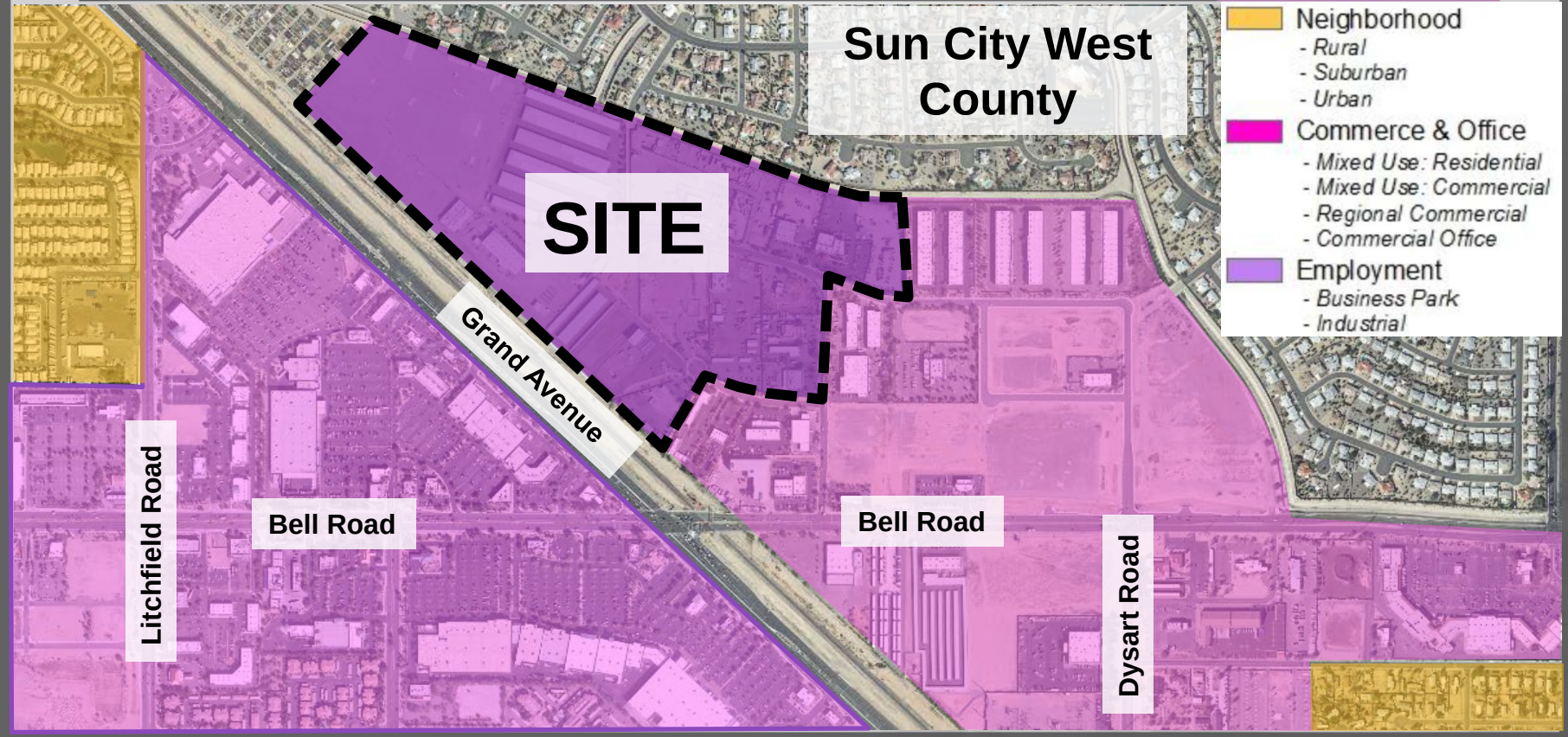
CURRENT



CURRENT GENERAL PLAN



PROPOSED GENERAL PLAN





SUMMARY

- May 23, 1996 Area Annexed into the City with active Industrial Use (Zoned C-3/CR)





SUMMARY

- May 23, 1996 Area Annexed into the City with active Industrial Use (Zoned C-3/CR)
 - January 9, 2017 Citizen Review Meeting at Site (CampCorp)
- 



SUMMARY

- May 23, 1996 Area Annexed into the City with active Industrial Use (Zoned C-3/CR)
 - January 9, 2017 Citizen Review Meeting at Site (CampCorp)
 - Approximately 75.95 Acres Proposes to Change the General Plan Designation from Commerce and Office to Employment
- 



SURPRISE

ARIZONA

**QUESTIONS OR
COMMENTS?**

Thank You



CITY OF SURPRISE
Planning and Zoning Commission

March 2, 2017 @ 6:00:00 PM

[Back](#) [Print](#)

Board Meeting Date:	March 2, 2017	Contact Person:	Hobart Wingard - Community Development
Submitting Department:	CD Boards and Commissions	District:	4
Staff Recommendations:	Approve		

Consent	Regular	Public Hearing	x	Report/Discussion
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Agenda Wording:

Presentation and action item regarding a Rezone of CampCorp parcel, APN 503-66-058, from Regional Commercial (CR/C3) to Industrial General (IG/I2), located generally on the west side of Grand Avenue approximately 1/4 mile northwest of the Bell Road and Grand Avenue intersection at 13550 West Foxfire Drive.

Motion:

Staff recommends the Planning and Zoning Commission recommend approval to the Mayor and City Council regarding the Rezone of APN Parcel 503-66-058, CampCorp.

Background:

Custom Complex Structures seeks approval of a rezone to the zoning of the CampCorp parcel (APN 503-66-058) from Regional Commercial (CR/C3) to Industrial General (IG/I2). The rezone will correct the company's legal nonconforming status to conforming allowing the expansion of use on the largely vacant parcel.

The proposal will be consistent with the Surprise General Plan 2035 if the accompanying General Plan Amendment, FS16-345 is approved.

Financial Impact Statement:

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

ATTACHMENTS:

Click to download

- ☐ [00 - FS16-271 - CampCorp Rezone - Staff Report](#)
- ☐ [01 - FS16-271 - CampCorp Rezone - Vicinity Maps](#)

- ☐ [02- FS16-271 - CampCorp Rezone - Rezone Document](#)
- ☐ [03 - FS16-271 - CampCorp Rezone - Public Engagement Report](#)
- ☐ [04 - FS16-271 - CampCorp Rezone - Public Participation Report](#)
- ☐ [05 - FS16-271 - CampCorp Rezone - 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

Case: FS16-271

Project Name: CampCorp Rezone

Council District: 4 - Mulberry

Meeting Date: March 2, 2017

Planner: Hobart Wingard, 623-222-3156, hobart.wingard@surpriseaz.gov

Owner: Richard Charles of Custom Complex Structures

Applicant: Custom Complex Structures, aka CampCorp

Request: Amend the zoning of the subject CampCorp parcel (APN 503-66-058) from Regional Commercial (CR/C3) to Industrial General (IG/I2).

Site Location: Generally on the east side of Grand Avenue approximately ¼ mile northwest of the Bell Road and Grand Avenue intersection at 13550 West Foxfire Drive.

Site Size: Approximately 25.23 acres

General Plan Conformance: The proposal will be consistent with the Surprise General Plan 2035 if the accompanying General Plan Amendment, FS16-345 is approved.

Support/Opposition: The city received no indication of opposition from residents.

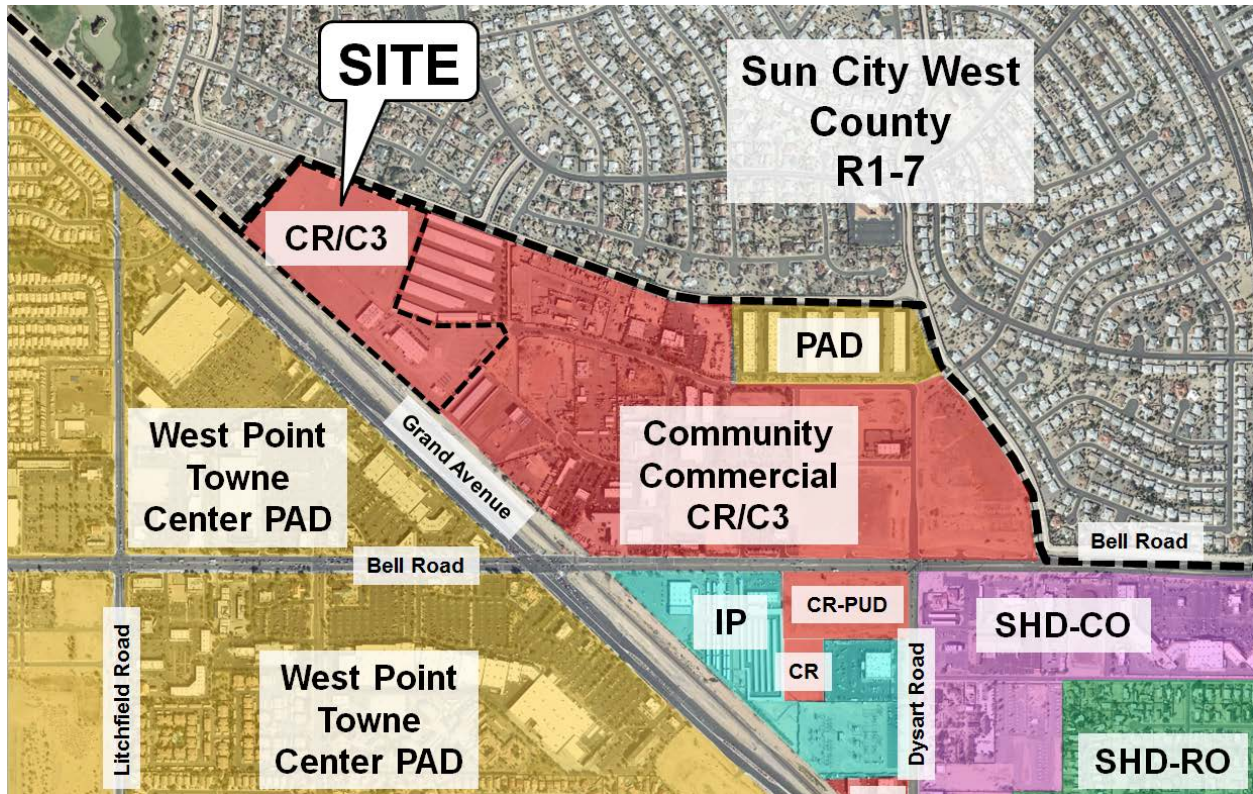
Staff Recommendations: Staff recommends the Commission move to recommend **approval** of the Rezone of the CampCorp parcel to the Mayor and City Council, subject to stipulations 'a' through 'd.'

Project Description:

Custom Complex Structures seeks approval of a rezone to the zoning of the CampCorp parcel (APN 503-66-058) from Regional Commercial (CR/C3) to Industrial General (IG/I2). The rezone will correct the company's legal nonconforming status to conforming allowing the expansion of use on the largely vacant parcel.

Existing Zoning:

The following chart and associated map depict the existing zoning of the subject parcel and its surroundings.



Sun City Grand R1-7 Single Family Zoning District Community Garden	Sun City Grand R1-7 Single Family Zoning District	RV Harbor Regional Commercial (CR/C3) Parcel
West Point Towne Center PAD with a Commercial Land Use	CampCorp Regional Commercial (CR/C3) Parcel	Regional Commercial (CR/C3) Parcels
West Point Towne Center PAD with a Commercial Land Use	West Point Towne Center PAD with a Commercial Land Use	Regional Commercial (CR/C3) Parcels

Background:

May 23, 1996: The subject parcel was annexed into the City of Surprise.

May 5, 2016: Staff met with the applicant to discuss the subject project during a regularly scheduled Concept Review meeting under CR16-180.

June 9, 2016: The applicant filed a request for a Rezone for the CampCorp site under case FS16-271, the subject case.

January 9, 2017: The applicant held a neighborhood outreach meeting to discuss the proposed project.

Citizen Review:

The Citizen Review Meeting was scheduled for January 9, 2017. The site was posted and advertised for a Citizen Review meeting in accordance with the SUDC. The applicant held a meeting for the proposed Rezone at the CampCorp site. Two (2) members of City Council and a small amount of residents attended the meeting. The applicant, as well as City staff answered several questions regarding the proposed rezone. Their appeared to be general support of the proposed rezone.

Analysis and Discussion:

Existing when annexed in 1996, the facilities and the uses on this parcel were operating. The manufacturer was Foxworth Galbraith Lumber Company which later changed to the existing owner, CampCorp USA, Inc. Since the annexation of the property in 1996, the use on the property was legal nonconforming and, because expansion of a nonconforming use is not allowed under the City of Surprise Municipal Code, expansion was denied.



The applicant is seeking to rezone the approximately 25.23 acre parcel that serves as the CampCorp facility. CampCorp designs and builds custom built modular structures and plans to expand the business into the residential industry. The proposed rezone from Regional Commercial (CR/C3) to Industrial General (IG/I2) will make the facility conforming in regards to the Surprised Municipal Code, and will allow an expansion of facilities to meet their goals.

The rezone will also allow CampCorp to utilize an existing railroad spur located along the southwest border of the site, a remnant from past manufacturers operations. CampCorp plans on using the spur to more efficiently bring construction material to the site.

The two (2) existing buildings on the site will remain. The buildings do not meet present setbacks, but will considered conforming as the alternative would be removal. All future construction will meet all Surprise Municipal code regulations including setbacks.

Conformance with Adopted Plans:

Surprise General Plan 2035: The Surprise General Plan 2035 shows the subject property as lying within the Commerce and Office Character area under the Transit Oriented Development District Sub Area. Accompanying this application is a City initiated General Plan Amendment to change this parcel and others to an Employment Character area under the Transit Oriented Development District Sub Area. The General Plan Amendment will allow for the rezone and will correct the company's legal nonconforming status to conforming allowing the expansion of use on the largely vacant parcel.

Reviewing Agencies:

In addition to the standard city reviewing agencies, who indicate no objections to the requests, Luke Air force Base, Maricopa Water District, EPCOR Water, ADOT, and Maricopa Association of Governments (MAG) were included in the routing of this case.

Summary:

Staff believes the proposed Rezone will allow an expansion of development to take place on the CampCorp Structures largely vacant parcel. The project is designed to correct the existing zoning to align with the actual activities taking place on this parcel presently while providing opportunity for industrial development to cultivate in a way that would be consistent with the proposed vision of the City's General Plan under a concurrent request.

Findings:

Rezone PAD Amendment:

- The proposed Rezone will be consistent with the Surprise General Plan 2035 if the accompanying General Plan Amendment, FS16-345 is approved.
- The reviewing agencies have indicated no objections to the request.
- The public at large has indicated no objections to the request.

Recommendation:

Based on the findings noted above, staff recommends the Commission move to recommend **approval** of the proposed Rezone of the CampCorp parcel (APN 503-66-058) from Regional Commercial (CR/C3) to Industrial General (IG/I2) under case **FS16-271** to the Mayor and City Council subject to conditions 'a' through 'd' as outlined below.

- a) Development and use of the Rezone shall be in conformance with the project narrative entitled "CampCorp Structures Re-zoning application of the CampCorp USA property", prepared by CampCorp, consisting of 12 pages dated Revised: January 13, 2017.
- b) Non-compliance with the stipulations of approval of this case will be treated as a violation in accordance with the provisions of Article XIV of the Surprise Unified Development Code.
- c) The Property owner and successors waive claim for diminution in value if the City takes action to rescind approval of this zone change request due to non-compliance with the stipulations of approval.
- d) The Rezone will be considered not approved until which time the accompanying General Plan Amendment, FS16-345, is approved.

However, should the Commission wish to recommend denial of the request, the Commission should make its own findings and base its decision on those alternative findings.

Attachments:

- 01 – Vicinity Maps
- 02 – Rezone Document
- 03 – Public Engagement Form
- 04 – Public Participation Report

VICINITY MAP



LOCATION MAP





Re-zoning application of the CampCorp USA property.

January 13th, 2017

The owner of the Property is: CampCorp USA, Inc.

The president of CampCorp USA, Inc. is: Paul McCracken

The applicant is: Richard Charles on behalf of CampCorp USA, Inc.

The documents were prepared by: CampCorp USA, Inc. employees.

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Rezoning application of the CampCorp USA property

Description of Request:

CampCorp USA Inc. (CCUS) is requesting that the City of Surprise grant re-zoning of the CCUS property to from Regional Commercial (CR/C3) to General Industrial (IG/I2).

Project Location:

The property is approximately 25.2 acres of land that is at the west end of Foxfire Dr. The address is 13550 W. Foxfire Dr., Surprise, AZ 85378. The property is on the west side of Grand Ave, approximately 1,430 feet northwest of Bell Rd. The Maricopa County Assessor's Parcel Number is 503-66-058 and it is recorded as Parcel 2 of a Minor Land Division Map for Foxworth-Galbraith Lumber Company in book 606 of maps, page 9, recording # 2002-0956836.



Historical Uses:

The CCUS property has been the home of industrial operations since the 1960's when it served as an assembly site for the Sun City/Sun City West communities. Currently there

are two (2) steel buildings on the property that total about 40,000 square feet. There are various other shade structures, concrete pads, power lines, and fire hydrants throughout the property. There is an approximate 1,300 foot long rail spur on the property that connects to the BNSF railroad that parallels Grand Ave. CCUS manufactures modular buildings within the steel buildings and adjacent property that totals about 2.75 acres of the 25.2 acres. The property is generally flat and covered with gravel with asphalt in various locations. Epcor is the water and sewer provider for the property.

Historical Zoning:

When the CCUS property was annexed into the City of Surprise in 1996, the zoning was determined to be Regional Commercial (CR/C3). The property is currently being utilized as an industrial/employment use. To make any expansion upon the property, the City of Surprise requires that the property conform to the current City of Surprise Municipal Code and operate under the Regional Commercial (CR/C3) standards and uses. This rezone proposes to change the zoning designation to General Industrial (IG/I2) so that current activities can continue while allowing industrial uses on the vacant portions of the property. CCUS has received interest from other entities to lease portions of the vacant land and construct buildings for their operations. Furthermore, CCUS may plan to expand its operations onto the vacant property in the future. Therefore, CCUS is requesting that the City of Surprise grant the rezoning of the CCUS property to General Industrial (IG/I2). We would also request that since existing buildings, shade structures, etc. occupy the site, that they be made legal-conforming and not subject to any additional zoning standards that a rezoning might impose on the property. Building safety issues will follow current regulations.

Adjacent Uses:

The property is bounded on the west by the BNSF railroad that runs parallel with Grand Avenue. A chain link fence lines the property line that abuts BNSF property with a gate where our rail spur enters the property.

A Sun City West community garden abuts the northwest edge of the property. There's a block wall on our property line with the garden.

The eastern boundary borders a 60' right-of-way, a storage facility, and a 60-foot wide drainage channel. There is a chain link fence along the storage facility boundary and the parcels. The drainage channel is a tract within the Sun City West residential parcel called Sun City West Unit 22. The drainage ditch also includes an access road which together total approximately 60 feet in width between our property line and the property line of 7 single-family residences in Sun City West Unit 22. The residential properties have a block wall on their property lines and there is a chain link fence on the subject property line.

To the south are a vacant triangular lot and another storage facility. The storage facility has a landscaped setback area adjacent to our property. There is a chain link fence on our southern property line.

Adjacent Zoning:

The zoning districts to the east and southeast are Regional Commercial (CR/C3). The zoning to the north and northwest is single family residential, (County R1-7). The BNSF Railroad, which is zoned Rural Residential (RR/R1-43), abuts the southwestern border of the site. Zoning to the southwest is commercial (on the west side of Grand Avenue) is the West Point Towne Center residential and commercial PAD. The BNSF property and Grand Avenue right-of-way is about 280 feet wide.

The existing zoning is illustrated on Exhibit A. Proposed zoning is illustrated on Exhibit B.

General Plan Land Use:

The 2035 City of Surprise General Plan identifies the CCUS property and the neighboring properties to the east and southeast and the properties to the west and southwest as Commerce & Office. As the existing land uses are more aligned to the Employment Character area with a Transit Oriented Development District Overlay, the City of Surprise is concurrently processing a Minor General Plan Amendment for this parcel and others adjacent to change the designation to the Employment Character Area which allows the more industrial uses.



Operational Aspect of Use:

CCUS manufactures modular buildings within the steel building and area around the buildings and utilities about 2.75 acres of the 25.2 acres. The property is generally flat and covered with gravel and various areas of asphalt. CCUS brings material in to production and haul finished modular buildings from the property. With the proposed rezone, it is anticipated that the rail spur would be reactivated to bring construction materials to the site.

Infrastructure:

There is an existing cul-de-sac at the western end of Foxfire Dr. with a paved section of road extending west from there about 120'. The entrance to the CCUS site is at the western end of the paved section of road. There are Epcor sewer and water lines under the paved section of road. There are private water lines and sewer lines that extend onto the CCUS property from the paved section of road that serve the buildings on the site and also a fire line with approximately 5 fire hydrants on the CCUS property. An overhead powerline bisects the property from the paved section of the road to the northwest boundary of the property.

No new infrastructure improvements are contemplated with the re-zone, however in the future when site plans or building improvement plans are submitted infrastructure improvements may be necessary.

Phasing:

No phasing is necessary for the re-zoning application. Future development of the property would most likely be done in phases. Any new construction would follow the City of Surprise Municipal Code and Site Plan Amendments or Conditional Use Permit applications would have to be heard by the Planning and Zoning Commission.

Conclusion:

It is anticipated that the proposed rezone from Regional Commercial (CR/C3) to General Industrial (IG/I2) would provide an ability to grow the site and provide additional employment opportunities for residents.

Appendix

Exhibit A - Existing Zoning

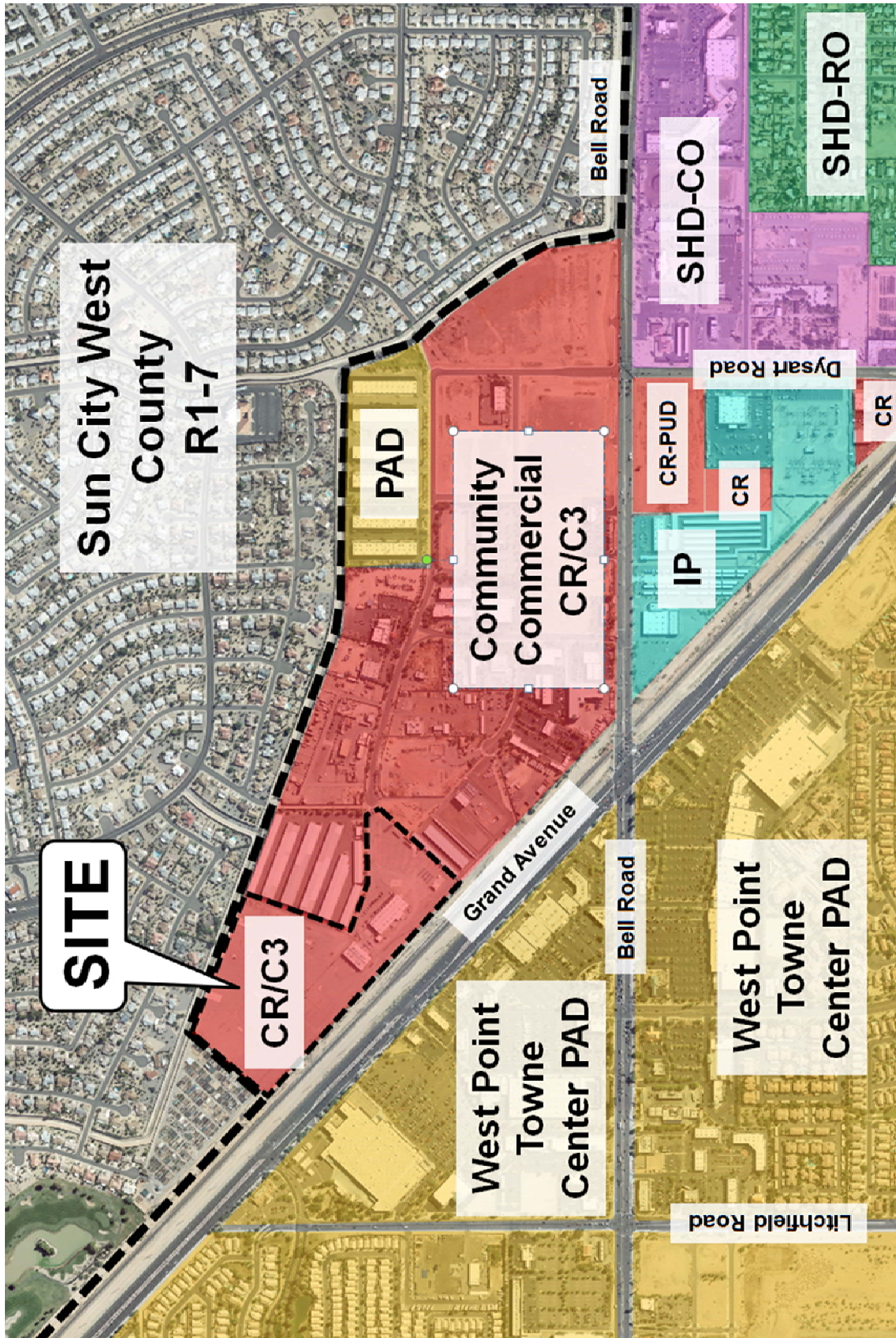


Exhibit B - Proposed Zoning



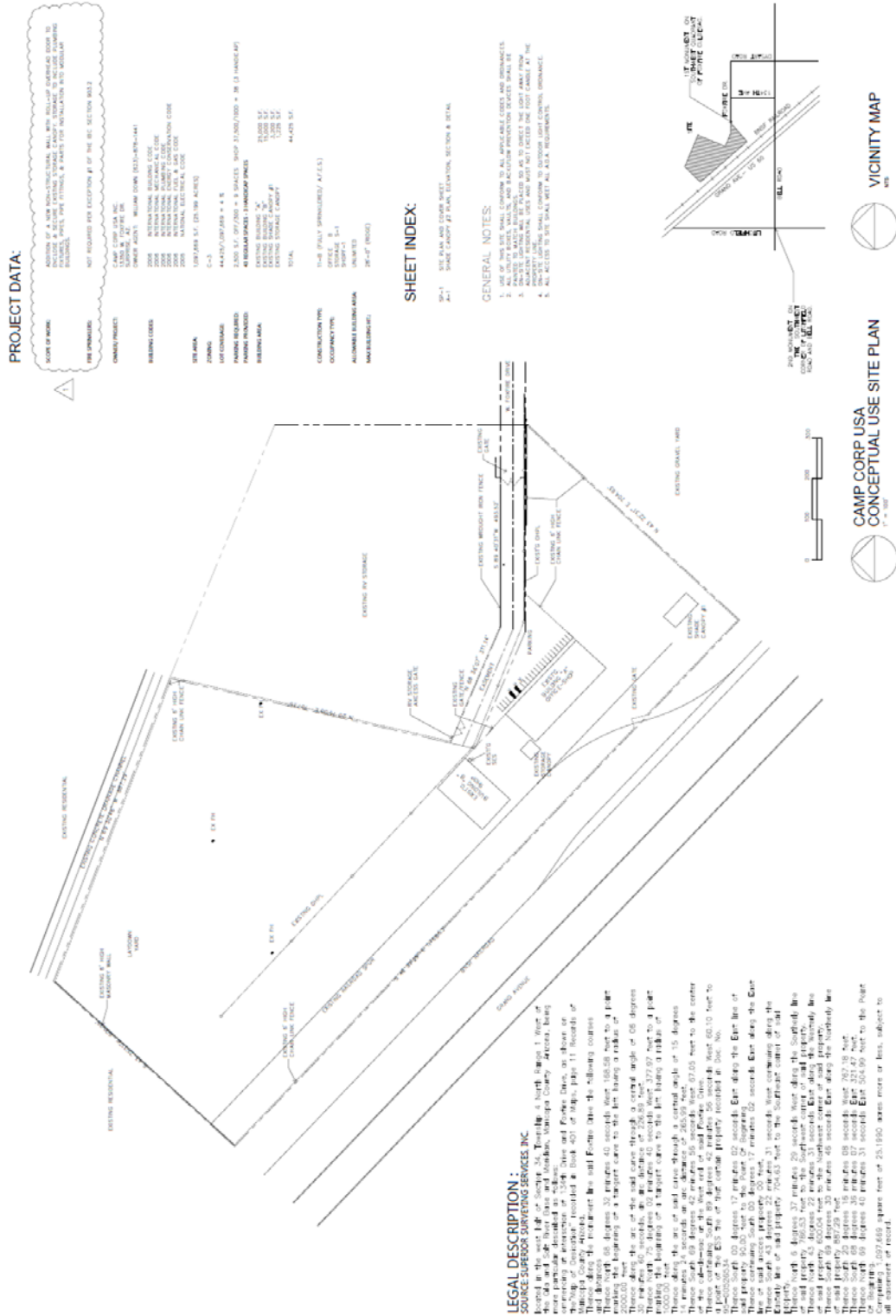


Exhibit D – Legal Description

LEGAL DESCRIPTION :

SOURCE: SUPERIOR SURVEYING SERVICES, INC.

located in the west half of Section 34, Township 4 North Range 1 West of the Gila and Salt River Base and Meridian, Maricopa County Arizona, being more particular described as follows:

commencing at intersection of 134th Drive and Foxfire Drive, as shown on the "Map of Desication" recorded in Book 401 of Maps, page 11 Records of Maricopa County Arizona,

Thence along the monument line said Foxfire Drive the following courses and distances

Thence North 68 degrees 32 minutes 40 seconds West 168.58 feet to a point marking the beginning of a tangent curve to the left having a radius of 2000.00 feet

Thence along the arc of the said curve through a central angle of 06 degrees 30 minutes 60 seconds, an arc distance of 226.89 feet.

Thence North 75 degrees 02 minutes 40 seconds West 377.97 feet to a point marking the beginning of a tangent curve to the left having a radius of 1000.00 feet

Thence along the arc of said curve through a central angle of 15 degrees 14 minutes 24 seconds an arc distance of 265.99 feet,

Thence South 69 degrees 42 minutes 56 seconds West 67.05 feet to the center of the cul-de-sac at the West end of said Foxfire Drive.

Thence continuing South 89 degrees 42 minutes 56 seconds West 60.10 feet to a point of the ESS the of that certain property recorded in Doc. No. 95-00526534

Thence South 00 degrees 17 minutes 02 seconds East along the East line of said property 90.00 feet to the Point Of Beginning

Thence continuing South 00 degrees 17 minutes 02 seconds East along the East line of said axcces propoerty 00 feet,

Thence South 43 degrees 22 minutes 31 seconds West continuing along the Easterly line of said property 704.63 feet to the Southeast corner of said property.

Thence North 6 degrees 37 minutes 29 seconds West along the Southerly line of said property 786.53 feet to the Southwest corner of said property.

Thence North 43 degrees 22 minutes 31 seconds East along the Westerly line of said property 600.04 feet to the Northwest corner of said property.

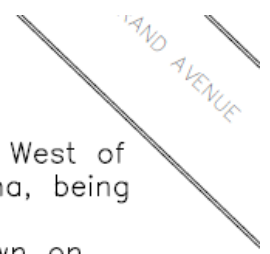
Thence South 69 degrees 30 minutes 46 seconds East along the Northerly line of said property 887.29 feet

Thence South 20 degrees 16 minutes 08 seconds West 767.18 feet.

Thence South 68 degrees 36 minutes 07 seconds East 321.47 feet.

Thence North 69 degrees 40 minutes 31 seconds East 504.99 feet to the Point Of Beginning.

Comprising 1,097,669 square feet of 25.1990 acres more or less, subject to all easement of record.



PUBLIC ENGAGEMENT FORM

PROJECT TITLE: Rezoning of the CampCorp parcel (APN 503-66-058) from C3 to IG, FS16-271

OVERALL PUBLIC INVOLVEMENT LEVEL:

Citizen Review. Allows residents to input their opinions on the proposed rezone. The Public Hearing will allow another chance for the public to express their views on the proposal.

IDENTIFY STAKEHOLDERS:

The public at-large and adjacent property owners.

OBJECTIVES:

CampCorp seeks approval of a rezone to the zoning of Parcel APN 503-66-058 from Regional Commercial (CR/C3) to Industrial General (IG/I2). The rezone will correct the company's legal nonconforming status to conforming allowing the expansion of use on the largely vacant parcel.

PUBLIC ENGAGEMENT STRATEGIES & TOOLS:

Public Engagement & Project timeline:

Public outreach time frame (when to when) - January 9, 2017 at the subject site, CampCorp

Future Council Work Session/Meetings target dates - March 21, 2017

Election dates (if applicable) - Not applicable

Project start/completion dates - Not applicable

Communication Tools and Technique options: (which do you plan to use?)

- ☐ Press releases
- ☒ Public meetings (video/photos, poster boards, fact sheet(s) *do you need Spanish version?)
- ☒ Presentations to boards and commissions, other interested community partners/stakeholders
- ☐ Third-party consultant/moderator (pending budget)
- ☐ Survey (online/paper/both?)
- ☐ Social media
- ☒ Surprise 11
- ☐ Notify Me email/ Council newsletters (opt-in audience)
- ☒ Paid advertising (pending budget)
- ☐ Surprise Progress (mailed quarterly and tied to print deadlines)
- ☐ Booth at city events
- ☒ Paid mailings (pending budget)
- ☐ Creation of a subcommittee/task force
- ☐ Youth/adult activities, registration, or orientation (HOA Academy)
- ☒ Website updates

CITY OF SURPRISE
CITIZEN REVIEW MEETING

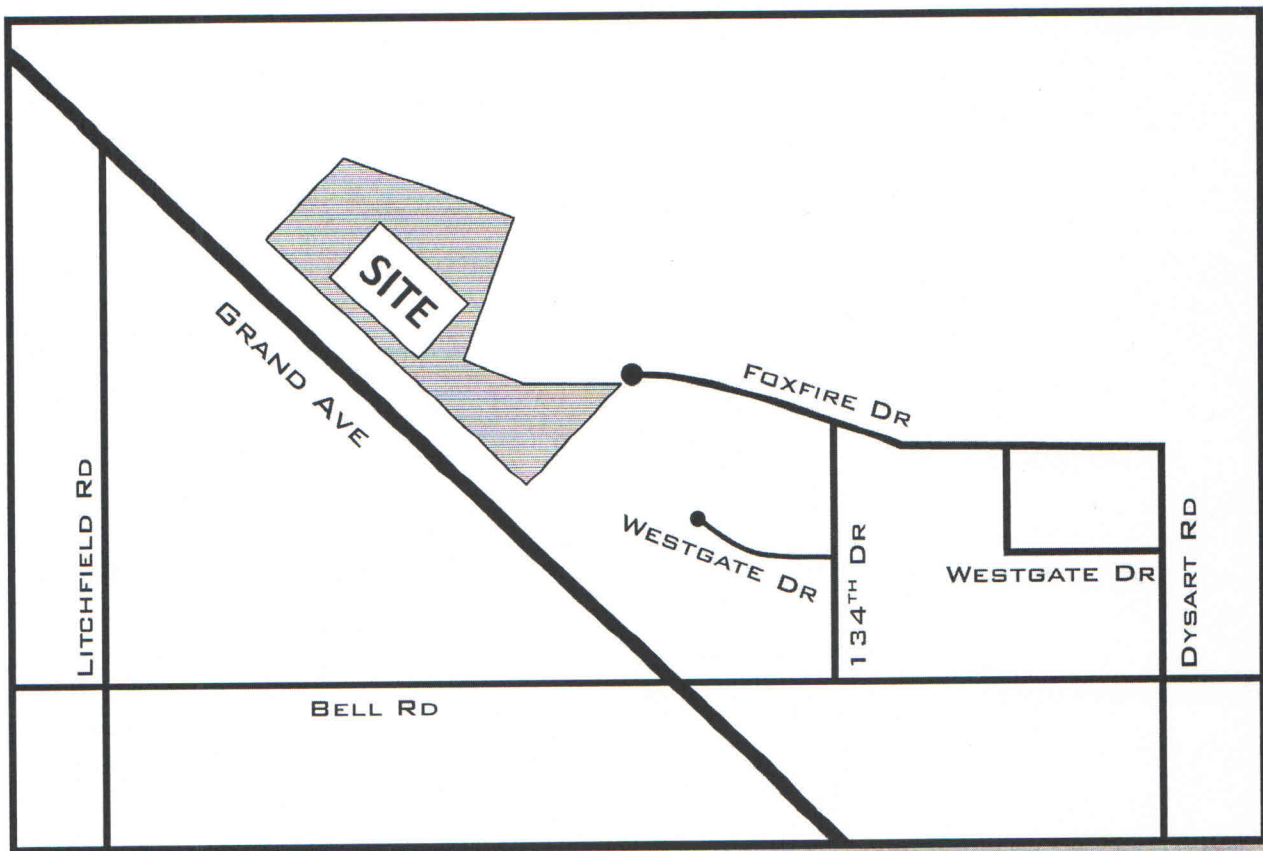
Take notice that at the date, time, and place listed below, there will be a Citizen Review meeting to discuss the below-referenced project. At this meeting, any of the public may appear and be heard relative to this project. The City of Surprise Community Development Department may be contacted prior to the scheduled meeting for additional information.

City of Surprise Planner: Hobart Wingard
623-222-3156

CITIZEN REVIEW MEETING DETAILS

DATE: Monday, January 9, 2017
TIME: 6:00 PM to 7:00 PM
LOCATION: 13550 W. Foxfire Dr.
Surprise, Arizona 85378

Meeting Location Map & Project Location Map



PROJECT DESCRIPTION: The applicant is requesting approval of a rezone (Case FS16-271) of approximately 25.23 acres of land zoned Regional Commercial (CR) to Industrial Performance (IP) to allow more industrial land uses.

Re-Zoning Sign In Sheet

Phone #:

[illegible]

Thank You !

Public Re-Zoning Meeting

January 9th 2017

Re-Zoning Meeting

13550 W/ Foxfire Dr.

Phoenix, AZ 85378

The Citizen Review Meeting began at approximately 1800 hours. Attendees from Custom Complex Solutions (CCS) were Richard Charles - COO, Fred Ramirez - Sales Manager, and Steve Colla, Special Projects Manager. Attendees from The City of Surprise Community Development Department were, Hobart Wingard and Josh Mike. City Councilmen Skip Hall and Ken Remley were also in attendance. From the public sector, attending were Mr. Andy Cepen and Mrs. Skip Hall.

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We completed the meeting at approximated 1920 hours.



CAMPCORP REZONE

Rezone – March 2, 2017

VICINITY MAP



VICINITY MAP



LOCATION MAP



LOCATION MAP



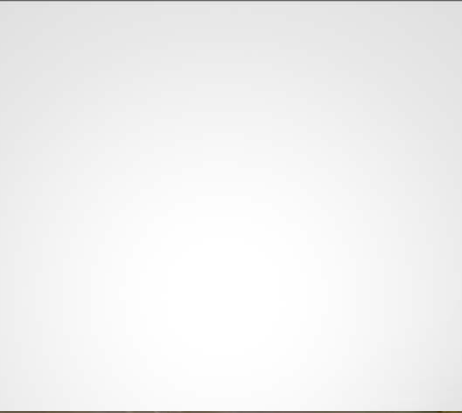
ORIGINAL USE



USE AT TIME OF ANNEXATION



CURRENT FACILITIES



COMMERCIAL



RESIDENTIAL



RESIDENTIAL



CURRENT



CURRENT ZONING



PROPOSED ZONING





SUMMARY

- May 23, 1996 Area Annexed into the City with active Industrial Use (Zoned C-3/CR)





SUMMARY

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 - January 9, 2017 Citizen Review Meeting at Site (CampCorp)
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- 



SURPRISE
ARIZONA

**QUESTIONS OR
COMMENTS?**

Thank You



CITY OF SURPRISE
Planning and Zoning Commission

March 2, 2017 @ 6:00:00 PM

[Back](#) [Print](#)

Board Meeting Date:	March 2, 2017	Contact Person:	Christina Ramirez, Human Service & Community Vitality
Submitting Department:	CD Boards and Commissions	District:	Internal
Staff Recommendations:	No Action		

Consent	Regular	Public Hearing	x	Report/Discussion
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Agenda Wording:

Presentation and discussion pertaining to the Public Service Activities for the Community Development Block Grant Program Year 2017-18.

Motion:

Discussion only

Background:

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

The anticipated amount under discussion is \$87,700.

Financial Impact Statement:

CDBG public service grant funds will be utilized to fund the approved applicants.

ATTACHMENTS:

Click to download

- ☐ [Staff Report](#)
- ☐ [Application Evaluation](#)
- ☐ [Rubric](#)
- ☐ [Aid to Adoption for Special Kids - AASK](#)
- ☐ [Benevilla](#)
- ☐ [Billy's Place](#)

- ☐ [Central Arizona Shelter Services - CASS](#)
- ☐ [City of Surprise CAP](#)
- ☐ [Experience Matters](#)
- ☐ [Labor's Community Service Agency](#)
- ☐ [Lutheran Social Services of the Southwest](#)
- ☐ [Mentally Ill Kids In Distress - MIKID](#)
- ☐ [Sojourner Center](#)
- ☐ [St. Mary's Food Bank](#)
- ☐ [Sun Health Foundation](#)
- ☐ [Presentation](#)
- ☐ [Public Engagement Form](#)

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



HUMAN SERVICE AND COMMUNITY VITALITY

Date: March 2, 2017

To: Planning and Zoning Commission Members

From: Seth Dyson, Human Services and Community Vitality Director
Christina Ramirez, Neighborhood Services Supervisor
Alicia Rubio, Neighborhood Services Coordinator

Re: CDBG-Funded Public Service Activities

Introduction

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

Today's Planning and Zoning Commission Public Hearing meeting is aimed at assisting the Commission on recommending applicant(s) to City Council from the applications received. Upon approval by City Council, the CDBG Public Services Activities will be submitted to HUD as part of the Annual Action Plan for 2017-18.

Background

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

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

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

Funding Limit

CDBG Public Service funding is limited to 15% of the annual CDBG allocation for the program year (PY). For example, the CDBG allocation for City of Surprise for the PY 2016-17 was \$585,139, thus the funding awarded to applicants cannot exceed \$87,700.00. Anticipated funding from HUD for PY 2017-18 is approximately \$585,139. Recommendations today are based on this anticipated allocation.

Previous Actions

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

- Benevilla was awarded **\$22,560** to provide adult day care, preschool and food delivery assistance
- ABILITY 360 was awarded **\$27,560** to provide home modifications for residents with disabilities.
- Central Arizona Shelter Services was awarded **\$7,000** to provide emergency shelter services.
- Potter's House was awarded **\$7,650** for after school programming.
- Aid to Adoption of Special Kids was awarded **\$5,000** for foster parent counseling
- Mentally Ill Kids was awarded **\$5,000** for mentally challenged kid counseling.
- City of Surprise Summer Youth Employment was awarded **\$13,000** for summer internship opportunities.

Updated Actions

The Request for Application for CDBG Public Service Activities for PY 2017-18 was released on January 3, 2017. Applications were due January 26, 2017. Staff has evaluated the eligible applications in accordance with the scoring rubric (Attachment 1) approved by the Planning and Zoning Commission.

Staff's funding recommendations are as follows:

Aid to Adoption of Special Kids	\$ 3,000
Benevilla	\$14,700
CASS	\$ 8,000
Surprise CAP	\$20,000
Mentally Ill Kids	\$ 8,000
SoJourney	\$ 6,000
St. Mary's	\$10,000
Sun Health Foundation	\$18,000
Total Public Service Funding	\$87,700
Total anticipated CDBG allocation	\$585,139

Future Actions

- Planning and Zoning 2nd Public Hearing March 16, 2017
- City Council Workshop: April 4, 2017
- City Council Public Hearing and approval April 18, 2017
- Submission to HUD as part of Annual Action Plan 2017-18 by May 15, 2017.

Recommendations

Discussion of Public Service funding recommendations.



Applicant	Project Name	Project Description	Awarded Points (100)	Remarks
Aid to Adoption to Special Kids	Building and Strengthening Program	Train families caring for special needs foster children. Funding Request: \$5,000 Recommend: \$3,000	92.75	Not listed as a high priority in Consolidated Plan, however there is great need for this service. Agency does receive CDBG funding from City of Peoria and Gilbert. -Prior CDBG Awards: \$5,000.
Benevilla	Intergenerational family support center/information and referral services	670 Home delivered meals, 25 days of adult daycare and approx. 2,321 days child day care assistance. Funding Request: \$25,017 Recommend: \$14,700	86	High priority in Consolidated Plan. -Surprise Community Outreach Program Recipient in 2015-16. -Prior CDBG Funding: \$50,000
Billy's Place	Grief counseling, family support center/information and referral services	Services to youth/families. 24 group sessions = 36 hours of counseling. Funding Request: \$5,000 Recommend: \$0	77	Did not demonstrate high demand service. <i>New applicant</i>
Central Arizona Shelter Services, Inc. (CASS)	Regional Emergency Shelter for Single Adults and Families with Children	Services to homeless persons. 1037 shelter nights for 25 Surprise clients. Funding Request: \$10,000 Recommend: \$8,000	84.50	Not a high priority in Consolidated Plan, but a high priority with Council. Need to assure participants are Surprise residents. -Prior CDBG Funding: \$14,000



Applicant	Project Name	Project Description	Awarded Points (100)	Remarks
City of Surprise	Comm. Action Program –	Utility & rental assistance 35 Surprise families. Funding Request: \$25,000 Recommend: \$20,000	88.33	High priority in Consolidated Plan. Expansion of current program funded through Maricopa County. <i>New applicant</i>
Experience Matters	Community Engagement Project	Community outreach for volunteers Funding Request: \$49,875 Recommend: \$0	77.75	Does not demonstrate evidence of need. <i>New applicant</i>
Labor’s Community Service Agency	SHIFT – Securing transportation for working families	Provide a vehicle including a maintenance agreement to working families. Funding Request: \$12,000 Recommend: \$0	83	Does not demonstrate evidence of need. <i>New applicant</i>
Lutheran Social Service of the SW	Triple P Parenting Program	Provide parenting support. Funding Request: \$20,000 Recommend: \$0	71.50	Project does not have staff hired; may hinder capacity to complete project within 12 months. <i>New applicant</i>
Mentally Ill Kids in Distress	M.I. K.I.D.	Peer support, specialized mental/behavioral health support services. Funding Request: \$15,000 Recommend: \$8,000	84.50	High priority in Consolidated Plan. Established program in other communities. -Prior CDBG Awards: 5,000.



St. Mary's Food Bank	Emergency Food Box distribution	Provide 1429 emergency food boxes to Surprise residents. Funding Request: \$10,000 Recommend: \$10,000	93	High priority in Consolidated Plan. Meet basic food need in a food desert. -Prior CDBG Awards: \$103,014
Sun Health Foundation	Transitions Program-post care after hospital release	Health care program in which 826 Surprise senior residents will receive post hospital release care. Funding Request: \$25,000 Recommend: \$18,000	85.75	High priority in Consolidated Plan. <i>New applicant</i>
Sojourner Center	Domestic Violence and Human Trafficking Awareness	Provide educational/awareness training on domestic violence and human trafficking. 100 attendees= 4 sessions Funding Request: \$9,574 Recommend: \$6,000	82.50	High priority in Consolidated Plan. <i>New applicant</i>

NOTE: Scoring panel consisted of 4 individual reviewers.

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete & submit this form to the Welcome Center,
City of Surprise,
16000 N. Civic Center Plaza
Surprise, AZ 85374

We do not accept e-mail or electronic submissions

Organization Information			
Name of Organization:	Lutheran Social Services of the Southwest		
Contact Person:	Jannelle Radoccia		
Contact Person Title:	Regional Director		
Mailing Address:	10201 S. 51 st Street, Suite #180 Phoenix, AZ 85044		
Street Address (if different from mailing):			
Phone:	(480) 396-3795, ext. #115		
Fax:	(480) 325-3643		
E-mail:	jradoccia@lss-sw.org		
Website URL (if applicable):	www.lss-sw.org		
Legal Status of Applicant: ☐ State-Certified CHDO ☒ Non-Profit (non-CHDO) ☐ Public Housing Authority ☐ State Agency ☐ Local Government ☐ Tribal Government ☐ Council of Government ☐ General Partnership ☐ Limited Partnership ☐ Limited Liability Company ☐ Corporation			
Applicant's Qualifications:	Yes	No	NA
Drug Free Policies	X		
Fair Housing Policies			X
Equal Employment Opportunity Employer	X		



Project Description			
Proposed Project Title:	Family SPOT (A place where families gain Strength with Parenting Opportunities and Teaching),		
Check applicable priority area(s) that the project addresses: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> ☐ Child care ☐ Youth Services ☐ Health Care ☐ Job training/job creation ☒ Literacy programs ☐ Recreation programs ☒ Education programs ☐ Public safety services ☐ Fair housing activities ☐ Services for senior citizens </td> <td style="width: 50%; vertical-align: top;"> ☐ Services for homeless persons ☐ Drug abuse counseling and treatment ☐ Qualified Veteran Services ☐ Welfare (as defined by CDBG) ☐ Code Enforcement Services ☐ Transportation/Transit ☐ Other If Other, describe Other: _____ </td> </tr> </table>		☐ Child care ☐ Youth Services ☐ Health Care ☐ Job training/job creation ☒ Literacy programs ☐ Recreation programs ☒ Education programs ☐ Public safety services ☐ Fair housing activities ☐ Services for senior citizens	☐ Services for homeless persons ☐ Drug abuse counseling and treatment ☐ Qualified Veteran Services ☐ Welfare (as defined by CDBG) ☐ Code Enforcement Services ☐ Transportation/Transit ☐ Other If Other, describe Other: _____
☐ Child care ☐ Youth Services ☐ Health Care ☐ Job training/job creation ☒ Literacy programs ☐ Recreation programs ☒ Education programs ☐ Public safety services ☐ Fair housing activities ☐ Services for senior citizens	☐ Services for homeless persons ☐ Drug abuse counseling and treatment ☐ Qualified Veteran Services ☐ Welfare (as defined by CDBG) ☐ Code Enforcement Services ☐ Transportation/Transit ☐ Other If Other, describe Other: _____		
Describe the problem or need to be addressed by proposed project. (Please attach an extra sheet if needed) Families with children in low- to moderate-income households face substantial challenges achieving access to high quality early childhood developmental programs. The early years are the most critical period of brain development with lifelong impact on health, learning and future success. Numerous studies have demonstrated that children who are healthy and prepared when they enter kindergarten do better in school and are more likely to graduate and enroll in college. Well-educated adults are more prepared for the job opportunities of a global marketplace and to contribute to the strength of their communities. They have increased vocabulary, better language, math and social skills, more positive relationships with classmates, and they score higher on school-readiness assessments. As they go forward in school and life, they are less likely to need special education services or fail a grade, and are more likely to graduate and go on to college. These are better outcomes for kids that also save taxpayers money. Lutheran Social Services of the Southwest (LSS) offers a proposal to ensure family strengthening programs are available to low- to moderate-income Surprise residents which will include access to early childhood development strategies. This will be accomplished with the addition of a part-time bilingual (Spanish and English fluent) Family Coach working at the Resource Center in Surprise one day per week. The Family Coach will provide general resource and referral information on family support services and conduct strength and needs assessments (Please see Attachment A, a research-based assessment tool for this purpose known as the Colorado Family Support Assessment). Additional support activities to be performed by the Family Coach include parenting training, parenting workshops, support groups, parent/child interactions, socialization groups and other opportunities to strengthen their family unit.			

These services will be available to families with children up to age 19. Child care will be available during family activities, as well as program incentives to remain engaged.

The parenting training model for these services is known as the Triple P-Positive Parenting Program. Triple P discussion groups focus on common challenges families face with their children, such as disobedience, fighting and aggression and good bedtime routines. The discussion groups are designed to provide an overview of the positive parenting principles for any interested parent. Parents are actively involved throughout the two-hour small group format sessions.

Support groups will include an approach to supporting literacy and learning grounded in emerging education and community development research known as the Parent Café. Conversation Cafés bring people together for discussion, sharing and support with the goal of creating a space that may stimulate further action or engagement. Parent Café provides resources, training and mentoring for the facilitation of guided Conversation Café's designed to support parents in their role as their child's first and most important teacher. Parent Cafe offers a forum for parents to share their own experiences and locally available resources in support of literacy, along with a number of additional strength-based themes that are known to positively impact learning.

LSS has the proven resources and capacity to immediately begin planning and implementing this proposal. Please refer to the "Organizational Capacity" section of this application for information on six Family Resource Centers currently operated by LSS in First Things First's Phoenix North and Southeast Maricopa County Regional Councils. LSS staff has the experience and skills to implement this program through LSS's strong network of community partners. LSS would request that the physical office and room space to accommodate this proposal is provided at the Family Resource Center in Surprise without cost.

Among the many resources and services LSS is qualified to provide through this proposal are on-site screenings for families to join the SNAP supplemental nutritional program and applications for AHCCCS health care, rental and home energy assistance.

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

The public services to be provided under this proposal could be located at the Surprise Resource Center, where the Community Action Program (CAP) already provides support services for residents that foster self-sufficiency and stability during unexpected financial crisis for qualifying Surprise and El Mirage residents.

From this convenient centrally-located facility, LSS is capable of providing family coaching through its Family SPOT program (A place where families gain Strength with Parenting Opportunities and Teaching) to all eligible low- to moderate-income participants living within the Surprise, Arizona city boundaries. This citywide service area includes The Surprise Heritage District, the zoning district that regulates properties in in the city's original town site bounded north-south by Bell and Greenway Roads and east-west by El Mirage and Dysart Roads. Family services to persons residing in the Surprise Heritage District will aid in revitalization of the old town site. Please see Attachment B for a service area map.

Targeted demographic population of the city:

This proposal targets residents of the City of Surprise who earn low- to moderate-incomes and could benefit from family strengthening intervention strategies for families with children from birth up to age 19.

To verify individual low- to moderate-income levels, The City of Surprise has recommended utilizing the "Income Limits Documentation System" tool which provides median income levels for Maricopa County residents under its "Phoenix-Mesa-Scottsdale" income information. Income limits of participating families corresponding to family size will be documented by the Family Coach and compared to poverty guidelines established by the U.S. Department of Health and Human Services. These guidelines identify families in the income level categories of low, extremely low and very low. LSS will consult with the Surprise Human Service and Community Vitality Department regarding certification methods for financial indigence determinations. Please see Attachment C for the "Income Limits Documentation System" tool.

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

Family SPOT integrates the Center for the Study of Social Policy's Strengthening Families Protective Factors into programming, providing families with access to knowledge, resources and supports that will help their children be school ready in order to reach their full potential. The Center for the Study of Social Policy has identified five research-based parenting protective factors which will serve as the benchmarks for outcome measures under this project. The protective factors are:

- **Parent Resilience:** No one can eliminate stress from parenting, but building parental resilience can affect how a parent deals with stress. Parental resilience is the ability to constructively cope with and bounce back from all types of challenges. It is about creatively solving problems, building trusting relationships, maintaining a positive attitude, and seeking help when it is needed.
- **Knowledge of Parenting and Child Development:** Having accurate information about raising young children and appropriate expectations for their behavior help parents better understand and care for children. It is important that information is available when parents need it, that is, when it is relevant to their life and their child. Parents whose own families used harsh discipline techniques or parents of children with developmental or behavior problems or special needs require extra support in building this Protective Factor.
- **Social and Emotional Competence of Children:** A child's ability to interact positively with others, to self-regulate, and to effectively communicate his or her emotions has a great impact on the parent-child relationship. Children with challenging behaviors are more likely to be abused, so early identification and working with them helps keep their development on track and keeps them safe. Also, children who have experienced or witness violence need a safe environment that offers opportunities to develop normally.
- **Social Connections:** Friends, family members, neighbors, and other members of a community provide emotional support and concrete assistance to parents. Social connections help parents build networks of support that serve multiple purposes: they can help parents develop and reinforce community norms around childrearing, provide assistance in times of need, and serve as a resource for parenting information or help solving problems. Because isolation is a common risk factor for abuse and neglect, parents who are isolated need support in building positive friendships.
- **Concrete Support in Times of Need:** Parents need access to the types of concrete supports and services that can minimize the stress of difficult situations, such as a family crisis, substance abuse, or stress associated with lack of resources. Building this Protective Factor is about helping to ensure the

basic needs of a family, such as food, clothing, and shelter, are met and connecting parents and children to services, especially those that have a stigma associated with them, like domestic violence shelter or substance abuse counseling, in times of crisis.

Targeting these protective factors, LSS has identified the following outcomes:

- Increase concrete supports in times of need for 133 families by providing the families with resources and referral services (Concrete Support in Times of Need)
- Increase parent resilience by completing 20 Strengths and Needs Assessments of families (Parent Resilience)
- Hold 20 Family support groups (Social Connections)

Evaluation measures are included in the attached pre- and post-general protective factors survey. This tool is contained on pages seven and eight within the accompanying Attachment A. For program integrity, these evaluation surveys will be available to participants in accordance with the "Standards of Quality for Family Strengthening Support/360-Degree Planning and Feedback Loop" which is illustrated in Attachment E.

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

The activities identified under this program proposal address the U.S. Department of Housing and Urban Development's Community Development Block Grant national objective of "Benefitting Low- and Moderate-Income Level Persons." At least 70% of CDBG expenditures will be for activities considered to benefit low- and moderate-income persons, as required by law. The Family Coach identified for this project will utilize the "Income Limits Documentation System" to confirm financial eligibility pursuant to poverty guidelines established by the Department of Health and Human Services.

One of the ten categories of eligible activities under this national objective is "Public Services." According to HUD's "Guide to National Objectives and Eligible Activities for State CDBG Programs," specific examples of public services include literacy and education programs, both of which are key elements of this proposal. All proposed activity costs have been reviewed and determined necessary and reasonable and to conform to the requirements of OMB Circular A-122 "Cost Principles for Non-Profit Organizations."

Surprise's 2015-16 Consolidated Annual Performance and Evaluation Report identifies public services and public facilities as the City's highest priority in the Annual Action Plan developed for FY2015-16. LSS embraces the goals of the City of Surprise to build viable communities by providing decent housing, a suitable living environment and economic opportunities for low- to moderate-income individuals. The Triple P program curriculum to be utilized under this proposal contributes to a more suitable living environment for all children and families involved, as it includes discussion groups on problems families frequently encounter which detract from their suitable living environment. Session topics include dealing with disobedience, managing fighting and aggression, developing good bedtime routines and hassle-free shopping with children. Addressing these problems through high quality discussion groups and positive parenting principles elevates the suitability of living environments for all children and families participating, as well as those Surprise residents with whom they interact.

Organizational Capacity

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

With programs throughout Arizona, LSS manages an annual budget of \$18 million, maintains extensive partnerships and serves over 67,000 people annually. LSS is currently providing services in Yavapai, Maricopa, Pinal, Gila, Pima, Santa Cruz and Cochise Counties via four programmatic focus areas: Aging and Disability Services, Refugee and Immigration Services, Children and Family Services and Partners in Caring. LSS has 47 years of experience in creating community through program development, grant and budget management, fiscal/fiduciary responsibility and positive outcomes in supporting families and increasing their protective factors.

LSS operates six Family SPOT Resource Centers and Family and Community Engagement Teams for families with children birth to five years old providing activities which include family coaching, developmental playgroups, parenting classes, and assistance to locate information and community resources. In January 2012, LSS was awarded a contract from First Things First's Phoenix North Regional Council to operate two Family Resource Centers. In July 2012, LSS was awarded a contract from First Things First's Southeast Maricopa Regional Council to operate three Family Resource Centers and a Family and Community Engagement Team. In July 2015, LSS opened an additional Family Resource Center in Phoenix.

Please see Attachment D for LSS' most current financial audit.

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

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

LSS does not intend to include any additional funding sources to successfully implement this proposal, other than in-kind volunteer and human resource contributions from its Family SPOT staff possessing knowledge and expertise in programming designed to strengthen and protect families.

Family SPOT is a partnership led by LSS in collaboration with faith based and community organizations to serve the diverse needs of children and their families. In anticipation of funding opportunities from other entities during fiscal year 2017-18, LSS is presently discussing viable collaborations with all necessary partners to apply for funding with First Things First's Northwest Maricopa Regional Council for partnerships to establish family support services in Surprise. A public funding source dedicated exclusively to early childhood and the beginning of our state's education continuum, First Things First invests early childhood funds in programs and services that address the development, education and health needs of children birth to age five (before kindergarten). First Things First administers statewide initiatives and awards regional and statewide grants through competitive requests for grant applications. First Things First is designed to help more Arizona children arrive at kindergarten ready to succeed. LSS provides family support services and operates six Family Resource Centers in Maricopa County as a current grantee with First Things First's Southeast Maricopa and Phoenix North Regional Partnerships.

Program Team:

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

Staff Member	Background and Expertise of Personnel
Name: To Be Hired Title: Family Coach FTE on This Project: .20	• Bachelor's Degree in social work, education, social services, behavioral health or a closely related field and two years relevant work experience • Knowledge of human service systems and resources • Current CPR, First Aid certification, Current Level 1 Fingerprint Card and proof for freedom from TB • Clear a criminal background and motor vehicle screening; must have a clear driving record for at least 39 months • Clear the Department of Economic Security, Central Registry Background Check • Very good understanding of computer hardware and software • Good time management skills and ability to work independently • Bilingual English/ Spanish preferred • Skills in English composition, grammar, spelling and punctuation • Reliable transportation Training required within 180 days of hire if not already

	completed: • Certification in Standards of Quality for Family Support and Strengthening • Obtain and maintain Service Coordination Curriculum Certification and other accreditation relevant to position • Complete 14 hours of Protective Factors Training
Name: To Be Hired Title: Project Supervisor FTE on This Project: .03	• Two years supervisory experience • Bachelor's Degree in social work, education, social services, behavioral health or a closely related field and two years relevant work experience • Knowledge of human service systems and resources • Current CPR, First Aid certification, Current Level 1 Fingerprint Card and proof for freedom from TB • Clear a criminal background and motor vehicle screening; must have a clear driving record for at least 39 months • Clear the Department of Economic Security, Central Registry Background Check • Very good understanding of computer hardware and software • Good time management skills and ability to work independently • Bilingual English/ Spanish preferred • Skills in English composition, grammar, spelling and punctuation • Reliable transportation Training required within 180 days of hire if not already completed: • Certification in Standards of Quality for Family Support and Strengthening • Obtain and maintain Service Coordination Curriculum Certification and other accreditation relevant to position • Complete 14 hours of Protective Factors Training
Name: Title: FTE on This Project:	

Project Cost			
Estimated Total Cost of Project:	\$20,000		
CDBG Funding Amount Requested for Project:	\$20,000		
Total Number of Units Served:	133		
Total Cost per Unit	\$150		
Total CDBG Cost per Unit	\$150		
Amount and Source of Other Funds Leveraged for Project: <i>(Please submit proof of other funding sources)</i>	Source	Year	Amount
	N/A		
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	LSS will achieve sustainability through supportive community partnerships with faith based and community organizations to serve the diverse needs of children and their families. Its collaborative relationship with First Things First and its contractual relationship with six church congregations for Family Resource Center program site control demonstrate LSS' proven capability to achieve sustainability through supportive community partnerships. Additionally, a network of nearly 200 volunteers serves in program support capacities to enhance the success of future LSS program operations. Among its strategies for future programs, LSS plans to align sustained organizational goals with First Things First and other community partnering agencies to expand Family SPOT operations by offering these services to Northwest Maricopa County at the Family Resource Center in Surprise.		
If your project is not fully funded, will your organization be able to implement project with partial funding?	Partial funding will still allow LSS to implement this proposal. However, the described family services would be offered at a reduced scope. Partial funding would result in fewer support groups, Triple P discussion groups and Parent Cafes. The ratio of these activities to participating families would be examined incrementally based on the level of partial funding. It would then become the goal of LSS to close any partial funding gaps through forging a new regional partnership with First Things First collaborators in fiscal year 2017-18.		
Project Timeline			
Project start date: October 1, 2017 Project completion date: September 30, 2018			
Applicants must provide a schedule for the Program that lists major activities and indicate when they will be executed. Additional information such as contractor selection, final inspection, loan closing, etc. should be included when known.			

Program Schedule												
Major Program Activities:	1 st Quarter			2 nd Quarter			3 rd Quarter			4 th Quarter		
	(each box represents one month)											
Establish a Memorandum of Understanding with Surprise Resource Center to utilize space for planned activities	X											
Hire/Train Staff and implement general resource and referral services		X										
Implement family strength and need assessment appointments			X									
Develop and implement an outreach campaign including a schedule of groups			X									
Implement support groups for families				X								
Begin the Standards of Quality for Family Strengthening and Support Program Assessment Process							X					
Complete and Analyze the Standards of Quality Program Assessment including client feedback for program planning											X	

Proposed Budget				
Specific Cost Item/Description	CDBG Amount Requested	Other Funds Source	Other Funds Amount	Total Amount CDBG + Other Sources
Personnel <i>Personnel includes:</i> 1. .20 FTE Family Coach 2. .03 FTE Project Supervisor	\$8,216		\$	\$8,216
Employee Related Expenses (15%) <i>FICA, Unemployment, Worker's Compensation, Health and Life Insurance</i>	\$1,232			\$1,232
Childcare <i>LSS-SW and Arizona Lullaby Guild will enter into a collaboration agreement. Arizona Lullaby Guild will provide 200 hours of childcare at Family SPOT Parent Skills Development Workshops or Parent Education opportunities</i>	\$3,000			\$3,000
Training: <i>Triple P Positive Parenting Program evidence-based training. Staff</i>	\$2,600			\$2,600



accreditation and training materials				
Materials and Program Incentives <i>Books, developmentally appropriate learning toys, diapers, construction paper, glue, crayons, markers, misc. craft supplies</i>	\$1,000			\$1,000
Travel and Local Mileage <i>.445 per mile multiplied by 74 miles/month x 12 months = \$400</i>	\$400			\$400
Program and Office Supplies: <i>Paper, file folders and other general office supplies</i>	\$441			\$441
Equipment: <i>cell phone, laptop</i>	\$1,000			\$1,000
In Kind <i>Volunteers and Space at Surprise Resource Center</i>				
Federally Approved Indirect Cost: 11.8%	\$2,111			\$2,111
Total	\$20,000		\$	\$20,000

Required Certifications for CDBG Public Services Activities Application

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

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

Connie Phillips
Signature of authorized agency representative

1/23/17
Date:

Connie Phillips
Printed name

President and CEO
Title

Lutheran Social Services of the Southwest
Organization



IMPROVING ARIZONA CHILDREN'S BEHAVIORAL HEALTH ONE FAMILY AT A TIME

January 24, 2017

City of Surprise
Human Service & Community Vitality Department
Neighborhood Services Division
16000 North Civic Center Plaza
Surprise, Arizona 85374

Attention Grants Administration Team:

I, Richard Geasland, Chief Executive Officer of Mentally Ill Kids In Distress (M.I.K.I.D.) – have reviewed with our Grants Writer, Alexis Smith-Schallenger, the City of Surprise CDBG Program eligibility requirements for Public Service. I am in full support of submitting a proposal for our *Peer Support for Mental Illness - Youth and Family Program* and can speak on behalf of the Board of Directors that each member is fully vested in this project to serve youth and families in the City of Surprise.

Funding will allow MIKID to expand services in the City of Surprise. At least 20 families who do not qualify for AHCCCS services will be provided mental and behavioral health support services, counseling, education and skill development for their child.

Our primary contact for the program proposal is:
Alexis Smith-Schallenger, Grants Writer
alexiss@mikid.org
623-606-3744

Respectfully submitted,

Richard "Dick" Geasland, LCSW
Chief Executive Officer
602-253-1240
dickg@mikid.org

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete & submit this form to the Welcome Center,
City of Surprise,
16000 N. Civic Center Plaza
Surprise, AZ 85374

We do not accept e-mail or electronic submissions

Organization Information			
Name of Organization:	M.I.K.I.D. – Mentally Ill Kids In Distress		
Contact Person:	Alexis Smith-Schallenberger		
Contact Person Title:	Grants Writer		
Mailing Address:	7816 North 19 th Avenue Phoenix, Arizona 85021		
Street Address (if different from mailing):	n/a		
Phone:	602-253-1240		
Fax:	602-840-3409		
E-mail:	alexiss@mikid.org		
Website URL (if applicable):	www.mikid.org		
Legal Status of Applicant:			
☐ State-Certified CHDO ☒ Non-Profit (non-CHDO) ☐ Public Housing Authority ☐ State Agency ☐ Local Government ☐ Tribal Government ☐ Council of Government ☐ General Partnership ☐ Limited Partnership ☐ Limited Liability Company ☐ Corporation			
Applicant's Qualifications:	Yes	No	NA
Drug Free Policies	X		
Fair Housing Policies			X
Equal Employment Opportunity Employer	X		

Project Description

Proposed Project Title:

Peer Support for Mental Illness - Youth and Family

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

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

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

Peer Support is a fundamental building block of recovery-oriented and resiliency-focused services for those managing mental and behavioral health challenges as well as the parents, family members and care-givers that support them. Support services are evidenced based practices that provide role models to inspire hope, demonstrate a life of recovery and resiliency and encourage real advocacy. Client need is defined by services are accessible to in terms of timeliness, amount, duration and scope; that services are provided promptly and are reasonably accessible; and that there are sufficient personnel for the provision of all covered services, including available emergency care.

See Attachment – Overflow of Information, page 1

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

Program boundaries are defined by the geographic designation of the City of Surprise city limits. Most services are provided in the City of Surprise including in-home visits and Individual Education Plan/504 and/or Child Family team meetings at the child's school. Services such as respite care, medical appointments, hospital visits, court and legal proceedings may take place outside the City of Surprise city limits but within the Greater Phoenix Metropolitan Area including the M.I.K.I.D. Phoenix office.

Targeted demographic population of the city:

The benefiting clients are children/youth ages 0 to 17, young adults age 18 – 24 (aged out of the Children's Behavioral Health System but need supportive services) and those in foster care, presenting a serious mental illness, co-occurring disorders or have general mental health needs but do not qualify for AHCCCS services or insurance doesn't cover peer support services. Eligibility is determined by enrollment in Children's Behavioral Health System and income.

See Attachment – Overflow of Information, page 4

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

Expand the evidence-based Peer and Family Support program to at least 10 non-AHCCCS youth and eligible families by providing access to mental and behavioral health support services, counseling, advocacy skills, respite care, parenting and child development classes, awareness education and life skill development. 80% will report by 06/30/18, increases of active participation in accessing services; empowerment in navigating the Child Behavioral Health System; and that quality of life is improving as evidenced by responses on the MIKID satisfaction and outcome survey.

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

The Peer Support for Mental Illness – Youth and Family program aligns with:

- CDBG National Objective: Benefiting low- and moderate-income persons.
- City of Surprise Consolidated Plan High Priority Activities: Healthcare. Special needs populations. Persons with severe mental illness.

Stigmas associated with mental illness impact families from seeking assistance; children and youth reaching their full potential; long-term impairment results; and often untreated lead to harm to self or others, or suicide. As a result, many treatable conditions are not recognized. Peer Support is a fundamental building block of recovery-oriented and resiliency-focused services for those managing mental health challenges. The first step M.I.K.I.D. takes is to provide outreach to the community regarding Peer Support services for mental illness. During the initial intake with families, M.I.K.I.D. staff document repeatedly from parents that youth mental health services were not easy to find in the community; often when they did find the services, there were long waiting lists or did not qualify due to health insurance coverage. Service capacity must be increased to provide a basic level of accessible services for treatment, income support and rehabilitation services if needed. When appropriate, services should be delivered in places where children and their families spend their time (e.g., schools and homes), at flexible times (e.g., evenings and weekends), they should be easy to find, culturally appropriate and provided for free or sliding scale for low to -moderate income families.

Organizational Capacity

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

Ms. Gilbertson, began her quest in 1984 when her son, Eric, was diagnosed with mental illness. In trying to get assistance for her son, Ms. Gilbertson found herself amidst a conventional medical community that was simply not equipped to handle the problems her son was facing. Ms. Gilbertson later came to realize that her struggles were not isolated events as she met with other families facing similar situations in requesting behavior health services for their children. Ms. Gilbertson took on the responsibility of uniting these families and worked together with them to build a better mental health system for their children. Through the efforts of Ms. Gilbertson, families had their very first support group on March 11, 1987. This led to the formation of M.I.K.I.D.

In the early stages of M.I.K.I.D. was a small support and advocacy organization, serving families in Maricopa County, advocating at the State legislature and State Agencies for improving the children's behavioral health system. As the funding for Family Support grew in the Arizona Children's Behavioral Health System, M.I.K.I.D. grew exponentially with a focus on rural Arizona.

See Attachment – Overflow of Information, page 5

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

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

The NARBHA Institute, Inc. (formerly Northern Arizona Regional Behavioral Health Authority, Inc.)

Laura Hartgroves, MSW, MPA
Network Development Administrator
616 North Beaver Street
Flagstaff, Arizona 86001
928-214-1153

Community Partners (formerly Community Partnership of Southern AZ)

Sybil H. Tiedemann,
Recovery Program Specialist
4575 East Broadway
Tucson, Arizona 85711
520-618-8810

Cenpatico Integrated Care

Jay Gray, Ph.D.
Chief Operations Officer
333 East Wetmore Road, Suite 500
Tucson, Arizona 85705
602-400-8752

Mercy Maricopa Integrated Care

Stephanie Earl, Learning & Performance Trainer
4350 East Cotton Center Blvd., Bldg. D
Phoenix, Arizona 85040
602-570-1588

Cindy Palmer

Senior Procurement Specialist
Office of the Arizona Attorney General
General Operations Division, Procurement Section
1275 West Washington Street
Phoenix, Arizona 85007
602-542-7986

Program Team:

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

Staff Member	Background and Expertise of Personnel
Name: Akia Compton, MS, BHT Title: VP of Program Services FTE on This Project: .15	Hired in 2012 as Vice-President Program Services. 21 years' experience ranging from residential, independent living, juvenile justice and behavioral health. B.A. Sociology, University of Akron, 2005 and Masters in Administration of Justice and Security, University of Phoenix, 2007.
Name: Christie Blanda Title: Regional Director of Program Services – Central & Southern Arizona FTE on This Project: .15	Hired in May 2015 as Regional Director. 16 years of experience in the field of addictions and mental health. Formerly managed the largest outpatient and residential substance abuse treatment center in Western NY. Holds a B.S. in Health Science with a Concentration: Alcohol and Substance Abuse Studies, State University of New York College at Brockport; M.A. in Organizational Leadership, Medaille College.
Name: Lorraine Scott, BHT Title: Family Support Partner Manager – GSA 4/6 FTE on This Project: .50	A parent of 5 who started at MIKID in 2010 as a family support partner. Lorraine currently carries a degree in Criminal Justice; she is working on a Bachelor's Degree in Behavioral Health Science. 25 years' lived life experience in mental/behavioral health and 7+ years working in the field.
Name: Renee Willis Title: Direct Services Manager – GSA 4/6 FTE on This Project: .50	Hired as a Respite Provider in 2011, a year later earned the position as Direct Services Manager. Renee is currently working on a Bachelor's Degree in Behavioral Health Science and has been working in the Behavioral Health field 6+ years. Renee has children with behavioral health challenges.
Name: TBD Title: Family Support Specialist FTE on This Project: 1.00	Provides support and intervention to parents and/or caregivers in the program. Assist family members to achieve their stated goals. Deliver interventions and activities that meet needs, build on strengths and achieve outcomes. Collaborate with others in providing support and care to families enrolled in services.
Name: TBD Title: Peer Support Specialist FTE on This Project: 1.00	To empower behavioral health recipients through support of another young adult person with life experience. Assist youth and/or young adults in accomplishing goals set forth in their Individual Service Plan as discussed in the Child and Family Team/Adult Recovery Team.

Project Cost												
Estimated Total Cost of Project:	\$72,751											
CDBG Funding Amount Requested for Project:	\$10,000											
Total Number of Units Served:	13,000 (650 units of service per family x 20 families)											
Total Cost per Unit	\$5.58											
Total CDBG Cost per Unit	\$.77											
Amount and Source of Other Funds Leveraged for Project: (Please submit proof of other funding sources)	Source				Year				Amount			
	Pending awards:				2017-2018							
	Foundations								\$32,735			
	Corporations								\$32,735			
	Earned Income								\$7,281			
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	MIKID's grants writer constantly searches for new funding that will enable us to continue or expand our programs. We are establishing fee-for-service options, a sliding scale fee structure and reinstatement of an annual fundraiser raises funds for general operating costs of the agency. Funding reductions equates to the number of families that can be served by the program.											
If your project is not fully funded, will your organization be able to implement project with partial funding?	A minimum of \$5,000 would support the salary of one .50 FTE Family Support Specialist and one .50 FTE Peer Support Specialist; providing services to the 10 families in the City of Surprise who are currently enrolled in the program.											
Project Timeline												
Project start date: <u>10/01/17</u> Project completion date: <u>09/30/18</u>												
Applicants must provide a schedule for the Program that lists major activities and indicate when they will be executed. Additional information such as contractor selection, final inspection, loan closing, etc. should be included when known.												
Program Schedule												
Major Program Activities:	1 st Quarter			2 nd Quarter			3 rd Quarter			4 th Quarter		
	(each box represents one month)											
Outreach to community organizations, clinics, etc. regarding M.I.K.I.D. services available	X	X	X	X	X	X	X	X	X	X	X	X
Client Intake	X	X	X	X	X	X	X	X	X	X	X	X
Family paired with Peer Support Advocate, Peer & Youth Support Specialists	X	X	X	X	X	X	X	X	X	X	X	X
Bi-Monthly Assessments – ISP	X	X	X	X	X	X	X	X	X	X	X	X

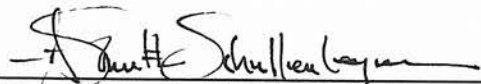
Peer Support Groups – Youth, Family, Caregiver	X	X	X	X	X	X	X	X	X	X	X	X
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Proposed Budget				
Specific Cost Item/Description	CDBG Amount Requested	Other Funds Source	Other Funds Amount	Total Amount CDBG + Other Sources
Salaries & ERE: 1 - FTE Family Support Specialist and 1 – Peer Support Specialist - 17.7% of total salaries - provide services to clients residing in the City of Surprise. Annual salary for both positions - Family Support Specialist and Peer Support Specialist - is \$28,176. ERE is calculated at 18%.	\$10,000	Corporate, Foundation and Earned Income	\$56,495	\$66,495
Professional Development: Triple P training for staff assigned to the program		Corporate, Foundation and Earned Income	800	800
Communications: Cell phone service at \$720 per phone times five phones per year.		Corporate and Foundation	1,440	1,440
Travel/Mileage: 4,800 miles per year at 44.5 cents per mile.		Corporate and Foundation	2,136	2,136
Program Supplies: 20 binders & tabs - 1 per family at \$14 per binder.		Corporate and Foundation	280	280
Marketing/Printing: Program information flyers at 18 cents per two sided color copy, marketing swag at average of 50 cents.		Corporate and Foundation	550	550
Technology: 2 laptops for field work. \$525 each.		Corporate and Foundation	1,050	1,050
Total	\$10,000		\$62,751	\$72,751

Required Certifications for CDBG Public Services Activities Application

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

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



Signature of authorized agency representative

01.24.17

Date:

Alexis Smith-Schallenger

Printed name

Grants Writer

Title

Mentally Ill Kids In Distress (M.I.K.I.D.)

Organization

Mentally Ill Kids In Distress
City of Surprise – CBDG Application
Overflow of Information

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

Mental health problems appear in families of all social classes and backgrounds, though cultural differences intensify the general problems of access to appropriate mental health services. Those children who are at greatest risk may also experience physical problems, intellectual disabilities, low birth weight, family history of mental and addictive disorders, multigenerational poverty, caregiver separation, abuse and neglect. Families have become essential partners in the delivery of mental health services for children, making it critical to assess the mental health of children in the context of familial, social and cultural expectations about age appropriate thoughts, emotions and behavior.

M.I.K.I.D. is one of four Arizona mental health organization using a family centric peer support case management model. Research shows training peers to help other peers can be an effective strategy as youth and adults often seek help from social networks that most commonly are peers (Michelmore & Hindley, 2012). Peer support is gaining acceptance as a valuable part of service delivery in professional inpatient and community-based services however few insurance providers pay for this type of program. Cenpatco Integrated Care facilitates of certificated Family Support training for M.I.K.I.D. Peer Support Advocates. Required experience for Peer Support volunteers is lived life experience of raising a child with a mental or behavioral health condition.

Peer Support is a fundamental building block of recovery-oriented and resiliency-focused services for those managing mental and behavioral health challenges as well as the parents, family members and care-givers that support them. Support services are evidenced based practices that provide role models to inspire hope, demonstrate a life of recovery and resiliency and encourage real advocacy. Client need is defined by services are accessible to in terms of timeliness, amount, duration and scope; that services are provided promptly and are reasonably accessible; and that there are sufficient personnel for the provision of all covered services, including available emergency care.

Families frequently provide a large proportion of regular, crisis and after-hour care to persons with mental illness, providing a quality and breadth of care that is difficult or expensive to duplicate with paid providers. The Peer Support for Mental Illness - Youth and Family program pairs volunteer Peer Support Advocates, who have lived life experiences, with families currently enrolled in the system and M.I.K.I.D. Peer and Family Support Specialists providing support services that are non-clinical in nature. The peer model provides the platform for families to build parenting skills, advocacy skills and resiliency through the support of someone who has navigated state systems personally.

Peer Support for Mental Illness - Youth and Family is an open entry program. Entry starts with a children and family intake to gather information in order to provide thoughtful recommendations to families regarding the care and treatment of their child. During the intake, a Behavioral Health Technician will collect information from the family seeking behavioral health services including the reason why the family or caregiver is seeking services for the child, identification of any potential risk factors such as recent hospitalization, evidence of suicidal or homicidal thoughts, any accommodations the person may require to effectively participate in treatment services, collection of required demographic information and payment source. Upon assessment of information provided at intake, a family is paired with a Peer and Family Support Specialists and a volunteer Peer Advocate whose live life experiences best mirror the services needed by the client. Project locations vary depending on the service but include in-home visits, respite care facilities, medical appointments, hospital visits, Individual Education Plan/504 and/or Child Family Team meetings at the child's school, legal proceedings at a courthouse or attorney's

Mentally Ill Kids In Distress
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office. The Phoenix out-patient center allows for structured play and skills work for youth with age-appropriate materials; weekend respite and out-of-school time programs.

Within 45 days of entry into the project, clients will have created and addressed with their assigned MIKID Peer and Family Support Specialists and volunteer Peer Advocate, a case management plan called an Individual Service Plan (ISP) emphasizing coordination of care goals and tools to develop independence without paid supports. The plan increases active participation in treatment and service planning. Peer Advocates check in with their assigned family on the weekly basis. Program activities are offered bi-monthly including peer support groups, group/individual counseling, parenting and child development classes, mental health awareness workshops and case management meetings with Peer and Family Support Specialists. Respite care is offered every Saturday at our offices. Project impact is defined by the number of clients discharged upon completion of the goals set with MIKID staff and Peer Support Advocates and their ability to successfully navigate the state serving systems without the help of paid supports. Performance is measured by completion of goals in a client's case management plan and eventually discharge from the service due to all goals being met.

M.I.K.I.D. provides in-home and community support 24 hours per day, 7 days a week which include:

- Providing support and assistance navigating Arizona Division of Developmental Disabilities system.
- Providing support to the biological family if their child is removed from their care by the Department of Child Safety. Attending supervised visits, help families comply and work on goals for re-unification.
- Partnering with the foster family to provide support needed to maintain placement, while working with the treatment team towards reunification and/or case plan goals.
- Attending parenting and child development classes with parent(s), and working on goals learned in the class.
- Guiding youth and parent through the juvenile justice system, assisting in understanding the legal process, attending and supporting court/legal proceedings, helping them meet the goals mandated by probation or community service.
- Individual Education Plan/504 preparation and/or Child Family Team meeting and attendance with the youth and family.
- Providing support at hospital visits and psychiatric appointments.
- Facilitating youth, parents and/or caregivers/kinship support groups that provide a safe arena for exchanging ideas and concerns about meeting their needs.
- Group counseling using interactive therapy designed to clarify historical or presenting problems and conflicts to manage similar issues or conflicts in the future.
- Providing weekend respite care and out-of-school time programs.
- Individual/Group skills training for independent living to prepare them to live and function independently.
- Case management which provides coordination of care and the tools to develop independence.
- Assisting families in finding community resources: housing, food, utility assistance, clothing, youth activities, educational resources.
- Providing support/assistance with budgeting, home organization, family stressors resolution and daily living skills.

Program locations are based on the requested service — home visits, care facilities, group homes, medical appointments, hospital visits, Individual Education Plan and/or Child Family Team meetings at the child's school, courthouse or law offices for legal proceedings and the

Mentally Ill Kids In Distress
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M.I.K.I.D. Phoenix outpatient center. M.I.K.I.D.'s licensed outpatient treatment center is set up to provide a safe, warm and inviting spaces for children, youth and families to work towards completing the goals in their Individual Service Plan. Spaces are designed for age-appropriate structured play and skills work for children and youth. We offer sensory rooms for children with autism and sensory processing disorders. A kitchen is available to meet client dietary needs when accessing center-based services plus comfortable meeting spaces for teen leadership groups and peer support groups.

M.I.K.I.D. outreach efforts for the program involve a wide range of partners and draw on a diverse set of resources and tools in order to address mental health issues. M.I.K.I.D. staff and Peer Support Advocates provide coordination of care with the youth and family for access to health care systems, insurers, clinicians; educational institutions; community-based organizations; and family members, friends and caregivers. Other involved supports include state agencies such as Department of Child Safety, Department of Economic Security/Developmental Disabilities Division, Juvenile Justice and Regional Behavioral Health Authorities. Additionally, coordination of care activities related to continuity of care between levels of care (e.g., inpatient to outpatient care) and across multiple services (e.g., personal assistant, family counseling, nursing services); outreach and follow-up of crisis contacts and missed appointments are provided.

Overall, the program has the potential to decrease the financial and social barriers for mental and behavioral health treatment for at-risk youth. Peer support is gaining acceptance as a valuable part of service delivery in professional inpatient and community-based services however few healthcare insurance providers pay for this type of program. The Peer Support Advocates may be able to connect on the same level as the person, offer information and guidance from within the person's frame of reference and help the person navigate the service system to obtain income, housing, treatment and social support. Peer support has been documented as particularly valuable for people who mistrust professionally delivered services. Through the use of a peer to peer case management, M.I.K.I.D. assists in the development of coping and problem-solving strategies to facilitate self-management of a child's mental illness; help child and family engage in treatment, access supports in the community and establish a satisfying life.

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Targeted demographic population of the city.

The U.S. Surgeon General reports that 10% of adolescents in the United States suffer from serious emotional and mental disorders that cause significant functional impairment in their day-to-day lives at home, in school and with peers. Centers for Disease Control and Prevention report, *Mental Health Surveillance Among Children -United States, 2005-2011*, describes the number of U.S. children aged 3-17 years who have specific mental disorders. Key findings from the report cites: ADHD was the most prevalent current diagnosis among 3-17 year old children. The number of children with a mental disorder increased with age, with the exception of autism spectrum disorders, which was highest among 6-11 year old children. Boys were more likely than girls to have ADHD, behavioral conduct problems, autism spectrum disorders, anxiety, Tourette syndrome and cigarette dependence. Adolescent boys aged 12-17 years were more likely than girls to die by suicide. Adolescent girls were more likely than boys to have depression or an alcohol use disorder. Suicide, which can result from the interaction of mental disorders and other factors, was the second leading cause of death among adolescents aged 12- 17 years in 2010. Research suggests that suicide and suicidal behaviors among youth are strongly associated with depression, anxiety, problematic substance use, disordered eating and disruptive behavior disorders.

Arizona Department of Education data shows Arizona consistently ranks in the top 10 of the number of teen suicides, and the latest numbers from the Arizona Department of Health Services show there were 56 suicides of people under 19 years old in 2013. *Youth Risk Behavior Surveillance System* data collected from Arizona youth in 2013 indicated that 19% of high school students seriously considered attempting suicide during the past 12 months (trend increase from 2003-2013), with 17% also indicating they had made a plan about how they would attempt suicide. 10.6% of students stated they had actually attempted suicide one or more times during the past 12 months. YRBS trend data cites the means more commonly used for suicide completions by teens is firearms. The means more commonly used for suicide attempts by teens is pills. Qualitative data substantiates that suicide is an issue of significant concern impacting youth in Maricopa County.

Each of the factors presented above are representative of the population served by MIKID.

Whether it's a family with a young child showing signs of anxiety, a sibling feeling overwhelmed by a brother's attention deficit disorder, a lone parent grappling with a teen's emerging psychosis, an elderly mother worrying for her adult son with schizophrenia, or a grandparent providing respite for an ill grandchild and his exhausted parents...mental illness affects everyone. Mothers are usually the primary caregivers for their children in crisis —the fatigue and demands of mentoring, empowering, nurturing our kids in crisis all comprise invisible labor of mental illness. When someone in the family has a mental health challenge, the whole family needs extra support, not just the person with the mental health challenge. The fatigue and demands of caring for a child in crisis, or any person with a mental health challenge, can be exhausting and overwhelming. M.I.K.I.D. families have been there and can support families entering the system through lived life experiences.

**Mentally Ill Kids In Distress
City of Surprise – CBDG Application
Overflow of Information**

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

Today, M.I.K.I.D. operates as a statewide, non-profit, licensed outpatient clinic with a corporate office in Phoenix and satellite offices in Casa Grande, Kingman, Nogales, Prescott, Tucson and Yuma. Services are unique in that staff and peer support advocates providing these programs are family members, parents, and young adults who have personal "lived experience" in dealing with behavioral health needs. In 2016, M.I.K.I.D served 1,144 children and youth residing in 12 counties and 47 Arizona cities with a variety of programs.

The Peer Support for Mental Illness - Youth and Family, serves as the foundation for all M.I.K.I.D. service systems. In 1991, M.I.K.I.D. launched the Peer Services Program, applying the expertise and experience of "Peer" and providing multi-functional involvement at each level in the agency.

M.I.K.I.D. is a past recipient of the Statewide Family Network grant from SAMHSA, and successfully completed the project goals outlined in the grant. Currently M.I.K.I.D. holds a two-year contract with the Arizona Office of the Attorney General to provide Peer Support services for non-AHCCCS eligible families in Cochise, Coconino, Maricopa, Mohave, Pinal, Pima, Santa Cruz, Yavapai and Yuma Counties. M.I.K.I.D. has been awarded funding for the program from the Cities of Peoria and Surprise, Arizona Community Foundations of Sedona & Verde Valley and Flagstaff, Employee Community Fund of Boeing Arizona, Executive Council Charities and TRICO Power. M.I.K.I.D. contracts with Regional Behavioral Health Authorities and the Arizona Community Rehabilitation Services Provider, to provide Family Support and behavioral health services to youth and families throughout Arizona who qualify for AHCCCS or have insurance. M.I.K.I.D. has met or exceeded target performance in all geographic area specific contracts and grants.

Project History

2016/2017

- Arizona Office of the Attorney General
 - Peer Support \$189,357
 - Youth Suicide Prevention \$70,873
- Cenpatco Integrated Care \$3,500,000
- Mercy Maricopa Integrated Health \$600,000
- Northern Arizona Regional Behavioral Health \$2,126,844
- United Healthcare \$260,000

2015/2016

- Cenpatco Integrated Care \$3,500,000
- Mercy Maricopa Integrated Health \$540,000
- Northern Arizona Regional Behavioral Health \$1,752,828
- United Healthcare \$240,000

2014/2015

- Cenpatco Integrated Care \$2,193,318
- Community Partnership of Southern Arizona \$458,790
- Northern Arizona Regional Behavioral Health \$1,846,007
- Quality Care Network (QCN) \$260,204
- SAMHSA \$38,694
- Southwest Network \$75,000
- United Health Care \$275,747

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete & submit this form to the Welcome Center,
City of Surprise,
16000 N. Civic Center Plaza
Surprise, AZ 85374

We do not accept e-mail or electronic submissions

Organization Information			
Name of Organization:	Sojourner Center		
Contact Person:	Holly Crow, MSW		
Contact Person Title:	Interim Grants and Contracts Manager		
Mailing Address:	PO Box 20156, Phoenix, AZ 85036		
Street Address (if different from mailing):	2330 E. Fillmore St. Phoenix, AZ 85006		
Phone:	602- 244-0997		
Fax:	888-510-8113		
E-mail:	hcraw@sojournercenter.org		
Website URL (if applicable):	https:// www.sojournercenter.org/		
Legal Status of Applicant: ☐ State-Certified CHDO ☒ Non-Profit (non-CHDO) ☐ Public Housing Authority ☐ State Agency ☐ Local Government ☐ Tribal Government ☐ Council of Government ☐ General Partnership ☐ Limited Partnership ☐ Limited Liability Company ☐ Corporation			
Applicant's Qualifications:	Yes	No	NA
Drug Free Policies	x		
Fair Housing Policies	x		
Equal Employment Opportunity Employer	x		

Project Description

Proposed Project Title:

Human Trafficking Awareness and Education

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

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

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

The need to be addressed is greater community awareness of human trafficking/domestic violence, ways to identify victims, and available community resources for assisting people who have been or are experiencing trafficking or abuse. These crimes are inextricably intertwined and have become national public health epidemics with estimates of hundreds of thousands of US individuals impacted annually. The Phoenix area is recognized as a hub for both labor and sex trafficking by the FBI. This designation is amplified by the increased attention that human trafficking is receiving within AZ state and

Please see continuation form p. 1

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

Sojourner Center's physical location is in Phoenix; however, we have an established, robust and expanding community outreach program throughout Maricopa County, including Surprise, and staff are available to meet with service recipients at locations convenient to them. We serve anyone impacted by domestic violence/human trafficking, women, men and families with children. Most participants are from Maricopa

Please see Continuation form p. 2



Targeted demographic population of the city:

We serve women, men and children impacted by HT/DV. The majority of participants are from Maricopa County. However, Sojourner Center recognizes that HT/DV impacts every community, and we are open to women, men and families who have experienced HT/DV regardless of their place of origin.

During the last fiscal year, we reached nearly 10,000 individuals with those receiving direct services reflecting Arizona's diversity; 6.1% identifying as Native American/Indigenous, 19% African American, 41.9% Hispanic/Latino, 15.8% multi-racial, 1% Asian, and

Please see Continuation form P. 2

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

Sojourner Center proposes to collaborate with the City of Surprise to provide four (4) quarterly education/awareness training sessions on Human Trafficking to various community segments which may include participants such as first responders, high school students, non-profit agencies, school personnel, or city officials.

Outcomes: a minimum of 100 people are estimated to participate in the trainings with 70% indicating increased knowledge of human trafficking, ways to identify victims and resources to which victims can be referred.

In addition, we will continue to have a presence at community tabling events such as

Please see Continuation form P. 2

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

This project meets both the National Objective and the Surprise Priority of Benefitting Low/moderate Income Persons as the majority of beneficiaries are expected to fall within the federal poverty income limits. Generally, those experiencing HT/DV do not have access to financial resources and may be considered homeless due to living in temporary quarters such as a motel, another person's residence or place unfit for human habitation.

The main thrust of the project fits the High Priority focus of Education programs which are designed to increase Public Safety Services. As the community leaders and the public

Please see Continuation form P. 2

Organizational Capacity

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

History: Since 1977, Sojourner Center has been a safe haven from domestic violence for women, their children, pets since 2015, and men since 2016. Our population has always included victims of human trafficking, and in 2015, we formalized our programming and focus for this population to better serve their needs. The shelter began in a single-family home in downtown Phoenix, Arizona, with 26 beds. We are now the largest domestic violence shelter in Arizona, and one of the largest in the country.

Our mission is to provide a continuum of multi-cultural services to individuals and families impacted by domestic violence in Arizona, while collaborating with the global community on education, research, and advocacy to end domestic violence. Our vision is a world free from domestic violence.

Please see continuation form pp. 3-4

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

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

Other sources of funding for this project:

The Surprise component of this project does not currently have any designated funding, but the overall Human Trafficking and Community Outreach Program has the following funding sources:

Please see Continuation form p.4

Program Team:

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

Staff Member	Background and Expertise of Personnel
Name: Savannah Sanders Title: Director of Human Trafficking and Community Outreach FTE on This Project: .015 FTE	BSW; Helped develop the SAFE Action project and used it as a training/outreach tool for three years; Survivor or child sex trafficking; employed with Sojourner Center in this position 1 year
Name: Ramoncita Cocova Title: Community Outreach Coordinator FTE on This Project: .011 FTE	114 hours toward BSW; Employed with Sojourner Center 8 years in various positions: Outreach Case Manager, Support Services Assistant; current position
Name: Robb Knechtel, JD, MD Title: Chief Operating Officer FTE on This Project: 12 hours	Sojourner Center: COO-2 years, Board and volunteer-5 years; Practicing attorney in various fields-25 years; Experience with startup and running three organizations
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	

FTE on This Project:	
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Project Cost			
Estimated Total Cost of Project:	\$ \$13,621.03		
CDBG Funding Amount Requested for Project:	\$ 9,574.00		
Total Number of Units Served:	800 outreach; 100 trainees; 100 transports; 45 on-campus services		
Total Cost per Unit	\$.56/p outreach; \$10.10/trainee; \$25/transport; \$30/service hour		
Total CDBG Cost per Unit	\$9.16 average for all services		
Amount and Source of Other Funds Leveraged for Project: <i>(Please submit proof of other funding sources)</i>	Source	Year	Amount
	Sojourner Center General funds	FY 2017	% \$4046.99
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	Sojourner Center is continually seeking new sources of ongoing funding through government, corporate, foundation grants and program sponsorships. A contract with MMIC is in place to begin funding some services.		
If your project is not fully funded, will your organization be able to implement project with partial funding?	We are committed to serving people impacted by human trafficking/domestic violence, and our footprint in the Surprise area is growing. Partial funding means fewer Surprise clients served with CDBG funds,		

Project Timeline												
Project start date: <u>Est: 12/1/17</u> Project completion date: <u>Est. 11/30/18</u>												
Applicants must provide a schedule for the Program that lists major activities and indicate when they will be executed. Additional information such as contractor selection, final inspection, loan closing, etc. should be included when known.												
Program Schedule X* = as needed												
Major Program Activities:	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter					
	<i>(each box represents one month)</i>											
Train staff/Network w/Surprise orgs	x			x*			x*			x*		
Schedule tabling events/trainings		x			x			x			x	
Hold trainings, attend tabling events			x			x			x			x
Report to stakeholders as needed							x					x
Assess program progress				x			x			x		x



Required Certifications for CDBG Public Services Activities Application

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

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



Signature of authorized agency representative

1/24/2017
Date:

Teri Hauser, CFRE

Printed name

Chief Advancement Officer

Title

Sojourner Center

Organization

City of Surprise Continuation Form

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

exploited for sex or labor suffer a multitude of long-term effects such as PTSD, increased chronic physical/mental/emotional challenges, greater likelihood of substance abuse, homelessness, poverty and criminal activity, and an average lifespan of seven years without any intervention. The economic and social impacts on the community are immense and crippling to localities that bear the brunt of them. Lost wages due to medical or mental health issues, constraints from the abusers or disrupted education may be hundreds of thousands of dollars over a lifetime. Poverty assistance through government/social service subsidies for food, housing, medical and behavioral health care tops tens of thousands of dollars annually per person. Incarceration and ancillary services can easily be annualized at \$50,000-\$100,000 for those involved in criminal activities.

Despite substantial public awareness campaigns on the local, state and national levels, there still remains a large sector of the community that is unaware of or confused by the human trafficking issues. Many people do not realize there is a dark underbelly of coercion, fraud and physical or emotional abuse from the traffickers which keeps individuals entrapped and enslaved in labor or sex trafficking activities. Additionally, numerous myths surround the forced slavery of humans, including the widespread belief that it is only an international matter and does not occur in the US. Consequently, estimates of 90% of the cases go unreported and unnoticed by those in contact with the victims.

The needs of the trafficked ones are multi-faceted and similar to those of domestic violence victims and may include: intensive case management, shelter and supportive services, workforce readiness and job skill training, legal assistance, child care, transportation, medical and behavioral health services, emotional support, education assessment, screening and treatment for traumatic brain injuries (TBI) and more. No community is exempt from their members becoming victims, and persons from all social-economic sectors may be vulnerable to victimization. One case in point: Mary (name changed for privacy) came from a strong, upper-middle class family with high values, and has been a nurse for many years. She came to Phoenix and found a job, and was in the process of getting caught up on her student loans and debts, a daunting and seemingly never-ending task. She met Greg (name changed) and fell in love. He realized her vulnerabilities and began to force her to engage in sex acts with others, "so we can meet our financial goals and live the dream life". Over a short period of time, Greg became increasingly more violent. One day, he beat her for some "infraction", using a metal bar. She ended up in the hospital and is now a quadriplegic. This could have been prevented if those around her were aware of the signs of abuse and trafficking and knew how to refer her to the proper resources.

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

County, and the remainder are from around AZ and across the nation. This project will focus on residents of Surprise with domestic violence/human trafficking community education and training sessions within the city. Persons interested in additional services may meet with a Case Manager at a location convenient to them or may choose to come to Sojourner Center for other needs.

Targeted demographic population of the city:

14.8% Caucasian. Last year, 86.7% of our shelter residents earned less than \$14,000 annually; an additional 9.7% earned less than \$25,000 annually.

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

the GAIN Event at 8 Acre Park, to provide the general public with information about human trafficking, domestic violence, (HT/DV) Sojourner Center and the programs we offer. As needed, referrals will be made to Sojourner Center services or other local service agencies. Outcome: A minimum of four events will be tabled with an expected reach of 800 people who receive new information. Of these, 25% will receive service referrals to Sojourner Center or other community agencies.

Please describe in detail how the proposed project complies with the National Objectives and the City High Priority areas:

increase in understanding of human trafficking and the signs for identifying victims, they will be equipped for taking action to help victims they encounter. Greater awareness also becomes a preventative measure as people begin to talk about the issue and are catalyzed to intervene in positive ways with those they recognize as vulnerable to being victimized. Those who are identified as potential or actual victims, either as a result of the trainings or the community education sessions, can meet with a Case Manager at their location. A service plan will be created with referrals to services they desire which will help them avoid future exploitation and abuse and its accompanying trauma and long-term effects. The immediate strategy will include safety planning and access to local resources as well as services Sojourner Center can provide remotely. If they choose to come to the Sojourner Center location, they will have access to all the services and programs we offer at no cost. Services include: workforce readiness and training in various industries, medical and behavioral health care, lay legal advocacy, emergency shelter, education programs, 24 hour crisis line, assistance with obtaining state benefits, Traumatic Brain Injury assessment and treatment, and more.

In anticipation of Surprise residents requesting additional services from Sojourner Center, a portion of the project budget is set aside for transportation cost assistance. Through an agreement with a local, well-vetted personal transport company such as ComTrans, the Case Manager can arrange for the participant to be taken from the Surprise location to Sojourner Center and back again. While at the Center, the individual will be scheduled for the appropriate services that are in the service plan. The Case Manager will continue to work closely with the participant, ensuring access to services and monitoring well-being and achievement of individualized goals.

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

We provide emergency shelter, transitional housing, case management, HT/DV education, safety planning, lay legal advocacy, a 24-hour crisis hotline, referral services, and community outreach. We also offer a health clinic, child development center and pet companion shelter, all on-site. We are among the first in the country to research domestic violence-related traumatic brain injuries through the Sojourner BRAIN Program. Our participants include women, men and children who have experienced domestic violence and/or human trafficking, and each person is able to access all of the services offered at little or no cost.

Sojourner Center has implemented a visionary Five-Year Strategic Plan that will expand the organization's services, develop and disseminate best practices, improve the lives of those we serve, and shed a positive, national light on Arizona as a leader in ending domestic violence.

Prior Experience: Sojourner Center is a human and social services agency that has been providing services to people who have experienced human trafficking throughout its nearly 40 years in operation. One component of the Sojourner Center Strategic Plan includes the need to formally address the human trafficking issue through community education and outreach, trauma-informed comprehensive services, intensive community-based case management, and emergency/transitional housing with an array of supportive programs. In 2015, Sojourner Center was selected to continue, expand and sustain The SAFE (Safeguarding Adolescents from Exploitation) Action Project, established and incubated by the Sandra Day O'Connor Institute. The original program focus was to train the hospitality industry to identify victims of child sex trafficking.

Sojourner Center was chosen by the O'Connor Institute to take over this successful program grew to a point that it outside the scope of the Institute's work. It needed a partner with the capability to handle that growth and also to expand the program. It will be the responsibility of Sojourner Center to secure the funding that will allow us to sustain and grow the program. Over the nearly 40 years of Sojourner Center's existence, we have demonstrated the ability to operate and support a social service program of this nature.

The SAFE Action project is now integrated into Sojourner Center's offerings as a part of our larger Human Trafficking and Community Outreach Program, and is directed by trafficking survivor, author, advocate and trainer, Savannah Sanders who helped develop and pilot the program at the O'Connor Institute. We are expanding it to include the full range of direct services to HT victims and providing training regarding the crucial aspects of adult trafficking to other community sectors which may include first responders, health care agencies, government officials, corporations, and many more.

The SAFE Action Project adds to our efforts to help community members recognize the warning signs of abuse. There are deep connections between domestic violence and human trafficking, and both circumstances require similar responses and services such as case management and

trauma-informed care. The SAFE Action Project is a natural expansion of services for Sojourner Center and will draw upon our existing strengths.

The SAFE Action Project represents another opportunity for Sojourner Center to be a voice for those persons who have been subject to exploitation and abuse. We have deep empathy for these women, children and men. We are fortunate to offer a service that helps prevent abuse by raising community awareness about human trafficking.

Similar Projects: Sojourner Center has many years' experience with government grants from the city to the federal levels, including current awards from Cities of Surprise, Phoenix, Chandler, Tempe, Peoria, and Avondale. State and Federal contracts are from AZDES (4 contracts), AZ DPS (VOCA-2 contracts), Arizona Criminal Justice Commission, Arizona Foundation for Legal Services and Information, ADE Child and Adult Food Care Program and prior award through HUD.

We have a robust, ongoing community education and awareness program throughout Maricopa County which reaches nearly 9,000 individuals annually through tabling and speaking events. Those interested in services are referred to an Outreach Case Manager who meets with the individuals at convenient locations based on their needs, and helps them develop an individualized service plan for meeting their unique goals, with referrals to appropriate Sojourner Center services or others as needed.

Sojourner Center has presented trainings on various topics for many years. The addition of Savannah Sanders and the SAFE Action Project have significantly increased our presence and opportunities for training the community about human trafficking over the past year, with training engagements requested and fulfilled from local groups, other states and even national agencies. We are developing a strong and far-reaching network of organizations and corporations which are taking action against trafficking activities within their circles.

Please provide other funding source references:

- *Maricopa County RICO funds: \$5,000--secured
- *City of Phoenix CDBG: \$30,000—pending
- *AZ VOCA: \$49,340--secured

We are continually seeking additional sources of funding for all of our programs.

Budget narrative for Surprise costs

Personnel and employee-related expenses (ERE): \$1,617.90

Tabling/presentation events within Surprise which include planning and preparation time

Community Outreach Coordinator earns \$16.80/hr, and ERE is calculated at 20.7%, for a total rate of \$20.28/hour. We anticipate having our presence at four tabling or presentation events, the length of which can vary greatly, from a one-hour presentation, to an 8-hour tabling event at a business or community event. Therefore, we project that the events will average 4 hours, for a total of 16 hours of event time for the year. (4 hours x 4 events.) Based on our current Community Outreach Program, we project an average of 3.5 hours of planning and driving time per event, for a total of 14 hours of preparation time for the year. (3.5 hours x 4 events). Total hours: 30

Planning activities include:

- 1) Developing relationships with key Surprise organizations/agencies, and scheduling time at their locations
- 2) Distribution of brochures and shoe cards throughout Surprise
- 3) Prepping event materials
- 4) Customizing presentation (not applicable to tabling events)

$$\$20.28 \times 30 \text{ hours} = \$608.40$$

Human Trafficking Training

Director of Human Trafficking and Community Outreach earns \$27.88/hr, and ERE is calculated at 20.7%, for a total rate of \$33.65/hour. We anticipate presenting at four training events, the length of which can vary greatly, from two hours to an 8-hour intensive session. Therefore, we project that the events will average 4 hours, for a total of 16 hours of training time for the year. (4 hours x 4 events.) Based on our current Training program, we project an average of 3.5 hours of planning and driving time per event, for a total of 14 hours of preparation time for the year. (3.5 hours x 4 events). Total hours: 30

Planning activities include:

- 1) Developing relationships with key Surprise organizations/agencies, and scheduling time at their locations
- 2) Prepping event materials
- 3) Customizing presentation

$$\$33.65 \times 30 = \$1,009.50$$

Mileage: \$518.40

Mileage is calculated based on the current federal reimbursement rate of \$.54.

From Sojourner Center's office in Phoenix, Surprise is approximately 30 miles away, or 60 miles round-trip. We expect 16 trips to Surprise for community outreach and training events during the year: 8 for the events, and 8 additional trips to meet with agencies for the event planning and distributing/replenishing brochures and shoe cards.

$$$.54 \times 960 \text{ miles} = \$518.40$$

Materials (brochures and shoe cards): \$600

We expect to distribute the following materials, each with a per page unit cost of \$.10:

Trainings: 1 packet with 10 pages for each participant; total of 100 packet with 1000 page
 $$.10 \times 1,000 = \100

Community events and agency outreach: Total of 2500 brochures and 2500 shoe cards to direct contacts at events and to be distributed to organizations/business in Surprise. (2500 brochures + 2500 shoes cards = 5,000.)

$$$.10 \times 5,000 = \$500$$

Transportation: \$2,500.00

We estimate that 10 Surprise residents who have experienced HT/DV will request services at Sojourner Center (such as workforce development, medical/dental/behavioral health care or support groups, etc.) and will need transportation. We will make arrangements with a well-vetted personal transport service, such as ComTrans to bring them from the Surprise location to Sojourner Center and back again. Typically, those in our Community Outreach program come in for services at least five times and access 1-3 services during each session. Our outreach Case Manager will schedule the rides and the services, with the anticipated cost of a one-way trip to be approximately \$25. A total of 100 trips are expected (10 clients x 5 sessions x 2 one-way trips).

$$\$25 \times 100 \text{ trips} = \$2,500.00$$

Sojourner Center on-campus services: \$4,500.00

For the 10 Surprise residents desiring on-campus services, we expect that for each trip (average of 5 per person), they will access an average of 3 services with an average unit cost of \$30. This gives a total of 150 services for a total of \$4,500.00

$$\$30 \times 150 \text{ services} = \$4,500.00$$

The total anticipated cost of our proposed "City of Surprise Domestic Violence Community Outreach" project is \$13,621.03. We are seeking \$9,574.00 from the City of Surprise, and we will provide \$4,046.99 in matching funds for the project.

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete & submit this form to the Welcome Center,
City of Surprise,
16000 N. Civic Center Plaza
Surprise, AZ 85374

We do not accept e-mail or electronic submissions

Organization Information																	
Name of Organization:	St. Mary's Food Bank Alliance (St. Mary's)																
Contact Person:	Lisa Notaro																
Contact Person Title:	Chief Development Officer																
Mailing Address:	2831 N. 31st Avenue Phoenix, AZ 85009-1518																
Street Address (if different from mailing):																	
Phone:	602-343-3146																
Fax:	602-352-3665																
E-mail:	lanotaro@firstfoodbank.org																
Website URL (if applicable):	www.firstfoodbank.org																
Legal Status of Applicant: <table border="0"> <tbody> <tr> <td>☐ State-Certified CHDO</td> <td>☐ General Partnership</td> </tr> <tr> <td>☒ Non-Profit (non-CHDO)</td> <td>☐ Limited Partnership</td> </tr> <tr> <td>☐ Public Housing Authority</td> <td>☐ Limited Liability Company</td> </tr> <tr> <td>☐ State Agency</td> <td>☐ Corporation</td> </tr> <tr> <td>☐ Local Government</td> <td></td> </tr> <tr> <td>☐ Tribal Government</td> <td></td> </tr> <tr> <td>☐ Council of Government</td> <td></td> </tr> </tbody> </table>				☐ State-Certified CHDO	☐ General Partnership	☒ Non-Profit (non-CHDO)	☐ Limited Partnership	☐ Public Housing Authority	☐ Limited Liability Company	☐ State Agency	☐ Corporation	☐ Local Government		☐ Tribal Government		☐ Council of Government	
☐ State-Certified CHDO	☐ General Partnership																
☒ Non-Profit (non-CHDO)	☐ Limited Partnership																
☐ Public Housing Authority	☐ Limited Liability Company																
☐ State Agency	☐ Corporation																
☐ Local Government																	
☐ Tribal Government																	
☐ Council of Government																	
Applicant's Qualifications:	Yes	No	NA														
Drug Free Policies	X																
Fair Housing Policies			X														
Equal Employment Opportunity Employer	X																



Project Description

Proposed Project Title: Emergency Food Box (EFB) Program

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

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

Describe the problem or need to be addressed by proposed project. (Please attach an extra sheet if needed) The need to be addressed by the Emergency Food Box (EFB) Program is hunger and the negative impact it has on people's health and well-being. Feeding America reports that 42.2 million Americans live in food-insecure households, including 29.1 million adults and 13.1 million children. The rates of food insecurity are substantially higher for single woman-headed households. In Arizona, nearly one in three children, one in five adults, and one in seven seniors live in poverty. In Surprise, the latest Census data shows that 13.6% of residents, or 16,802 individuals, live in poverty. Another 3.8% of residents, or 4,695 residents, have income that is below 50% of the poverty level. The state's hunger rates also are higher than national averages: 17.8% of Arizonans are food insecure, compared to 15.9% nationally, and 28.2% of Arizona children face hunger, compared to 21.6% nationally. The 2016 report, "The Intergenerational Circumstances of Household Food Insecurity and Adversity," states that food insecurity is associated with negative physical and mental health (continued in Appendix A)

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

Targeted demographic population of the city: The target population for the Emergency Food Box Program is low-income food-insecure Surprise residents whose household income is at or below 185% of the federal poverty level and who are experiencing a short-term crisis situation (fire, flood, sudden layoff, etc.). St. Mary's will assist anyone in need of food, including individuals, families, single parents, seniors, the handicapped and the working poor. Each year, thousands of Surprise residents in crisis receive an EFB from St. Mary's to help sustain them while dealing with a crisis (working with their insurance company, updating their resume and interviewing for a new job, etc.). Services are provided to residents in Surprise and surrounding communities, including El Mirage and Sun City West. The demographics of Surprise residents served are approximately 39% Hispanic, 43% White, 13% African American, 2% Native American, 2% Asian and 1% Other.

Proposed Measurable Outcomes – Please provide an outcome statement to be achieved through the use of CDBG funding: St. Mary's will use the CDBG funding to achieve a quantifiable increase in the level of service through its Emergency Food Box Program. The program outcome is that St. Mary's will provide at least 13,000 emergency food boxes to Surprise residents in Fiscal Year 2017/18. Each food box contains a three-day supply of food to people in crisis, so these food boxes will provide at least 117,000 meals to help food-insecure Surprise residents while they recover from their emergency situation. A grant of \$10,000 from the City of Surprise will provide 1,429 of these food boxes or at least 12,861 meals.

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

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

Organizational Capacity

Please describe organization's history and prior experience, including a list of similar projects: (Please attach an extra sheets if needed). St. Mary's Food Bank Alliance, the world's first food bank, will be celebrating its 50th anniversary of service in 2017. Started by John van Hengel in December of 1967, St. Mary's Food Bank to date has distributed more than 900 million pounds of food to hungry Arizonans and has served as the blueprint for how food banks across the U.S. and the world are entrusted with the task of effectively distributing food to those in need.

St. Mary's mission is to alleviate hunger through the gathering and distribution of food while encouraging self-sufficiency, collaboration, advocacy and education. St. Mary's is known throughout the nation for its leadership and innovation in assisting Arizona's less fortunate through its network of partner agencies and specialized programs. Over the past year alone, St. Mary's accomplishments included:

- Distributing 74,000,000 pounds of food to our 474 Arizona partner agencies, which used it to prepare meals, food boxes, and more for low-income, food-insecure Arizonans. This was nearly a 12% increase from the prior year, which points to the ongoing struggles Arizona families are having with food-insecurity. (Continued in Attachment B)

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

Please Provide Other Funding Source References: (Please attach extra sheets if needed) St. Mary's receives funding from a host of sources, including foundations, corporations, individuals, program revenue generation, government grants, interest, and dividends. Please see the enclosed audited financial report that references the sources of income St. Mary's received in the last fiscal year.

Program Team:

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

Staff Member	Background and Expertise of Personnel
Name: Eileen Mitchell Title: Chief Programs & Logistics Officer FTE on This Project: .75	After 36 years in Fortune 100 corporations, Eileen Mitchell joined St. Mary's in 2015. She served as the Director of Special Projects; Director of Global Supply Chain and Director of Sales and Planning at Freeport McMoRan. Duties included Inventory Optimization; developing and implementing S&OP Processes, tools and systems; and transformation-oriented logistics position with responsibility for truck, rail, ocean, forwarding, brokerage and warehousing support services. She also serves on the Executive Board of the Arizona Women's Leadership Foundation and the Steering Committee for the Women's Leadership Council of the Valley of the Sun United Way. Eileen holds a Bachelor's degree in Economics and Business Administration from California State University – Hayward. She will lead a team of drivers and other staff to conduct the program.
Name: Sarah Stuckey Title: Chief Financial Officer FTE on This Project: .10	Sarah Stuckey spent the majority of her career in non-profit leadership in the Valley before joining St. Mary's as Chief Financial Officer. She was a founding partner of the Phoenix-based corporate communications company Option II Advisors, which specializes in interim corporate leadership, financial and operational strategy and budgeting, public relations, management consulting, conflict resolution and general business consulting. Previously, she worked for the Frank Lloyd Wright Foundation and, while there, was named co-Interim Chief Executive Officer while also serving as the organization's Chief Financial Officer. She holds a Bachelor of Business Administration degree from Southern Methodist University.
Name: Lisa Notaro Title: Chief Development Officer FTE on This Project: .10	Lisa Notaro joined St. Mary's Food Bank Alliance as the Chief Development Officer with nearly 20 years of fundraising experience for nonprofits in the Valley. Lisa earned the prestigious CFRE (Certified Fundraising Executive) designation in 2007 and has been a long-standing member of AFP (Association of Fundraising Professionals). Lisa has traveled the country, training hundreds of nonprofit staff and board members in the areas of fundraising and marketing.
Name: Title: FTE on This Project:	

Project Cost			
Estimated Total Cost of Project:	\$126,692		
CDBG Funding Amount Requested for Project:	\$10,000		
Total Number of Units Served:	1,429		
Total Cost per Unit	\$7.00 (including administrative and other costs)		
Total CDBG Cost per Unit	\$7.00 (including administrative and other costs)		
Amount and Source of Other Funds Leveraged for Project: (Please submit proof of other funding sources): PLEASE NOTE: St. Mary's has not secured program funds for FY 2017/18, as it still is raising funds for the program for FY 2016/17. However, it will raise the balance of funds in order to leverage a City of Surprise grant from individual, foundation, corporate and other donations as it successfully has done since the program has been operational. While we do not yet have their grant commitments for 2017/18, based on current discussions and relationships, we are confident that the two funders to the right will provide grants in FY 2017/18 that can be used to leverage a City of Surprise grant.	Source	Year	Amount
	Bank of America	2017/18	\$25,000
	American Express	2017/18	\$50,000
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	St. Mary's will continue providing these services if CDBG funds are not awarded next year in a number of ways. These include seeking grant funding from foundations and corporations with an interest in assisting food-insecure children. We will seek program funding through direct mail appeals and fundraising events. St. Mary's receives third party funding from agencies that conduct fundraising activities and events and donate the proceeds. We will continue to obtain funds from all of these sources and seek out new ones to ensure this program continues operating in Surprise. St. Mary's is a fiscally-sound nonprofit agency that annually raises all needed EFB and other program and operations funding.		
If your project is not fully funded, will your organization be able to implement project with partial funding?	Yes. If we must raise additional funding to make up for a smaller City of Surprise grant, we will work to do so by requesting funds from individuals via direct mail and other strategies, submitting grant requests to other foundations and corporations, and utilizing funds earned from our social enterprise programs. The most crucial component of the program is procuring the food that is needed in the EFBs, but is not donated in sufficient quantity, because we must ensure that they have a good balance of food rich in vitamins, minerals, etc. for the people served.		

Project Timeline

Project start date: July 1, 2017 Project completion date: June 30, 2018

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

Program Schedule

Major Program Activities:	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter					
	(each box represents one month)											
Procure bulk food needed for the EFBs in Surprise	X	X	X	X	X	X	X	X	X	X	X	X
Have volunteers pack hundreds of EFBs each week in St. Mary's Surprise warehouse	X	X	X	X	X	X	X	X	X	X	X	X
Distribute EFBs to individuals and families in crisis who come to St. Mary's Surprise warehouse	X	X	X	X	X	X	X	X	X	X	X	X
Keep track of the food provided for the EFBs and the number of EFBs distributed each day	X	X	X	X	X	X	X	X	X	X	X	X
Evaluate the program results			X			X			X			X

Proposed Budget

Specific Cost Item/Description	CDBG Amount Requested	Other Funds Source	Other Funds Amount	Total Amount CDBG + Other Sources
Purchase food for the Emergency Food Boxes (EFBs) when items needed are not donated in sufficient quantity	\$8,000	Individual, and other private donations	\$16,535	\$24,535
Vehicle expenses to pick up donated and purchased food and deliver it to the Surprise warehouse	\$2,000	Individual, and other private donations	\$10,352	\$12,352
Program Personnel	\$0	Foundation and corporate grants, individuals, and events	\$59,584	\$59,584
Occupancy	\$0	Foundation and corporate grants, individuals, and events	\$8,562	\$8,562
Depreciation	\$0	Foundation and corporate grants, individuals, and events	\$10,688	\$10,688



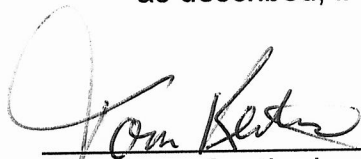
Education and Training	\$0	Foundation and corporate grants, individuals, and events	\$100	\$100
Insurance	\$0	Foundation and corporate grants, individuals, and events	\$1,948	\$1,948
Supplies and Equipment	\$0	Foundation and corporate grants, individuals, and events	\$2,508	\$2,508
Packaging products	\$0	Foundation and corporate grants, individuals, and events	\$2,859	\$2,859
Printing	\$0	Foundation and corporate grants, individuals, and events	\$100	\$100
Program-related travel	\$0	Foundation and corporate grants, individuals, and events	\$456	\$456
Professional Fees	\$0	Foundation and corporate grants, individuals, and events	\$132	\$132
Other expenses	\$0	Foundation and corporate grants, individuals, and events	\$2,868	\$2,868
Total	\$10,000		\$116,692	\$126,692



Required Certifications for CDBG Public Services Activities Application

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

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



Signature of authorized agency representative

1/19/17

Date:

Tom Kertis

Printed name

Chief Executive Officer

Title

St. Mary's Food Bank Alliance

Organization

Attachment A

outcomes in children and adults, including poor child development, anemia, asthma, depression, anxiety, diabetes, and chronic disease. The report, "Poverty, Hunger, and Children," adds that children who grow up hungry will face stunted development from the earliest stages of life. Chronic hunger also makes children and adults more susceptible to illnesses. Certain vitamins and minerals are needed to maintain a strong immune system; without a consistent supply of these vital nutrients, people get sick more often, which means they miss work and school. This especially impacts children, because their immune systems already are weak from hunger, so recovering from an illness takes longer (Intergenerational, 2016).

Food insecurity also is associated with poor academic achievement. Children and adults need enough fuel (calories) to have the energy to work, attend school, and carry out regular day-to-day activities. Without an adequate amount of this energy, children cannot focus in school and even struggle to stay awake to learn the daily lessons (Poverty, 2016). The American Psychological Association reports that these children also are more apt to act out due to their hunger and frustration. Hungry children who get sick more often also miss more school days than their food-secure peers. Hungry children also are more likely to have problems with memory and concentration. Finally, the brain develops rapidly at a young age. Without the right nutrients, it cannot properly develop, which results in long-term effects on children's learning abilities.

Hunger also impacts seniors. Older food-insecure adults are at increased risk for chronic health conditions. For example, they are 60% more likely to experience depression, 52% more likely to report a heart attack, 52% more likely to develop asthma and 40% more likely to report an experience of congestive heart failure (Feeding, 2017).

Attachment B

- Serving more than 1,000,000 after school and evening meals at 173 program sites for children who did not have one waiting for them at home. We added one new program site last year.
- Serving more than 93,000 summertime breakfasts, which was a 20% increase from the prior year in the number of meals served to hungry children.
- Distributing 22,358 backpacks, which provided 268,296 meals for very low-income children who were at tremendous risk of missing meals on weekends and during school breaks.
- Distributing 555,434 emergency food boxes (EFBs) filled with nutritious perishable and non-perishable food items to families dealing with an emergency situation (fire, flood, unexpected job loss, serious illness, etc.) plus 120,474 supplemental EFBs for larger families (nearly a 10% increase over the prior year).
- Having 86,418 individuals and corporate groups volunteer to pack EFBs, sort food, etc. at our facilities. They provided a total of 272,303 volunteer hours, equivalent to 131 full-time employees!

St. Mary's conducts several similar programs to provide food assistance to low-income, food-insecure Arizonans, including:

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

The Emergency Food Box program is very collaborative, as are all of St. Mary's programs and activities, in order to leverage resources and maximize impact on hungry Arizonans. St. Mary's collaborates with such agencies as the Maricopa Association of Governments, other food banks, and the Association of Arizona Food Banks (AAFB) to identify under-served populations, coordinate food and transportation support, eliminate service duplication and manage accessibility to food. We collaborate with local food banks on a cooperative purchasing platform that allows each to secure food for the EFBs at a lower cost.

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete & submit this form to the Welcome Center,
City of Surprise,
16000 N. Civic Center Plaza
Surprise, AZ 85374

We do not accept e-mail or electronic submissions

Organization Information			
Name of Organization:	Sun Health Foundation		
Contact Person:	Terri S. Perillo		
Contact Person Title:	Director		
Mailing Address:	14719 W. Grand Avenue Surprise, AZ 85374		
Street Address (if different from mailing):	14719 W. Grand Avenue Surprise, AZ 85374		
Phone:	623-832-5536		
Fax:	623-832-4112		
E-mail:	Terri.perillo@sunhealth.org		
Website URL (if applicable):	www.sunhealth.org		
Legal Status of Applicant: ☐ State-Certified CHDO ☒ Non-Profit (non-CHDO) ☐ Public Housing Authority ☐ State Agency ☐ Local Government ☐ Tribal Government ☐ Council of Government ☐ General Partnership ☐ Limited Partnership ☐ Limited Liability Company ☐ Corporation			
Applicant's Qualifications:	Yes	No	NA
Drug Free Policies	Yes		
Fair Housing Policies	Yes		
Equal Employment Opportunity Employer	Yes		



Project Description

Proposed Project Title:	Sun Health Care Transitions - Helping Surprise Seniors Recuperate After Hospitalization
--------------------------------	--

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

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

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

Post-hospital care for seniors is often intimidating for both patients and family members who are frequently unsure about follow-up care, new medication schedules, and diet and lifestyle changes prescribed by multiple health care providers. Many leave the hospital confused, weak and unsteady, and unable to follow-through with the care instructions provided at discharge, ultimately to be readmitted into the hospital.

Helping West Valley seniors navigate the healing process during the first 30 days after being released from the hospital. Twenty-six percent of the seniors served from this program are from the City of Surprise.

- See Attachment 1: Project Description

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

Project service incorporates all West Valley cities from Avondale to Youngtown. Specifically, as it relates to this funding request, the project serves **all ZIP codes in the City of Surprise - 85374, 85377-79, and 85387-88.**

Targeted demographic population of the city:

The Sun Health Care Transition program provided care for 3,240 West Valley seniors over the age of 65 last year and served on average 270 people a month. Last year, 26% of our Care Transition participants were Surprise residents, totaling 826 annually and averaging 69 individuals a month. The average cost per person for this program is \$395. Last year, Sun Health provided \$326,270 in Care Transition medical services to City of Surprise residents. Sun Health works with the community leaders (individuals, foundations and public funding) to fund this program. We are requesting that the City of Surprise, allocate \$25,000 in Community Development Block Grant Funding to support Care Transition programming for Surprise residents. A \$25,000 grant represents 7% of the total cost of Care Transition services provided to Surprise residents anticipated in FY 2017-18.

The income level for Surprise residents participating in the program is estimated to be \$49,967, the median income of seniors 65 and older living in Maricopa County, which is 83% of the median family income of Surprise (\$59,916).

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

- 1) Program Goals & Objectives: to help West Valley seniors 65 and older, navigate care during the first 30 days after being released from the hospital by providing all participants:
 - a. Chronic disease education
 - b. Medical care guidance
 - c. Fall risk assessment
 - d. Community resource connections
- 2) Expected outcomes:
 - a. Increased knowledge red flag symptoms
 - b. Increased ability to manage health concerns before dangerous complication occur
 - c. Increased awareness of community resources
 - d. Decreased in unmanaged chronic illness symptoms
 - e. Decreased hospital readmissions
 - f. Decreased emergency calls

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

Public services through nonprofit organizations; priority area: services for the elderly.
Public services priorities identified by the City of Surprise are addressed by the Care Transition Program include: befriending, counseling, home care, and independent living support.

Organizational Capacity

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

Sun Health – Leader in Senior Health & Wellness Programs:

Our mission is to champion healthy living, medical research and superior health care. Sun Health achieves its mission through three service pillars: community wellness programs, community health education and senior living communities while continuing to serve as the philanthropic link to Banner Health West Valley facilities Boswell Medical Center, Del E. Webb Medical Center and the Banner Sun Health Research Institute.

After 50 years of strengthening senior communities, Sun Health is at the leading edge of senior health and successful aging. Under the umbrella of our Center for Health & Wellbeing, Sun Health has developed a catalog of best practice wellness programs with the specific intent to promote healthy aging through improved self-care in order to address the impact of an aging baby boom generation. We are well positioned to help our community navigate these uncharted waters by sharing our award-winning program models with the broader community. With backing from community leaders, we believe that Sun Health Care Transitions program is poised to assist the broader community address county-wide, senior health concerns.

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

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

Within 3 years, we anticipate that the program will be 90% funded through contracts with healthcare organizations, payers and accountable care organizations. Funding Breakdown is as follows:

Year 1 Funding Source: Contract Revenue 28%, Community Giving 24%, Community Grants 48%

Year 2 Funding Source: Contract Revenue 65%, Community Giving 20%, Community Grants 15%

Year 3 Funding Source: Contract Revenue 90%, Community Giving 6%, Community Grants 4%

Program Team:

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

Staff Member	Background and Expertise of Personnel
Name: Jennifer Drago Title: VP of Population Health FTE on This Project: .25	As executive vice president of population health, Drago has played a pivotal role in developing and launching several groundbreaking population health-style programs, including the Sun Health Center for Health & Wellbeing, Care Transitions, Community Education and Memory Care Navigator. Drago has worked in health care for more than 20 years, including stints as an associate administrator for Boswell Memorial Hospital and Del E. Webb Memorial Hospital. She also held the position of vice president of planning services for the former Sun Health hospital system. She earned her bachelor's degree in finance as well as an MBA and a master's in health services administration, all from Arizona State University. Drago volunteers for several service organizations including chairing the board for Northwest Valley Connect, a nonprofit agency working to improve transportation for seniors.
Name: Deb Richards, RN Title: Care Transitions Director FTE on This Project: 1	Deb Richards, RN has 30 years in nursing field as an RN working in acute care setting in the areas of Case Management, CCU, PACU, Chemical Dependency, Endoscopy, Bariatric Program Coordinator, Oncology and medical / surgical nursing. She has worked for Sun Health for five years leading case management services in various capacities. Specialties: Gastroenterology-certified from 1993-2008 Critical Care-certified from 1989-1992
Name: All Direct Service Staff Title: FTE on This Project:	<u>Direct service staff for CT</u> Patient Care Coordinator-1.0 FTE RN's - 2 Full Time 5 Part Time (4.6 FTE) LPN's - 4 Full Time PRN - 1 Full Time MSW -1 0.6 FTE
Name: Title: FTE on This Project:	

Project Cost			
Estimated Total Cost of Project:	\$ 1,219,904		
CDBG Funding Amount Requested for Project:	\$ 25,000		
Total Number of Units Served:	Annual Total: 3,240 / Surprise Annual Total: 826		
Total Cost per Unit	\$ 395		
Total CDBG Cost per Unit	\$ 395		
Amount and Source of Other Funds Leveraged for Project: <i>(Please submit proof of other funding sources)</i>	Source	Year	Amount
	Contracts	FY 2017	348,521
	Community Giving	FY 2017	300,000
	Community Grants	FY 2017	546,383
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	Sun Health is fully committed to ensuring that this project successfully transitions from the pilot stage and has committed \$625,000 over a three-year period to securely establish this program designed to promote long-term health among seniors.		
If your project is not fully funded, will your organization be able to implement project with partial funding?	Sun Health is fully committed to ensuring that this project successfully transitions from the pilot stage and has committed funding from the Foundation over a three-year period to establish this critical program. In year one, Sun Health has committed \$300,000.		

Project Timeline

Project start date: July 1 2017 **Project completion date:** June 30, 2018

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

Program Schedule												
Major Program Activities:	1 st Quarter			2 nd Quarter			3 rd Quarter			4 th Quarter		
	(each box represents one month)											
Direct Services to Seniors	x	x	x	x	x	x	x	x	x	x	x	x

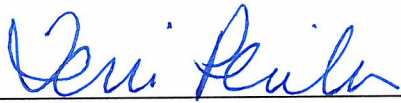
**Proposed Budget
Sun Health Foundation – Care Transition
FY 2017**

Specific Cost Item/Description	CDBG Amount Requested	Other Funds Source	Other Funds Amount	Total Amount CDBG + Other Sources
Salary & Wages	\$25,000	Contracts, Community Giving, Community Grants	\$1,025,724	\$1,050,724.00
Employee Benefits		Contracts, Community Giving, Community Grants	147,773	147,773
Supplies		Contracts, Community Giving, Community Grants	6,157	6,157
Mileage		Contracts, Community Giving, Community Grants	15,250	15,250
Total	\$25,000		\$	\$1,219,904

Required Certifications for CDBG Public Services Activities Application

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

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



Signature of authorized agency representative

January 26, 2017

Date:

Terri Perillo

Printed name

Director

Title

Sun Health Foundation

Organization



**Application for CDBG-Funded Public Service Activities
Proposed Project: Sun Health Care Transition
Helping Surprise Seniors Recuperate After Hospitalization**

Attachment 1

Program: Sun Health Care Transition

Helping West Valley seniors navigate the healing process during the first 30 days after being released from the hospital. Twenty-six percent of the seniors served from this program are from the City of Surprise.

Program Summary:

Sun Health Care Transition nurses guide families through the recovery process by providing disease education, medication review, care guidance, home-safety evaluation, fall-risk assessment and information on community resources over a 30-day period. A critical aspect of this program is to provide seniors with self-care education that demonstrates how to independently identify red flag symptoms and how to respond to these symptoms.

The Problem Addressed:

Post-hospital care for seniors is often intimidating for both patients and family members who are frequently unsure about follow-up care, new medication schedules, and diet and lifestyle changes prescribed by multiple health care providers. Many leave the hospital confused, weak and unsteady, and unable to follow-through with the care instructions provided at discharge, ultimately to be readmitted into the hospital.

Studies show that almost 18 percent patients 65 and older discharged from U.S. hospitals are readmitted within 30 days. This is a significant concern our community. West Valley cities have a higher percentage of adults 65 or older than Maricopa County in general, with 26.4% of the population consisting of seniors compared to Maricopa County's 14.2%.

Why Care Transition:

To reduce the medical complications and dangerous emergencies experienced by seniors upon returning home after a hospitalization. Often these complications lead to emergency calls, secondary hospitalizations and in worse cases permanent disability requiring life-long supportive services. Seniors are considerably more fragile post hospitalization and are prone to dangerous medical complications. Studies demonstrate that seniors return to health more readily when they have a better understanding of red flag symptoms and understand how to address them quickly. The Care Transition program helps seniors stay healthy, strong and independent for the long-term and addresses a substantial gap in senior care in our community.

Demographics:

The Sun Health Care Transition program provided care for 3,240 West Valley seniors over the age of 65 last year and served on average 270 people a month. **Last year, 26% of our Care Transition participants were Surprise residents**, totaling 826 annually and averaging 69 individuals a month. The income level for Surprise residents participating in the program is estimated to be \$49,967, the median income of seniors 65 and older living in Maricopa County, which is 83% of the median family income of Surprise.

Program Cost Per Person:

The average cost per person for this program is \$395. Last year, Sun Health provided \$326,270 in Care Transition medical services to City of Surprise residents. As a leader in community health care for senior citizens, Sun Health works with the community leaders (individuals, foundations and public) to fund this program. We are requesting that the City of Surprise, allocate \$25,000 in Community Development Block Grant Funding to support Care Transition programming for Surprise residents. A \$25,000 grant represents 7% of the total cost of Care Transition services provided to Surprise residents anticipated in FY 2017-18.

Change in Program Scope: From Pilot Program to Community Program

- The Centers for Medicare and Medicaid Services selected our program to study the effectiveness of transition programs in improving patient outcomes and reducing hospital readmissions in 2012.
- Sun Health's selection was based on its well-defined program model, strong outcomes, established community partnerships, access to a large senior population and our history of providing wellness programs to seniors.
- The value of our program has been well-documented through the four-year pilot. Its success demonstrates that targeted post-hospitalization care supports recovery and impacts long-term health.
- With its proven track record in improving health outcomes and reducing medical costs, our Care Transition program is a key element to transforming health care at the local level.
- Sun Health is committed to permanently establishing the program in the West Valley.
- Within 3 years, we anticipate that the program will be 90% funded through contracts with healthcare organizations, payers and accountable care organizations. Funding breakdown is as follows:
 - Year 1 Funding Sources: Contract Revenue 28%, Community Giving 24%, Community Grants 48%
 - Year 2 Funding Sources: Contract Revenue 65%, Community Giving 20%, Community Grants 15%
 - Year 3 Funding Sources: Contract Revenue 90%, Community Giving 6%, Community Grants 4%
- In the meantime, Sun Health is working with key philanthropic leaders to secure funding to bridge the temporary three-year gap between pilot stage and sustainable program funded primarily through contracts.
- Interest in bridging the funding gap has been expressed by Del E. Webb Foundation and Virginia G. Piper Charitable Trust to date. They all have a giving history with Sun Health.
- Sun Health is fully committed to ensuring that this project successfully transitions from the pilot stage and has committed \$625,000 over a three-year to securely establish this critical program designed to boost long-term health among seniors.

Care Transition Results:

Sun Health was awarded **Outstanding Leadership in Population Health** by Care Continuum Alliance (CCA) for its leadership in establishing the program. The following are the 2015-16 program outcomes:

- 3,240 patients served annually / 270 a month
- Reduced hospital readmissions by 55%
- Recorded a 30-day readmission rate of 8.05% (the average Medicare readmission rate is 17.8%)
- Saved \$11.4 million in avoidable health care costs during the first four years of operation
- Reduced complications through preventative health care measures and patient education

Planning and Zoning Commission Public Services Grant Public Hearing



March 2, 2017



Today's Objectives



- CDBG Public Services Grant Process
- Application Evaluation
- Funding Discussion

CDBG Public Services Grant



Background

- City of Surprise is a Direct CDBG Entitlement Community
- Yearly Funding Through CDBG program
 - Received \$585,139 for 2016-17
 - Funding amount for 2017-18 (anticipated) \$585,139
- 15 % of Allotment- For **Public Services**
 - Estimated \$87,700 available

Process Timeline



January 3, 2017 –
January 26, 2017

Application Period

March 2, 2017

P & Z Public
Hearing

March 16, 2017

P & Z Public
Hearing and
Recommendation



Process Timeline



April 4 and 18, 2017

Council Workshop, Public
Hearing and
Recommendation

May 15, 2017

Submit Action Plan to HUD



National Objectives Surprise Will Meet

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

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

Application Description



Applicant	Project Name	Requested Amount	Eligibility
Aid To Adoption to Special Kids (AASK)	Building and Strengthening Families	\$5,000	Low/Mod Clientele
Benevilla	Home Delivered Meals, Full/Part Time Day Care, Adult Day Care	\$25,017	Low/Mod Clientele
Billy's House	Grief Support	\$5,000	Limited Clientele
Central Az Shelter (CASS)	Emergency Shelter for Single Adults and Families with Children	\$10,000	Low/Mod Clientele
City of Surprise Community Assistance Program	Utility and Rental Assistance	\$25,000	Low/Mod Clientele
Experience Matters	Community Engagement Project: City of Surprise	\$49,875	Low/Mod Clientele
Labor's Community Service Agency	Securing Help in Family Transportation (SHIFT)	\$12,000	Low/Mod Clientele
	Continued on next slide		

Application Description



Applicant	Project Name	Requested Amount	Eligibility
Lutheran Social Services of the Southwest	Family SPOT (Strength with Parenting Opportunities and Teaching)	\$20,000	Low/Mod Clientele
MIKID	Peer Support for Mental Illness	\$10,000	Low/Mod Clientele
St. Mary's Food Bank	Emergency Food Box Program	\$10,000	Low/Mod Clientele
Sojourner Center	Human Trafficking Awareness and Education	\$9,574	Low/Mod Clientele
Sun Health Foundation	Sun Health Care Transitions – Helping Surprise Seniors Recuperate After Hospitalization	\$25,000	Low/Mod Clientele
	REQUEST TOTAL	\$206,466	

Application Evaluation



Applicant	Project Name	Project Description	Awarded Points (100)	Remarks
Aid to Adoption to Special Kids	Building and Strengthening Program	Train families caring for special needs foster children. Funding Request: \$5,000 Recommend: \$3,000	92.75	Not listed as a high priority in Consolidated Plan, however there is great need for this service. Agency does receive CDBG funding from City of Peoria and Gilbert. -Prior CDBG Awards: \$5,000
Benevilla	Intergenerational family support center/information and referral services	670 Home delivered meals, 25 days of adult daycare and approx. 2,321 days child day care assistance. Funding Request: \$25,017 Recommend: \$14,700	86	High priority in Consolidated Plan. -Surprise Community Outreach Program Recipient in 2015-16. -Prior CDBG Funding \$50,000
Billy's Place	Grief counseling, family support center/information and referral services	Services to youth /families. 24 group sessions = 36 hours of counseling. Funding Request: \$5,000 Recommend: \$0	77	Did not demonstrate high service demand. <i>New applicant</i>

Application Evaluation



Applicant	Project Name	Project Description	Awarded Points (100)	Remarks
Central Arizona Shelter Services, Inc. (CASS)	Regional Emergency Shelter for Single Adults and Families with Children	Services to homeless persons. 1037 shelter nights for 25 Surprise clients. Funding Request: \$10,000 Recommend: \$8,000	84.50	Not a high priority in Consolidated Plan, but a high priority with Council. Need to assure participants are Surprise residents.. -Prior CDBG Awards: \$14,000
City of Surprise	Comm. Action Program –	Utility & rental assistance 35 Surprise families. Funding Request: \$25,000 Recommend: \$20,000	88.33	High priority in Consolidated Plan. Expansion of current program funded through Maricopa County. <i>New applicant</i>
Experience Matters	Community Engagement Project	Community outreach for volunteers Funding Request: \$49,875 Recommend: \$0	77.75	Does not demonstrate it is a high priority service. <i>New applicant</i>
Labor's Community Service Agency	SHIFT – Securing transportation for working families	Provide a vehicle including a maintenance agreement to working families. Funding Request: \$12,000 Recommend: \$0	83	Low assistance rate. <i>New applicant</i>

Application Evaluation



Applicant	Project Name	Project Description	Awarded Points (100)	Remarks
Lutheran Social Service of the SW	Triple P Parenting Program	Provide parenting support. Funding Request: \$20,000 Recommend: \$0	71.50	Project does not have staff hired; may hinder capacity to complete project within 12 months. <i>New applicant</i>
Mentally Ill Kids in Distress	M.I. K.I.D.	Peer support, specialized mental/behavioral health support services. Funding Request: \$15,000 Recommend: \$8,000	84.50	High priority in Consolidated Plan. Established program in other communities. -Prior CDBG Awards: \$5,000.
St. Mary's Food Bank	Emergency Food Box distribution	Provide 1429 emergency food boxes to Surprise residents. Funding Request: \$10,000 Recommend: \$10,000	93	High priority in Consolidated Plan. Meets basic need in a area classified as a food desert. -Prior CDBG Awards: \$103,014
Sojourner Center	Domestic Violence and Human Trafficking Awareness	Provide educational/awareness training on domestic violence and human trafficking. 100 attendees= 4 sessions Funding Request: \$9,574 Recommend: \$6,000	82.50	High priority in Consolidated Plan. <i>New applicant</i>

Application Evaluation



Applicant	Project Name	Project Description	Awarded Points (100)	Remarks
Sun Health Foundation	Transitions Program-post care after hospital release	Health care program in which 826 Surprise senior residents will receive post hospital release care. Funding Request: \$25,000 Recommend: \$18,000	85.75	High priority in Consolidated Plan. <i>New applicant</i>

Funding Recommendations



Aid to Adoption to Special Kids	\$ 3,000
Benevilla	\$14,700
Central Arizona Shelter Services	\$ 8,000
Surprise Comm. Action Program	\$20,000
Mentally Ill Kids in Distress	\$ 8,000
SoJourney	\$ 6,000
St. Mary's Food Bank	\$10,000
Sun Health Fdn.	\$18,000
Total	\$87,700

Questions?



Christina Ramirez

Human Service & Community Vitality Neighborhood Services Supervisor

Alicia Rubio

Human Service & Community Vitality Neighborhood Services Program
Coordinator

PUBLIC ENGAGEMENT FORM

PROJECT TITLE: CDBG Public Services Applications

OVERALL PUBLIC INVOLVEMENT LEVEL:

Public Hearing on 3/2/17, 3/16/17 (P & Z Meetings) and 4/18/17 Council Meeting. 30 day Public comment period (3/21/17 - 4/22/17) for draft Annual Action Plan

IDENTIFY STAKEHOLDERS:

OTS residents/property owners, public service nonprofits, City of Surprise staff Public Works, Community Development, Economic Development and Human Services.

OBJECTIVES:

Create viable neighborhoods, provide decent, safe and affordable housing; Low to moderate income resident job creation; provide services to those with special needs

PUBLIC ENGAGEMENT STRATEGIES & TOOLS:

Public Engagement & Project timeline:

Public outreach time frame (when to when) Public Hearings 3/2, 3/16 & 4/18/17, 30 day public comment
Future Council Work Session/Meetings target dates 3/2/17, 3/16/16 & 4/18/17
Election dates (if applicable)
Project start/completion dates 10/2017

Communication Tools and Technique options: (which do you plan to use?)

- ☒ Press releases
- ☒ Public meetings (video/photos, poster boards, fact sheet(s) *do you need Spanish version?)
- ☒ Presentations to boards and commissions, other interested community partners/stakeholders
- ☐ Third-party consultant/moderator (pending budget)
- ☐ Survey (online/paper/both?)
- ☐ Social media
- ☐ Surprise 11
- ☐ Notify Me email/ Council newsletters (opt-in audience)
- ☐ Paid advertising (pending budget)
- ☐ Surprise Progress (mailed quarterly and tied to print deadlines)
- ☐ Booth at city events
- ☐ Paid mailings (pending budget)
- ☐ Creation of a subcommittee/task force
- ☐ Youth/adult activities, registration, or orientation (HOA Academy)
- ☒ Website updates

	Program Design and Community Impact (50 PTS)						Experience and Capacity (35 Points)				Leveraging (5)	Reference (10)		Requested Amount by Org.	Recommended Funding Amount
Organization	Evidence of Need (10 Points)	High Priority in Consolidated Plan (5 Points)	Feasible as presented (10 Points)	Sustainable (5 Points)	Assisting Priority Population (5 Points)	Program can be completed within 12 months (15 Points)	Existing ongoing Program (5 Points)	Readiness (10 Points)	Sufficient Experienced Staff (10 Points)	Experience working with Federal Programs (10 Points)	Pledge of Leveraging Resources (5 Points)	Letters of Reference (5 Points)	TOTAL	Requested Total Amount: \$125,905	Available Grant Amount: \$87,770
AASK	9	4.25	9	4.5	4.25	15	5	8	9.75	9.25	3	9.75	90.75	\$5,000	\$3,000
Benevilla	9.5	4.25	7	4	4	13.75	5	7.25	9.75	9.5	4.75	10	88.75	\$25,017.00	\$14,700
Billy's Place	8.5	3.5	7.75	3.5	4.25	12.75	5	6	9.5	4.5	2	10	77.25	\$5,000.00	\$0
CASS	9.25	4.75	9.5	4.5	4.75	14.75	5	7.25	9.25	9	2	4.5	84.5	\$10,000	\$8,000
Surprise CAP	10	4.5	8.5	4	4.75	14.25	5	7.5	8.25	8.75	3	8.75	87.25	\$25,000	\$20,000
Experience Matter's	8.5	3.75	8	3.5	3.5	12.75	4.25	5	8.75	6.75	4.25	10	79	\$49,875	\$0
LCSA	8.5	4	6.75	3.5	4.75	15	3.75	5.25	9.75	7	4.25	9.5	82	\$12,000	\$0
Lutheran S.S.	8.25	4.25	8.25	3.5	4.25	10.5	4.75	6.25	7.5	7	2	5	71.5	\$20,000	\$0
MIKID	9.25	4.5	9.5	4.5	5	13.75	5	8	9.5	7.75	3	6.5	86.25	\$10,000	\$8,000
Sojourner	9.25	4.25	8.5	4	4.25	14	3.75	5.75	9.25	7.5	3.25	10	83.75	\$9,574	\$6,000
St. Mary's	10	4.75	9.5	4.5	4.75	15	5	8	10	10	2.5	5.25	89.25	\$10,000	\$10,000
Sun Health	8.75	4	9	4.25	4.25	14.25	4.25	5.75	10	8.25	3.25	9.75	85.75	\$25,000	\$18,000
														\$206,466	\$87,700

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete & submit this form to the Welcome Center,
City of Surprise,
16000 N. Civic Center Plaza
Surprise, AZ 85374

We do not accept e-mail or electronic submissions

Organization Information			
Name of Organization:	Aid to Adoption of Special Kids (AASK)		
Contact Person:	Julie Turko		
Contact Person Title:	Development Director		
Mailing Address:	2320 N. 20 th Street, Phoenix, AZ 85006		
Street Address (if different from mailing):			
Phone:	602-930-4409		
Fax:	602-930-4509		
E-mail:	jturko@aask-az.org		
Website URL (if applicable):	http://aask-az.org/		
Legal Status of Applicant: ☒ State-Certified CHDO ☒ Non-Profit (non-CHDO) ☐ Public Housing Authority ☐ State Agency ☐ Local Government ☐ Tribal Government ☐ Council of Government ☐ General Partnership ☐ Limited Partnership ☐ Limited Liability Company ☐ Corporation			
Applicant's Qualifications:	Yes	No	NA
Drug Free Policies	X		
Fair Housing Policies			X
Equal Employment Opportunity Employer	X		

Project Description

Proposed Project Title: **Building and Strengthening Families**

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

- | | |
|--|---|
| <ul style="list-style-type: none"> ☐ Child care ☒ Youth Services ☐ Health Care ☐ Job training/job creation ☐ Literacy programs ☐ Recreation programs ☐ Education programs ☐ Public safety services ☐ Fair housing activities ☐ Services for senior citizens | <ul style="list-style-type: none"> ☒ Services for homeless persons ☐ Drug abuse counseling and treatment ☐ Qualified Veteran Services ☐ Welfare (as defined by CDBG) ☐ Code Enforcement Services ☐ Transportation/Transit ☐ Other <p>If Other, describe Other: _____</p> |
|--|---|

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

According to the Arizona Department of Child Safety, there are nearly 18,000 children in foster care due to abuse, neglect or abandonment. AASK strives to find families for these children and to provide families with all the support they need to be successful.

Foster families help these children transition into and out of their foster care placements. Foster care is designed to be a temporary solution, hopefully giving birth families the opportunity to remove unhealthy obstacles from their lives so their children can return to their care. When this isn't possible, children are either adopted by another family or they "age out" of foster care without ever having found a permanent home or family. As the legal guardian of every child in foster care, the State decides where a child will be placed and for how long the child should be placed in a location. Foster families must be prepared to help a child attach and thrive however long that child is placed in their care. Lack of close and trusted relationships is a HUGE risk factor for children coming into care, which is why developing strong, stable and caring families can make such a difference for a foster child. These relationships allow children to heal, become more resilient and grow into their potential – socially, emotionally, physically, and cognitively.

The Building & Strengthening Families Program provides exceptional support to families caring for foster children by giving them the training and staff resources, including nursing/behavioral health on-call personnel, necessary for them to be successful. In other words, the Building & Strengthening Families Program goes above and beyond traditional foster care by conducting in-home visits that include assessments of the whole family and the corresponding dynamics. For instance, AASK's behavioral specialist assists families to understand the unique circumstances that may trigger a foster child's emotional or behavioral problem and provide intervention strategies. Instead of just educating foster parents on, "you see this behavioral issue and this is what you do for it," the Building & Strengthening Families Program takes it to the next level with "you see this behavioral issue, and

this is what may be causing it.” With this understanding, foster parents can better utilized methods on how to handle their foster child’s behavioral issues.

In addition, some children who are removed from their birth homes have specialized medical needs or developmental disabilities or delays and need to be placed with foster families who are equipped to meet such challenges. AASK’s on staff nurse is a particularly important resource for these families.

CDBG funds will offset the cost of staff salaries for this program within the City of Surprise.

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

While AASK provides services throughout Maricopa County, this grant is for Surprise foster children and families.

Targeted demographic population of the city:

Early in its history, AASK had a focus on finding families for children with specialized medical needs and developmental delays and disabilities. We continue these programs today, but we have expanded our services to include any child in foster care. All youth in the Arizona Child Welfare system are defined as low-income.

Currently, children living with AASK foster families in Surprise are 50% male and 50% female. Ethnicity statistical representation is 34.6% African-American, 46.2% Caucasian, 11.5% Hispanic, and 7.7% Native American. The age distribution is 38.4% 2 years old and under, 15.4% 3 to 5 years old, 15.4% 6 to 8 years old, 7.7% 9 to 11 years old, 15.4% 12 to 14 years old, 7.7% 15 to 17 years old, and 0% 18 years or older.

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

Foster care disruptions are defined as unplanned moves for a foster child, and the goal of the Building & Strengthening Families Program is to bring the AASK family disruption rate down to zero. That does not mean that children will not move into or out of a family’s care; it means that a child will not be moved because the family is overwhelmed, frustrated or unable to parent. CDGB funds will help fund the salaries of personnel who support families caring for foster children, including children with special medical, behavioral and/or developmental needs.

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

AASK’s Building & Strengthening Families Program serves the national objective of benefiting low and moderate income persons because all children in the Arizona Child Welfare system are defined as low-income. In addition, the program clearly serves the Consolidated Plan High Priority area of youth services. However, the program also serves the High Priority area of homeless persons because the State of Arizona is the legal guardian of all children in foster care. This means these children are technically homeless because they do not have permanency and can be moved from foster home to foster home.

Organizational Capacity

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

Family is more than a legal status or where a child lives. It's about having strong, long-lasting and supportive relationships so a child does not feel alone in the world. Since 1988, Aid to Adoption of Special Kids (AASK) has been improving the lives of children in the Arizona foster care system by ensuring that every child has a relationship with someone who cares, regardless of their medical, physical, developmental or behavioral challenges. AASK provides lasting and permanent relationships for children in foster care through a variety of programs, including:

- Traditional Adoption and Foster Care: AASK recruits, trains, and supports foster and adoptive families.
- Kinship Care: AASK has a dedicated Kinship unit to support families caring for children of relatives.
- Specialized Medical Foster Care: AASK screens, licenses, trains, and supports foster and adoptive families who care for medically fragile babies and children with severe medical needs and developmental delays and disabilities. AASK has a full-time staff nurse for in-home visits and referrals.
- Sibling Program: AASK offers opportunities throughout the year for siblings separated by foster care to reunite and share positive experiences together, including one week of AASK Sibling Camp in June.
- Respite Foster Care: AASK has a unit dedicated to recruiting foster families to do nothing but provide 1-6 days of respite care to traditional foster families.
- Todos Los Niños: AASK offers services aimed at placing Latino children with families of the same heritage. Todos Los Niños has been tailored to meet the specific needs and preferences of the Latino community, providing a continuum of culturally sensitive adoption and foster care services. Services through Todos Los Niños are offered in both English and Spanish.
- Mentoring Program: AASK matches caring adult mentors with foster children in group homes and shelters, with a special focus on teens preparing to "age out" of the foster care system.

Since inception, AASK has found permanent homes for over 2,500 foster children. In 2016 alone, AASK served over 1,700 children in foster care and finalized over 300 adoptions.

AASK is managed in a fiscally responsible manner and has proven itself over time. It is important for AASK foster families, adoptive families and mentors to know they can have quick and convenient access to us. That's why, along with online, phone, and e-mail access, we have three locations across the valley. Our offices offer access to AASK staff, training rooms, libraries, and other supportive resources. AASK currently employs 101 full-time staff.

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

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

AASK has created a solid and diverse foundation of community support, which includes the following:

Organizational Revenue Budget	Current Organization Budget FY 2016-2017	Percent (%) of Total Revenue Budget FY 2016-2017
Municipal Grants	\$ 67,400	0.7%
State Contracts	\$ 9,072,067	84.7%
Contributions/Donations	\$ 761,200	7.1%
Special Events/Fundraising	\$ 90,000	0.8%
Foundation and Corporate Support	\$ 631,600	5.9%
Investment Income	\$ 85,900	0.8%
Total	\$10,708,167	100.0%

Program Team:

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

Staff Member	Background and Expertise of Personnel
Name: Cindy Staley Title: RN FTE on This Project: 1.5%	Ms. Staley joined AASK in 2005 and is licensed by the Arizona State Board of Nursing. She has a BS in Nursing and is certified in Neonatal Resuscitation by Los Nino's Hospital. Ms. Staley adopted two children through AASK.
Name: Jill Berna Title: Behavior Specialist FTE on This Project: 1.5%	Ms. Berna has a BA in Psychology and joined AASK in May 2006. Ms. Berna has experience with state licensing standards and has been a member of the State's Department of Disabilities (DDD) program review committee for 5 years. Her work experience is with at-risk youth, mental illness, treatment planning and developmental disabilities.
Name: Various Title: Family Support Specialist FTE on This Project: 1.5%	Family Specialists are AASK's main points of contact for foster families. Family Specialists have caseloads of 24 or less families and visit with each family on their caseload each month. Family Specialists provide support to families, but when the challenges begin to threaten the child's placement in the foster home, the Family Specialist can refer the family to the Behavioral Specialist and/or nurse. The Building & Strengthening Program depends greatly on the Family Specialists' regular contact with families to know when a family needs a specialized referral.

Project Cost												
Estimated Total Cost of Project:	\$140,579											
CDBG Funding Amount Requested for Project:	\$5,000											
Total Number of Units Served:	Program-wide: 500 families x 12 support visits = 6,000 family visits Surprise: 19 families x 12 support visits = 228 family visits											
Total Cost per Unit	\$281											
Total CDBG Cost per Unit	\$263											
Amount and Source of Other Funds Leveraged for Project: <i>(Please submit proof of other funding sources)</i>	Source			Year			Amount					
	Valley of the Sun United Way			2016/17			\$49,000					
	Season for Sharing			2016/17			\$20,000					
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	Services for foster children and the families who care for them are the core of AASK's mission. AASK seeks grant funding from a variety of sources.											
If your project is not fully funded, will your organization be able to implement project with partial funding?	AASK's Building and Strengthening Children for Families Program will continue to operate. However, more funding will allow AASK to reach more children.											
Project Timeline												
Project start date: <u>July 1, 2017</u> Project completion date: <u>June 30, 2018</u>												
Applicants must provide a schedule for the Program that lists major activities and indicate when they will be executed. Additional information such as contractor selection, final inspection, loan closing, etc. should be included when known.												
Program Schedule												
Major Program Activities:	1 st Quarter			2 nd Quarter			3 rd Quarter			4 th Quarter		
	<i>(each box represents one month)</i>											
Visits by Family Support Specialists	x	x	x	x	x	x	x	x	x	x	x	x
Visits by Behavior Specialist	X			X			X			X		
Visits by RN		x			X			X			X	

January 26, 2017

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

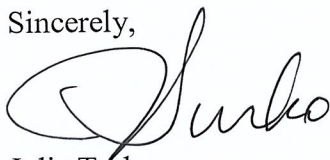
Dear Members of the Planning and Zoning Commission:

It is with great pleasure that I submit the Aid to Adoption of Special Kids (AASK) Community Development Block Grant application. We respectfully request \$5,000 for our Building and Strengthening Families program.

With nearly 18,000 Arizona children in foster care due to abuse, neglect or abandonment, AASK strives to recruit, train, and support families for these children. The Building & Strengthening Families Program provides exceptional support to families caring for foster children by giving them the training and the staff resources, including nursing/behavioral health on-call personnel, necessary for them to be successful.

Thank you for the time and effort you have invested in reviewing this grant application, and I look forward to sharing with you how AASK can assist the City of Surprise in serving some of its most vulnerable residents.

Sincerely,



Julie Turko
Director of Development
(602)930-4409

AASK is a 501(c)(3) non-profit agency and Qualifying Foster Care Organization in Arizona

Tax ID # 86-0611935

Proposed Budget				
Specific Cost Item/Description	CDBG Amount Requested	Other Funds Source	Other Funds Amount	Total Amount CDBG + Other Sources
RN Salary \$37.40 hourly salary for 8 hour visits and 8 travel hours	\$598	State contract and foundation grants	\$77,188	\$77,786
Behavior Specialist Salary \$26.44 hourly salary for 8 hour visits and 8 travel hours	\$423	Donations (corp., foundation, individual)	\$54,577	\$55,000
Family Specialist Salary \$17.09 hourly salary for 228 (19 x 12 (monthly) family visits and 228 travel hours	\$3,979	State contracts and foundation grants	\$3,814	\$7,793
Total	\$5,000		\$135,579	\$140,579

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete & submit this form to the Welcome Center,
City of Surprise,
16000 N. Civic Center Plaza
Surprise, AZ 85374

We do not accept e-mail or electronic submissions

Organization Information			
Name of Organization:	Benevilla		
Contact Person:	Joanne Thomson		
Contact Person Title:	President and CEO		
Mailing Address:	PO Box 8450 Surprise, AZ 85374		
Street Address (if different from mailing):	16752 N. Greasewood Street Surprise, AZ 85378		
Phone:	623-584-4999		
Fax:	623-546-1589		
E-mail:	jthomson@benevilla.org		
Website URL (if applicable):	www.benevilla.org		
Legal Status of Applicant: ☐ State-Certified CHDO ☒ Non-Profit (non-CHDO) ☐ Public Housing Authority ☐ State Agency ☐ Local Government ☐ Tribal Government ☐ Council of Government ☐ General Partnership ☐ Limited Partnership ☐ Limited Liability Company ☐ Corporation			
Applicant's Qualifications:	Yes	No	NA
Drug Free Policies	X		
Fair Housing Policies			X
Equal Employment Opportunity Employer	X		

Project Description

Proposed Project Title: Life Enrichment Day Programs, Home Delivered Meals, and Wirtzie's Child Development Center

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

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

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

According to the US Census Bureau, Surprise has higher rates of seniors (19%) and children under the age of five (8%) than the state of Arizona (14% seniors and 7% children 0-5). Using these rates and the Census Bureau's 2015 population for Surprise, we estimate that the city has 24,400 senior residents and 10,273 children under the age of five. The city's poverty rate is 9.8%, which translates to 12,585 individuals. Seniors often need assistance with activities of daily life in order to continue living independently. And a child's most important developmental years are those leading up to kindergarten, necessitating the provision of quality child care and preschool. (See Exhibit 1 for detailed problem addressed/need for each of the three programs)

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

Funding from the City of Surprise will serve residents living in Surprise, including individuals living within the Surprise Heritage District. Lucy Anne's Place and Wirtzie's Child Development Center are both located at and our HDM program is operated out Benevilla's headquarters in the Surprise Heritage District (16752 N. Greasewood Street). In addition, the HDM meals are prepared at Birt's Bistro, which is also housed at our Surprise headquarters. Other life enrichment day programs that Surprise residents can utilize are located in Sun City and Peoria. (Service area map is Exhibit 2)

Targeted demographic population of the city:

Benevilla's life enrichment day programs and our HDM program target senior residents (age 65 and older), as well as ill and/or disabled residents. Our life enrichment day programs serve individuals with a wide variety of medical and daily care needs, including individuals living with dementia/Alzheimer's disease, Parkinson's disease, injuries (from falls, etc.), and/or development disabilities, as well as stroke survivors who require physical therapy. Wirtzie's, on the other end of the life spectrum, targets children ages 1 to 5, along with their parents and/or other caregivers. **100% of the Surprise CDBG-funded subsidies will be restricted to low to moderate-income Surprise residents.**

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

Life Enrichment Day Programs will improve the health and emotional well-being of Surprise seniors and disabled adults, as well as provide respite for their caregivers: 1) 74 Surprise residents will be served at a day program, four of which will receive CDBG-funded subsidies; 2) 95% of members will agree the program's activities provide socialization and education opportunities; 3) 90% of caregivers will report a decrease in their loved one's agitation at home due to program attendance.

Home Delivered Meals will provide fresh, healthy home-delivered meals to disabled and senior adults: 1) Serve 360 clients, including 91 from Surprise, 20 of which would receive CDBG-funded subsidies; 2) Deliver 19,366 meals, including 4,756 to Surprise residents.

Wirtzie's Child Development Center will positively impact the emotional, mental, social and academic development of the children we serve: 1) serve 64 children residing in Surprise, 40 of which would receive CDBG-funded subsidies, 2) provide intergenerational programming a minimum of four times per week; 3) graduate 100% of five-year-old children deemed ready for kindergarten as measured by the Ages and Stages Questionnaire.

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

Benevilla's programs align with Surprise's Consolidated Plan goal to "provide public service activities to the city's youth, seniors, special needs persons, veterans, persons and families in crisis, and disabled persons through nonprofit agencies or other city departments" and the CDBG National Objective to benefit low/moderate income individuals. Our life enrichment day programs assist seniors and disabled adults with activities of daily life so they can continue to live independently and provides respite for caregivers to alleviate/prevent family crises. Our Home Delivered Meals program combats food insecurity and poor nutrition of seniors and disabled adults. Lastly, Wirtzie's provides quality early childhood learning experiences to children ages 1-5. (See Exhibit 3 for detailed descriptions of each program)

Organizational Capacity

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

Benevilla was formed in 1981 by a group of concerned citizens to meet the needs of frail and aging residents of Sun City, Arizona, a retirement community for individuals aged 55 and above. Our founders sought to help the community's senior residents obtain important services locally in order to prevent premature institutionalization or rapid decline in physical and mental well-being. The organization, named Sun City Area Interfaith Services, originally had only a handful of employees and 30 volunteers. Today, the organization, which now goes by the name Benevilla and has more than 1,000 volunteers and 150 employees, serves people of all ages through our programs and services throughout the West Valley, including Surprise. Our mission is to strengthen communities by offering supportive, life enriching programs that enable personal independence and dignity. (See Exhibit 4 for a full listing of our programs)

Financial Audits and Reports:

(Please submit a copy of most recent financial audit)

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

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

Approximately 60% of Benevilla's total revenue and 87% of the combined revenue for the three programs in this request are generated by earned income for program services and government contracts. We supplement our earned revenue with donations from individuals, foundations and corporations. (See list of 2016 donations in Exhibit 5 and funding source references in Attachment 2).

Program Team:

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

Staff Member	Background and Expertise of Personnel
Name: Courtney Allen Title: Vice President of Program Operations FTE on This Project: 0.2	Ms. Allen, who has worked at Benevilla for 10 years, is Benevilla's Vice President of Program Operations. Prior to her promotion to Vice President of Program Operations, she worked in the Life Enrichment Day Programs, first as an activity therapist and then as the Director of Life Enrichment, a position she held for more than five years, and then as the Senior Director of Enrichment for a year and a half. Ms. Allen earned a double Bachelor's degree in Corporate Recreation and Recreation Management and a Master's degree in Recreation Management from Northwest Missouri State University.
Name: Priscilla Tracy Title: HDM Coordinator FTE on This Project: 0.1	Ms. Tracy has served as Benevilla's HDM coordinator since Oct. 2012. Having worked in food services since 2004, Ms. Tracy has also worked as a Food Safety Coordinator, Supervisor of Independent and Assisted Living Dining, and Dietary Coordinator at several adult retirement centers in the Valley. She earned her Bachelor of Arts degree in Healthcare Management from Ottawa University in Phoenix in 2010. As Benevilla's HDM coordinator, Ms. Tracy manages the daily operations of the program, coordinating and directing the activities of meal planning for 100+ clients, processing new clients, training/scheduling/directing more than 60 volunteer drivers/kitchen assistants/ and service coordinators, and supervising two part-time employees.
Name: Gwen A. Shawley Title: Director of Wirtzie's Child Development Center FTE on This Project: 0.25	Ms. Shawley has worked in the early childhood education field for more than 10 years and has a wide range of experience in the field from preschool classroom teaching to training preschool teachers, and from assessing programs to directing nationally accredited programs. Ms. Shawley, who has a Master's Degree in Early Childhood Education from Grand Canyon University, manages the day-to-day operations of Wirtzie's, including the management and coordination of more than 15 employees, oversight of curriculum implementation, and monitoring program/classroom compliance with state regulations.

Project Cost												
Estimated Total Cost of Project:	\$4,664,678											
CDBG Funding Amount Requested for Project:	\$25,017.00											
Total Number of Units Served:	670 home delivered meals 25 days of life enrichment day services 750 full time child and 1571 part time childcare 3,016 units of service											
Total Cost per Unit	HDM \$6.00 per unit for \$4,020.00 Life Enrichment \$40 per unit for \$1,000.00 Wirtzie's Full time childcare \$12 per unit for \$9,000.00 Wirtzie's Part time childcare \$7 per unit for \$10,997.00											
Total CDBG Cost per Unit	HDM \$6; Life Enrichment \$40; Wirtzie's \$12 or \$7											
Amount and Source of Other Funds Leveraged for Project: <i>(Please submit proof of other funding sources)</i>	Source		Year		Amount							
	Walmart Foundation		2016		\$25,000							
	APS		2017		\$10,000							
	Bank of America		2016		\$6,667							
	Meals on Wheels		2016		\$1,500							
	American Family Insurance		2016		\$2,500							
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	The majority of the programs' funding comes from fees for service, including government contracts. We fundraise continually to augment the budgets and subsidize care. Without CDBG funding, subsidies could be scaled back or eliminated.											
If your project is not fully funded, will your organization be able to implement project with partial funding?	Yes. Any funding received would allow Benevilla to provide low to moderate-income Surprise residents with reduced fees. The effect of partial funding would be the reduction of subsidies (or individuals served) for the three programs.											
Project Timeline												
Project start date: <u>November 2017</u> Project completion date: <u>October 2018</u>												
Applicants must provide a schedule for the Program that lists major activities and indicate when they will be executed. Additional information such as contractor selection, final inspection, loan closing, etc. should be included when known.												
Program Schedule												
Major Program Activities:	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter					
	<i>(each box represents one month)</i>											
Conduct outreach efforts/Increase public awareness of LEDP, HDM, Wirtzie's (Exhibit 6)	X	X	X	X	X	X	X	X	X	X	X	X

Manage LEDP program (Exhibit 7)	X	X	X	X	X	X	X	X	X	X	X	X
Manage HDM program (Exhibit 8)	X	X	X	X	X	X	X	X	X	X	X	X
Secure funds to subsidize HDM fees for low-income households	X	X	X	X	X	X	X	X	X	X	X	X
Manage Wirtzie's Center (Exhibit 9)	X	X	X	X	X	X	X	X	X	X	X	X

Proposed Budget

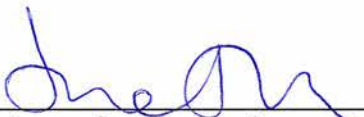
Specific Cost Item/Description	CDBG Amount Requested	Other Funds Source	Other Funds Amount	Total Amount CDBG + Other Sources
Salaries and Wages: Program Personnel	\$0	Participant fees, government contracts, grants, donations	\$2,060,583	\$2,060,583
Fringe Benefits: Payroll tax, Medical benefits, Workers' Comp, Retirement	\$0	Participant fees, government contracts, grants, donations	\$371,616	\$371,616
Life Enrichment Day Programs: Funds to subsidize the cost of attending a day program. 25 units at \$40 per unit	\$1,000	N/A	\$0	\$1,000
Home Delivered Meal Program: Funds to subsidize meals for Surprise residents. 670 units at \$6 per unit	\$4,020	N/A	\$0	\$4,020
Wirtzie's Child Development Center: Funds to subsidize cost of attending preschool for Surprise residents. 750 Full Day units at \$12 per unit and 1,571 Part Day units at \$7	\$19,997	N/A	\$0	\$19,997
Supplies: program, medical, participant meals, software for participant use	\$0	Participant fees, government contracts, grants, donations	\$596,033	\$596,033
Office Supplies	\$0	Participant fees, government contracts	\$9,467	\$9,467

Contract Labor: Life Enrichment Day Programs	\$0	Participant fees, government contracts, grants, donations	\$32,850	\$32,850
Professional Education/ Memberships/ Subscription	\$0	Participant fees, government contracts, grants, donations	\$5,987	\$5,987
Mileage: reimbursement for staff and volunteer mileage (primarily HDM)	\$0	Participant fees, government contracts, grants, donations	\$10,440	\$10,440
Advertising	\$0	Participant fees, government contracts, grants, donations	\$19,470	\$19,470
Occupancy: Maintenance, Utilities, Security, Rent	\$0	Participant fees, government contracts, grants, donations	\$210,238	\$210,238
Depreciation	\$0	Participant fees, government contracts, grants, donations	\$186,993	\$186,993
In-Kind: Space and client transportation for Life Enrichment Programs	\$0	Participant fees, government contracts, grants, donations	\$181,844	\$181,844
Client Transportation: vehicles, licenses, insurance, fuel, etc.	\$0	Participant fees, government contracts, grants, donations	\$171,152	\$171,152
Miscellaneous: IT support, software, postage, fingerprinting, etc.	\$0	Participant fees, government contracts, grants, donations	\$33,692	\$33,692
General/Admin Allocation	\$0	Participant fees, government contracts, grants, donations	\$749,296	\$749,296
Total	\$25,017		\$4,639,661	\$4,664,678

Required Certifications for CDBG Public Services Activities Application

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

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



Signature of authorized agency representative

1/24/17
Date:

Joanne Thomsen

Printed name

President / CEO

Title

Benevlla

Organization

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Exhibits Listing

Exhibit 1	Problem or Need Addressed by Project
Exhibit 2	Service Area Map
Exhibit 3	Program Descriptions for CDBG Request
Exhibit 4	Organizational Capacity – Programs List
Exhibit 5	2016/17 Funders Listing
Exhibit 6	Public Outreach Effort
Exhibit 7	Life Enrichment Day Program Activities
Exhibit 8	Home Delivered Meals Program Activities
Exhibit 9	Wirtzie's Child Development Center Program Activities

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EXHIBIT 1

PROBLEM OR NEED ADDRESSED BY PROJECT

Life Enrichment Day Programs

Disabled and/or elderly adults deal with a host of challenges every day. Many elderly people are homebound, no longer able to drive. They also have difficulty with the routine tasks of day-to-day life, such as preparing meals, and are often isolated from others, which can lead to depression. State and federal budget cuts to support programs have made it more difficult for people to get answers to their questions, apply for assistance, re-apply for assistance that was eliminated due to eligibility changes, etc. Day program members also often struggle with decreases in their overall well-being when they feel overwhelmed from the daily struggle of dealing with a chronic or other conditions that requires the care of a nurse or other healthcare professional.

Research conducted by the American Association of Retired People (AARP) shows that nearly 90% of seniors prefer to remain in their homes and communities as they age. In order to remain in home, however, due to the challenges including illness, disability or just aging, our members need support services during the day. For those who are able to spend days alone in their home, their quality of life often suffers without any human interaction and stimulating activities for long stretches of time. The Program for Sustainable Health at ASU's Biodesign Institute reports that one of the key ways to improve the lives of seniors is to reduce their isolation and loneliness.

Caregivers also encounter daily challenges in providing the level of care their loved ones need. Many elderly members' caregivers also are seniors themselves, sometimes with health issues or physical limitations that make caring for their loved one difficult. Surprisingly, 7% of U.S. caregivers are 75 years old or older. Caregivers are at a high risk of "burn out," including feelings of isolation, frustration and feeling overwhelmed and alone. They need a respite and supportive services to help them cope and ensure they are taking care of their own health; so they can better care for their loved one.

Providing the crucial and often constant care their loved ones need can be taxing emotionally, physically and even financially if it requires an individual to cut back on or quit work entirely. The Centers for Disease Control and Prevention estimates that 21% of American households are

affected with caregiving responsibilities for adults who are ill, disabled or elderly and the Caregiver Action Networks states that more than 500,000 Arizonans currently provide care for adult loved ones. "Caregiving in the U.S. 2015" reports that on average caregivers spend 24.4 hours each week providing care to their loved one, but the average increases significantly when the caregiver is a spouse of the care recipient (44.6 hours weekly). The stress on caregivers is immense. As the study says, "Higher-hour caregivers are a vulnerable population, more likely to experience emotional stress, physical and financial strain, and impacts on their health. They are performing a wide variety of care tasks for their loved ones – everything from housework to advocating with health care professionals, to complex medical/nursing tasks." Without support, caregiving can also have a significant impact on the caregiver's ability to continue working full time. The study found that 49% of caregivers have taken time off work, 15% have taken a leave of absence and 14% have reduced their hours or taken a less demanding job in order to fulfill their caregiving responsibilities.

Home Delivered Meals (HDM)

The AARP reports that an estimated 175,000 Arizona seniors face hunger every day. Feeding America's current "Senior Hunger Fact Sheet" states that the number of seniors is projected to reach 79.7 million in 2040, which is more than twice the number there were in 2000. The fact sheet also reports that 2.9 million (or 8%) of households with seniors aged 65 or older and an additional 1.2 million (or 9%) of households composed of seniors living independently experienced food insecurity in 2015. Chronic hunger among seniors negatively impacts them physically and mentally. For example, a lack of proper nutrition can hinder an older adults' ability to live a full and active life or impair their ability to live independently. While poverty is a major contributor to hunger among seniors, another is people's inability to get to the grocery store to purchase food and/or to prepare meals due to disability, weak eyesight, and other factors. The negative effects among the general adult population are severe as well. Feeding America reports that food insecure seniors are at increased risk for the following chronic health conditions:

- 60% more likely to experience depression;
- 53% more likely to experience a heart attack;
- 52% more likely to develop asthma; and
- 40% more likely to experience congestive heart failure.

Wirtzie's Child Development Center

First Things First reports that "From birth to age 5, a child's brain develops more, and more rapidly, than at any other time in life. And while genetics plays a significant role, scientific research has made clear that the quality of a child's experiences in the first few years of life –

positive or negative – helps shape how their brain develops. And that these experiences have lasting impact on their health and ability to learn and succeed in school and life.”

In fact, as also reported by First Things First, a child’s brain is 90% developed by the age of 5. According to Getting Ready, a multi-state School Readiness Indicators Initiative, studies show that educational achievement gaps exist at the start of kindergarten, with children from low-income families more likely to start school with limited language skills, health problems and emotional problems that affect their ability to learn. For these reasons, it is critical to provide quality early childhood experiences, such as preschool and child care, to all children to lay an important foundation for future success throughout their lives. According to First Things First, providing quality child care and preschool “helps children develop critical skills like motivation, self-control, focus and self-esteem.” The agency also reports that quality early childhood education reduces the likelihood that a child will need special education and increases the likelihood of high school graduation rates.

The majority of the children in Benevilla’s care come from low- and moderate-income homes. Many of these families also struggle with food insecurity. Some of these children come from single-parent households, and others live with foster parents. Several have unstable home environments. Wirtzie’s provides these children with a safe, nurturing and educational environment that enables them to achieve their highest potential, promotes and supports learning, and allows them to interact with caring adults.

Without City of Surprise CDBG funding, parents/caregivers who do not qualify for Department of Economic Security support could not afford the cost of daycare, which would likely make it cost-prohibitive for them to work.

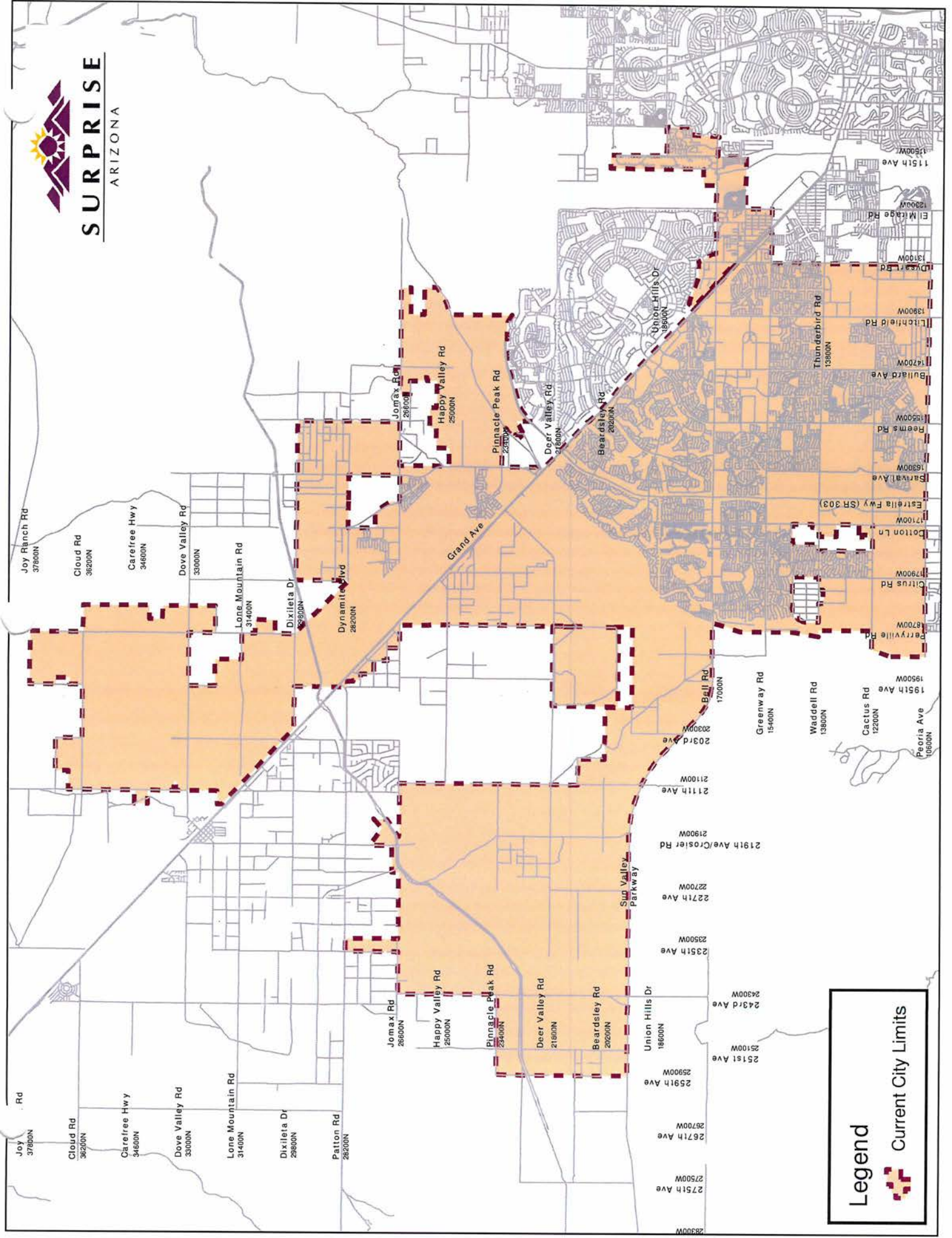
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EXHIBIT 2
SERVICE AREA MAP



SURPRISE

ARIZONA



Legend

Current City Limits

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EXHIBIT 3

PROGRAM DESCRIPTIONS FOR CDBG REQUEST

Life Enrichment Day Programs

For more than 34 years, Benevilla's Life Enrichment Day Program (formerly known as Adult Day Program) has assisted senior adults ("members") to maintain their independence and health through the provision of quality services while enabling their primary caregivers to remain employed (i.e. caregivers who are the members' children) and/or to recharge (i.e. caregivers who are the members' spouses and are also seniors) from their caregiving duties. The programs' target population is disabled and/or elderly West Valley residents who need assistance with activities of daily living in order to continue remain in their homes or their caregivers' homes. By providing the members with care, recreational, socialization and other activities during the day, the Life Enrichment Day Program staff works with the members and their caregivers/families to delay or even eliminate the need to move into an assisted living or nursing facility. In 2016, the Life Enrichment Day Programs provided more than over 224,000 hours of service to the local community.

Once enrolled in the program, each member's health and activity goals are set up by the caregiver, member, and our interdisciplinary team. Every day the member attends the program, progress is made toward achievement of the goals. The programs are able to accommodate the needs of individuals with a variety of specialized needs, including stroke survivors and older adults with Parkinson's disease, Alzheimer's disease or dementia. Staff members adapt activities as needed for specific physical challenges to ensure all members are able to participate.

The Life Enrichment Day Program works to enrich the lives of elderly adults by providing opportunities for socialization and stimulating their interests through leisure activities. Our Creative Aging programming helps older adults reap the social, mental and physical rewards that come from participation in the arts (The National Endowment for the Arts' 2006 Creativity and Aging Study found that participation in community based-arts programs had a significantly positive impact on older adults in the areas of physical health and health services utilization, mental health and, and involvement in social and general activities). We also see that members' daily medical needs are met by the onsite Registered Nurse and provide guidance

and education about their health. Members receive high-quality, diet-specific (i.e. heart healthy, diabetic), dietician approved healthy meals each day.

In addition, Benevilla offers a monthly caregivers' support group in the evening (members are cared for by staff during that time) to provide caregivers with the encouragement and assistance they need to care for their loved one, as well as making a Caregiver Coach available to meet with families to help develop contingency plans and provide additional support to caregivers one-on-one.

Benevilla is the only licensed adult day healthcare services provider in Maricopa County to be accredited by CARF, the national Commission on Accreditation of Rehabilitation Facilities. In 2016, more than 450 individuals attended a Benevilla Life Enrichment Day Program, including 74 Surprise residents.

Home Delivered Meals Program

At the heart of Benevilla's services is the goal to enable individuals to maintain their personal independence and dignity. Benevilla's Home Delivered Meals (HDM) program provides fresh, healthy meals to residents in the West Valley who have difficulty shopping for and/or cooking their own meals. The program's clients are generally either elderly or being treated/recovering from a significant illness or injury. In fact, many of the program's clients are elderly caregivers who are no longer able to cook for themselves and their loved ones. The meals are planned by chefs at Benevilla's Birt's Bistro with recipes approved by nutritionists in order to improve the health and wellbeing of local residents. Our nutritious meals are well-rounded and include an entrée, starch, vegetable, soup or salad, bread, beverage and dessert.

Benevilla's HDM program also delivers free dinners to clients for the Thanksgiving and Christmas holidays – the only local HDM provider who provides this free service.

Volunteer couriers deliver the meals Monday through Friday from 11:15 a.m. – 1:00 p.m., and clients can have meals for the weekend delivered on Fridays. This program's success is due in large part to the tremendous efforts of these volunteers. In fact, each year, Benevilla's generous volunteers donate more than 40,000 hours of service, valued at more than \$900,000 by The Independent Sector. While this is a fee-based service (earned income from fees cover 67% of the program's total expenses), residents can apply for subsidies based on need. The program is fully operational and runs throughout the year.

During 2016, Benevilla's Home Delivered Meals program served over 360 clients who received at least one meal, registered 271 new clients into the program, and delivered over 19,000 meals.

Wirtzie's Child Development Center

In support of young West Valley families, Wirtzie's Child Development Center provides quality, education-based, licensed and accredited childcare to ensure that children are prepared for kindergarten. Classes are designed to provide age-appropriate, child-directed activities in a stimulating, developmentally appropriate learning environment that inspire the children in our care (ages 1-5) to learn and to discover through play. Wirtzie's provides children with a safe, nurturing and educational environment. Through multi-sensory, hands-on activities, children develop their social, physical, cognitive, and language skills that enable them to succeed in kindergarten and beyond. The curriculum utilized at Wirtzie's combines the best elements of Montessori, Creative and Reggio Emilia curricula with current findings in early childhood education. Wirtzie's has received accreditation through the National Accreditation Commission.

Our preschool and childcare facility features classrooms, an outdoor playground, a water play area, a reading room where volunteers read with the children, and a shared space for intergenerational enrichment classes. Through a variety of multi-sensory, hands-on activities, children develop their social, physical, cognitive and language skills. Children receive hot, nutritious meals and snacks daily. The Center is open from 6:30 a.m. to 6:00 p.m. on Monday through Friday.

Benevilla has also created an Intergenerational Program in which our children are brought together with the elderly adult population attending our Lucy Anne's Center, which assists people with early Alzheimer's or dementia. The children and adults join together in mutually enriching activities, such as working together to maintain a garden, reading, singing, creating art projects, performing plays or playing games. This interaction occurs up to five times each week.

Benevilla knows investing in early education can alter a child's developmental trajectory during the school age years and beyond. We seek to provide each child with a stimulating, developmentally-appropriate learning environment that lays the foundation for a healthy, successful life. In 2016, 225 children attended Wirtzie's, including 145 children from Surprise.

Benevilla

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EXHIBIT 4

ORGANIZATIONAL CAPACITY - BENEVILLA'S PROGRAMMING

With a mission to strengthen communities by offering supportive, life enriching programs that enable personal independence and dignity, Benevilla provides services that address the day-to-day physical, intellectual, emotional and social development needs of children, families, older adults and adults with developmental or intellectual disabilities. **Benevilla has received grant funding from the City of Surprise since 2010 and all audits from the City of Surprise have been in compliance with requirements and regulations.**

Our person-centered, inclusive programs include:

Volunteer Home Services: Volunteers provide services for elderly and disabled adults, including grocery shopping and delivery for the homebound, assisted transportation to medical appointments, leisure companionship, handyman services, weekly errands, business assistance. This program has been operational in 1983.

Benevilla CARES: Through this information and referral program which began operations in 1981, human services professionals/information specialists help those in need to identify, understand and use community services.

Adult Life Enrichment Day Programs: Benevilla's five accredited Life Enrichment Day Programs provide a safe and enriching experience for those who are unable to care for themselves, while giving caregivers respite during the day. Our Life Enrichment Day Program's include:

- **Lucy Anne's Place (Surprise):** This program opened in 2009, and this program is specially designed for people who have early to moderate stages of Alzheimer's disease or dementia. It has an optional intergeneration program that promotes unique interactions between members and children enrolled in Wirtzie's Child Development Center.
- **Mary's Place (Sun City):** This program opened in 1999, and this day program serves individuals experiencing moderate to advanced Alzheimer's disease or other related

dementias. Its customized memory-care program combines health care and life-enriching therapeutic programming.

- **Restorative Program (Sun City):** This opened in 1982, and this program is designed for individuals who have Parkinson's disease or early to moderate Alzheimer's disease, stroke survivors and people who have fall-related injury. The program is staffed by people trained restorative therapy and has exercise equipment designed for physical therapy.
- **West Valley Program (Peoria):** This opened in 1994, and this program supports residents of Peoria, Glendale and the surrounding area, including stroke survivors, and individuals with Parkinson's disease, dementia and intellectual/developmental disabilities.
- **Helping Partners (Sun City):** This program opened in 2005, and this program serves adults with intellectual/developmental disabilities. It provides volunteer and employment opportunities that enable members to contribute and make a difference in their communities. In 2016, we opened an enclave for the program in Surprise.

Home Delivered Meals: The program started in 2010, and the Home Delivered Meals program provides fresh, healthy meals to residents in the West Valley who have difficulty shopping for and/or cooking their own meals.

Wirtzie's Child Development Center: Wirtzie's accredited preschool and childcare program opened in 2009 and provides a safe and nurturing environment for children ages 1-5. Classes are designed to provide age-appropriate, child-directed activities that inspire them to learn and discover through play.

Art's Center for All Ages - Intergenerational Program: This joint program between Wirtzie's Child Development Center and Lucy Anne's Place Life Enrichment Day Program and opened in 2009, provides structured time for children to spend with older generations, utilizing a sensory garden, cooking classes, reading room and performance stage.

Birt's Bistro: In 2009, Birt's Bistro, a café, catering service and bookstore, opened as an all-community gathering space. Here, classes are held, and works by local artists are available for sale. Vocational training for people with intellectual and developmental disabilities is also offered.

Family Resource Center (FRC): Opening in 2012, the FRC provides parents and caregivers of young children, newborn through five years, access to information and resources around child development, health and parenting. The FRC also has a Grandparents Raising Grandchildren program, offering support groups to the grandparents throughout the NW Valley.

In the past three years alone, Benevilla has received more than 10 awards in recognition of our work, including Most Admired Business Leader Award from the Phoenix Business Journal (2016), Westmarc Best of the West Award for Quality of Life Enhancement (2015), the City of Surprise Chamber of Commerce Legacy Award for Nonprofit of the Year (2014), the Virginia G. Piper Charitable Trust's Encore Prize for Exceptional Organizations (2014), and the Peoria Chamber of Commerce Nonprofit of the Year Award (2014).

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EXHIBIT 5
2016/2017 GRANTS*

Life Enrichment Programs

- City of Peoria - \$70,000
- Walmart Foundation - \$25,000
- Arizona Commission on the Arts - \$2,500
- City of Surprise - \$2,000

Home Delivered Meals

- APS - \$10,000
- Bank of America - \$6,667
- City of Surprise - \$3,001
- American Family Insurance - \$2,500
- Meals on Wheels - \$1,500

Wirtzie's

- City of Surprise - \$19,997
- Arizona Community Foundation Donor Advised Fund - \$15,000

*Please note these grants are for the preceding 12 months. We are just now raising funds for the City of Surprise 2017/18 Fiscal Year.

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EXHIBIT 6

OUTREACH/PUBLIC AWARENESS EFFORTS

Benevilla engages in the following efforts to inform Surprise residents about the Life Enrichment Day Programs and the Home Delivered Meals program, and Wirtzie's Child Development Center:

- Advertise and promote programs at health fairs, congregations and apartment complexes in Surprise
- Promote and provide collateral materials at events
- Place ads and notices in local papers
- Post flyers and other information about the programs at our partner agencies' facilities
- Distribute marketing collateral materials to physician offices
- Place special interest stories in local papers and Benevilla's website
- Include information on Benevilla's website about the programs
- Attend local brown bag networking and breakfast events to talk about the programs

Efforts specific to the Life Enrichment Day Programs and the Home Delivered Meals program:

- Distribute flyers about the programs at senior housing developments throughout Surprise

EXHIBIT 7

LIFE ENRICHMENT DAY PROGRAM MANAGEMENT TASKS

The Life Enrichment Day Programs staff undertakes the following program activities on a continual basis:

- Conduct a pre-program enrollment assessment including: Activities of Daily Living, Instrumental Activities of Daily Living, Mini-Mental State Examination, Creating Essential Lifestyle Plans (care plans for both nursing and activities), fall assessment, nutritional assessment, functional assessment, and any other paperwork in relation to the member. These assessments are conducted by the Director, RN, and/or Life Enrichment Specialist. (Every six months we conduct a re-assessment of the items noted above).
- RN oversee medication management and monthly vitals.
- Monitor to ensure the programs meet the requirements for all contracted services (i.e. Area Agency on Aging, Veterans Administration, and Department of Developmental Disabilities).
- Monitor to ensure the programs meets the requirements for our license with the Arizona Department of Health Services and our accreditation with the Commission on Accreditation of Rehabilitation Facilities.
- Life Enrichment Specialist oversees meaningful and purposeful activities for the members.
- Team provides members nutritious and hot meals from Birt's Bistro.
- Director trains and schedules employees and volunteers to meet ratio of the programs.
- Conduct safety checks, grievance reports, outcome reports, transportation audits, and program audits on a quarterly basis.
- Creates purposeful and meaningful curriculums for intergenerational programming.

EXHIBIT 8
HOME DELIVERED MEALS MANAGEMENT TASKS

The Home Delivered Meals staff undertakes the following program activities on a continual basis:

- Conduct pre-program and in-home visit assessments of potential new HDM clients
- Oversee meal planning and production
- Train and coordinate volunteers to deliver meals to clients
- Manage HDM routes, client files and other data to ensure accurate meal delivery service*

*Many clients utilize the HDM service for short periods of time (i.e. when recovering from surgery, brief time period before entering an assisted living facility). Therefore, it is imperative to have tight management of the program, which has a large, but dynamic, client list.

Benevilla

City of Surprise CDBG Application

January 2017

EXHIBIT 9

WIRTZIE'S CHILD DEVELOPMENT CENTER MANAGEMENT TASKS

The Wirtzie's Child Development Center staff undertakes the following program activities on a continual basis:

- Conduct annual conference with families for all children enrolled.
- Monitor to ensure that the Center meets requirements for National Accreditation Commission and the Arizona Department of Health Services.
- Provide children a nutritious and hot meal from Birt's Bistro.
- Create and implement purposeful and meaningful curriculums in each room.
- Create and implement purposeful and meaningful curriculums for intergenerational programming.

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete & submit this form to the Welcome Center,
City of Surprise,
16000 N. Civic Center Plaza
Surprise, AZ 85374

We do not accept e-mail or electronic submissions

Organization Information			
Name of Organization:	Billy's Place		
Contact Person:	Juli Schragel		
Contact Person Title:	Founder		
Mailing Address:	16185 N. 83 rd Avenue, Suite 200 Peoria, AZ 85382		
Street Address (if different from mailing):	Same as above		
Phone:	623.414.9838		
Fax:			
E-mail:	Info@billysplace.me		
Website URL (if applicable):	www.billysplace.me		
Legal Status of Applicant: ☐ State-Certified CHDO ☒ Non-Profit (non-CHDO) ☐ Public Housing Authority ☐ State Agency ☐ Local Government ☐ Tribal Government ☐ Council of Government ☐ General Partnership ☐ Limited Partnership ☐ Limited Liability Company ☐ Corporation			
Applicant's Qualifications:	Yes	No	NA
Drug Free Policies	X		
Fair Housing Policies			X
Equal Employment Opportunity Employer	X		

Project Description

Proposed Project Title:

Billy's Place Children's Grief Support Groups

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

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

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

Providing a safe and nurturing place for children and families navigating their grief is the sole reason Billy's Place exists. Studies demonstrate peer support is one of the most effective ways to help children and those who love them. Grief can often make children and teens to feel isolated and different from their peers. Billy's Place helps children understand they are not alone, they are not different or weird because of their thoughts and feelings. Their journey is very difficult and will last a lifetime, however, with the help of Billy's Place, they can learn to cope in their new world of missing someone they love.

(See Attachment – Page 1)

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

Our service area is the Northwest Valley. Families, schools and referral agencies continually express their frustration with the limited resources available. With awareness about Billy's Place and inquiries about services increasing, it is imperative that our capacity to serve children and families seeking our services increases at a similar rate.

Billy's Place office is located in Peoria, AZ 85382. Support groups are also located in Peoria, AZ 85382. To date, Billy's Place has served families from Anthem, Avondale, Buckeye, El Mirage, Glendale, Phoenix, Peoria, Sun City, Waddell and Wickenburg. In the past 3 years, the organization has helped 56 Surprise residents who reside in zip codes 85388, 85387, 85378, 85379 and 85374.

Targeted demographic population of the city:

An astounding 151 children a day experience the death of a parent in Maricopa County – over 55,016 each year! In the City of Surprise, 1,606 children or 4 children a day under the age of 18 are impacted by the death of one of their parents. Additionally, 5% to 8% of children under 18 experience the death of a sibling. In Maricopa County 50,015 – 80,024 children have a sibling die and in the City of Surprise, 1,606 – 2,570 brothers and sisters are impacted, or four to seven children a day. Countless others are impacted by the death of grandparents, aunts, uncles, cousins and friends.

(See Attachment Page 2)

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

- Goal 1:** Provide children age 3-18 opportunities for self-expression in healthy and positive ways alongside peers during 24 support group sessions totaling 36 hours.
- Outcome 1.1:** Help 15 children understand causes of death and eliminate fear that loved ones will be forgotten.
- Outcome 2.1:** Help 15 children understand that everyone grieves differently and to learn skills to help diminish a sense of isolation and loneliness.
- Outcome 2.2:** Provide opportunity for 15 children to foster friendships with peers who share the common experience of the death of a loved one.
- Goal 2:** Teach concrete tools related to increasing self-esteem, understanding appropriate ways to cope with anger, and enhance communication and conflict resolution skills.
- Outcome 2.1:** Help 15 children reduce anxiety about expressing feelings.
- Outcome 2.2:** Teach 15 children appropriate ways to cope with anger and appropriately communicate their feelings.
- Outcome 2.3:** Provide 15 children activities to help build self-esteem

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

Billy's Place is applying for support through general funds.

Organizational Capacity

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

Billy's Place is a grass roots organization, founded in 2012 by Juli Schragel. When Juli's son was 15 months old her husband, and Billy's father, died in a motor vehicle collision. When the family moved to Peoria, AZ they soon realized there were no grief and bereavement services in the Northwest Valley. Juli and Billy, now 13, have worked together to use what they have learned to help others know there is hope. Billy's Place is a tribute to children and families who will forever be changed and challenged by the death of their loved one. The organization is operated by volunteers devoted to providing therapeutic grief support to at risk children and their families. In 2016, Billy's Place supported 39 families including 49 children and 35 adults.

Billy's Place is a comfortable, safe environment where children meet bi-monthly to face common themes after a death including anger, shame, isolation and regret while grieving and healing alongside peers. Current services include ongoing peer support/education groups for children and teens (3-18), and their family members. The groups are available at no cost to at risk children and teens who have experienced the death of a mom, dad, brother, sister, or primary caregiver. Concurrent groups are facilitated for parents and caregivers. Participation by both the child (ren) and the adult/s is required. (See attachment

Financial Audits and Reports:

(Please submit a copy of most recent financial audit) **P & L due to organizational budget**

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

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

Financial Investments during CY2016 for Billy's Place:

Peoria Diamond Club Grant \$5,000
Thunderbird Wealth Management \$2,000 Sponsorship
Great Destinations Pediatrics Sponsorship \$500
Private Donations \$9,456
Hike for Hope Event \$2,500
Healing Heart Yoga Festival \$2,200
Butterfly Release \$719

2017 Progress and Budgeted Goals:

City of Peoria General Funds Grant due 1/30 - \$7,500 request
Social Media Campaign - \$6,000
Grants - \$15,000
Corporate Gifts - \$4,000
Special Events - \$10,000

Program Team:

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

Staff Member	Background and Expertise of Personnel
Name: Juli Schragel Title: Founder FTE on This Project: .75	Please see attachment – Page 5 \$400 a month compensation for 20-25 hours per week
Name: Kris Friedman Title: Vice President FTE on This Project:	Please see attachment – Page 5 \$400 a month compensation for 20-25 hours per week
Name: Lisa Weyer Title: Consultant FTE on This Project: .25	Please see attachment – Page 5 Consultant
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	

Project Cost

Estimated Total Cost of Project:	\$ 31,460		
CDBG Funding Amount Requested for Project:	\$ 5,000		
Total Number of Units Served:	15 children for 24 grief groups totaling 36 hours		
Total Cost per Unit	\$ 315 per child or \$15 per group		
Total CDBG Cost per Unit	\$ 315 per child or \$15 per group		
Amount and Source of Other Funds Leveraged for Project: (Please submit proof of other funding sources)	Source	Year	Amount
Pending and future grant applications			
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	Billy's Place is becoming more well-known in the community and individual giving is increasing. In addition, a consultant was retained to help with grant writing, metrics, tracking methods, infrastructure, budgets et cetera which Billy's Place will continue to leverage.		
If your project is not fully funded, will your organization be able to implement project with partial funding?	Demand for services are increasing and increasing fund capacity is critical Billy's Place is fortunate to have significant in-kind support; however understand just like with financial investments there are no guarantees. Billy's Place would leverage other resources and seek additional grant funds.		

Project Timeline

Project start date: April 1, 2017 **Project completion date:** April 1, 2018

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

Program Schedule

Major Program Activities:	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
	(each box represents one month)							
Ongoing grief support groups 2 x month – 3 to 4 hours per month of support	x	x	x	x	x	x	x	x

Proposed Budget – Hard Costs Only Below

Budget with In-kind = 131,730.00

Specific Cost Item/Description	CDBG Amount Requested	Other Funds Source	Other Funds Amount	Total Amount CDBG + Other Sources
Administration	\$ 1000	Grants/Individuals	\$ 3800	\$ 4800
Rent	\$ 1000	Grants/Individuals	\$ 6200	\$ 7200
Postage/Mailing	\$ 0	Grants/Individuals	\$ 400	\$ 400
Printing/Copying	\$ 0	Grants/Individuals	\$ 150	\$ 150
Telephone/ Communications	\$ 0	Grants/Individuals	\$ 732	\$ 732
Software/CRM	\$ 0	Grants/Individuals	\$ 1000	\$ 1000
Travel/Meetings	\$ 0	Grants/Individuals	\$ 3200	\$ 3200
Mileage	\$ 0	Grants/Individuals	\$ 1200	\$ 1200
Bank/Merchant Fees	\$ 0	Grants/Individuals	\$ 750	\$ 750
Membership Fees	\$ 0	Grants/Individuals	\$ 600	\$ 600
Insurance	\$ 500	Grants/Individuals	\$ 850	\$ 1350
Marketing & PR	\$ 0	Grants/Individuals	\$ 1604	\$ 1604
Program Supplies	\$ 2000	Grants/Individuals	\$ 2605	\$ 3605
Volunteer Background and Thank You Gifts	\$ 500	Grants/Individuals	\$ 555	\$ 1055
Special Events	\$ 0	Grants/Individuals	\$ 1875	\$ 1875
Marketing/PR	\$ 0	Grants/Individuals	\$ 939	\$ 939
Total	\$ 5000		\$ 26,460	\$ 31,460

Required Certifications for CDBG Public Services Activities Application

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

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

Juli Schragel
Signature of authorized agency representative

Jan 24 2017
Date:

Juli Schragel
Printed name

Founder
Title

Billy's Place
Organization

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

Continued from page 6 of application:

Billy's Place provides our support at no cost to participants. The organization is requesting an investment of \$5000 which represents 16% of our program budget hard costs and 5% with in-kind calculated. Your gift will support 15 children for 24 grief support sessions for a period of one year with an investment of \$315 per child.

Billy's Place embraces a variety of modalities to help children including art, music, drama, poetry, storytelling, and writing/journaling. Activities help children: (1) build self-esteem; (2) reduce feelings of guilt; (3) reduce anxiety about expressing feelings; (4) learn skills to help diminish a sense of isolation and loneliness; (5) learn appropriate ways to cope with anger; (6) understand causes of death; (7) eliminate fear that loved ones will be forgotten; (8) understand everyone grieves differently; (9) foster friendships with peers who share the common experience of the death of a loved one; and (10) have fun. The youngest children heal and speak about their grief often with "play therapy" as their little hearts cannot find words to express such trauma.

Billy's Place is a comfortable, safe environment where children meet bi-monthly to face common themes after a death including anger, shame, isolation and regret while grieving and healing alongside peers. Current services include ongoing peer support/education groups for children and teens (3-18), and their family members. The groups are available at no cost to at risk children and teens who have experienced the death of a mom, dad, brother, sister, or primary caregiver. Concurrent groups are facilitated for parents and caregivers. Participation by both the child (ren) and the adult/s is required.

In a recent New York Life Insurance survey, respondents revealed sobering results:

- 73% believe their life would have been "much better" if their parent hadn't died so young;
- 69% of respondents who lost a parent growing up said they still think about their parent frequently – including over 60% of respondents who lost a parent 35 years ago or more; and
- 58% of Americans who lost a parent as a child – and 34% of those who lost a sibling – said that the experience was "the hardest thing (they've) ever had to deal with."

Additional research reveals:

- Per the Center for Health Equity Studies children between, 10 and 18 years old who have lost a parent, have a 50% chance of dying before age 50.
- More than 3/4 of juveniles incarnated have suffered a major loss in their family, and anger is a major contributing factor to their crimes.

- Children who have lost a parent, without the support of others and the tools to know how to grieve, often end up depressed, isolated, dropping out of school, and on a path to destruction.

With support and nurturing, children in Maricopa County and the City of Surprise do not need to become another statistic.

Targeted demographic population of the city:

(Continued from page 7 of application)

Many families we help are living on the edge financially. Unfortunately many do not have life insurance and many others have taken on the role of returning to work or are now the sole breadwinner in the family. Since inception, conservatively, 63% of our families are low-income. Some families choose not to provide yearly income, though in 2017 Billy's Place will ensure that during the intake process, families realize the importance of sharing that information. We anticipate the percentage of low-income families we help to increase.

In Maricopa County, there are only two other organizations whose sole purpose is grief support for children and families. The first is New Song Center for Grieving Children (a division of Hospice of the Valley). They help children 5-18 and their families. New Song Center is the only other agency with ongoing support groups; however they require families to commit to attend for one year. In the midst of grief, many families find this obligation too daunting.

New Song utilizes a therapeutic model based on Dr. Williams Worden's Four Tasks of Grief: (1) Accept the reality of the loss; (2) Work through the pain of grief; (3) Adjust to a different type of environment; and (4) Find an enduring connection with the deceased while embarking on a new life. They too offer bi-monthly support groups just like Billy's Place and they partner with four different entities who provide support group space. The two closest to Peoria and the Northwest Valley are below.

All Saints Lutheran Church
15649 N. 7th Street
Phoenix, AZ 85022

First Southern Baptist Church
1001 N. Central Avenue
Avondale, AZ 85323

The City of Surprise is 17.8 miles wide, 17 miles tall and covers 107 square miles. Depending upon distance, a grieving family drives 40-75 minutes during rush hour to attend New Song groups. New Song Centers other two group locations are in central Scottsdale and Gilbert.

Stepping Stones of Hope is located near 7th Street and Indian School. They provide multiple bereavement camps for children age 6 and older, and their family members. Stepping Stones also provides a monthly family support group night called "First Steps."

The organization integrates the Four Psychological Tasks of Grief by Sandra Fox, Ph.D. The model is also supported by Linda Goldman a grief and bereavement counselor, author and speaker. The tasks are: (1) Understanding: Knowing the loss really happened and is real; (2) Grieving: Working through the various feelings that are a part of mourning; (3) Commemorating: Some way of remembering, observing, or memorializing the loss. Provides an opportunity for affirming the value or the life of the person-or other type of loss; and (4) Going on: Permission is needed from significant others that it is OK to get on with life and OK to "regrieve" should the feelings return.

Each of the three therapeutic models – Worden's Four Tasks of Grief, Four Psychological Tasks of Grief by Sandra Fox and Dr. Alan Wolfelt's Reconciliation Needs of Grieving Children utilized by Billy's Place are respected models. They are similar in ways though also unique. Billy's Place believes Wolfelt's model is most effective and can be integrated by children and families in their new lives.

Not only does Billy's Place set themselves apart by location, therapeutic model and walking alongside children beginning at age 3, instead of 5 and 6, but we also host four year events – Hike for Hope, Balloon Release, Butterfly Release and National Children's Grief Awareness Day. In 2016, over 500 community members attended these gatherings. Billy's Place is committed to continue these events as they provide an informal way for families and community members to support each other while remembering and honoring their loved ones.

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

Continued from page 9 of the application

Bereaved children tend to act in ways that those around them may not recognize as grief reactions. For example, a quiet toddler may have more tantrums, an active child may lose interest in things he or she used to do, or a studious teen may engage in risky behavior. Whatever a child's age, he or she may feel unrealistic guilt about having caused the death. Sometimes bereaved children take on adult responsibilities and worry about surviving family members and who would care for them if something happened to their caregivers.

Billy's Place understands children's profound grief after a significant loss affects their daily lives, academic and social functioning, roles in the family, and growth toward adulthood. After a death loss, children frequently display low self-esteem, poor academic skills and behavior problems. Many are socially marginalized – a secondary problem of childhood/early adolescent grief – and a risk factor that is closely linked to dropping out of school.

Billy's Place groups are led by staff and trained volunteer facilitators who help to provide a safe environment for the children and teens to express themselves. All facilitators participate in a comprehensive training that teaches them about group facilitation skills and the impact of grief on children, teens and their families. Some facilitators have personal grief experiences and many are mental health professionals. Groups follow a curriculum based on Dr. Alan Wolfelt's Reconciliation Needs of Grieving Children focusing on:

1. Acknowledge the reality of the death.
2. Move toward the pain on the loss while being nurtured physically, emotionally and spiritually.
3. Convert the relationship with the person who has died from one of presence to one of memory.
4. Develop a new self-identity based on a life without the person who has died.
5. Relate the experience of the death to a context of meaning.
6. Experience a continued supportive adult presence in the future years.

Children are divided by developmental ages into groups for 3-5 year olds, 6-9 year olds, 10-13 year olds, and teens. The groups offer a mix of opportunities for children and teens to share their personal story about their grief, validate their feelings and experiences and helping them feel less isolated in their grief. These opportunities include sharing as well as a structured activity using art, music, storytelling, poetry, writing, and drama. All participants, regardless of age, are able to use the "I Pass" guideline, which means they get to decide when, and how much they wish to share with the rest of the group.

Concurrently, adults meet in their own groups for the death of a spouse/partner, death of a child or as a primary caregiver to a grieving child. These sessions provide opportunities for mutual support and sharing, as well as education about the unique challenges of parenting grieving children and teens. Peer support/education groups have proven to be highly successful in helping children learn healthy coping skills and gain a renewed sense of hope.

In addition to bi-weekly grief support groups, Billy's Place also hosts four annual events each year: (1) Hike for Hope; (2) Balloon Release; (3) Butterfly Release; and (4) Children's Grief Awareness Day Candlelight Vigil. Each opportunity provides informal support as children and families collectively gather in honor of their loved ones and in support of each other. In 2016, over 500 Northwest Valley community members participated in these events.

Billy's Place programs teach families healthy concrete coping skills that are easily utilized and integrated into everyday life. Curriculum is designed to build family cohesion, promote mutual respect, encourage open and honest dialogue and strengthen the family unit. Each program goal helps lay the groundwork to ensure the child becomes a healthy, well-adjusted adult and the adults in their lives are equipped to better support their needs.

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

Juli Schragel is the founder of Billy's Place. Juli manages all of the day-to-day activities of the organization including attending all support groups and events. She volunteers on average 25-30 hours a week to help meet the needs of families. Juli is invested in continually learning - not only from her own journey and that of her son, though expanding her knowledge on how to best help children. She has completed extensive training in grief support including multiple seminars and workshops from world renowned grief counselor, Dr. Alan Wolfelt. Juli and her husband Ray also operate a successful business.

Kris Friedman is the Vice President of Billy's Place. As with Juli, she donates 20-25 hours a week to help build the organization. Through her own experiences encountering the death of her father as a teenager and watching a dear friend's child deal with the loss of his father at an early age, she is passionate about helping children as they walk along their grief journey. Kris is a business owner with an extensive marketing and fund-development background. She has attended numerous seminars including the yearly National Alliance for Grieving Children and continuing education from Dr. Alan Wolfelt.

Lisa Weyer is a certified grief educator, consultant and respected speaker. Experience includes nine years leading AZ's premier provider of grief camps children and families. During her tenure, she created and implemented six programs increasing outreach to children by 70% in less than three years and authored two books on behalf of the American Hospice Foundation - Grief at School: Training Guide and Resource Manual and Grief at Work.

In addition, Lisa served with the Phoenix Fire Department as a victim assistance crisis interventionist for 17 years and provided on-scene crisis intervention with a special focus on death loss due to natural causes, suicide, homicide, traffic fatalities and others.

Lisa has also served in a variety of capacities in the nonprofit social service sector for more than 20 years. For a number of years Lisa has served as a consultant, coach and grant writer for various not-for-profits. As with Billy's Place she helps small to midsize agencies create balanced and effective infrastructures, identify areas of risk and liability and helps to ensure long-term sustainability. Expertise includes program development and demonstrating impact, board development, strategic planning, fund-raising and fundamentals of collective impact.

Lisa is a founding member of the Arizona Bereavement Alliance, graduate of Valley Leadership Class XXIV, and has been honored by a variety of community awards including Executive Director of the Year from the Organization of Non-Profit Executives, Who's Who in American Women, and Health Care Hero Award from the Phoenix Business Journal.



COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete & submit this form to Purchasing Division,
City of Surprise,
16000 N. Civic Center Plaza
Surprise, AZ 85374

We do not accept e-mail or electronic submissions

Organization Information			
Name of Organization:	Central Arizona Shelter Services, Inc. (CASS)		
Contact Person:	Mark Holleran		
Contact Person Title:	Chief Executive Officer		
Mailing Address:	230 South 12 th Avenue Phoenix, Arizona 85007		
Street Address (if different from mailing):			
Phone:	602-256-6963		
Fax:	602-256-6401		
E-mail:	MHolleran@cassaz.org		
Website URL (if applicable):	www.cassaz.org		
Legal Status of Applicant:			
☐ State-Certified CHDO			
☒ Non-Profit (non-CHDO)			
☐ Public Housing Authority			
☐ State Agency			
☐ Local Government			
☐ Tribal Government			
☐ Council of Government			
☐ General Partnership			
☐ Limited Partnership			
☐ Limited Liability Company			
☐ Corporation			
Applicant's Qualifications:	Yes	No	NA
Drug Free Policies	X		



Fair Housing Policies	X		
Equal Employment Opportunity Employer	X		

Project Description

Proposed Project Title:	Regional Emergency Shelter for Single Adults and Families with Children
--------------------------------	--

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

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

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

The Maricopa County Point-In-Time Homeless Count (PIT) conducted on January 25, 2016 reported 5,701 unduplicated adults and children were homeless in Maricopa County.

A breakdown of the 5,701 shows:

- 2,082 adults with children: 930 in emergency shelter, 6 unsheltered and 1,146 in transitional housing
- 3,554 single adults without children counted; 1,634 were unsheltered, 1,389 in emergency shelter, 506 in transitional housing, and 25 in Safe Havens.
- 66 unaccompanied children under 18 years old; 43 in emergency shelters, 17 transitional and 6 unsheltered.

The data show an increase in demand for services to serve unsheltered single adults over the past two years.

- A 27% increase from 2015 (1,289→1,634)
- A 55% increase from 2014 (1,053→1,634)



The PIT further shows the increase to be chronically homeless adults:

- 709 in 2016
- 443 in 2015
- 318 in 2014

Living unsheltered on the streets is extremely dangerous and dramatically increases risks for injury, illness and death due to violence, poor nutrition and hygiene, and hard physical conditions. CASS is currently the largest provider of emergency shelter for single adults and the second largest provider of emergency shelter for families in Maricopa County. CASS provides 33% of all available shelter beds for single adults and 23% of all beds for families in Maricopa County.

CASS engages single adults and families experiencing homelessness in a full range of supportive services to address the individual factors that may have contributed to their situation. CASS provides case management services, job readiness services, housing services, an early childhood development program, Veterans services, and youth services. Funding support from cities and towns across Maricopa County allows us to assist over 5,000 unduplicated homeless men, women, and children each year.

Many clients suffer disabling conditions and many struggle with alcoholism and/or drug addictions. Some clients were recently released from a hospital or jail, some are fleeing dangerous situations. Understanding the needs and issues surrounding the homeless, we work to ensure client, staff and volunteer safety through 24/7 security personnel, metal detectors, fully gated facilities, single point of entry access, identification cards, restricted staff access areas, etc.

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

Cities like Surprise that do not have their own facilities to serve the individuals who are homeless rely on the services CASS provides for their residents. As a regional shelter provider, CASS serves the homeless from all cities and towns, and is serving an average of 25 unduplicated homeless from the City of Surprise each year.

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

While CASS' facilities are located within the City of Phoenix (230 South 12th Avenue and 1050 West Mountain View Road), our shelters are regional providers for the homeless - clients originate from all cities and towns throughout Maricopa County, including Surprise. The Single Adult Shelter provides a total of 470 beds (120 for women and 350 for men), and the Family Shelter (Vista Colina) provides shelter for up to 36 families with children.

This request for support will provide comprehensive services to adults and children from Surprise. Services include lodging, case management, housing services, job readiness training, participation in our Early Childhood Development Program, and specialized services for any Veteran or unaccompanied youth 18-24 years.

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

CASS' 30-unit regional family shelter, Vista Colina, provides individual apartments for up to 36 homeless families concurrently. Homeless families with children have their own unique challenges, including enrolling their children in school, attending to their children's ongoing or periodic medical and dental needs, ensuring their children are cared for while they are looking for employment and housing, providing them with nutritional meals, establishing regular routines and family time, etc. Vista Colina provides the following supportive services for parents and children: case management, job readiness training, housing services, developmental childcare, parenting classes, support groups, etc.

The community has moved to a coordinated access process for adults and families who are homeless and seeking shelter. The Human Services Campus Brian Garcia Welcome Center is the community's coordinated access point for single adults experiencing homelessness and staff there conducts initial intake. Clients enter CASS based on availability of beds and client needs. The Family Housing Hub is located at UMOM and is the coordinated entry to our family emergency shelter Vista Colina as well as to UMOM, Watkins, and Salvation Army family shelters.

The crises or situations most commonly associated with homelessness are unemployment, lack of transportation, physical and behavioral health issues, low levels of education or job skills, no or low income and lack of affordable housing. Many homeless are dealing with one or more of these issues, and unfortunately,

many of them have even deeper barriers that threaten self-sufficiency and housing stability.

Targeted demographic population of the city:

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

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

Total Clients: During FY 15/16, CASS provided 210,081 nights of lodging to 5,551 unduplicated individuals who were homeless; 4,640 single adults and 911 members of families (296 adults and 615 children). The average length of stay was 37 days.

Surprise Clients:

In FY 15/16, CASS provided 974 nights of lodging to 23 unduplicated single adults from Surprise who were homeless and 435 bed nights to one family comprised of 2 adults and 3 children.

Based on HMIS data, the number of unduplicated individuals, including children, remained relatively the same; 27 in FY 14/15 and 28 in FY 15/16. However, the **total number of bed nights increased from 798 in FY14/15 to 1,409 in FY15/16; a 77% increase.**

Some of the characteristics of the 23 single adults (15 males and 8 females) served from Surprise included:

Age:

	Age in Years					
	18-24	25-34	35-44	45-54	55-61	62+
Number of Single Adults from Surprise	3	6	6	6	1	1

Race/Ethnicity:

- 16 White/Caucasian
- 5 Black/African American
- 2 American Indian/Alaska Native
- 3 of the 23 Hispanic/Latino

Additional Information Gathered:

- 3 were veterans
- 12 clients suffered a long-duration disability (mental health issues, alcohol abuse, physical disabilities)
- 2 were chronically homeless
- 3 had suffered from domestic violence

The family from Surprise served at Vista Colina included 2 adults 3 children: 1 under five years old, one between 5-12 years and one 13-17 years. All five were Black/African American, non-Hispanic. The two adults reported they both had disabilities.

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

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

For purposes of this request, in FY 17/18:

- **CASS will provide 415 nights of emergency shelter and supportive services to 25 unduplicated homeless men, women, and children from Surprise.**

During our FY17/18, CASS will:

1. Provide emergency shelter and supportive services for 25 unduplicated men, women, and children from Surprise experiencing homelessness.
2. Clients will meet with a case manager to establish a housing stability case plan. This plan outlines all of the steps and actions clients need to secure income and housing. Case managers meet with clients at least monthly or more often (depending on client needs) to measure progress.
3. Staff will document and maintain all client information in HMIS (Homeless Management Information System), the system used by all Maricopa County homeless providers to track client services and progress.

Supportive services are critical to helping clients permanently end their homelessness. Receiving shelter protects clients from the streets but does little to promote self-sufficiency. Therefore, once clients are stabilized, they can start to address the barriers and issues that led to their homelessness with case managers.

CASS leverages support received from each community with other government funding, United Way funding, and private contributions. As a regional provider, leveraged support is essential to ensuring the long-term viability of essential services for each community's residents experiencing homelessness.

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

CASS programs comply with the CDBG National Objective of benefiting low-and moderate-income persons. The Request for Grant Application for CDBG-Funded Public Service Activities includes Services for Homeless Persons as one of Surprise's targeted public service activities. This program serves primarily low to moderate income persons, including homeless persons from the City of Surprise (zip codes: 85374; 85378; 85379; 85387; and, 85388). CASS serves an average of 25 men, women, and children from Surprise each year.

CASS served one family of two adults and three children and 23 single adults from the City of Surprise during our fiscal year that ended June 30, 2016. All clients are asked to provide previous address information upon their initial meeting with a case manager. All documentation is kept in client case files. Demographic information and services provided for each client/family is entered into the Homeless Management Information System.

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

In FY 15/16, the cost to CASS to provide 1,409 nights of lodging and supportive services to Surprise residents was \$33,943, based on a \$24.09/per day of stay cost.

During the first six months of this fiscal year, CASS has served 13 unduplicated individuals from Surprise who were homeless. The 13 included 8 single adults and one family comprised of two adults and three children. A total of 381 bed nights and comprehensive services were provided at a cost of \$9,178 based on \$24.09/day of stay.

We are requesting \$10,000 to provide 415 nights of shelter and supportive services to 25 unduplicated adults and children from Surprise experiencing homelessness. We are requesting funding to cover a portion of our expenses to operate our emergency shelters. Expenses may include utilities, on-site security, insurance, etc.; all expenses that are required to provide safe lodging to our clients.

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

Organizational Capacity

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

As the largest single provider of emergency shelter and supportive services for adults, Central Arizona Shelter Services, Inc. (CASS) is the regional solution for Maricopa County's adult men and women experiencing homelessness. CASS was incorporated in 1984 as a 501 (c)(3) non-profit organization to temporarily meet the community need for emergency shelter to serve Maricopa County Arizona's growing homeless population. The shelter is co-located on the Human Services Campus in Central Phoenix with several organizations dedicated to serving those who are homeless. CASS provides 350 beds for men and 120 for women in gender-specific dorms as well as on-site case management, job readiness training, housing services, and veterans' services; all of which promote permanent self-sufficiency.

Our goals are to 1) Provide a safe alternative to homelessness, 2) Stabilize the basic needs of homeless individuals in crisis, and 3) Provide linkages to services necessary to assist our clients in ending their homelessness. CASS' Regional Emergency Shelter for Homeless Adults is an ongoing program with a goal of 100% occupancy every night of the year.

CASS' primary service is emergency shelter. However, supportive services are critical to helping clients achieve self-sufficiency and permanently end their homelessness. These include case management, job readiness training, and housing placement services.

- Case Management helps clients identify the cause(s) of their homelessness, gain access to providers that help them address these causes, and work toward securing income and housing in order to regain their self-sufficiency.

- Job Readiness Services helps clients strengthen their potential for securing jobs by providing instruction in areas such as life skills, proper dress and hygiene, transportation, referrals for behavioral health, etc. Clients receive coaching to hone their interviewing skills and strengthen their resumes. Clients have access to computers, clothing and tools, fax machines and a job board.

- Housing Placement Services help clients identify barriers to housing, work on plans to overcome those barriers, and assists them with identifying and securing housing appropriate to their needs.

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

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

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

Program Team: Identify the name of the responsible party and the experience that they have in this role. Team members identified after the application are subject to review. Attach extra sheets if needed.	
Staff Member	Background and Expertise of Personnel
Name: Title: Family Shelter Manager FTE on This Project: 1	Oversee the Shelter Department by establishing a long-term vision and training department leadership to ensure quality client care, financial viability, excellent customer service, and a safe and clean environment.
Name: Title: Client Care Coordinator Lead FTE on This Project: 3	Maintain a safe, orderly, and humane shelter environment while assisting clients with their daily needs.
Name: Title: Client Care Coordinator FTE on This Project: 9	Maintain a safe, orderly, and humane shelter environment while assisting clients with their daily needs.
CASS' Regional Single Adult Shelter and Vista Colina Emergency Family Shelter serve over 5,000 unduplicated adults and children annually. Every individual has unique needs and our staff works diligently to help them resolve their homelessness. Expertise in specific areas is critical to support our clients. In addition to the positions stated, below is a summary of the positions at CASS and Vista Colina to help our clients in their journey to self-sufficiency.	
Housing & Supportive Services Program Manager – 1 FTE Case Manager Lead – 1 FTE Case Managers – 5 FTE Intake Specialist – 1 FTE Shelter Services Coordinator – 1 FTE Veteran Program Manager – 1 FTE Veteran Support Specialist – 5.5 FTE Veteran Case Manager Lead – 1 FTE Veteran Case Managers – 2 FTE Veteran Housing Specialist – 1 FTE Children's Program Facilitators – 2 FTE Pre-School Teachers – 4 FTE Children's Program Manager – FTE Family Case Manager – 2.5 FTE Family Care Coordinator – 5.25 FTE	

Project Cost			
Estimated Total Cost of Project:	\$4,853,000		
CDBG Funding Amount Requested for Project:	\$10,000		
Total Number of Units Served:	200,000 total bed nights; 415 for Surprise clients		
Total Cost per Unit	\$ 24.09		
Total CDBG Cost per Unit	\$ 24.09		
Amount and Source of Other Funds Leveraged for Project: (Please submit proof of other funding sources)	Source	Year	Amount
	Valley of the Sun United Way	16/17	\$ 767,000
	Government funding	16/17	\$ 3,628,126
	Contributions/Donations	16/17	\$ 0
	In-Kind	16/17	\$ 0
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	CASS has served as a regional shelter for the Valley's homeless for 30 years. Major sources of ongoing support include government funding through grants and contracts and United Way support. As a regional provider of shelter and supportive services, CASS relies on a wide range of supporters to continue serving the Valley's homeless, including the City of Surprise and other cities and towns. CASS has an active fund development department and an engaged staff (both leadership and program staff) who secure new partnerships with local foundations, corporations, and other human service providers throughout Maricopa County. CASS leverages the funding provided by cities and towns to sustain programs and services.		
If your project is not fully funded, will your organization be able to implement project with partial funding?	Yes		
Project Timeline			

Project start date: Ongoing **Project completion date:** N/A

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

Program Schedule

Major Program Activities:	1 st Quarter			2 nd Quarter			3 rd Quarter			4 th Quarter		
	(each box represents one month)											
Provide shelter for homeless men, women and children from Maricopa County, including the City of Surprise	X	X	X	X	X	X	X	X	X	X	X	X

Proposed Budget

Specific Cost Item/Description	CDBG Amount Requested	Other Funds Source	Other Funds Amount	Total Amount CDBG + Other Sources
Salaries		Government funding, Valley of the Sun United Way, Contributions	2,230,000	
Employee Benefits and Taxes		Government funding, Valley of the Sun United Way, Contributions	513,000	
Professional Fees and Contracts		Government funding, Valley of the Sun United Way, Contributions	\$663,000	
Materials & Supplies		Government funding, Valley of the Sun United Way, Contributions	\$594,000	
Occupancy (rent, utilities, building & grounds)		Government funding, Valley of the Sun United Way, Contributions	\$693,000	
Travel/Meetings/Conferences		Government funding, Valley of the Sun United Way, Contributions	\$49,000	
Equipment, Repairs & Maintenance		Government funding, Valley of the Sun United Way, Contributions	\$24,000	
Other Expenses (Operating Services, Admin. Expense)	\$10,000	Government funding, Valley of the Sun United Way, Contributions	\$77,000	

Allocation, Miscellaneous)				
In-Kind Expense (including valued building rent)		Government funding, Valley of the Sun United Way, Contributions		
Total	\$10,000	Government funding, Valley of the Sun United Way, Contributions	\$4,843,000	



Required Certifications for CDBG Public Services Activities Application

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

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



Signature of authorized agency representative

January 24, 2017
Date

Mark Holleran
Printed name
Chief Executive Officer
Title
Central Arizona Shelter Services, Inc.
Organization

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete & submit this form to the Welcome Center,
City of Surprise,
16000 N. Civic Center Plaza
Surprise, AZ 85374

We do not accept e-mail or electronic submissions

Organization Information			
Name of Organization:	City of Surprise		
Contact Person:	Muriel Gutierrez		
Contact Person Title:	Resource Center Coordinator		
Mailing Address:	15832 N. Hollyhock St Surprise, AZ 85378		
Street Address (if different from mailing):	12425 W Bell Rd, Ste 124 Surprise, AZ 85374		
Phone:	623.222.1600		
Fax:			
E-mail:	Muriel.gutierrez@surpriseaz.gov		
Website URL (if applicable):	www.surpriseaz.gov/3588/Surprise-Resource-Center		
Legal Status of Applicant: ☐ State-Certified CHDO ☐ Non-Profit (non-CHDO) ☐ Public Housing Authority ☐ State Agency ☒ Local Government ☐ Tribal Government ☐ Council of Government ☐ General Partnership ☐ Limited Partnership ☐ Limited Liability Company ☐ Corporation			
Applicant's Qualifications:	Yes	No	NA
Drug Free Policies	X		
Fair Housing Policies	X		
Equal Employment Opportunity Employer	X		



Project Description			
Proposed Project Title:	Crisis Assistance Fund		
Check applicable priority area(s) that the project addresses: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> ☐ Child care ☐ Youth Services ☐ Health Care ☐ Job training/job creation ☐ Literacy programs ☐ Recreation programs ☐ Education programs ☐ Public safety services ☐ Fair housing activities ☐ Services for senior citizens </td> <td style="width: 50%; vertical-align: top;"> ☒ Services for homeless persons ☐ Drug abuse counseling and treatment ☐ Qualified Veteran Services ☒ Welfare (as defined by CDBG) ☐ Code Enforcement Services ☐ Transportation/Transit ☒ Other If Other, describe Other: <u>Utility assistance and eviction prevention</u> </td> </tr> </table>		☐ Child care ☐ Youth Services ☐ Health Care ☐ Job training/job creation ☐ Literacy programs ☐ Recreation programs ☐ Education programs ☐ Public safety services ☐ Fair housing activities ☐ Services for senior citizens	☒ Services for homeless persons ☐ Drug abuse counseling and treatment ☐ Qualified Veteran Services ☒ Welfare (as defined by CDBG) ☐ Code Enforcement Services ☐ Transportation/Transit ☒ Other If Other, describe Other: <u>Utility assistance and eviction prevention</u>
☐ Child care ☐ Youth Services ☐ Health Care ☐ Job training/job creation ☐ Literacy programs ☐ Recreation programs ☐ Education programs ☐ Public safety services ☐ Fair housing activities ☐ Services for senior citizens	☒ Services for homeless persons ☐ Drug abuse counseling and treatment ☐ Qualified Veteran Services ☒ Welfare (as defined by CDBG) ☐ Code Enforcement Services ☐ Transportation/Transit ☒ Other If Other, describe Other: <u>Utility assistance and eviction prevention</u>		
Describe the problem or need to be addressed by proposed project. (Please attach an extra sheet if needed) The City of Surprise, through the Surprise Resource Center, administers the Community Action Program (CAP) which provides utility assistance and eviction prevention to income qualified families for residents of Surprise and El Mirage. CAP utilizes federal funds and guidelines to administer the program. These services, however; do not include assistance for <u>eviction prevention to individuals or families without a child in the home</u> or assistance with <u>water</u> utility bills. In the past year, we have had to turn away 181 requests from residents in crisis that needed assistance with water utilities. In addition we have had to turn away 25 residents, primarily seniors that were in jeopardy of eviction due to no child in the home under age 17. The City of Surprise has a 9.8% poverty rate according to the latest Census figures, which equates to 12,500 people living below the poverty level. Last year alone, CAP served 600 families, or 1,671 unduplicated individuals with the allocation received. The Crisis Assistance Fund will be used to fill this great need.			

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

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

Targeted demographic population of the city:

The Crisis Assistance Fund will target Surprise residents that are at or below the 80% income limits defined by HUD and that require water utility assistance or eviction prevention assistance. For example, total household income for a family of 4 cannot exceed more than \$50,300.

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

The Crisis Assistance Fund proposes to assist a minimum of **35** families in need of water utility assistance or eviction prevention assistance.

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

The Crisis Assistance Fund activities assist in meeting the city's high priority needs by aiding in the prevention of eviction and ultimately homelessness for individuals that do not have a child in the home. This assistance will prove invaluable for seniors, veterans, and families in crisis that don't meet the eviction prevention guidelines set forth by the CAP program. The water utility assistance will aid in the health and welfare of our low to moderate income residents that are in crisis by assisting to keep the water source on.

Organizational Capacity

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

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

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

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

The City of Surprise will provide staffing and administrative expenses of 1.5 FTE to administer the program.

Other funders for CAP operations include a grant administered by Maricopa County for administrative expenses of the Surprise Resource Center and vouchers to assist with utility assistance and eviction prevention. Donations were received from a third party during the holidays for the purchase of gift cards to assist families in need of food, gas, toiletries, clothing and medications.

Program Team:

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

Staff Member	Background and Expertise of Personnel
Name: Muriel Gutierrez Title: Resource Center Coordinator FTE on This Project: 1.0	1 year of direct service experience at the Surprise Resource Center assisting families in need of utility assistance and eviction prevention.
Name: Charlotte Confer Title: Resource Center Specialist FTE on This Project: .5	9 months of direct service experience at the Surprise Resource Center assisting families in need of utility assistance and eviction prevention.
Name: Deb Perry Title: Sr. Financial Analyst FTE on This Project: .15	1 year of quality assurance review of CAP applications. 9 years' experience with the City of Surprise and 15+ years of financial experience.
Name: Title: FTE on This Project:	
Name: Title:	

FTE on This Project:	
Name:	
Title:	
FTE on This Project:	
Name:	
Title:	
FTE on This Project:	

Project Cost			
Estimated Total Cost of Project:	\$ 25,000		
CDBG Funding Amount Requested for Project:	\$ 25,000		
Total Number of Units Served:	35		
Total Cost per Unit	\$ N/A depends on need		
Total CDBG Cost per Unit	\$ N/A depends on need		
Amount and Source of Other Funds Leveraged for Project: <i>(Please submit proof of other funding sources)</i>	Source	Year	Amount
	COS	17-18	\$8,250
	County ISB (not yet secured)	17-18	\$87,452
Staffing costs that are covered by County IGA and COS funds			
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	The Surprise Resource Center will continue to provide CAP assistance but will be unable to provide water utility assistance or eviction prevention to those without a child in the home if the funds are not awarded.		
If your project is not fully funded, will your organization be able to implement project with partial funding?	Yes, we would use whatever funding is received to assist residents in crisis.		
Project Timeline			
Project start date: <u>January 1, 2018</u> Project completion date: <u>December 31, 2018</u>			

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

Program Schedule

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

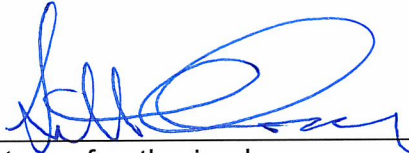
Proposed Budget

Specific Cost Item/Description	CDBG Amount Requested	Other Funds Source	Other Funds Amount	Total Amount CDBG + Other Sources
Salaries	\$	COS / CAP IGA	\$95,702	\$
Supplies/Services		COS / CAP IGA	\$10,400	
Crisis Assistance	\$ 25,000			\$ 25,000
Total	\$ 25,000		\$106,102	\$ 25,000

Required Certifications for CDBG Public Services Activities Application

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

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



Signature of authorized agency representative

1/25/17
Date:

Seth Dyson

Printed name

Director - HSCV

Title

City of Surprise

Organization

January 25, 2017

Seth Dyson
Human Service & Community Vitality Director
City of Surprise
15832 N. Hollyhock Street, Surprise, AZ 85378

Re: CDBG Application

Dear Seth:

It is with great pleasure that I submit this CDBG Application to City of Surprise on behalf of the Experience Matters Board. The Application proposes a strong model design that is compatible with goals and priorities articulated in the City of Surprise Consolidated Plan 2015-19. Our total request to CDBG is in the amount of \$49,875 with three additional funding sources already in place.

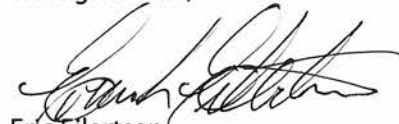
The Experience Matters *Community Engagement Project* is proposing "organizational readiness" activities designed to coordinate and leverage community resources that will address multiple needs of under-served residents in the City of Surprise. The project proposes a cost effective, sustainable solution to increase resources that will broadly impact City of Surprise and social sector organizations. This challenge is highlighted as a "main obstacle" in the Consolidated Plan.

Experience Matters is thrilled that this project integrates the need to enrich the quality of life of older adults and recognize their value as significant assets to Surprise. Our programs provide meaningful opportunities for adult volunteers to share their skills and experiences with social sector organizations with the greater goal of improving the well-being of underserved residents.

Experience Matters is at the heart of a movement that is changing the face of civic engagement by capitalizing on a growing pool of experienced adult talent transitioning from primary careers in the private sector into meaningful community service. Our mission focuses on connecting the skills and talents of experienced adults with the diverse needs of nonprofit organizations to build a stronger, more vibrant community.

Thank you for accepting this application from Experience Matters. As we continue to address the challenges in our community, we are appreciative of the opportunity to share some background about our work and look forward to a partnership with City of Surprise.

With gratitude,



Eric Eilertsen
CEO of Experience Matters



APPLICATION FOR CDBG-FUNDED PUBLIC SERVICE ACTIVITIES

Please complete & submit this form to the Welcome Center,
City of Surprise - 16000 N. Civic Center Plaza, Surprise, AZ 85374

Application Checklist

- Section One:** One (1) original completed Application and two (2) additional copies
Certifications signed by Experience Matters CEO
- Section Two:** City of Surprise Map
- Section Three:** Proposed Project Budget
- Section Four:** Proof of IRS 501 (c)(3) Status
- Section Five:** Letters of Commitment and Letters of Reference/Support
- Section Six:** Copy of Most /Recent Financial Audit

Required Certification for CDBG Public Service Activities Application

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

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

 *Eric Eilertsen, CEO* 1/24/17

Signature of authorized agency representative Date

Printed Name: Eric Eilertsen
Title: Chief Executive Officer
Organization: Experience Matters



APPLICATION FOR CDBG-FUNDED PUBLIC SERVICE ACTIVITIES

Please complete & submit this form to the Welcome Center,
City of Surprise - 16000 N. Civic Center Plaza, Surprise, AZ 85374

Organization Information

Name of Organization: Experience Matters
Contact Person: Sally Clifford
Contact Person Title: Vice President Programs
Mailing Address: 360 E. Coronado Road, Suite 170, Phoenix, Arizona 85004
Phone: 602.812.3947 Fax: 602.812.3940
Email: sclifford@experiencemattersaz.org
Website URL: www.experiencemattersaz.org

Legal Status of Applicant

☒ Non-Profit (non-CHDO) IRS Tax ID Number: 45-3788542

Applicant's Qualifications:

Drug Free Policies	Yes
Fair Housing Policies	N/A
Equal Employment Opportunity Employer	Yes

Project Description

Proposed Project Title: Community Engagement Project: City of Surprise

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

- ☒ Services for Senior Citizens
☒ Other: Capacity Building

Describe the project or need to be addressed by proposed project.

Compatible with goals and priorities articulated in the City of Surprise Consolidated Plan 2015-19 and the Second Program Year Action Plan, Experience Matters is proposing an "organizational readiness" project with activities designed to coordinate and leverage resources that will address multiple needs of under-served residents in the City of Surprise. The Community Engagement Project proposes a cost effective, sustainable solution to increase resources that will broadly impact social sector organizations. This challenge has been articulated as a "main obstacle" in the City of Surprise Consolidated Plan. The project addresses the need to:

- (1) Strengthen the resources of the City of Surprise, Neighborhood Services Division of the Human Service and Community Vitality Department to better serve the community;
- (2) Build the capacity and long-term sustainability of nonprofit organizations across sectors that provide programs and services to under-served City of Surprise residents;
- (3) Result in the engagement of retired, adult residents of the City of Surprise.

Experience Matters addresses the need to help nonprofit organizations create a sustainable infrastructure by assisting them in learning how to develop, engage, and retain skilled adult talent as volunteers. We develop processes to create the community awareness needed to engage and connect both groups so they may successfully work together and maximize opportunities for social change. Experience Matters is changing the face of civic engagement by capitalizing on a growing pool of skilled talent transitioning from primary careers in the private sector into meaningful community service.

In addition to City of Surprise, Human Service and Community Vitality Department, this project will include existing Experience Matters partners in Surprise (Adelante Healthcare, St. Vincent de Paul, A New Leaf and Chicanos Por la Causa), potential new partners (Helping Families in Need, Veteran Employment Services, Homeless Veteran & Employment Services, Eve's Place, MADD, Care 1st, and Surprise Veteran's Job Club) and several pending on-site programs that include but are not limited to Teen Outreach Pregnancy Services, Family Bridges and Kids Count.

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

The area to be served by this project is the City of Surprise in zip code 85388. Surprise is located in the northwest region of metropolitan Phoenix. The map of Surprise enclosed in Section 2, represents the boundaries within which Experience Matters will conduct project activities with the City of Surprise and partnering social sector organizations described in this application. Partnering agencies primarily address the needs of low to moderate income individuals and families residing in Census Tract #608.

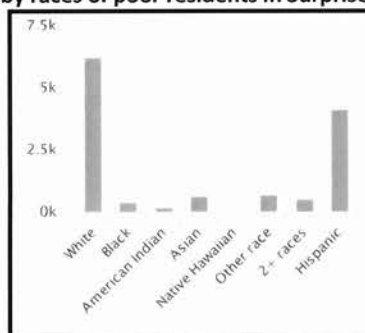
Targeted demographics population of the city:

The Experience Matters Community Engagement Project is a broad-based organizational readiness project that will impact the needs of low and moderate income residents of City of Surprise by building the capacity and resources of several stakeholder groups:

- City of Surprise, Human Service and Community Vitality Department
- Nonprofit social sector
- Experienced adult retired/semi-retired individuals age 55+

City of Surprise has a population of 126,275 with 96% of the population considered "urban". Approximately 46% of the population is male and 54% female with the average age of 42 years. In 2013, estimates indicate that 10.5% of the population lives in poverty with 3.8% of the population below 50% of the poverty level. The following Table 1 provides a demographic breakdown of low income residents who will ultimately benefit from improved services and programs. 80.8% of Surprise residents living in poverty are married-couple families.¹

Table 1: Breakdown by races of poor residents in Surprise in absolute numbers²



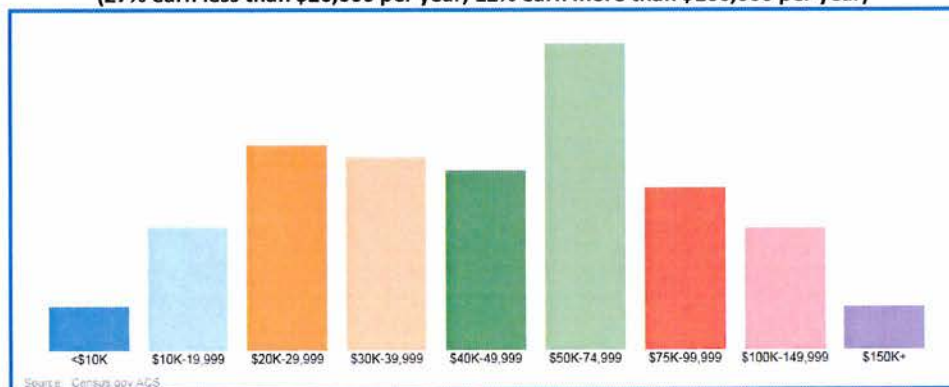
¹ City.data.com

² City.data.com

The United States Census Bureau reported that Maricopa County was in the top two counties in the nation to “add more than 100,000 individuals 65 and older to their total population in the four-year period ending 2014”. With thousands more individuals retiring each year, Experience Matters leverages this gold mine of experienced and highly skilled talent to address the community’s most challenging issues. The United States Census provides details specifically related to the senior population of Surprise. With 34,918 individuals in Surprise age 55+ and over 13,200 with college degrees, there is a substantial pool of skilled talent and an opportunity to engage them in meaningful volunteer projects. Relevant data follows and [Table 2](#) summarizes the annual income for senior households in Surprise.³

- Age breakdown 55 years and over:
 - 55-64 = 12,591
 - 65-74 = 14,037
 - 75-84 = 6,551
 - 85+ = 1,739
- 38% of Surprise seniors have a college degree;
- There are 2,284 working seniors in Surprise;
- The median household income is \$46,480 per year;
- 28% of seniors in Surprise are veterans.

Table 2: Annual Income for Senior Households
(27% earn less than \$20,000 per year; 12% earn more than \$100,000 per year)



Proposed Measurable Outcomes – Please provide an outcome statement to be achieved through CDBG funding.

Through CDBG funding, Experience Matters will provide capacity building services to the City of Surprise Human Service and Community Vitality Department and a group of nonprofit organizations serving low to moderate income individuals and families. This project details an efficient use of CDBG funds that can broadly impact many Surprise social sector organizations.

Who/What	Activity	Change Desired	Proposed Outcomes
Surprise Resource Center Partners and other social sector organizations providing services in the City of Surprise	Experience Matters Memberships	Access to Experience Matters volunteer engagement tools and resources.	A measurable increase in the level of volunteer engagement.

³ Census.gov. 2010 United States Census.

Who/What	Activity	Change Desired	Proposed Outcomes
City of Surprise, Human Service & Community Vitality Dept., Nonprofit Organizations	Engagement Bootcamp one day training with as many participants as possible. We are estimating 50 - 65 participants.	Nonprofit partners will learn how to engage experienced volunteers in meaningful community projects that will improve direct services to underserved community residents. Increased resources to facilitate community outreach activities and programmatic initiatives through the Human Service and Community Vitality Department.	A comprehensive Needs Assessment will establish organizational preparedness and result in a detailed project description. Organizational readiness of participants to effectively engage city residents in volunteer opportunities.
City of Surprise, Human Service and Community Vitality Department	Engagement Academy	A comprehensive understanding of the 8 Leading Practices in Volunteer Engagement and how to integrate these practices into the department.	Department will have a City of Surprise Master Volunteer Engagement Plan to engage community residents. Improvement in direct services that impact the well-being of community members.
City of Surprise, Human Service and Community Vitality Department	Encore Fellow Statement of Work	Dedicated resource to develop the infrastructure that supports the implementation of City of Surprise Master Volunteer Engagement Plan	A measurable increase in the level of volunteer engagement with City of Surprise Seniors.
City of Surprise, Human Service and Vitality Department, Nonprofit Organizations, Experienced Volunteers Residing in the City of Surprise	Public awareness of project.	Increase experienced volunteer engagement with the City of Surprise and nonprofit partners	Meaningful engagement of experienced volunteers age 55+ in nonprofit agencies.

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

Project activities proposed by Experience Matters comprehensively address the Consolidated Plan's high priority needs and comply with CDBG National Objectives. The Experience Matters Community Engagement Project is an intensive organizational readiness project that crosses multiple areas of the social sector with a broad focus on strengthening resources and building the capacity of nonprofit organizations and agencies that provide programs and services to under-served Surprise residents. In addition, City of Surprise, Human Service and Community Vitality Department, will benefit by addressing resource needs articulated as a "main obstacle" and priority in the Consolidated Plan. The project complies with the two objectives by strengthening resources of the City of Surprise, Neighborhood Services Division of the Human Service and Community Vitality Department to better serve the community and to build capacity of nonprofit organizations across sectors that address high priority needs in the community. This is a win-win project for City of Surprise and nonprofit stakeholders as it results in the meaningful engagement of retired and semi-retired adult residents of City of Surprise.

Organizational Capacity

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

History: Experience Matters was founded in 2009; the organization became an independent 501(c)(3) in September, 2011. Proof of IRS 501 (c)(3) status is enclosed in Section Three. Experience Matters is at the heart of a movement that is changing the face of civic engagement – a movement capitalizing on a growing pool of skilled experienced talent transitioning from primary careers in the private sector into meaningful community service. Through Experience Matters programs, we connect passionate individuals with local nonprofits looking for innovative ways to achieve their mission. The Experience Matters mission focuses on connecting the skills and talents of experienced adults with the diverse needs of nonprofit organizations, government agencies, and schools to build a stronger, more vibrant community. We connect skilled adults (supply) with targeted community organizations (demand). We work diligently to prepare older adults to use their experience and skills for the betterment of the community and also coach nonprofit and community organizations to effectively leverage and provide meaningful experiences to this highly skilled volunteer force.

Accomplishments: The vision to create Experience Matters for the Arizona community, was made possible through the support of Virginia G. Piper Charitable Trust. Thoughtful strategic planning by our Board and successful plan implementation has created exceptional results and attracted many prominent community partners. Since our inception, we have built a solid base of experienced talent, established an effective staffing and infrastructure base. We are proud of our accomplishments as we continue to reach new milestones! In 2016, program activities have resulted in 925 skilled talent matches, equating to contributed human capital valued at \$23,784,736! Our volunteers have helped build organizational capacity in over 520 social purpose organizations with projects ranging from helping schools create volunteer and mentoring programs, to developing a marketing and social media plan for a human services organization. Since inception, volunteers engaged in our educational partnerships have provided literacy tutoring to over 2,700 K-3 students in Title I schools.

Experience with Similar Projects: As substantiated through three Letters of Support that are enclosed in Section Five, Experience Matters is well-positioned to implement this project with City of Surprise.

- DMB Community Life – Through a partnership with Experience Matters, the Verrado Assembly demonstrates the importance of a Volunteer Engagement Master Plan that has proven to be effective in connecting Verrado residents to meaningful service opportunities with a diverse group of nonprofit organizations. The letter is signed by Todd Hornback, Executive Director.
- Neighbors Who Care – As endorsed by Eric R. Ehst, Executive Director, Experience Matters impacted the volunteer process of engagement for this nonprofit using the same model proposed in this application. The partnership with Neighbors Who Care began with Engagement Boot Camp and was followed by coaching through Engagement Academy. The nonprofit is now effectively engaging over 1,000 volunteers in the SE Valley.
- Town of Paradise Valley – Dawn Marie Buckland, Director of Administration and Government Affairs, has provided a Letter of Support endorsing the Experience Matters Engagement Boot Camp and Engagement Solutions. As detailed in the letter in Section Five, the Town of Paradise Valley successfully engaged experienced talent to meet the priorities of Paradise Valley.
- City of Phoenix – Through Experience Corps, Experience Matters continues to have a successful partnership with the City of Phoenix that engages volunteer residents in school-based volunteer programs. Experience Matters is the volunteer arm of the ReadOn project and College and Career Readiness high school projects. The City has also engaged three Encore Fellows in a data collection and analysis project that resulted in justification for a full-time position.

The accomplishments of Experience Matters have been strongly supported through many significant corporate and community partnerships. The Experience Matters logic model, incorporates program planning, design, program management and program evaluation by utilizing a blend of all approaches as defined by the Kellogg Logic Model. The conceptual approach strongly aligns with our Theory of Change, with the premise that, “engaging civic minded boomers in service with nonprofits will help improve the capabilities and capacity of these organizations, who can then enhance services to meet community needs”. This approach has influenced how we develop and structure our programs and our evolution with new technologies and changing needs of our target populations.

Financial Audits and Reports

Most recent financial audit	3 copies enclosed
Were the financial statements of the organization prepared in accordance with generally accepted accounting principles?	Yes
Was there accurate and complete disclosure of the financial expenditures of each federally sponsored program?	Yes
Was an audit of the financial records obtained annually (or at least biennially) in accordance with federal regulations and local requirements?	Yes
Was the audit performed by a licensed Certified Public Accountant?	Yes
Was the latest audit forwarded to the funding agency?	Yes – 3 copies enclosed in this application. The 2016 audit will be made available upon completion in April 2017.
Has a copy of all applicable audits/reviews (including any management letter) been forwarded to the funding agency?	Yes

Please Provide Other Funding Source References:

Funding has been received from the following funders and funds shown in the Proposed Project Budget in Section Three are confirmed and will be used in the implementation of this project.

- Marilee dal Pra – Virginia G. Piper Charitable Trust
- Mary Thompson, BHHS Legacy Foundation
- Trisha Constat - Bank of America

Program Team

Identify the name of the responsible party and the experience that they have in this role. Team members identified after the application are subject to review.

- **Sally Clifford | Vice President of Programs:** Sally joined Experience Matters in May 2013, initially as Program Director and has recently transitioned in to her new role as Vice-President of Programs. Sally is responsible for all Nonprofit and Talent Engagement Programs, Matching Programs and Program Evaluation. Prior to joining Experience Matters, Sally served as Executive Vice-President at the Alliance of Arizona Nonprofits, overseeing the day-to-day operations as well as managing all major initiatives and programs. Prior to that, Sally spent 17 years with American Express in Phoenix in a wide variety of positions, primarily as lead business architect, guiding teams through developing and implementing new products and services into the marketplace.

- Cathy Gaudio, Talent Engagement Manager: Cathy most recently completed an Encore Fellow position with the City of Phoenix managing Mayor Stanton's ReadOn Phoenix initiative, a national literacy tutoring program targeting low-income schools in Phoenix and serving over 300 students in grades 1 – 3 in the first year alone. Prior to joining Experience Matters, Cathy spent 12 years with CVS Caremark in Human Resources and Member Services Operations at the vice president and director levels. A PHR certified HR professional, Cathy provided HR leadership and consultative support to the Operations and Sales departments of Caremark Division. Cathy also led the member services call center department with a focus on account services, metrics, quality, and workforce management. She was awarded the prestigious "President's Club" honor in 2006 for providing outstanding service to several key accounts. Cathy's early career focused on call center management in the health care and do-it-yourself moving industries. She spent eight years with U-Haul International, Inc. at the corporate office in Phoenix as VP Call Center Operations, followed by five years with Access Health as director Member Services. Cathy has a Bachelor of Arts in Fine Arts with a minor in Communications from Arizona State University.
- Michael Barry | Director of Engagement Services: Michael joined Experience Matters in February 2016 as an Encore Fellow. In September 2016, he became Director of Engagement Services, responsible for engaging with the nonprofit community to help them effectively engage skilled community talent and build capacity through volunteer efforts. Immediately prior to joining Experience Matters as an Encore Fellow, Michael served as an Encore Fellow with the American Lung Association. Prior to that, Michael spent almost 24 years with American Express in Phoenix and New York in a wide variety of positions in the business-to-business area, working in marketing, account development and sales enablement. Michael most recently held the position of Vice President of Deal and Contract Strategy, responsible for the day-to-day activities of marketing and contract negotiation activities for a team of 35 people on 3 continents.
- Tia Stokes - Tia has been a consultant for Experience Matter's Engagement Academy (formerly ACTIVE 8) since its inception in 2013. She serves as a coach, facilitator and strategist to ensure the nonprofits she works with find meaningful and practical solutions to their volunteer needs. As Founder of Meaningful Training, Tia believes that nonprofit organizations are the heart of our community. She started her career with a degree in social work providing services to women and children dealing with domestic violence, assisting the terminally ill and their families through hospice, and offering case management services and education to those infected and affected with HIV/AIDS. Finding that she loved helping people master new tools through training, Tia went on to complete a Master of Arts degree in HR Management with an emphasis in training & organizational development. Over her 25+ year experience working in nonprofits and government settings, Tia understands the special landscape and challenges nonprofits face in doing the important work needed for the people of our community, who, as she says, "do the hard work to ensure that life for others is just a little bit easier." Tia has extensive experience with all areas of the employee development lifecycle: recruitment, selection, onboarding, supervising, discipline, training and most important, coaching. She enjoys finding ways to move organizations from good to great.
- Ron Dickson | Engagement Impact Analyst: Ron is an Encore Fellow, having retired from a 23-year career with Intel in June 2016. In addition to more traditional training roles, Ron's Intel career spanned research and evaluation specialties, culminating in the role of Measurement & Analytics Manager for Intel's Corporate Learning Team. He was active in professional associations and helped design the Workplace Learning & Performance Scorecard. Other affiliations include American Evaluation Association (member), European Corporate Learning Forum (panelist), ATD Benchmarking Forum (Senior Advisory Group Member) & Training Magazine (Editorial Board). At Experience Matters, Ron is re-orienting program evaluation strategies toward more action-oriented data collection and analysis of key metrics and outcomes. Ron holds a Master's Degree in educational media/learning technology from Arizona State University.

Project Cost

Estimated Total Cost of Project	\$80,500		
CDBG Funding Amount Requested for Project	\$49,875		
Total Number of Units Served (Estimate of participants over one year) <i>Please note that this does not include the number of volunteers placed directly by all participating nonprofits.</i>	30 - New Experience Matters Nonprofit Members 65 - Direct Impact in training, coaching 10 - Participants impacted by coaching 15 - Volunteer Placements		
Total Cost per Unit	\$670.83		
Total CDBG Cost per Unit	\$415.63		
Amount and Source of Other Funds Leveraged for Project (Please submit proof of other funding sources) – References have been provided in this application and all funds have been received by Experience Matters.	Source	Year	Amount
	BHHS Legacy	2016-17	\$12,000
	VGPCT	2016-17	\$5,000
	Experience Matters	2017	\$8,625
	Bank of America	2016-17	\$5,000
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	Experience Matters will continue to engage in philanthropic activities with community partners. Earned income may also be used for overall project management.		
If your project is not fully funded, will your organization be able to implement project with Partial funding?	Yes, we have the option to reduce the number of partnering nonprofits or substitute a shorter project (Service by Design) for the City of Surprise.		

Project Timeline

Project Start Date: July 01, 2017

Project Completion Date: June 30, 2018

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

Major Program Activities	Each Box Represents One Month											
	1 st Quarter			2 nd Quarter			3 rd Quarter			4 th Quarter		
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Conduct Community Outreach for nonprofit participants in the Engagement Boot Camp	X	X										
Conduct Engagement Boot Camp			X									

Major Program Activities	Each Box Represents One Month											
	1 st Quarter			2 nd Quarter			3 rd Quarter			4 th Quarter		
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Conduct Engagement Academy for the Human Service and Community Vitality Department (HSCVD)			X	X	X	X	X					
Develop Master Volunteer Engagement Plan						X	X	X				
Implement Master Volunteer Engagement Plan								X	X	X	X	X
Recruit and Place Encore Fellow with HSCVD	X	X	X									
Conduct Follow-Up Session with Engagement Boot Camp Attendees									X			
Conduct Sustainability Review and Evaluation of Community Engagement Program											X	X



APPLICATION FOR CDBG-FUNDED PUBLIC SERVICE ACTIVITIES

Please complete & submit this form to the Welcome Center,
City of Surprise - 16000 N. Civic Center Plaza, Surprise, AZ 85374

Proposed Project Budget

Specific Cost Item/Description	CDBG Amount Requested	Other Funds Source	Other Funds Amount	Total Amount CDBG + Other Sources
Nonprofit Partner Memberships – 30 @ \$300 each	\$9,000			\$9,000
Engagement Boot Camp - City of Surprise (appx. 15 individuals) - Nonprofit Partners (appx. 50 individuals)	\$3,250	Virginia G. Piper Charitable Trust Bank of America (food insecurity) (funds received)	\$10,000	\$13,250
Boot Camp Refreshments – 65 @\$25 each	\$1,625			\$1,625
Engagement Academy – City of Surprise (3-4 months intensive coaching) x 2 coaches	\$10,000			\$10,000
Encore Fellow at City of Surprise (appx. 1000 hours over 12 months)	\$22,500 (includes stipend)			\$22,500
Project Management – 12 months @ \$1,000/month	0	BHHS Legacy Foundation (funds received)	\$12,000	\$12,000
Project Evaluation	\$3,500			\$3,500
Travel Expenses and Administrative Overhead @12%	0	Experience Matters Earned Income	\$8,625	\$8,625
Total	\$49,875 (61.9%)		\$30,625 (31.7%)	\$80,500

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete & submit this form to the Welcome Center,
City of Surprise,
16000 N. Civic Center Plaza
Surprise, AZ 85374

We do not accept e-mail or electronic submissions

Organization Information			
Name of Organization:	Labor's Community Service Agency		
Contact Person:	Stephen Sparks		
Contact Person Title:	Development Manager		
Mailing Address:	3117 N 16 th Street, Phoenix, AZ 85016		
Street Address (if different from mailing):			
Phone:	602-263-5741		
Fax:	602-263-0815		
E-mail:	stephen@lcsaphx.org		
Website URL (if applicable):	www.lcsaphx.org		
Legal Status of Applicant: ☒ State-Certified CHDO ☒ Non-Profit (non-CHDO) ☐ Public Housing Authority ☐ State Agency ☐ Local Government ☐ Tribal Government ☐ Council of Government ☐ General Partnership ☐ Limited Partnership ☐ Limited Liability Company ☐ Corporation			
Applicant's Qualifications:	Yes	No	NA
Drug Free Policies	X		
Fair Housing Policies	X		
Equal Employment Opportunity Employer	X		

Project Description																					
Proposed Project Title:	Securing Help In Family Transportation (SHIFT)																				
Check applicable priority area(s) that the project addresses: <table border="0"> <tbody> <tr> <td>Child care</td> <td>Services for homeless persons</td> </tr> <tr> <td>Youth Services</td> <td>Drug abuse counseling and treatment</td> </tr> <tr> <td>Health Care</td> <td>Qualified Veteran Services</td> </tr> <tr> <td>Job training/job creation</td> <td>Welfare (as defined by CDBG)</td> </tr> <tr> <td>Literacy programs</td> <td>Code Enforcement Services</td> </tr> <tr> <td>Recreation programs</td> <td>☒ Transportation/Transit</td> </tr> <tr> <td>Education programs</td> <td>Other</td> </tr> <tr> <td>Public safety services</td> <td>If Other, describe Other: _____</td> </tr> <tr> <td>Fair housing activities</td> <td></td> </tr> <tr> <td>Services for senior citizens</td> <td></td> </tr> </tbody> </table>		Child care	Services for homeless persons	Youth Services	Drug abuse counseling and treatment	Health Care	Qualified Veteran Services	Job training/job creation	Welfare (as defined by CDBG)	Literacy programs	Code Enforcement Services	Recreation programs	☒ Transportation/Transit	Education programs	Other	Public safety services	If Other, describe Other: _____	Fair housing activities		Services for senior citizens	
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Public safety services	If Other, describe Other: _____																				
Fair housing activities																					
Services for senior citizens																					
Describe the problem or need to be addressed by proposed project. (Please attach an extra sheet if needed) Securing Help In Family Transportation (SHIFT) is the only affordable car purchasing program for working poor families in Arizona. The goal of this workforce development program is to target families with an income below 80% of the area median income who identify the lack of transportation as the primary barrier to achieving a living wage and economic stability. These families are matched with an affordable and reliable vehicle that includes a 24 month 100% maintenance agreement. Working poor families are often caught in a difficult predicament. They have reached a level of stability where they are no longer in immediate crisis, have obtained low wage employment, may have had government benefits reduced or eliminated, are often living in subsidized affordable housing, but are still one paycheck away from falling back into economic crisis. Purchasing a car can be a gateway to higher paying jobs, reduced stress, and significant improvements to quality of life. For these working poor families, predatory lenders are a major threat to their long term economic independence. A vehicle purchase can be the catalyst to moving out of poverty or the start of a debt spiral that cripples a family's financial security. The SHIFT Program allows families to enter into a 24 month agreement where they pay a modest monthly car payment (approximately \$200) that includes a 100% maintenance coverage agreement. With the security of reliable and affordable transportation, families must then engage in Financial Coaching and Workforce Development services through LCSA to set realistic goals to																					

increase their earned income, improve budgeting skills, reduce debt, and engage in mainstream banking. SHIFT is more than just a car purchasing program; it is an economic development and financial empowerment tool that allows families to access higher paying jobs while avoiding predatory lenders who can cripple their financial future.

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

The current service area for the SHIFT Program is the Phoenix Metro area. LCSA's main office is located in central Phoenix at 3117 N. 16th Street. The SHIFT Program currently contracts with the City of Mesa to provide 7 vehicles to working poor families in Mesa Section 8 Housing. LCSA has the capacity to expand the SHIFT Program to any community in the east or west valley that identifies transportation as a major barrier for low income families to access greater financial stability.

Targeted demographic population of the city:

The target population for the SHIFT Program is "Low Income Families at or below 80% AMI."

The proposed project will work in collaboration with the City of Surprise Housing and Human Service Department to identify 3 families who report transportation as the primary barrier to accessing higher wage employment and greater financial stability. The goal for these families is to utilize the SHIFT program as a tool to reach a level of stability within 24 months where they can successfully transition out of subsidized housing into market rate housing.

The SHIFT Program is an excellent match with the City of Surprise. Over the past 16 years the SHIFT Program has been in operation, the most successful families are those who have stable housing, are engaged with some form of case management support, have a strong motivation to set realistic and obtainable financial goals, and have the family budget capacity to support a \$200 per month car payment.

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

LCSA is proposing a pilot project in coordination with the City of Surprise Housing and Human Service staff to identify 3 Surprise families to receive a SHIFT vehicle in FY 2017-18. The 3 families will be connected with an affordable and reliable vehicle for 24 months where they will make interest free payments of \$200 per month. For 24 months families will have the security of knowing that if any mechanical problems occur, the check engine light goes on, battery fails, brakes squeak, even oil changes will be covered under the 100% maintenance agreement. LCSA will require the families to work with our financial coach to set realistic and obtainable financial goals.

LCSA has established strong data tracking and outcome measures to determine the economic impact a SHIFT vehicle can have on a working poor family over the course of 2 years. Some of these outcome measurements include:

- Increases in employment wages and benefits
- Establishing mainstream bank accounts
- Reducing debt
- And rebuilding credit scores

At the end of the 24 month program, Surprise families will have obtained a new asset in the form of a vehicle that they can continue to drive, trade, or sell. They will also have obtained vital budgeting and auto maintenance skills that come with responsible car ownership.

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

The SHIFT Program is an excellent fit with the Antipoverty Strategy in the City of Surprise Consolidated Plan. The Consolidated Plan states:

“The City of Surprise Anti-Poverty Strategy is to help people to move out of poverty through emergency stabilization actions with local non-profits and Community Housing Development Corporations.

The long-term actions include:

- ☐ Operation and capital costs for organizations that provide job training, self sufficiency, and other counseling and planning services for homeless or at-risk persons. CDBG public service funding would be targeted for this action.”

The SHIFT Program also aligns with the CDBG National Objective to support “activities that benefit low to moderate income persons.”

Organizational Capacity

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

Established in 1974, Labor's Community Service Agency (LCSA) was built upon a partnership between the United Way and AFL-CIO to provide outreach and referral services to union members throughout the community. Over time, the agency developed programs to address emerging needs not being met by other nonprofits. This allowed organized labor to establish a presence in the social-service arena and continue serving the most vulnerable in the community. Its mission statement cited the organization's purpose:

"To serve the general welfare of the community and to advocate for health and human services that meet the needs of all members of the community, especially the most vulnerable and dependent."

LCSA's overarching goal is to create pathways out of poverty for working poor families with children. Our entire community is stronger when working families are financially stable, resource knowledgeable, and resilient when facing life's challenges.

LCSA is a leader in providing quality affordable housing, workforce development, financial coaching, and an innovative car purchasing program for working poor families. LCSA's current programs are a testament to the organization's capacity, experience, and ability to deliver measurable results.

Housing: LCSA owns and manages 95 units of Transitional and Affordable housing. LCSA follows a scattered site housing model where apartments, town homes, and single family homes are located throughout the Phoenix metro area. LCSA is one of only a few nonprofit agencies that offers larger 3-4 bedroom housing units to support larger homeless families and working poor families. Evidence based, best practice case management services are also provided to help link families with community resources, set realistic family goals, build assets, become more financially stable, and obtain permanent housing.

Workforce Development: In addition to individualized case management services, LCSA offers families access to the most current strategies for securing gainful employment through our workforce development services that include job search assistance, resume writing, and interviewing skills. LCSA can also assist with securing professional clothing/uniforms, child care, and certification to enhance employment opportunities.

Financial Coaching: LCSA provides individual family budgeting assistance as well as coordinates quarterly Financial Fitness classes where financial institutions like MidFirst Bank, Wells Fargo, and Bank of America provide education on topics such as understanding credit, better money management, and how to avoid predatory lending practices.

Securing Help In Family Transportation (SHIFT): LCSA operates the only affordable car purchasing program for working poor families in Arizona. This 24 month program includes low, no interest monthly payments and a 100% maintenance agreement.

Minor Home Rehabilitation: LCSA is currently working with Phoenix Revitalization Corporation to provide minor home rehab service to qualified homes in the Grand Canyon Corridor and Granada Neighborhoods in Phoenix.

Emergency Relief: LCSA assists approximately 100 families each year with financial assistance to help families meet their basic needs. This includes utility, rent, transportation, and emergency medical assistance.

Financial Audits and Reports: <i>(Please submit a copy of most recent financial audit)</i>	Yes	No	NA
Were the financial statements of the organization prepared in accordance with generally accepted accounting principles?	X		
Was there accurate and complete disclosure of the financial expenditures of each federally sponsored program?	X		
Was an audit of the financial records obtained annually (or at least biennially) in accordance with federal regulations and local requirements?	X		
Was the audit performed by a licensed Certified Public Accountant?	X		
Was the latest audit forwarded to the funding agency?	X		
Has a copy of all applicable audits/reviews (including any management letter, if appropriate) been forwarded to the funding agency?	X		
Please Provide Other Funding Source References: (Please attach extra sheets if needed) LCSA continuously seeks funding from corporations, foundations, and individual donors. These funding sources and amounts vary from year to year.			

Program Team:

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

Staff Member	Background and Expertise of Personnel
Name: Sue Gitell Title: Financial Stability Coordinator FTE on This Project: 1	Over 10 years of experience providing workforce development and financial coaching services to vulnerable populations including low income families with children. Sue has coordinated the SHIFT Program for the past year, expanding community partnerships, improving data tracking systems, and instituting a new application/vetting process.
Name: Stephen Sparks Title: Development Manager FTE on This Project: 0.2	16 years of nonprofit management experience. Stephen works with community partners to identify resources needed to expand the SHIFT Program capacity.
Name: SHIFT Advisory Committee Title: Community Volunteers FTE on This Project: 0.1	The SHIFT Advisory Committee is a volunteer group of community members that meet monthly to provide program recommendations, advocacy opportunities to expand the program, provide technical expertise, and network connections to promote the goals and needs of the SHIFT Program. Advisory Committee members include two SHIFT clients, two auto mechanics, Mesa Community College Automotive Instructor, and a community volunteer.
Name: Financial Institutions Title: Volunteers FTE on This Project: 0.1	The SHIFT Program utilizes volunteers from local financial institutions to facilitate quarterly financial workshops. LCSA currently works with volunteers from MidFirst Bank, Wells Fargo, and National Bank of Arizona.

Project Cost											
Estimated Total Cost of Project:		\$33,600									
CDBG Funding Amount Requested for Project:		\$12,000.00									
Total Number of Units Served:		3									
Total Cost per Unit		\$4,000.00									
Total CDBG Cost per Unit		\$4,000.00									
Amount and Source of Other Funds Leveraged for Project: <i>(Please submit proof of other funding sources)</i>		Source		Year		Amount					
		Car Payments		FY17-18 & 18-19		\$15,600					
		Private Donations		FY17-18 & FY 18-19		\$6,000					
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?		The SHIFT Program required families to make monthly payments of \$200 for 24 months to cover ongoing car maintenance and operational cost of the program. The \$4,000 per unit cost covers the purchase of the vehicle and the first year of maintenance expenses. If CDBG funds are not awarded next year, LCSA would cease providing additional SHIFT vehicles to Surprise residents.									
If your project is not fully funded, will your organization be able to implement project with partial funding?		LCSA would gladly accept any amount of funding to expand the SHIFT Program for working poor Surprise residents. Each SHIFT vehicle costs \$4,000 to cover the 24 month program. Therefore, funding divisible by \$4,000 would be most optimal.									
Project Timeline											
Project start date: July 1, 2017 Project completion date: June 30, 2018											
Applicants must provide a schedule for the Program that lists major activities and indicate when they will be executed. Additional information such as contractor selection, final inspection, loan closing, etc. should be included when known.											
Program Schedule											
Major Program Activities:		1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter			
		(each box represents one month)									
Work with City of Surprise staff to identify 3 qualified families for the SHIFT Program		X	X								

Connect 3 Surprise families with an affordable and reliable vehicle			X	X	X							
Monitor progress of financial goals and outcome measure benchmarks			X	X	X	X	X	X	X	X	X	X
Monitor monthly payments and maintenance expenses			X	X	X	X	X	X	X	X	X	X

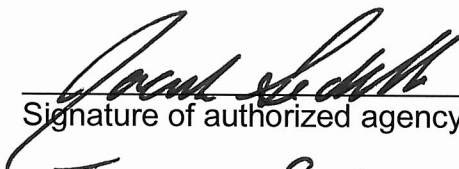
Proposed Budget

Specific Cost Item/Description	CDBG Amount Requested	Other Funds Source	Other Funds Amount	Total Amount CDBG + Other Sources
Staff salaries and benefits (24 months)	\$0.00	Client fees and donations	\$13,550	\$13,550
Vehicle Purchases	\$7,500			\$7,500
Vehicle Maintenance (24 months)	\$4,500		\$4,500	\$9,000
Rent, Utilities, Travel, and operating costs (24 months)		Client fees and donations	\$2,750	\$2,750
Program Administration (24 months)		Client fees and donations	\$800	\$800
Total	\$12,000		\$21,600	\$33,600

Required Certifications for CDBG Public Services Activities Application

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

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


Signature of authorized agency representative

1/23/17
Date:

JACOB SEDILLO
Printed name

EXECUTIVE DIRECTOR
Title

LABOR'S COMMUNITY SERVICE AGENCY
Organization



CITY OF SURPRISE
Planning and Zoning Commission

March 2, 2017 @ 6:00:00 PM

Back Print

Board Meeting Date:	March 2, 2017	Contact Person:	Donna Miller - Community Services Department
Submitting Department:	CD Boards and Commissions	District:	Internal
Staff Recommendations:	None		

Consent	Regular	Public Hearing	x	Report/Discussion
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Agenda Wording:

Parks and trails overview - How planners apply to development review.

Motion:

Background:

Financial Impact Statement:

ATTACHMENTS:

Click to download

☐ [Parks and Trails Presentation](#)

External Attachment Links:

Meeting Requirements:

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

Donna Miller, Assistant Director

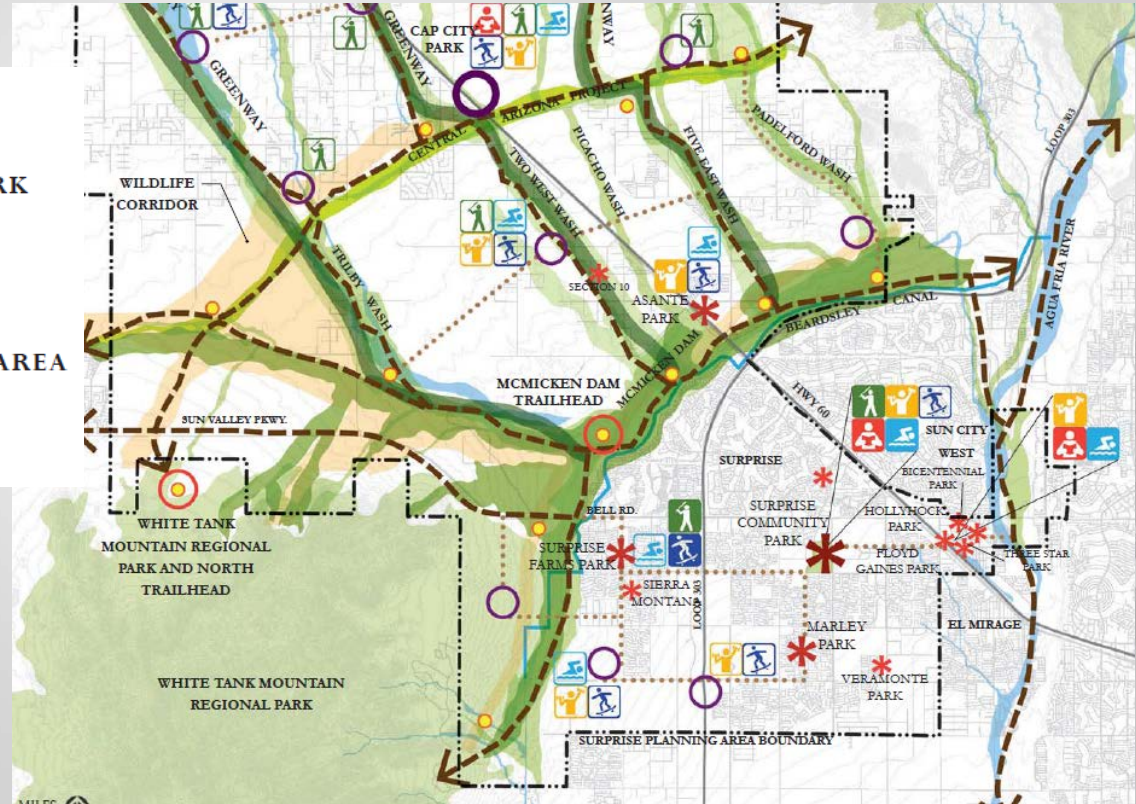


Parks and Recreation Master Plan Update

Community and Recreation Services March 2017

Parks and Recreation Master Plan

-  EXISTING CITY PARK
-  EXISTING COMMUNITY PARK
-  EXISTING NEIGHBORHOOD PARK
-  EXISTING POCKET PARK
-  NEW CITY PARK
-  NEW COMMUNITY PARK
-  CITY OF SURPRISE PLANNING AREA
-  NEW MAJOR TRAILHEADS
-  TRAILHEADS



Parks and Recreation Master Plan Update

GOALS OF THE PLAN

- **Improve the residential quality of life by reinvesting in our existing parks.**
- **Promote active recreation, sports and sports tourism.**
- **Provide a connected park experience through the development of an overall connected park system framework.**
- **Pursue opportunities to create and acquire new parks and open space.**

Parks and Recreation Master Plan Update

PRIORITIES NEXT 5 YEARS

- **Reinvesting in our existing parks.**
 - FY 17 received funding to replace the playground at 3 Star and Stonebrook Park and replace the gym floor at Countryside Recreation Center.
 - A five year asset replacement plan is submitted annually as part of the budget process and requires City Council approval.

Parks and Recreation Master Plan Update

PRIORITIES NEXT 5 YEARS

- **New Community Facilities**
 - New community facilities (pools, library, recreation centers) are dependent of funding.
 - Library Feasibility Study

Parks and Recreation Master Plan Update

PRIORITIES NEXT 5 YEARS

- **Provide a connected park experience and pursue opportunities to create and acquire new parks and open space.**
- CRS is part of development review process through planning.
- City Staff met with Central Arizona Water Conservation District re: recreation agreement for trail and open space.
- Started discussions with Maricopa County for future open space and trail opportunities along McMicken Dam and White Tanks.

Parks and Recreation Master Plan Update

GENERAL PLAN 2035

- **Chapter 2: Quality of Life**
 - Recreation and Open Space Element
 - Coordinates the Goals and Policies with the Parks and Trails Master Plan
 - Same maps in both documents to ensure consistency

Parks and Recreation Master Plan Update

CURRENT PLANNING

- **Review for New Developments**
 - Design the open space required by SUDC around both plans
 - Practical application of desired trails locations based on washes and topography, site conditions, and proposed densities
 - Alignment of trails to connect to the surrounding areas
 - Private open space/rec space made available through public access and trail easements, but not specifically counted as City Parks



SURPRISE
ARIZONA

**QUESTIONS OR
COMMENTS?**

Thank You



CITY OF SURPRISE
Planning and Zoning Commission

March 2, 2017 @ 6:00:00 PM

[Back](#) [Print](#)

Board Meeting Date:	March 2, 2017	Contact Person:	Eric Fitzer, Community Development
Submitting Department:	CD Boards and Commissions	District:	Internal
Staff Recommendations:	No Action		

Consent	Regular	Public Hearing	Report/Discussion
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Agenda Wording:

Discussion 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):