



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

Thursday, February 15, 2018 @ 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:

*#1 District Internal Consideration and action pertaining to approval of the February 1, 2018 Planning and Zoning Commission Minutes.

None
 Lorraine
 Nevarez -
 Community
 Development

REGULAR AGENDA ITEM - PUBLIC HEARING:

			STAFF RECOMMENDATION/
ITEM #	DISTRICT #	ITEM DESCRIPTION	PRESENTED BY
#2	District 1	<u>Consideration and action regarding a Preliminary Plat in the Residential Medium Density (RM-9) PUD zoning district</u>	Approve Robert Kuhfuss - Community Development

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

			STAFF RECOMMENDATION/
ITEM #	DISTRICT #	ITEM DESCRIPTION	PRESENTED BY
#3	District 1	<u>Consideration and action on a Site Plan to allow for a new Dollar General Retail store on a portion of Parcel L8-A of the Desert Oasis at Surprise PAD generally located north of Jomax Road and west of 171st Avenue.</u>	Approve Sergio Angulo - Community Development
#4	District 6	<u>Consideration and action regarding a Preliminary Plat for Marley Park Phase 4 & 5</u>	Approve Robert Kuhfuss - Community Development
#5	District Internal	<u>Presentation and discussion regarding the Public Service Activities for the Community Development Block Grant Program Year 2018-19.</u>	No Action Christina Ramirez, Human Service & Community Vitality
#6	District 5	<u>Discussion and presentation regarding the Surprise Market place and Surprise Town Center monument Signage.</u>	None Eric Fitzer - Community Development

OTHER BUSINESS:

#7	District Internal	<u>Discussion and direction pertaining to future agenda items.</u>	No Action Eric Fitzer - Community Development
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EXECUTIVE SESSION:

ADJOURNMENT:

SHERRY ANN AGUILAR, CITY CLERK, CMC

POSTED: February 9, 2018 at 1:00 PM

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

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

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

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

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



CITY OF SURPRISE
Planning and Zoning Commission

February 15, 2018 @ 6:00:00 PM

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Board Meeting Date:	February 15, 2018	Contact Person:	Lorraine Nevarez - Community Development
Submitting Department:	CD Boards and Commissions	District:	Internal
Staff Recommendations:	None		

Consent	x	Regular	Public Hearing	Report/Discussion
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Agenda Wording:

Consideration and action pertaining to approval of the February 1, 2018 Planning and Zoning Commission Minutes.

Motion:

I move to approve the consent agenda as presented.

Background:

Financial Impact Statement:

No Financial Impact

ATTACHMENTS:

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☐ [Minutes - February 1, 2018](#)

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 1, 2018 / 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 1, 2018.

A. ROLL CALL

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

STAFF PRESENT:

Community Development Asst. Director Lloyd Abrams, Sr. Assistant City Attorney Thomas Allen, Planner Robert Kuhfuss and Planning and Zoning Commission Secretary Lorraine Nevarez.

COUNCIL MEMBERS PRESENT:

None.

B. PLEDGE OF ALLEGIANCE

C. CURRENT EVENTS REPORT

None.

D. STAFF REPORT

None.

CALL TO THE PUBLIC:

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

James Truman, resident, shared his concerns regarding traffic at intersection of 175th Avenue and Waddell.

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

CONSENT AGENDA:

Item 1 – Internal – Consideration and action approving the January 18, 2018 Planning and Zoning Commission Minutes.

Item 2 – Internal – Consideration and action approving the January 18, 2018 Planning and Zoning Commission Executive Session Minutes.

Vice Chair Rosenbaum made a motion to approve the consent agenda as presented. Commissioner Bash seconded the motion. Motion passes with 7 votes in favor.

REGULAR AGENDA ITEMS REQUIRING A PUBLIC HEARING:

Item 3 – District 3 – Consideration and action regarding a Zone Change from Residential Ranch (RR) to Medium Density Residential 4.3 Dwelling Units per Acre with a PUD Overlay (RM-6 PUD) and Medium Density Residential 4.5 Dwelling Units per Acre with a PUD Overlay (RM-9 PUD).

Robert Kuhfuss, Planner, presented item 3 & 4 simultaneously to the Commission.

The Commission discussed item 3 & 4 simultaneously:

- 175th Avenue and Waddell improvements
- Traffic concerns
- Rear yard setback
- Community pool
- Street lighting

Chair Chapman opened the call to the public.

James Truman, resident, shared his concerns about light pollution. He encourages the Commission to consider Dark Sky Community requirements used in other cities.

Stewart Wood, resident, shared his concerns about traffic regarding Waddell Rd.

Sherlyn Wood, resident, shared her concerns about traffic regarding Paradise Honors.

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

The Commission agrees that shielded fixtures should be used at this location, specifically near 175th avenue.

Commissioner Cultum made a motion to recommend approval to the Mayor and City Council a Zone change from Residential Ranch (RR) to Medium Density Residential 4.3 Dwelling Units per Acre with a PUD Overlay (RM-6 PUD) and Medium Density 4.5 Dwelling Units per Acre with a PUD Overlay (RM-9 PUD), subject to stipulations 'a' and 'b' as listed in the staff report. Commissioner Bash seconded the motion. Motion passes with 7 votes in favor.

Item 4 – District 3 – Consideration and action regarding a Preliminary Plat in the RM-6 PUD and RM-9 PUD zoning districts, general located at the southeast corner of 175th Avenue and Waddell Road.

Robert Kuhfuss, Planner, presented item 3 & 4 to the Commission.

Chair Chapman opened the call to the public.

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

Vise Chair Rosenbaum made a motion to recommend approval to the Mayor and City Council a Preliminary Plat in the RM-6 PUD and RM-9 PUD zoning districts, subject to stipulations 'a' through 'e' as listed in the Staff Report. Commissioner Norberg seconded the motion. Motion passes with 7 votes in favor.

OTHER BUSINESS:

Item 5 – INTERNAL - Discussion pertaining to future agenda items.

The Commission would like more information regarding Dark Sky Communities.

ADJOURNMENT:

Hearing no further business, Chair Chapman adjourned the Planning and Zoning Commission meeting at 6:50 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

February 15, 2018 @ 6:00:00 PM

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Board Meeting Date:	February 15, 2018	Contact Person:	Sergio Angulo - Community Development
Submitting Department:	CD Boards and Commissions	District:	1
Staff Recommendations:	Approve		

Consent	Regular	x	Public Hearing	Report/Discussion
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Agenda Wording:

Consideration and action on a Site Plan to allow for a new Dollar General Retail store on a portion of Parcel L8-A of the Desert Oasis at Surprise PAD generally located north of Jomax Road and west of 171st Avenue.

Motion:

I move to approve/deny the Site Plan to allow for a new Dollar General Retail store on a portion of Parcel L8-A of the Desert Oasis at Surprise PAD generally located north of Jomax Road and west of 171st Avenue

Background:

On September 15, 2017 Simoncre Highlands LLC submitted a request for a Site Plan to allow for a new Dollar General Retail store on a portion of Parcel L8-A of the Desert Oasis at Surprise PAD generally located north of Jomax Road and west of 171st Avenue.

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 - FS-547 Dollar General-Staff Report](#)
- ☐ [01 - FS17-547 Dollar General - Vicinity Map](#)
- ☐ [02 - FS17-547 Dollar General - Zoning Map](#)
- ☐ [03 - FS17-547 Dollar General - Site Plan](#)
- ☐ [04 - FS17-547 Dollar General - Landscape Plans](#)
- ☐ [05 - FS17-547 Dollar General - Elevations](#)

- ☐ [06 - FS17-547 Dollar General - Luke AFB Letter](#)
- ☐ [07 - FS17-547 Dollar General - ADOT Comments](#)
- ☐ [08 - FS17-547 Dollar General - MWD Comments](#)
- ☐ [09 - FS17-547 Dollar General - 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

Site Plan

REPORT TO THE PLANNING AND ZONING COMMISSION

Case: **FS17-547**

Project Name: Dollar General

Council District: **1 – Acacia**

Meeting Date: **February 15, 2018**

Planner: Sergio Angulo

Owner: DKJ Desert Oasis LLC

Applicant: Simoncre Highlands LLC

Request: Site Plan for a new Dollar General Retail store.

Site Location: Generally north of Jomax Road and west of 171st Avenue.

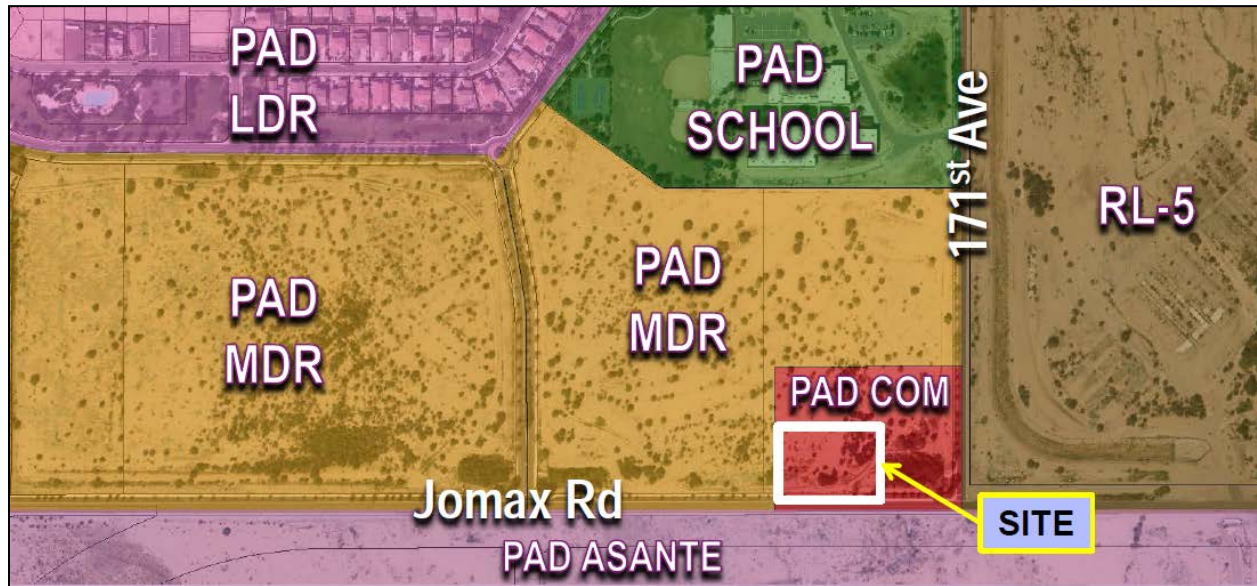
Site Size: 1.18 Acres (approx.)

General Plan Conformance: The proposal is consistent with the Surprise General Plan 2035 as proposed under case FS17-547.

Support/Opposition: No opposition is known.

Staff Recommendation: Staff recommends the Commission move to **approve** case FS17-547, subject to stipulations 'A' & 'B'.

29 **Existing Land Zoning:**



PAD MDR	PAD Commercial	PAD Commercial
PAD MDR	PAD Commercial	PAD Commercial
PAD Residential	PAD Residential	PAD Residential

30 **History:**

31

32 **October 12, 2000:** The subject parcel was annexed into the City.

33

34 **September 14, 2000:** The Mayor and City Council approved The Desert Oasis at Surprise Planned
35 Area Development (PAD).

36

37 **July 6, 2017:** Staff met with the applicant to discuss the project during a regularly scheduled
38 Concept Review meeting under CR17-313.

39

40 **September 15, 2017:** The applicant filed a request for a Site Plan approval for a new Dollar General
41 Retail store.

Project Description:

Peter Krahenbuhl with Simoncre Highlands LLC on behalf of DKJ Desert Oasis LLC, requests approval of a Site Plan to allow for a new Dollar General Retail store in a portion of Parcel L8-A of the Desert Oasis at Surprise PAD, generally located north of Jomax Road and west of 171st Avenue.

The subject property is zoned Planned Area Development (PAD) with a Commercial land use designation. In parcels designated as Commercial, the Desert Oasis at Surprise PAD allows the Land Uses permitted in C-2, under Title 17. Under Title 17, Retail is allowed as a Principally Permitted Use in C-2 zoning districts.

The subject site is part of a development known as *Mirano at Desert Oasis* which proposes approximately 4.5 acres for commercial development at the northwest corner of Jomax Road and 171st Avenue. This proposed project covers approximately 1.18 acres of the commercial site. This site will be accessed from Jomax Road and from Spur Drive, a local street west of the site that will connect the residential development to the commercial development. The site also proposes good pedestrian connectivity to the residential development to the west and to the proposed multi-use trail along Jomax Road.

On site the applicant is proposing a 9,100 sq. ft. building located towards the south of the property with parking located north and east of the building. The store's main entrance is proposed to be located on the east side of the building. The applicant proposes a total of 33 parking spaces which meets the parking requirements of the SUDC. Two (2) of the spaces are handicap-accessible and will be located in front of the store's main entrance. The trash enclosure is proposed to be located northwest of the building and will be screened with a decorative wall and additional landscaping. Parking spaces visible from Jomax Road will also be screened with a decorative wall. The refuse enclosure and parking screen wall materials and colors will match the main building.

On-site the applicant is proposing 19% of landscape coverage, which meets the 13% minimum requirement of the PAD and the minimum 15% requirement of the SUDC. In addition to the proposed landscape onsite, the applicant will also be installing a multi-use trail along Jomax Road which will connect to future developments along Jomax Road. The existing street landscape along Jomax Road will remain as is.

The proposed architecture will complement the surrounding areas. The applicant proposes a prefabricated metal building with a stucco finish and stone and brick as accent materials. The materials used are permitted by the PAD. For additional aesthetic enhancement, the applicant is proposing trellises and additional landscape along the north and south elevations.

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

Prior to final approval of this proposed Site Plan application, the applicant shall submit Final Plat application to subdivide the subject lot. That Final Plat will be reviewed under a separate case number and will require approval from the Mayor and City Council.

Summary:

Staff believes by accepting and incorporating stipulations 'A' and 'B' the proposed Site Plan will meet the requirements of the Desert Oasis at Surprise PAD, SUDC, and the General Plan.

Findings:

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

Recommendation:

Based on the findings noted above, staff recommends the Commission move to **approve** case FS17-547, subject to stipulations 'A' and 'B' as outlined below:

- A. This Site Plan is considered Not Approved until such time as a Final Plat to subdivide the subject lot is approved by the Mayor and City Council.
- 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.

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.

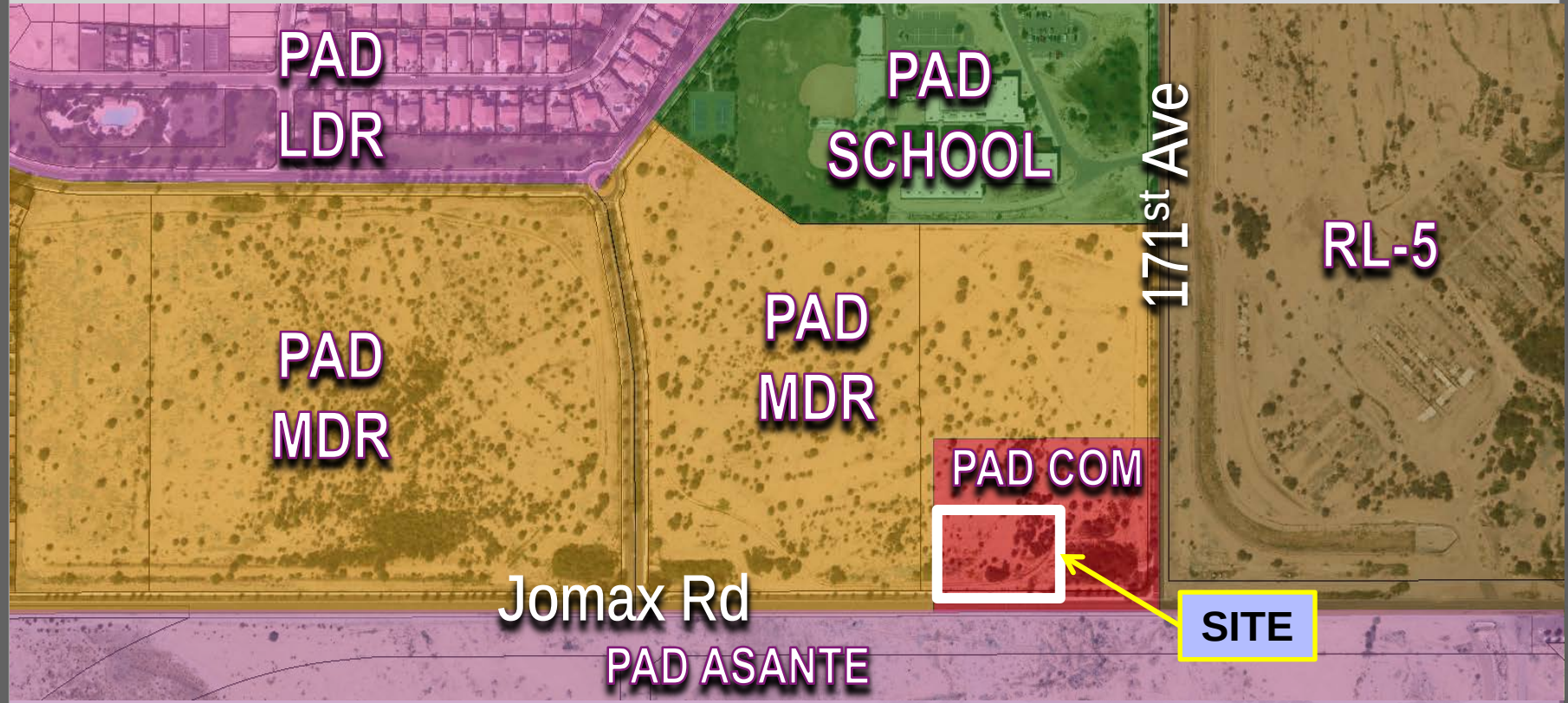
Attachments:

- 01 Vicinity Map
- 02 Zoning Map
- 03 Site Plan
- 04 Landscape Plan
- 05 Building Elevations
- 06 Luke AFB Comments
- 07 ADOT Comments
- 08 MWD Comments

VICINITY MAP



SURROUNDING ZONING



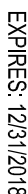


5055 E WASHINGTON STRE
SUITE 200
PHOENIX, ARIZONA 8503-
(602) 222-4266
FAX (602) 279-4305
www.ARCHICON.COM

[illegible]

9,100 S.F. RETAIL BUILDING
NWC CORNER OF NORTH 171ST AVENUE AND WEST JOMAX ROAD
SURPRISE, ARIZONA 85255

SHEET TITLE:
SITE PLAN

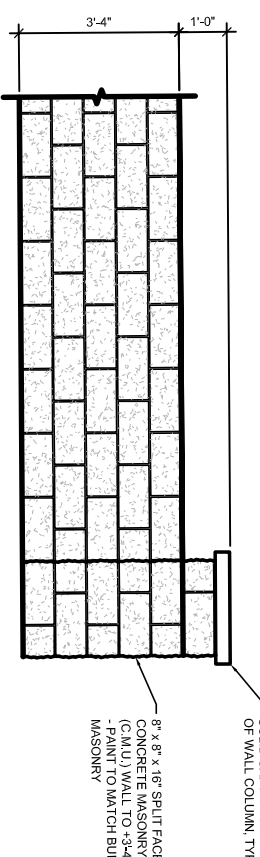


DR2

ISSUE DATE: 18 DEC 2017

1.	EXISTING ASPHALTIC CONCRETE PAVING TO REMAIN	PROJECT ADDRESS:	NORTHWEST CORNER OF NORTH 171ST AVENUE AND WEST JOYANX ROAD
2.	EXISTING CONCRETE CURB AND GUTTER TO REMAIN		SURPRISE, ARIZONA 85255
3.	EXISTING 8'-0" CONCRETE SIDEWALK TO REMAIN	PROJECT NARRATIVE:	NEW 9,100 S.F. RETAIL BUILDING ON +/-1.25 ACRES SUBDIVIDED FROM +/-15.0 ACRE PARCEL. IN ADDITION TO THE NEW 9,100 S.F. BUILDING THIS PROJECT TO INCLUDE NEW PARKING, NEW LANDSCAPE, AND NEW IMPROVEMENTS PER CITY OF SURPRISE
4.	EXISTING CONCRETE DRAINAGE CULVERT TO REMAIN	ASSESSOR'S PARCEL:	502-51-1985
5.	EXISTING RIGHT-OF-WAY LANDSCAPE MATERIALS TO REMAIN	CURRENT ZONING:	PAD - PLANNED AREA DEVELOPMENT
6.	EXISTING STORM WATER RETENTION BASIN TO REMAIN	BUILDING USE:	DESERT OASIS
7.	EXISTING VACANT PARCEL AREA TO REMAIN UNDEVELOPED	GROSS SITE AREA:	DOLLAR GENERAL 9,100 S.F. RETAIL BUILDING 12.98 ACRES (665,563 S.F.)
8.	NEW LOCAL STREET IN ADJACENT RESIDENTIAL DEVELOPMENT TO REMAIN, NEW RESIDENTIAL DEVELOPMENT UNDER SEPARATE REVIEW AND PERMIT	NET SITE AREA:	11.88 ACRES (51,392 S.F.) AFTER LOT SPLIT 11.80 ACRES (514,171 S.F.) NOT A PART
9.	NEW LOCAL CONCRETE CURB AND GUTTER UNDER SEPARATE REVIEW AND PERMIT	BUILDING AREA:	9,100 S.F.
10.	NEW LOCAL CONCRETE SIDEWALK UNDER SEPARATE REVIEW AND PERMIT	SITE COVERAGE:	9,100 S.F. 51,392 S.F.
11.	NEW HEAVY DUTY ASPHALTIC CONCRETE PAVING FOR TRUCK ACCESS	STANDARD PARKING REQUIRED:	9,100 S.F. 51,392 S.F. = 0.18 (18%)
12.	NEW STANDARD DUTY ASPHALTIC CONCRETE PAVING FOR VEHICLE ACCESS	STANDARD PARKING PROVIDED:	RETAIL 9,100 S.F. / 300 = 30.33 REQD.
13.	NEW CONCRETE DELIVERY PAD	STANDARD PARKING REQUIRED:	= 33 STANDARD
14.	NEW CONCRETE RAMP TO CONCRETE DELIVERY PAD	ACCESSIBLE PARKING REQUIRED:	= 2 CAR ACCESS = 1 VAN ACCESS, = 2 CAR ACCESS, = 1 VAN ACCESS.
15.	NEW 8' X 8" X 16" CONCRETE MASONRY UNIT (C.M.U.) REFUSE CONTAINER ENCLOSURE PER CITY OF LINDEN DESIGN STANDARD	ACCESSIBLE PARKING PROVIDED:	= 2 CAR ACCESS, = 1 VAN ACCESS.
16.	NEW 6' HIGH CAST-IN-PLACE CONCRETE CURBING, TYP.	ACCESSIBLE PARKING PROVIDED:	= 2 CAR ACCESS, = 1 VAN ACCESS.
17.	NEW 5'-0" WIDE CONCRETE SIDEWALK, TYP.	OFF STREET LOADING REQUIRED:	UNDER 15,000 S.F.
18.	NEW CONCRETE ACCESSIBLE RAMP DOWN TO PARKING GRADE AND NEW ACCESSIBLE PARKING STALL SIGNAGE	OFF STREET LOADING PROVIDED:	= NONE REQD.
19.	NEW PAINTED ACCESSIBLE PARKING STALL PAYMENT MARKING, TYP.	OFF STREET LOADING PROVIDED:	= 1 PROVIDED
20.	NEW FIRE HYDRANT LOCATION PER CITY OF SURPRISE	STANDARD PARKING STALL:	9'-0" X 18'-0"
21.	NEW MONUMENT SIGNAGE UNDER SEPARATE PERMIT	ACCESSIBLE PARKING STALL:	12'-0" X 18'-0"
22.	NEW LANDSCAPE AREA - REFER TO LANDSCAPE ARCHITECTURE	BUILDING SETBACKS:	FRONT (SOUTH) 20'-0" REQUIRED REAR (WEST) 20'-0" REQUIRED SIDE (NORTH) 20'-0" REQUIRED SIDE (EAST) 20'-0" REQUIRED
23.	NEW POLE MOUNTED PARKING AREA LIGHTING	BUILDING HEIGHT:	35'-0" MAXIMUM
24.	STAPED NO PARKING ZONE FOR TRUCK MANEUVERING	ACTUAL HEIGHT:	18'-0"
25.	NEW 10'-0" WIDE MULTIPURPOSE TRAIL		
26.	NEW 3'-4" HIGH CONCRETE MASONRY UNIT (C.M.U.) SCREEN WALL		
27.	SIGHT VISIBILITY TRIANGLE PER CITY OF SURPRISE STD. DTL. 4:01		
28.	NEW 8'-0" WIDE CONCRETE SIDEWALK TO MATCH EXISTING		
29.	10'-0" WIDE CONCRETE SIDEWALK AT BUILDING PERIMETER		

KEYNOTES



SITE WALL, TYPE

LE: 1/4" = 1'-0"

OCCUPANCY:	M MERCHANT (RETAIL AREA)
OCCUPANCY LOAD:	S-2 STORAGE (RECEIVING AREA) MERCHANDISE 7.513 S.F. / 30 = 280.4 (285) STORAGE 986 S.F. / 300 = 3.32 (4)
OCCUPANCY SEPARATION:	NOT REQUIRED
EXIT WIDTH REQUIRED:	0.2 X 54 = 5.28"
EXIT WIDTH PROVIDED:	= 180"
CONSTRUCTION TYPE:	TYPE I/A-B NON-COMBUSTIBLE
FIRE PROTECTION REQUIRED:	FULLY SPRINKLERED
FIRE PROTECTION PROVIDED:	A.F.E.S., FULLY SPRINKLERED
ALLOWABLE BUILDING HEIGHT:	35'-0" (1) STORES
ACTUAL BUILDING HEIGHT:	18'-6" (1) STORY
ALLOWABLE BUILDING AREA:	12,500 S.F.
ACTUAL BUILDING AREA:	9,100 S.F.

MUNICIPAL DATA

N. 173RD AVE.

WEST JOMAX ROAD

N. 173RD AVE.

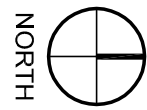
WEST BALADA RD.

NORTH 171ST AVENUE

THIS SITE

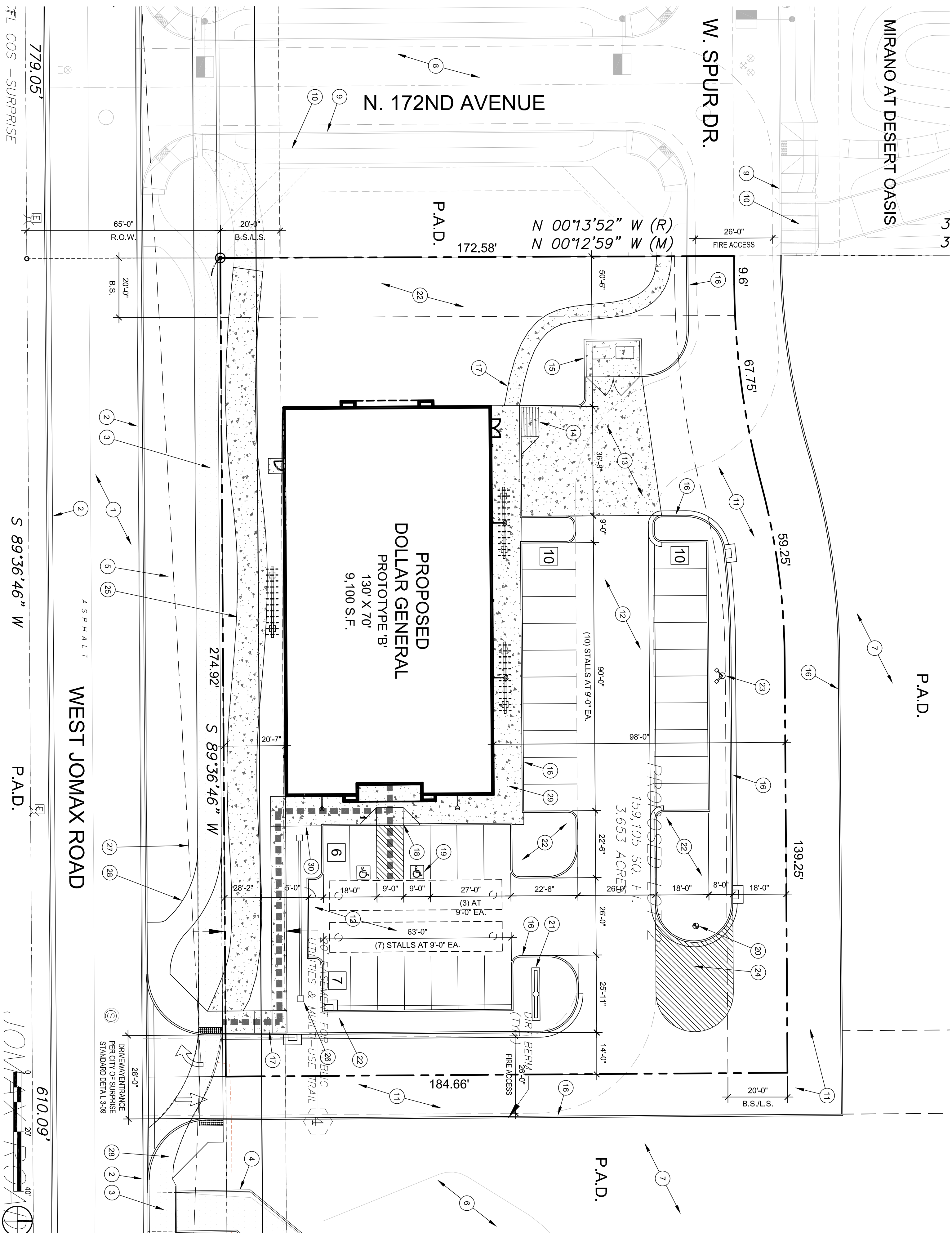
NORTH

VICINITY MAP



BUILDING CODE DATA

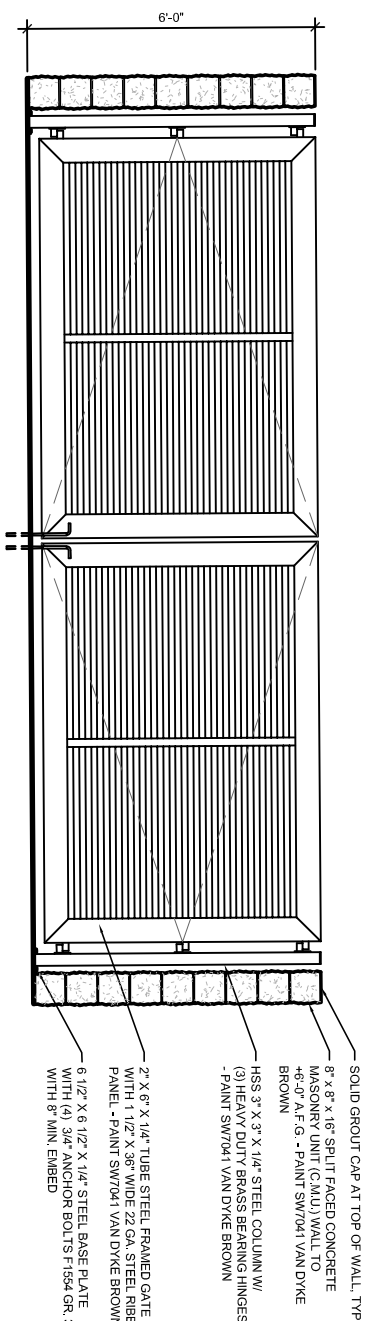
REFUSE ENCLOSURE



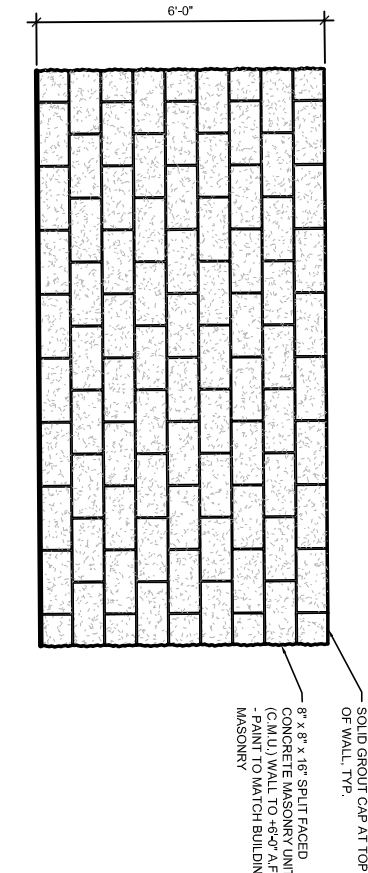
1 SITE PLAN

SCALE: 1/20" = 1'-0"

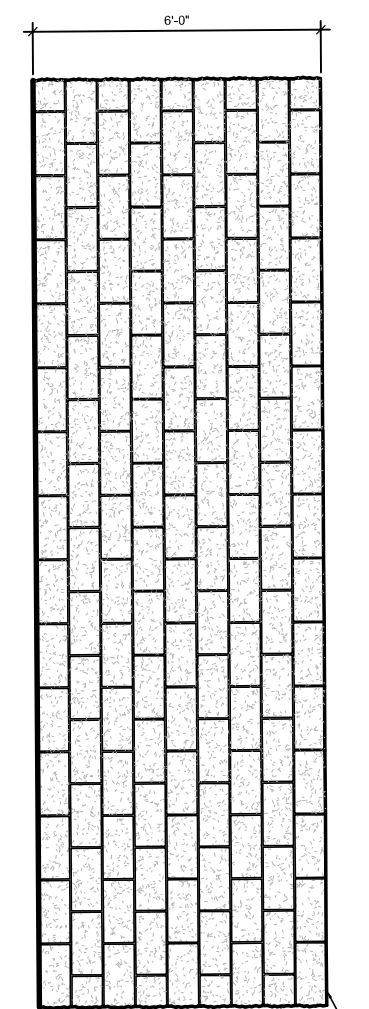
1 - FRONT ELEVATION



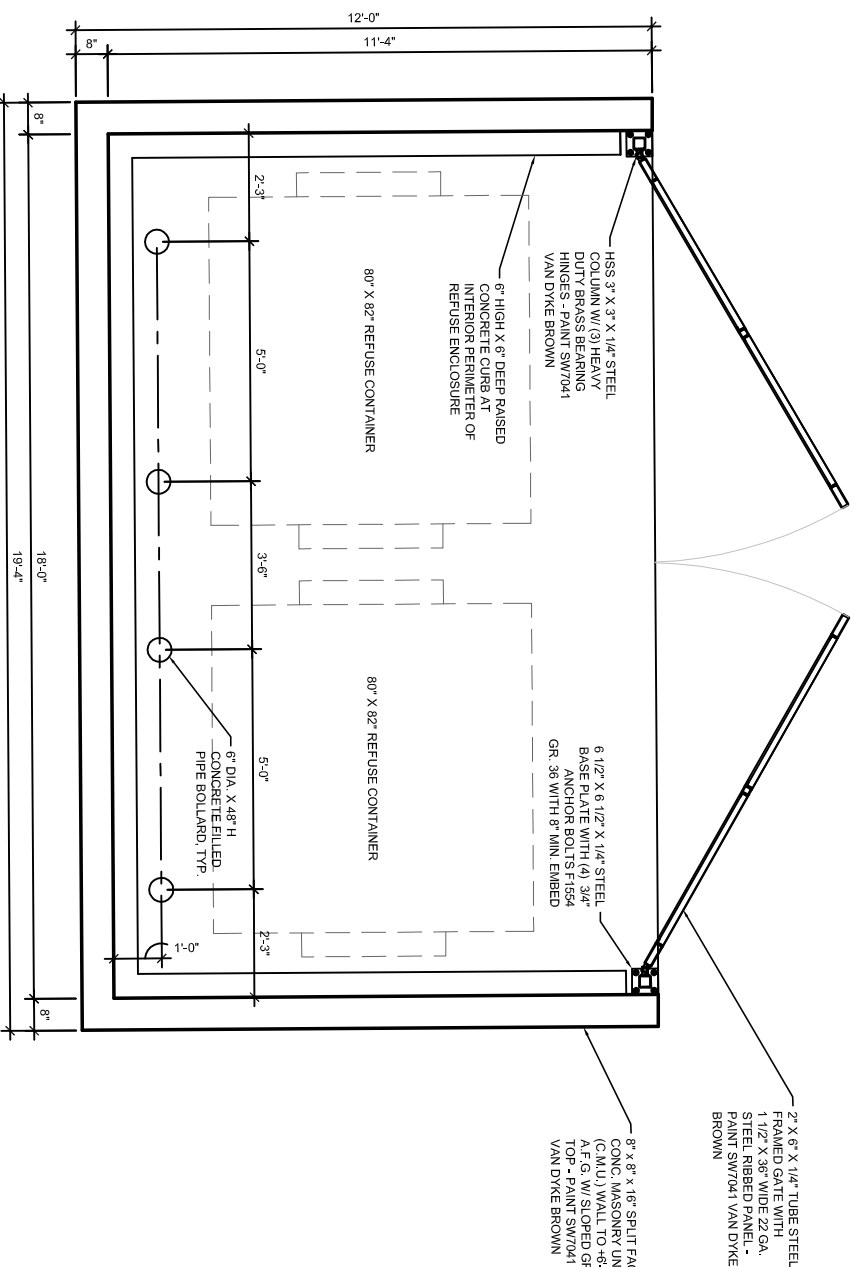
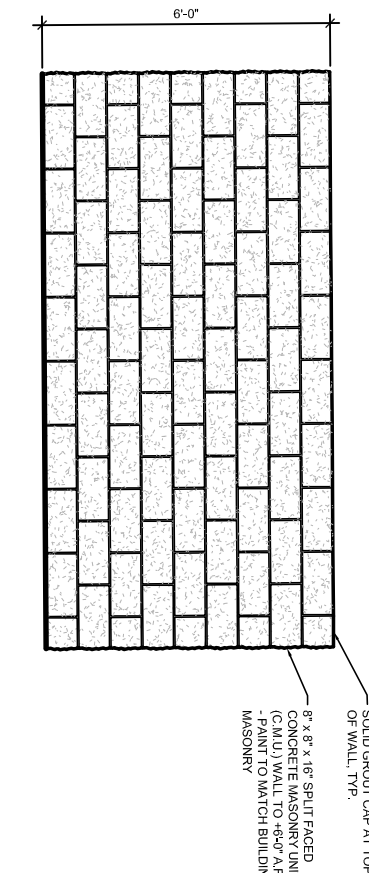
2 - SIDE ELEVATION



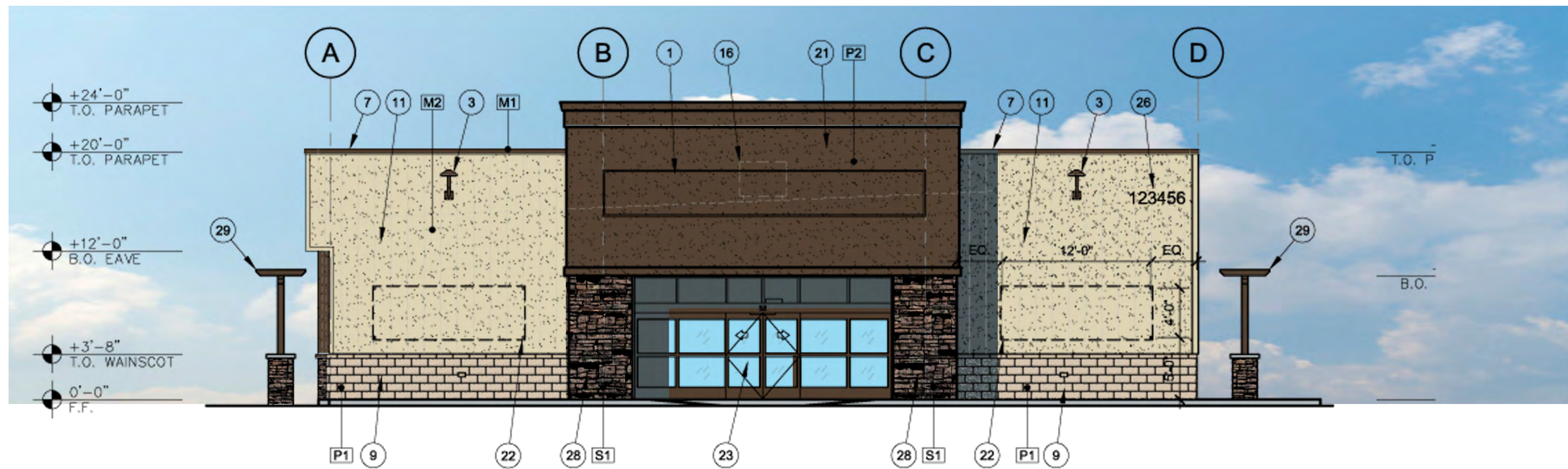
3 - REAR ELEVATION



4 - SIDE ELEVATION



PLAN

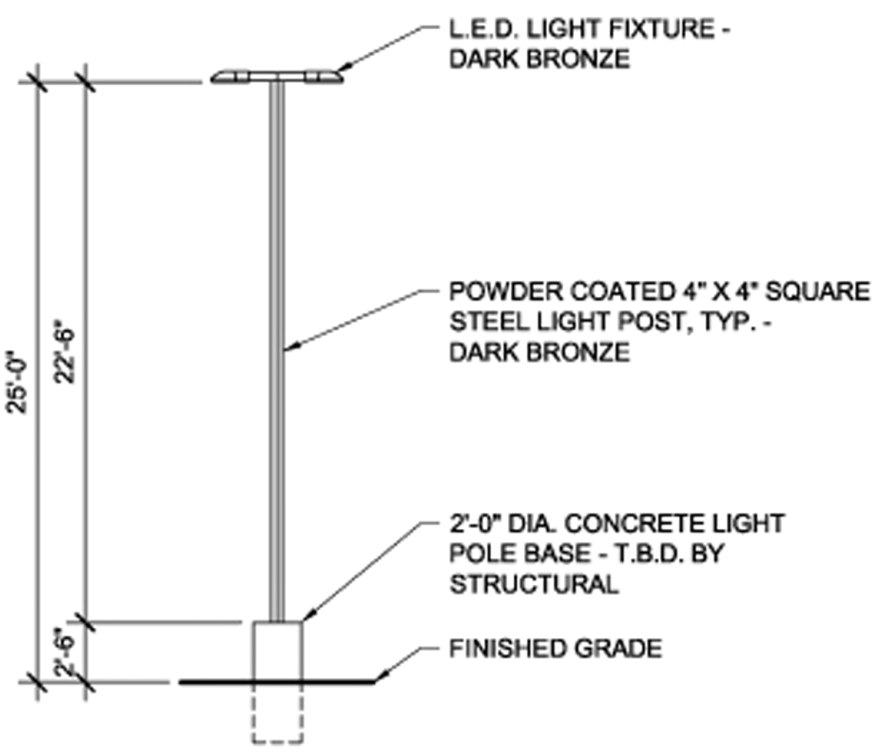


1 EAST EXTERIOR ELEVATION

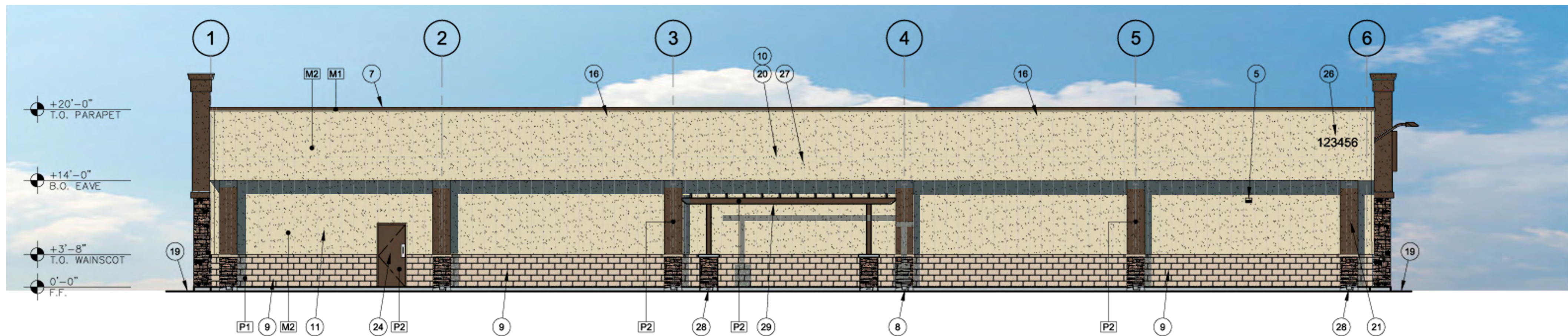
SCALE: 1/8" = 1'-0"

LIGHT POLE, TYP.

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

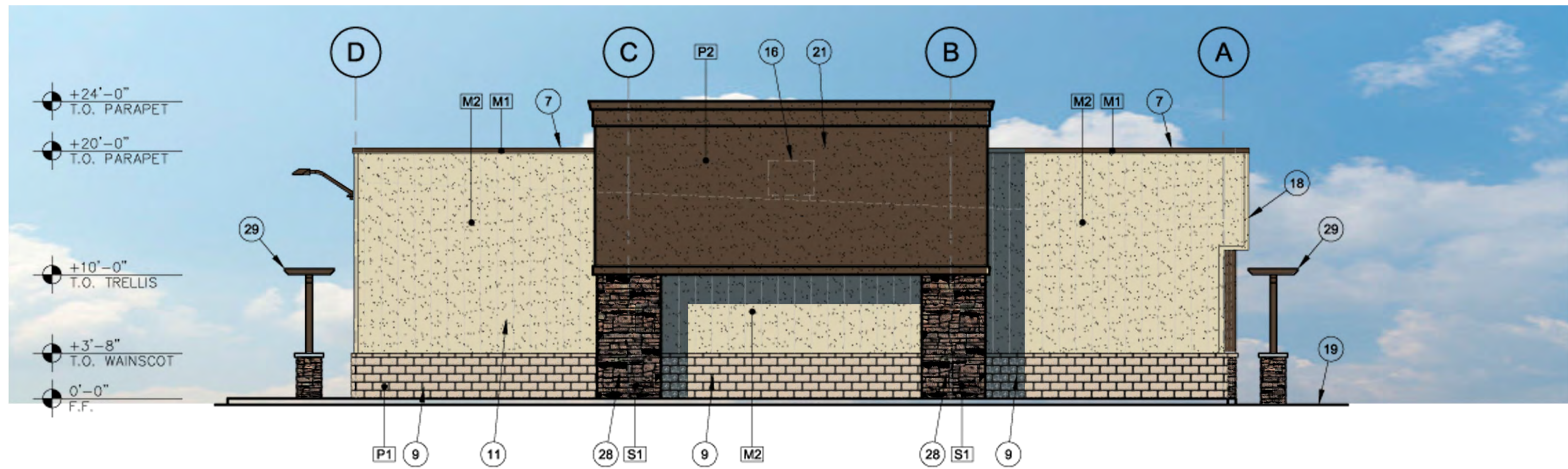


- SIGN FURNISHED AND INSTALLED BY OWNER WITH CIRCUIT AS NOTED ON ELECTRICAL PLAN. SIGN TO BE CENTERED ON FRONT OF BUILDING. CONTRACTOR IS TO PROVIDE ADEQUATE BLOCKING AS REQUIRED BY SIGN MANUFACTURER TO SUPPORT SIGN WEIGHT OF UP TO 1,400 LBS. EXTERIOR CANOPY SIGN SHALL BE SUPPORTED BY THE FACE OF THE CANOPY. COORDINATE THE PROPER SIGNAGE TO BE USED WITH THE OWNER SIGNAGE UNDER SEPARATE REVIEW AND PERMIT.
- NOT USED
- FLOOD UNIT AT +16'-6" A.F.F. AT CENTERLINE OF CONNECTION TO WALL. REFER TO ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION.
- NOT USED
- WALL PACK AT +10'-0" A.F.F. TO TOP OF WALL PACK. REFER TO ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION.
- FLOOD UNIT AT +16'-6" A.F.F. TO TOP OF WALL PACK. REFER TO ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION.
- TRIM / COPING / FLASHING - COLOR AS NOTED OR REFER TO EXTERIOR FINISH SCHEDULE FOR COLOR.
- CONCEALED DOWNSPOUT, TYP. - SEE EXTERIOR FINISH SCHEDULE FOR COLOR
- 8" X 4" X 16" SPLIT FACED CONCRETE MASONRY UNIT (C.M.U.) PAINT TO MATCH SIDE WALL PANELS.
- STANDING SEAM METAL ROOF BEYOND GALVALUME FINISH.
- TEXTURE CLAD PRE-FINISHED METAL WALL PANELS WITH STUCCO FINISH. COLOR AS NOTED OR REFER TO EXTERIOR FINISH SCHEDULE
- NOT USED -
- VENT FOR BATHROOM EXHAUST. REFER TO M01 FOR ADDITIONAL INFORMATION
- DOOR BUZZER. REFER TO E01 FOR ADDITIONAL INFORMATION
- WALL HYDRANT. REFER TO P01 FOR ADDITIONAL INFORMATION
- H.V.A.C. UNITS MOUNTED ON ROOF. REFER TO MECHANICAL SHEET M1 FOR MORE INFORMATION
- OUTSIDE AIR TEMPERATURE SENSOR MOUNTED OVER RECEIVING DOORS AT +8'-0" A.F.F.
- MINIMUM EAVE HEIGHT IS +14'-0" A.F.F.
- FINISHED GRADE AT EXTERIOR WALLS SHALL BE A MINIMUM OF 6" BELOW FINISHED FLOOR AT ALL NON-PAVED AREAS.
- IN NORTHERN CLIMATES, PROVIDE SNOW GUARDS ON ROOF PER LOCAL CODE.
- WESTERN ONE-COAT STUCCO SYSTEM OVER 1/2" DENSGLASS EXTERIOR SHEATHING OVER METAL STUD FRAMING, TYP.
- 1/2" DIA. X 6" LONG STAINLESS STEEL EYE BOLTS (CLOSED) WITH 1" DIA. OPENINGS. DRILL AND EPOXY INTO WALL. FOUR (4) BOLTS TO BE LOCATED AS SHOWN EACH SIDE OF ENTRY. TOTAL OF EIGHT (8) BOLTS.
- ANODIZED ALUMINUM STOREFRONT ENTRY SYSTEM - BRONZE
- 3'-0" X 7'-0" HOLLOW METAL DOOR AND HOLLOW METAL FRAME
- PR. 3'-0" X 7'-0" HOLLOW METAL DOORS AND HOLLOW METAL FRAME
- 12" HIGH STREET ADDRESS NUMERALS PER CITY OF SURPRISE
- CONCEALED CONTINUOUS GUTTER BEHIND PARAPET WALL
- LEDGESTONE VENEER OVER METAL STUD FRAMING
- ROUGH SAWN WOOD TRELLIS WITH LEDGESTONE VENEER COLUMNS, TYP.



2 SOUTH EXTERIOR ELEVATION

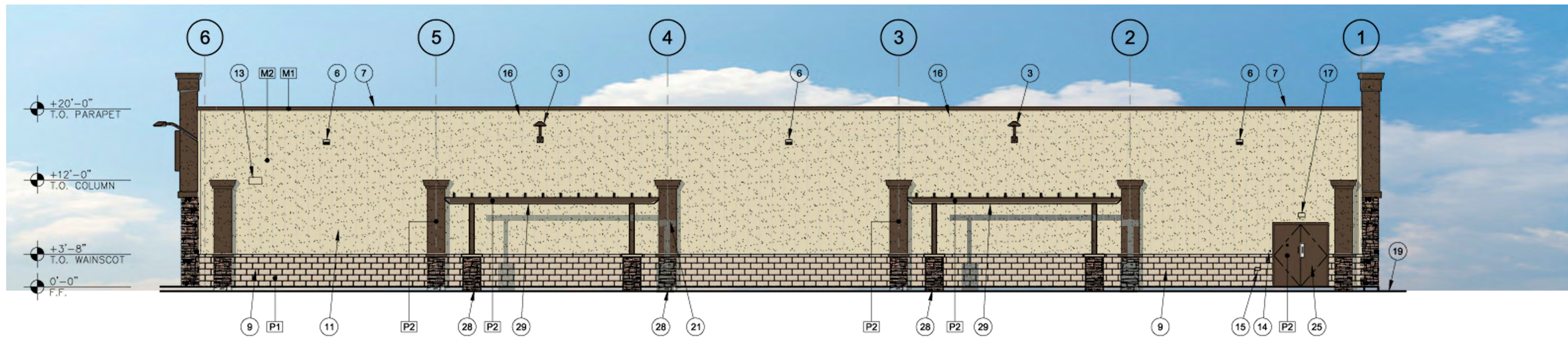
SCALE: 1/8" = 1'-0"



3 WEST EXTERIOR ELEVATION

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

KEYNOTES



4 NORTH EXTERIOR ELEVATION

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

MATERIALS & COLORS

- [P1] TWO (2) COATS OF LOXON XP MASONRY COATING A24W400 SERIES SHERWIN WILLIAMS "KILIM BEIGE" SW6106
- [P2] SHERWIN WILLIAMS "VAN DYKE BROWN" SW7041
- [M1] VARCO PRUDEN "COOL DARK BRONZE"
- [M2] VARCO PRUDEN TEXTURE CLAD STUCCO FINISH METAL WALL PANELS "LIGHT STONE"
- [M3] VARCO PRUDEN "GALVALUME" - (ROOF MATERIAL)
- [S1] CORONADO STONE SIERRA LEDGESTONE SERIES "BOURBON CREEK"



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

27 September 2017

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

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

Re: FS17-547; Dollar General Retail Store

Dear Ms. Donaldson

Thank you for the opportunity to comment on the Site Plan Application for the Dollar General Retail Store. The site sits on approximately 1.25 acres at the northwest corner of 171st Street and Jomax Road, in Surprise AZ. The proposal is a 9,100 square foot retail store and parking lot. The site is located approximately 2.17 miles outside the Luke AFB Auxiliary Field #1 2004 65 Ldn, "high noise or accident potential zone" as defined by A.R.S. § 28-8461 and is outside the "territory in the vicinity of a military airport" also defined by A.R.S. § 28-8461.

As stated in the narrative the request to construct a retail store at the location stated above will not negatively impact flying operations at Luke AFB.

Although the site will be located outside the "territory in the vicinity of a military airport," it and will still 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

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

JAMES R. MITCHELL

cc:

Colonel Michael S. Richardson, Vice Commander, 56th Fighter Wing
Ms. Cindy L. Calderon, GS-13, General and Environmental Law Attorney, 56th Fighter Wing

From: [Dennis Haley](#)
To: [Heather Donaldson](#)
Cc: [Vanessa Nunez](#)
Subject: FS17-547 Dollar General
Date: Monday, September 18, 2017 3:19:52 PM
Attachments: [image002.jpg](#)

RE: FS17-547
Dollar General
NWC 171st Ave. & Jomax Rd.

Attn: Heather Donaldson

Thank you for your notice for the above-referenced development.

After review, the development location is more than 1/4 mile from any ADOT proposed or existing highway facility. As such, ADOT has no comment.

Please feel free to contact me should you have any further questions. We appreciate the opportunity to review and comment

Dennis Haley, SR/WA
Right of Way Agent III
ADOT ROW Project Coordinator
Federal Lands Liaison

205 S. 17th Ave MD: 612E
Phoenix, AZ 85007
602-712-7432
WWW.AZDOT.GOV



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From: [Leslie Jarrell](#)
To: [Heather Donaldson](#)
Cc: [Chris Cain](#); [Debbie Trasancos](#)
Subject: FW: FS17-547 - Dollar General Electronic Submittal
Date: Monday, September 18, 2017 2:16:37 PM
Attachments: [FS17-547 - Dollar General Electronic Submittal 091817.pdf](#)

Heather,

Thank you for providing the electronic submittal for **FS17-547 - Dollar General**. MWD has reviewed this submittal and determined that it is located outside of the current boundaries of MWD, and therefore does not impact MWD. Thanks again.

Leslie Jarrell
Property & Contracts Specialist
Maricopa Water District
14825 W. Grand Avenue
Surprise, AZ. 85374
Phone: (623)546-8266 Ext. 204
Fax: (623)584-2536
E-mail: lesliej@mwdaz.com

From: Heather Donaldson [<mailto:Heather.Donaldson@surpriseaz.gov>]
Sent: Monday, September 18, 2017 2:08 PM
To: 'Barbara Plante - Luke' <barbara.plante@us.af.mil>; Chris Cain <ChrisC@mwdaz.com>; Christina Betz <Christina.Betz@surpriseaz.gov>; Debbie Trasancos <DebbieT@mwdaz.com>; 'Denise Lacey' <deniselacey@mail.maricopa.gov>; Donna Miller <Donna.Miller@surpriseaz.gov>; Leslie Jarrell <LeslieJ@mwdaz.com>; 'Mark Frago' <fragom@mail.maricopa.gov>; Mary Orta - Surprise Chamber <mary.orta@surpriseregionalchamber.com>; 'Paul Jackson' <paul.j.jackson@usps.gov>; 'Project Coordinator' <redletter@azdot.gov>; Raoul Sada - Surprise Chamber <raoul@surpriseregionalchamber.com>; '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: FS17-547 - Dollar General 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,

Heather Donaldson



SURPRISE
ARIZONA

FS17-547

**Dollar General
Site Plan**

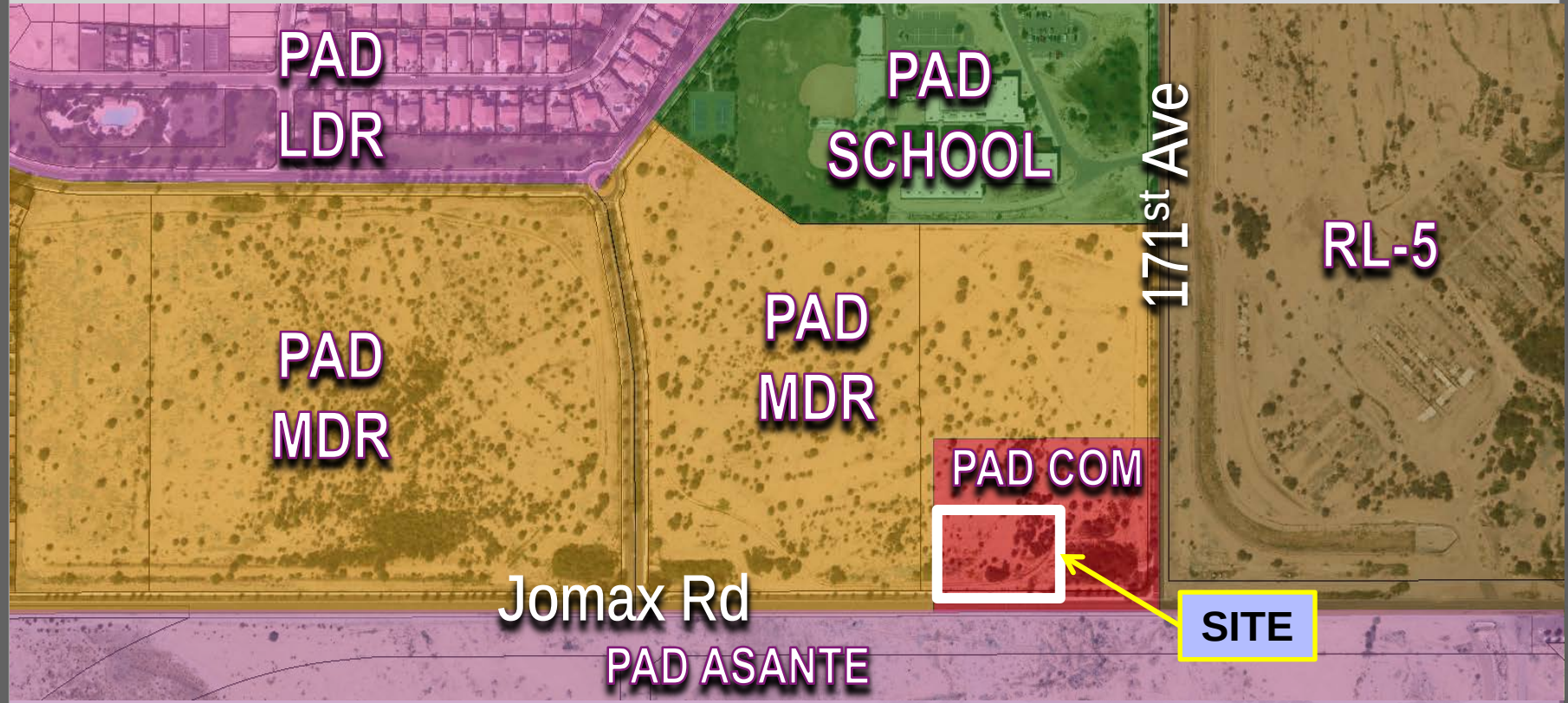
Planning and Zoning Commission

February 15, 2018

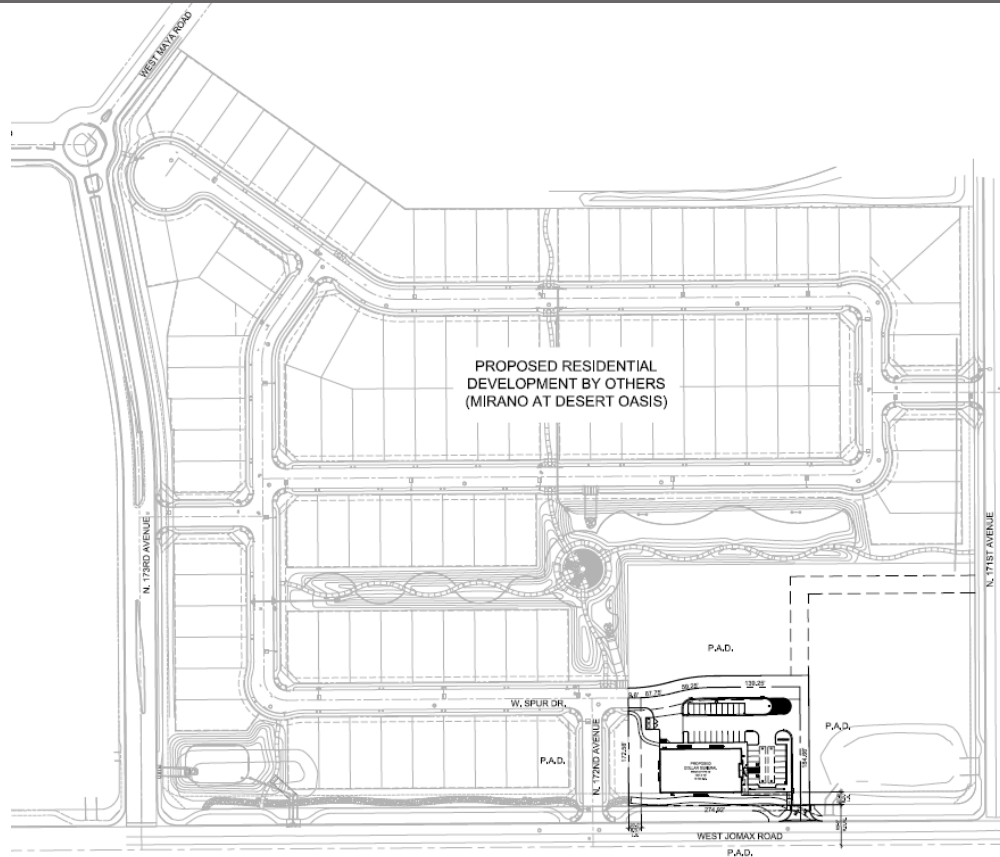
VICINITY MAP



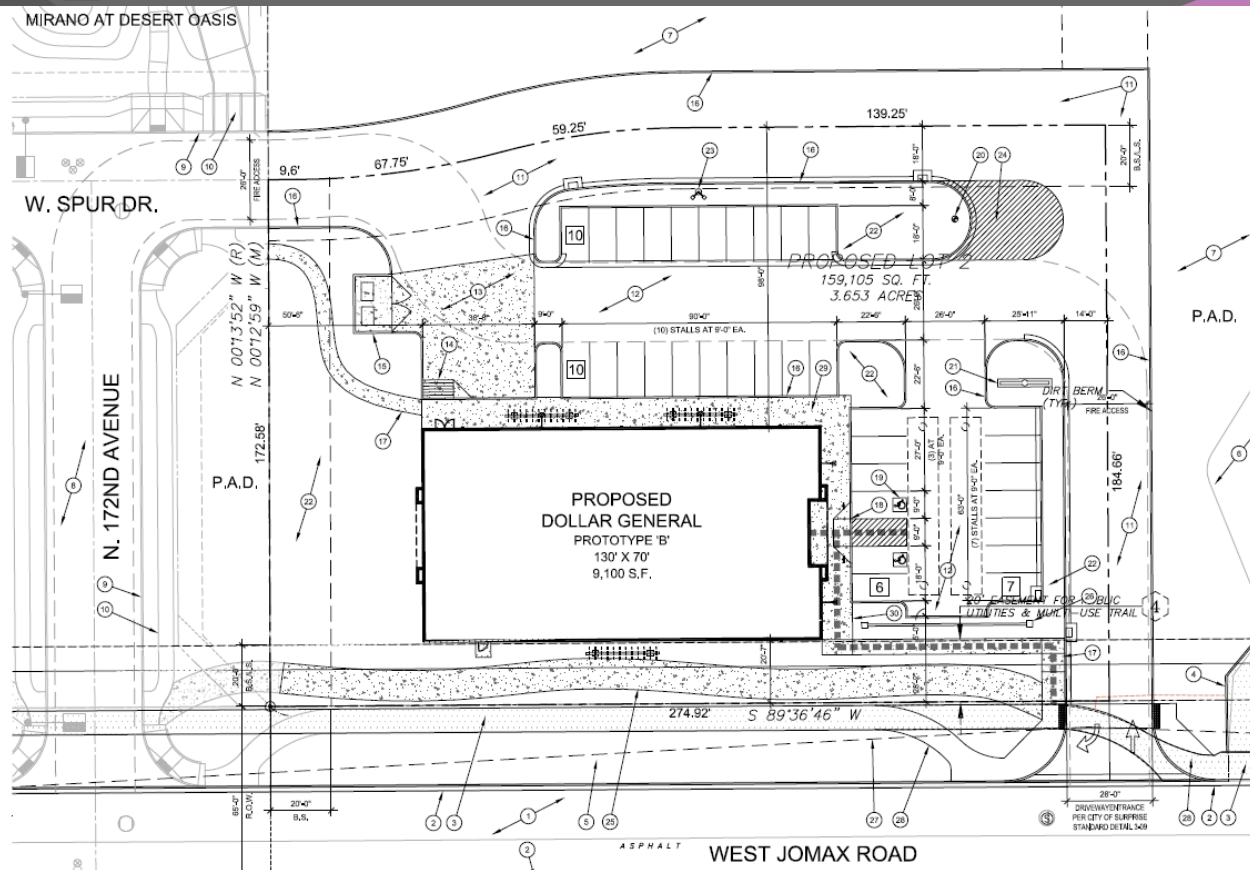
SURROUNDING ZONING



MASTER SITE PLAN



SITE PLAN



LANDSCAPE PLAN



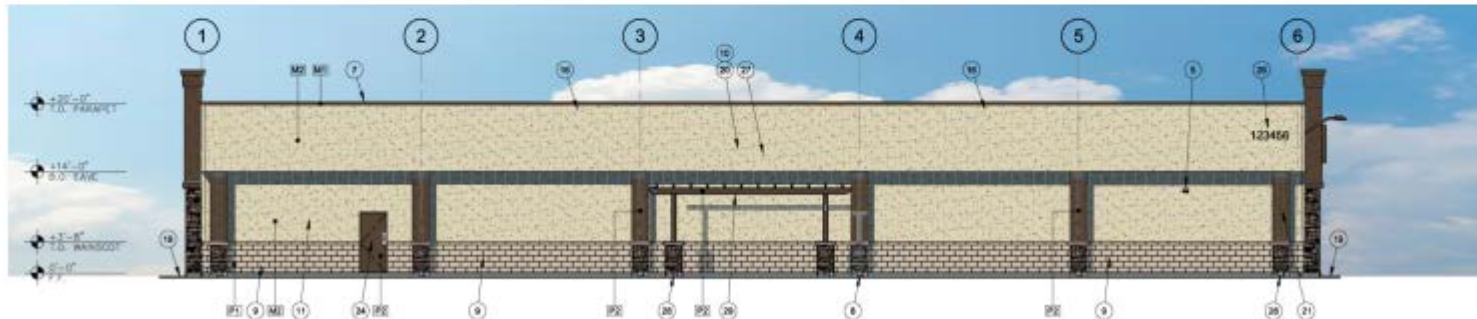
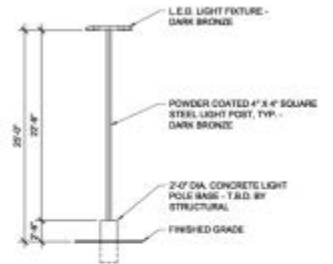
ELEVATIONS



① EAST EXTERIOR ELEVATION

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

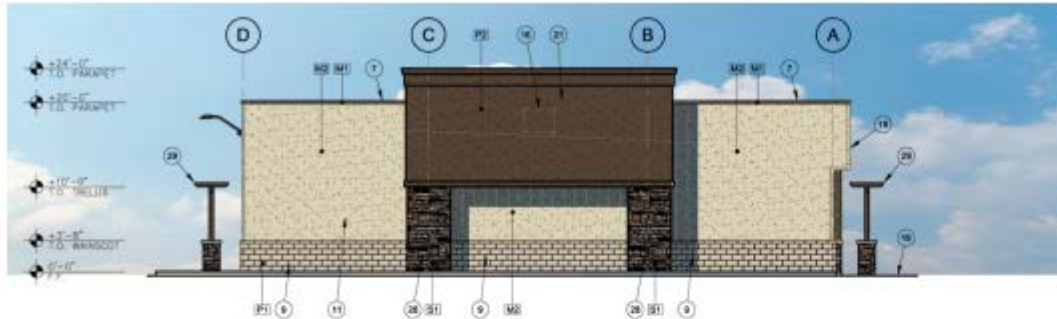
○ LIGHT POLE, TYP. SCALE: 1/8" = 1'-0"



② SOUTH EXTERIOR ELEVATION

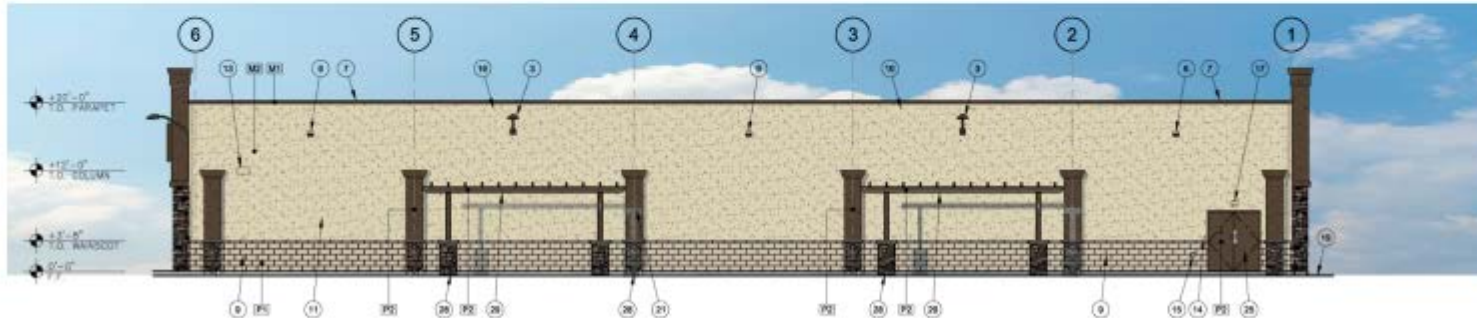
SCALE: 1/8" = 1'-0"

ELEVATIONS



③ WEST EXTERIOR ELEVATION

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



④ NORTH EXTERIOR ELEVATION

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

STAFF RECOMMENDATION

Staff Recommendation:

- Approval subject to Stipulations 'A' and 'B'





SURPRISE

ARIZONA

**QUESTIONS OR
COMMENTS?**

Thank You



CITY OF SURPRISE
Planning and Zoning Commission

February 15, 2018 @ 6:00:00 PM

Back Print

Board Meeting Date:	February 15, 2018	Contact Person:	Robert Kuhfuss - Community Development
Submitting Department:	CD Boards and Commissions	District:	6
Staff Recommendations:	Approve		

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

Agenda Wording:

Consideration and action regarding a Preliminary Plat for Marley Park Phase 4 & 5

Motion:

Move to recommend approval to the City Council subject to stipulations “a” through “e” as listed in the Staff Report.

Background:

Josh Hannon of EPS Group on behalf of Marley Park Phase II, LLC requests approval of a Preliminary Plat in the Marley Park PAD. The Preliminary Plat includes a total of 776 single-family residential lots of varying sizes, in addition to approximately 44 acres of open space including a 16.9 acre HOA maintained park. The project will be developed in several phases and anticipates approximately 29 acres of high density residential to be located at the northeast corner of Bullard Avenue and Sweetwater Avenue.

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 - FS17-508 - Preliminary Plat for Marley Park Phase 4 & 5 - Staff Report](#)
- ☐ [01 - FS17-508 - Preliminary Plat for Marley Park Phase 4 & 5 - Vicinity Map](#)
- ☐ [02 - FS17-508 - Preliminary Plat for Marley Park Phase 4 & 5 - Case Map](#)
- ☐ [03 - FS17-508 - Preliminary Plat for Marley Park Phase 4 & 5 - Preliminary Plat](#)
- ☐ [04a - FS17-508 - Preliminary Plat for Marley Park Phase 4 & 5 - Landscape Plans](#)
- ☐ [04b - FS17-508 - Preliminary Plat for Marley Park Phase 4 & 5 - Landscape Plans](#)

- ☐ [04c - FS17-508 - Preliminary Plat for Marley Park Phase 4 & 5 - Landscape Plans](#)
- ☐ [05 - FS17-508 - Preliminary Plat for Marley Park Phase 4 & 5 - Phasing Plan](#)
- ☐ [06 - FS17-508 - Preliminary Plat for Marley Park Phase 4 & 5 - Luke AFB Comments](#)
- ☐ [07 - FS17-508 - Preliminary Plat for Marley Park Phase 4 & 5 - Presentation](#)

External Attachment Links:

Meeting Requirements:

Powerpoint x Video x White Board x Other x

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

Robert H. Kuhfuss, AICP

PRELIMINARY PLAT

REPORT TO THE PLANNING AND ZONING COMMISSION

1 **Case:** **FS17-508**
2
3 **Project Name:** Marley Park Phase 4 & 5 Preliminary Plat
4
5 **Council District:** 6
6
7 **Meeting Date:** **February 15, 2018**
8
9 **Planner:** Robert H. Kuhfuss, AICP
10
11

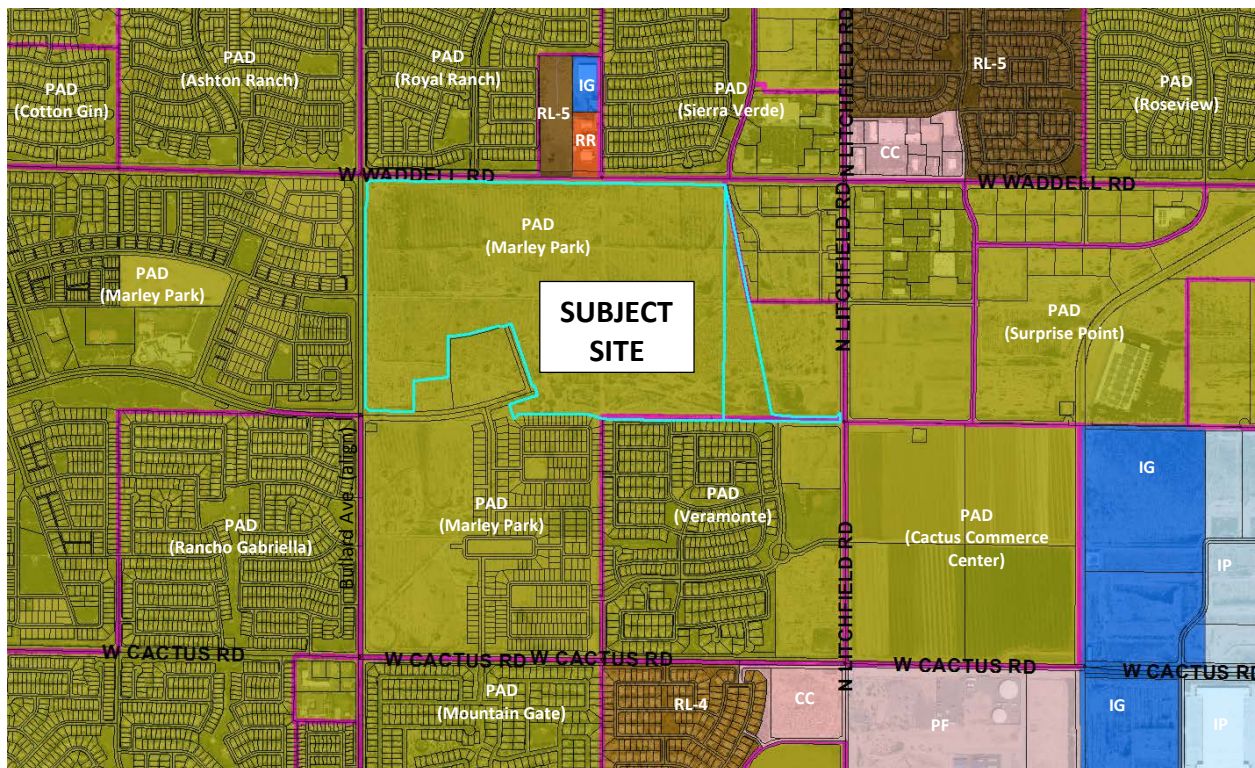
12 **Owner:** Marley Park Phase II, LLC
13
14 **Applicant:** Josh Hannon, EPS Group, Inc.
15
16 **Request:** 776-Lot Preliminary Plat in the PAD Zoning District (Marley Park)
17
18 **Site Location:** Generally south of Waddell Road and east of Bullard Avenue
19
20 **Site Size:** 235 gross acres (approx.)
21
22 **Density:** 3.30 DU/Ac (3.97 DU/Ac exclusive of Parcel 2)
23
24 **General Plan Conformance:** The proposal advances the goals of the Surprise General Plan 2035,
25 except for those associated with the Luke Air Force Base Graduated
26 Density Concept.
27
28 **Support/Opposition:** No items of support or opposition received.
29
30 **Staff Recommendation:** Staff recommends the Commission vote to recommend **approval** of
31 the proposed Preliminary Plat to the City Council, subject to
32 stipulations "a" through "e".
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Project Description:

Josh Hannon of EPS Group on behalf of Marley Park Phase II, LLC requests approval of a Preliminary Plat in the Marley Park PAD. The Preliminary Plat includes a total of 776 single-family residential lots of varying sizes, in addition to approximately 44 acres of open space including a 16.9 acre HOA maintained park. The project will be developed in several phases and anticipates approximately 29 acres of high density residential to be located at the northeast corner of Bullard Avenue and Sweetwater Avenue.

Existing Zoning:

The following map depicts the existing zoning of the subject site and its surrounds.



BACKGROUND:

October 25, 2000: The City Council approved the original Marley Park PAD under case PAD00-091.

September 26, 2002: The City Council approved a Major Amendment to the Marley Park PAD for the purpose of adding land mass to the PAD under case PADA02-104.

March 23, 2006: The City Council approved a Major Amendment to the Marley Park PAD for the purpose of addressing densities in the eastern portion of Marley Park.

May 3, 2017: Staff met with the applicant to discuss the Preliminary Plat at a regularly scheduled Concept Review meeting under CR17-217.

August 29, 2017: The applicant filed a request for a Preliminary Plat under FS17-508, the subject request.

September 27, 2017: The applicant filed for civil review of the Waddell Road Median Improvements and Landscaping under FS17-576, which is currently under review.

October 3, 2017: The applicant filed a request for a Map of Dedication (MOD) for Sweetwater Avenue under FS17-584. This MOD is scheduled for February 20, 2018 City Council.

October 12, 2017: The applicant filed a request for a MOD for 144th Lane under FS17-601, which is currently under review.

October 19, 2017: The applicant filed a request for a MOD for Old Oak Lane under FS17-618, which is currently under review.

December 5, 2017: Staff met with the applicant to discuss the Phase 1 Final Plat at a regularly scheduled Concept Review meeting under CR17-702.

December 15, 2017: Staff met with the applicant to discuss the Phase 2 Final Plat at a regularly scheduled Concept Review meeting under CR17-716.

January 31, 2018: Staff approved a Minor Amendment to the Marley Park PAD under case FS17-699 for the purpose of reconfiguring land use and shifting density away from the 65 ldn.

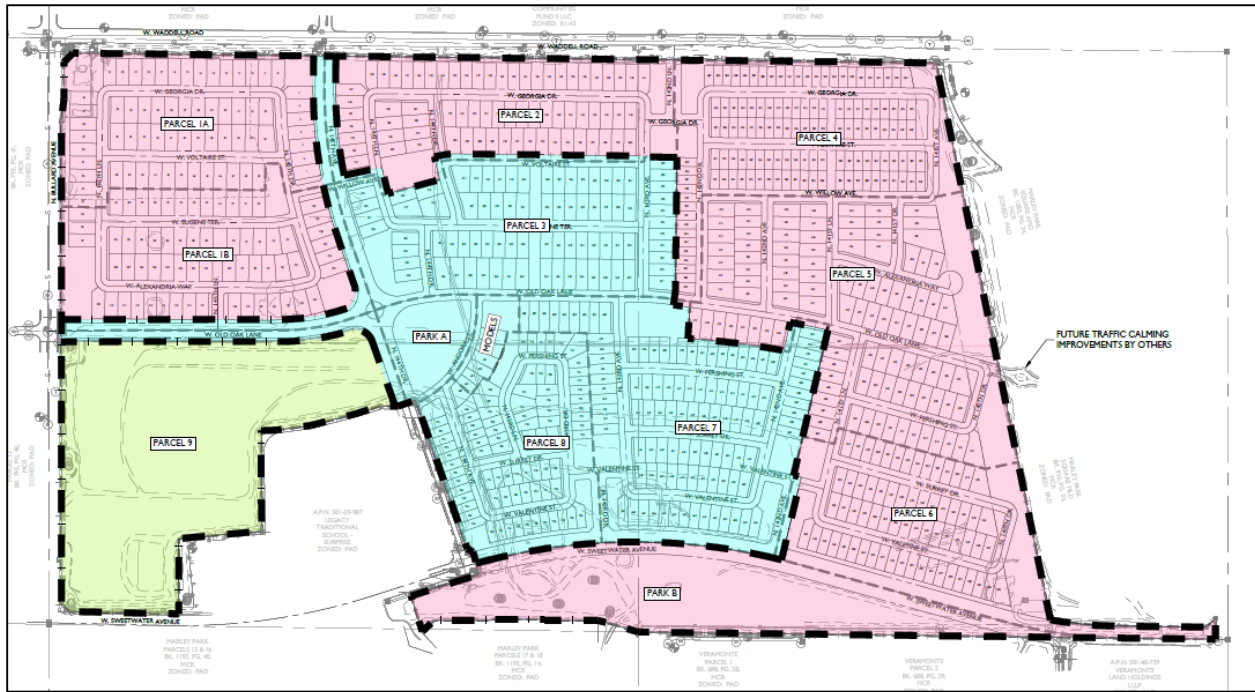
Citizen Outreach:

N/A

Analysis and Discussion:

The subject Preliminary Plat anticipates 776 single-family residential lots over nine (9) development parcels, plus one (1) additional parcel slated for multi-family development and two (2) park parcels. The project also anticipates a six (6) lot Model Complex. The project will be developed in three (3) phases, with each phase of development potentially being sub-phased. Any phasing that occurs will stand alone with respect to needed infrastructure or will be dependent upon infrastructure that was previously installed as part of a previous phase of development.

[See phasing plan on following page.]



The aforementioned phasing also anticipates certain rights-of-way being dedicated to the city through independent Maps of Dedication (MOD). These include:

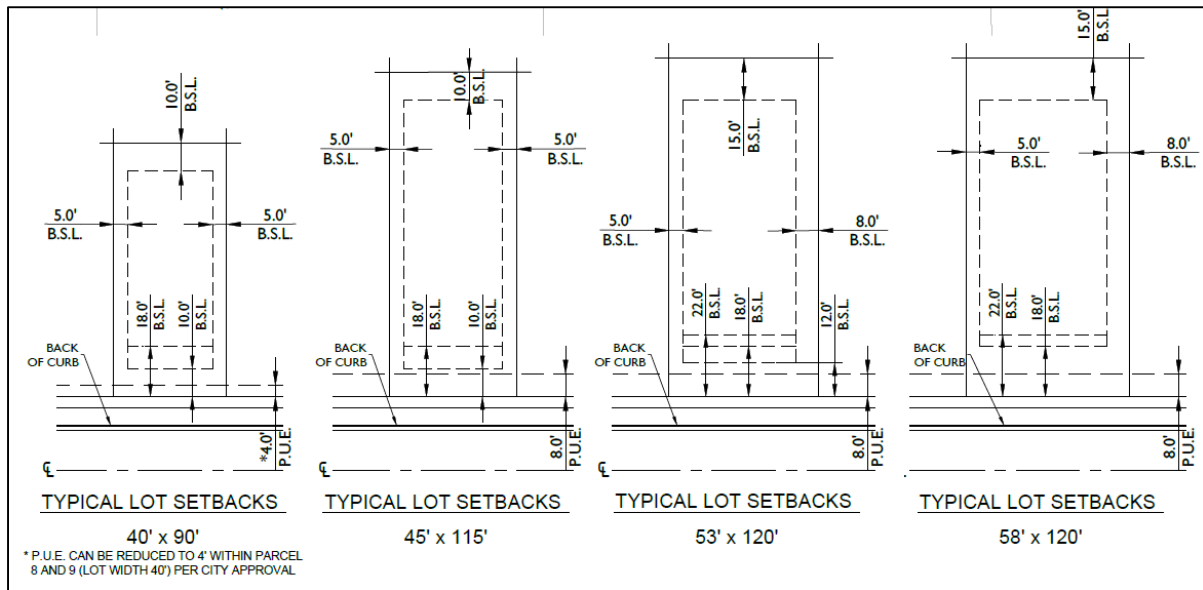
- Sweetwater Avenue, which is being processed under case FS17-584 and will extend roughly from the east end of the Legacy school campus to Litchfield Road;
- 144th Lane, which is being process under case FS17-601, which will extend roughly from the north end of the Legacy school campus to Waddell Road;
- Old Oak Lane, which is being processed under case FS17-618, and will extend from Bullard Avenue to 144th Lane.

The MOD for Sweetwater Avenue is scheduled for the February 20, 2018 City Council. The other two (2) MODs are currently under review.

The Marley Park PAD includes a series of approved Lot Categories. While not all of the approved lot categories are represented in this Preliminary Plat, as shown on sheet CS01 of the Preliminary Plat, four (4) different lot products within three (3) different lot categories are being offered. Essentially, the 40' x 90' lots fall under the SFD-SFA Category, the 45' x 115' and 53' x 120' lots fall under Lot Category B, and the 58' x 120' lots fall under Lot Category B.

[Continued following page.]

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The approved development standards for each of these Lot Categories are depicted in the following chart.

DEVELOPMENT STANDARDS PER PADA02-104			
STANDARD	SINGLE FAMILY RESIDENTIAL DISTRICT		
Lot Category	C	B	SFD - SFA (3)
Minimum Lot Size	6,380	5,830	3,500
Minimum Lot Width	58'	53'	
Setbacks			
Front (Livable)	12'	12'	10'
Front (garage) (2)	18' / 22'	18' / 22'	<7'/18'
Side (Interior)	5/8' - 13'	5/8' - 13'	5/5' - 10'
Side (Corner Livable)	13'	13'	10'
Side (Corner Garage) (2)	5'	5'	5'
Rear (Livable)	15'	15'	10'
Rear (garage) (2)	3'	3'	3'

Notes:

- Setbacks from garage face measured from back of walk, R.O.W., or lot line in alley loaded conditions (rear garage)
- Setbacks identified for SFD/SFA and HDR are building setbacks, measured from rights-of-ways or parcel lines

[Continued following page.]

The aforementioned Model Complex will include a total of six (6) models on as many lots and will be adjacent to Park A, which will be completed during the 1st phase. During the life of the Model Complex, the local street that separates Park A from the Model Complex will be closed to vehicular traffic (except fire/emergency access), thereby allowing potential customers the ability to walk safely from the main sales office located within the clubhouse building to the individual model homes. Off-street parking serving both the Model Home Complex and Park A will be located within Park A. Upon closeout of the subdivision, the sales office will be absorbed into the Park A clubhouse and the street will be opened to the public. The following image, taken from Sheet L-0.02 of the Preliminary Landscape Plans shows this relationship, together with the Park A amenities.

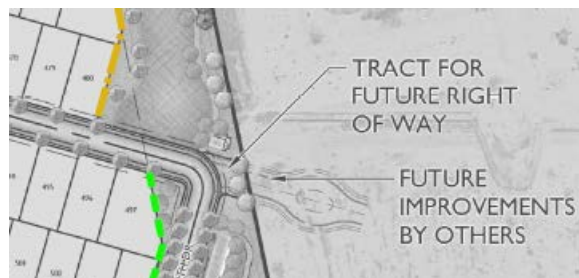


[Continued following page.]

The project will be well amenitized through a series of themed neighborhood parks, which will be interconnected by a series of trails and sidewalks. In addition, located at the extreme eastern edge of the community and immediately adjacent to the 65 ldn, will be a linear park providing trails and amenities extending from Sweetwater Avenue to Waddell Road. At the extreme eastern end of Old Oak Lane will be the opportunity for vehicular connectivity to the commercial area to the east of the 65 ldn. Located south of Sweetwater Avenue is Park B, which will be constructed as part of Phase 2. This park will be owned and maintained by the Marley Park HOA for the use and benefit of the Marley Park residents. Since Park A has not been designed, access to the park has not been finalized, which is the reason for recommended stipulation “d”. The following image taken from Sheet L-4.01 of the Preliminary Landscape Plan expresses the overall design.



The following image depicts the future connection to the adjacent commercial area at the end of Old Oak Lane.



The entirety of the Phase 4 & 5 project will utilize entry monuments, themes walls and fencing consistent with that of the rest of the Marley Park community. The following image, taken from Sheet L2.01 of the Preliminary Landscape Plan shows this in a general way. Additional imagery is included in the Preliminary Landscape Plan.



Utility and Services Table:

Electric:	APS
Water:	City of Surprise
Wastewater:	City of Surprise
Refuse:	TBD
Natural Gas:	SWG
Irrigation:	N/A
Schools:	Dysart USD #89

[Continued following page.]

197 **Conformance with Adopted Plans:**

198
199 **Surprise General Plan 2035:** The Surprise General Plan 2035 shows the subject property as lying
200 within the Neighborhood Character Area, which supports residential development of up to 8 DU/Ac
201 or more, provided appropriate transitions are made between the various Neighborhood types
202 included within the character area. At 3.30 DU/Ac, the project most closely aligns with the
203 Suburban Neighborhood type and is consistent with the General Plan in this regard. The General
204 plan also seeks appropriate buffers and transitions between the various Character Areas; however,
205 since the subject request is consistent with the proposed development of the surrounding area,
206 transition and buffering are not an issue.

207
208 The General Plan also supports the Graduated Density Concept (GDC) as set forth by Luke AFB. As
209 noted by Luke AFB in their attached comment letter, at the densities proposed, the subject
210 Preliminary Plat does not meet the GDC. Therefore, the proposed Preliminary Plat is inconsistent
211 with the General Plan in this regard; however, prior to the approval of the Minor Amendment
212 under FS17-699, the PAD would have allowed 1,098 dwelling units in the north half of Section 16,
213 with densities as high as 4.3 DU/Ac in the vicinity of the 65 ldn. FS17-699 keeps the overall lot yield
214 for the north half of Section 16, but shifts much of that density further to the west, which supports
215 the goal of lessening densities as development moves closer to the 65 ldn.

216
217 **Reviewing Agencies:**

218
219 All city reviewing departments have reviewed the request and expressed no objections; however,
220 the City's Traffic Engineering and Transportation Planning divisions expressed a desire that all future
221 development activity and associated civil improvement plans relating to Sweetwater Avenue
222 recognize the need for vehicular connectivity to the Park B site located along the south side of
223 Sweetwater. Stipulation "d" addresses this concern. The subject Preliminary Plat was also routed
224 to the standard external reviewing agencies, who offered the following comments:

225
226 **Maricopa Water District (MWD):** In an email dated August 31, 2017, MWD indicated the proposed
227 project is outside their current boundaries.

228
229 **Flood Control District of Maricopa County (FCDMC):** In an email dated September 6, 2017, FCDMC
230 indicated the project was located within FEMA Zone X as shown on FEMA FIRM Panel numbers
231 1680L and 1660L.

232
233 **Arizona Department of Transportation (ADOT):** in an email dated August 30, 2017, ADOT
234 indicated no objection to the request.

235
236 **Luke Air Force Base (LAFB):** In a letter dated September 5, 2017 (attached), LAFB indicated the
237 proposed development does not meet the Gradated Density Concept and advises that homes in
238 this area will be subjected to approximately 165 low-level over-flights per day. LAFB recommends
239 appropriate sound attenuation and a strong notification program.

Summary:

The subject Preliminary Plat meets the requirements of the Marley Park PAD, in addition to other requirements as set forth in the SUDC. All city reviewing departments have reviewed the request and offered no concerns that are not addressed by the recommended stipulations of approval. The project is well integrated with the Marley Park PAD and advances the goals and policies as established in the currently approved General Plan, except for those related to Luke Air Force Base's Graduated Density Concept.

Findings:

- The proposed Preliminary Plat is consistent with the Surprise General Plan 2035 except as it pertains to Luke Air Force Base's Graduated Density Concept.
- The proposed Preliminary Plat is consistent with the Marley Park PAD as amended by FS17-699.
- The reviewing agencies have indicated no concerns that are not addressed by the recommended stipulations.

Recommendation:

Based on the findings noted above, staff recommends the Commission move to recommend **approval** of the subject Preliminary Plat request to the City Council, subject to stipulations 'a' through 'e' as outlined below:

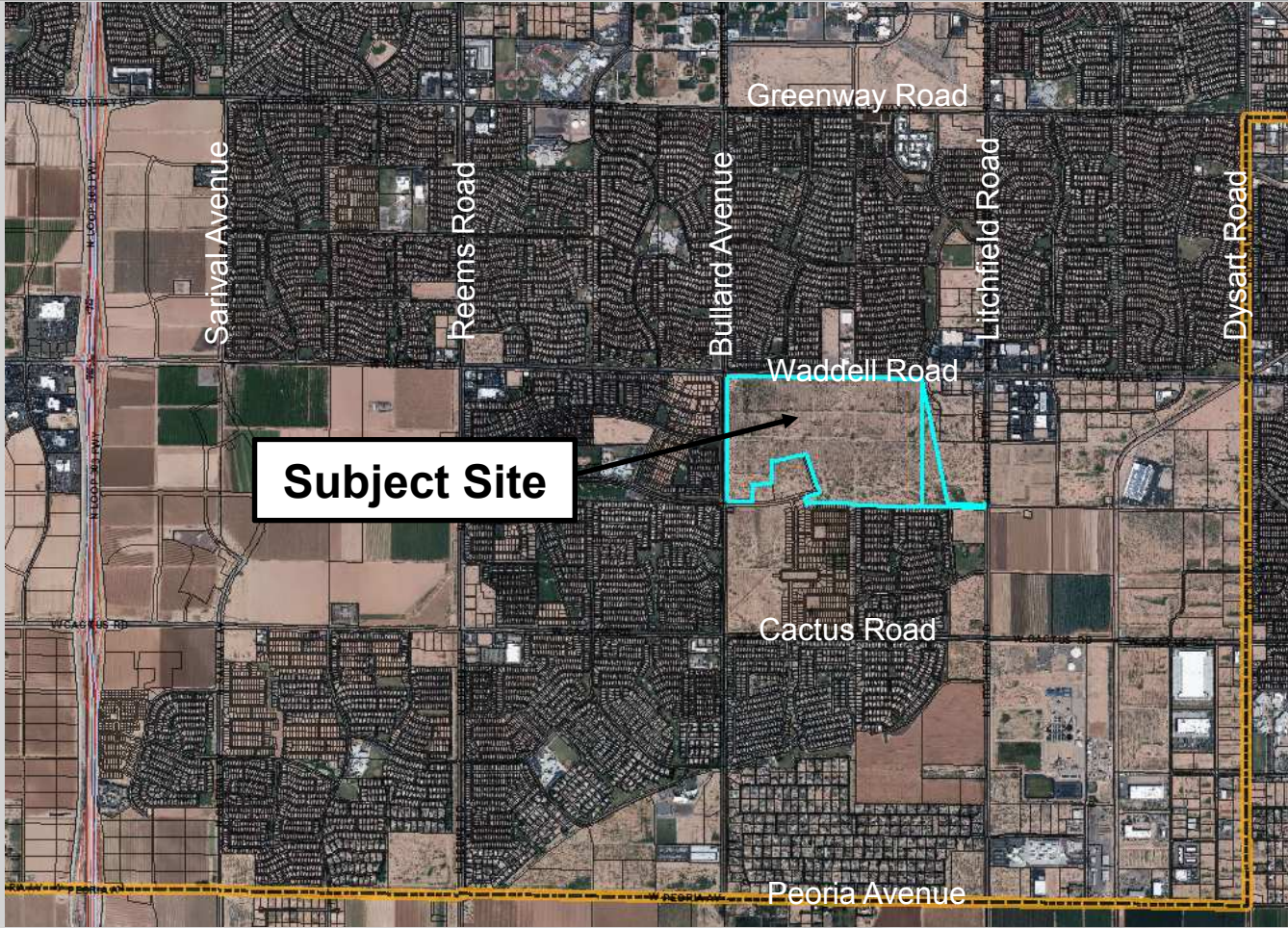
- a. Development and use of the site shall be consistent with the Preliminary Plat entitled "Preliminary Plat for Marley Park Phase 4-5" consisting of ten (10) sheets prepared by EPS Group, Inc. dated December 14, 2017 and stamped received December 14, 2017.
- b. Landscaping of the development shall be consistent with the Preliminary Landscape Plans entitled "Marley Park Phase 4 & 5", consisting of seventeen (17) sheets prepared by EPS Group, Inc. dated December 14, 2017 and stamped received December 14, 2014.
- c. Phasing of the development shall be consistent with the Phasing Plan entitled "Marley Park Phase 4 - 5 Phasing Plan", consisting of one (1) sheets prepared by EPS Group, Inc. dated December 14, 2017 and stamped received December 14, 2014.
- d. The development's plats and plans shall recognize the need for parking and driveways for the future park located on the south side of Sweetwater Avenue. The driveway spacing criteria for a 30 mph collector roadway shall be 150' from the next adjacent street or driveway.

e. 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.

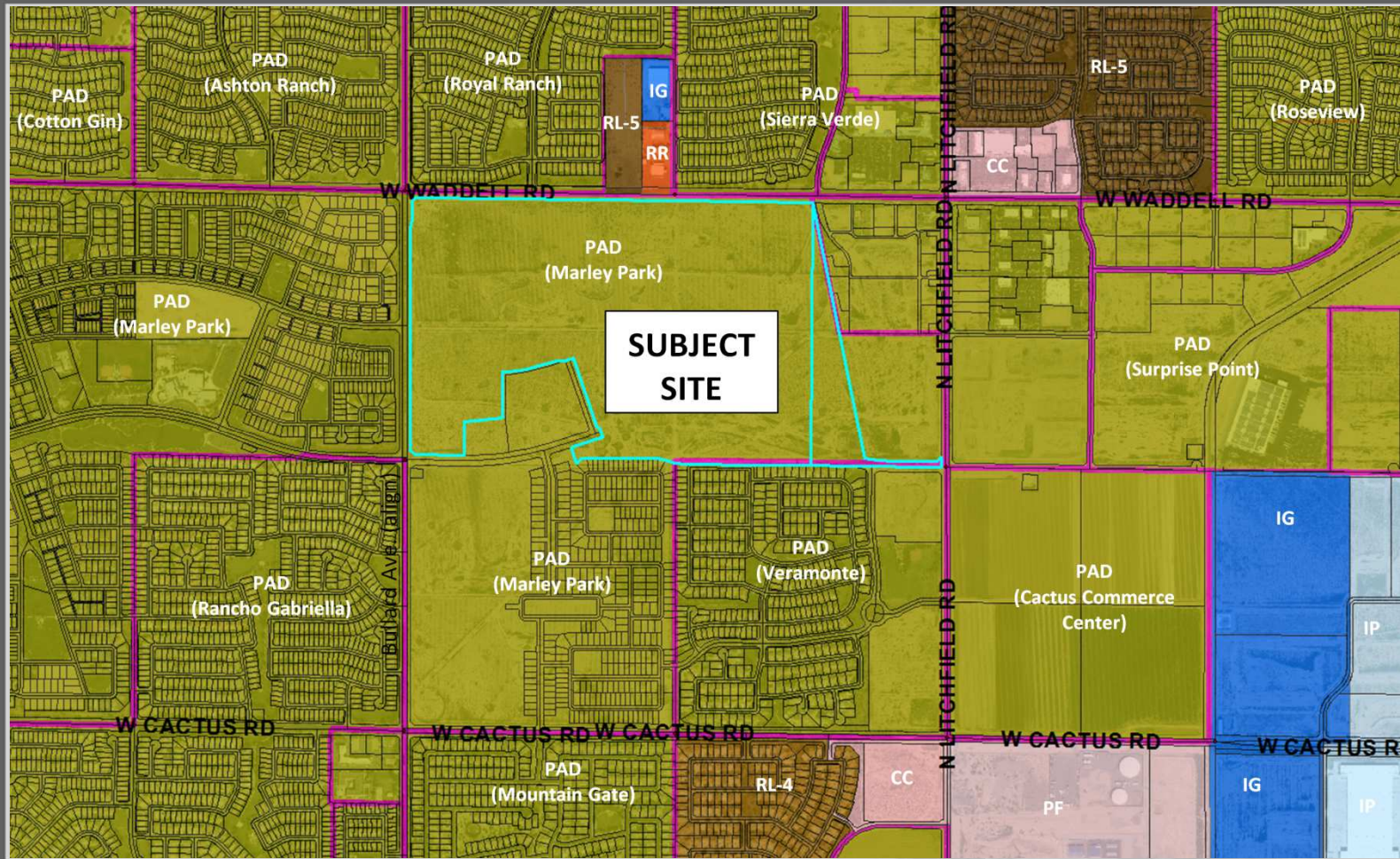
However, should the Commission wish to recommend denial of the request, the Commission should make its own findings and base its decision on those alternative findings.

Attachments:

- 01 – Vicinity Map
- 02 – Case Map
- 03 – Preliminary Plat
- 04 – Preliminary Landscape Plan
- 05 – Phasing Plan
- 06 – Luke Air Force Base comments



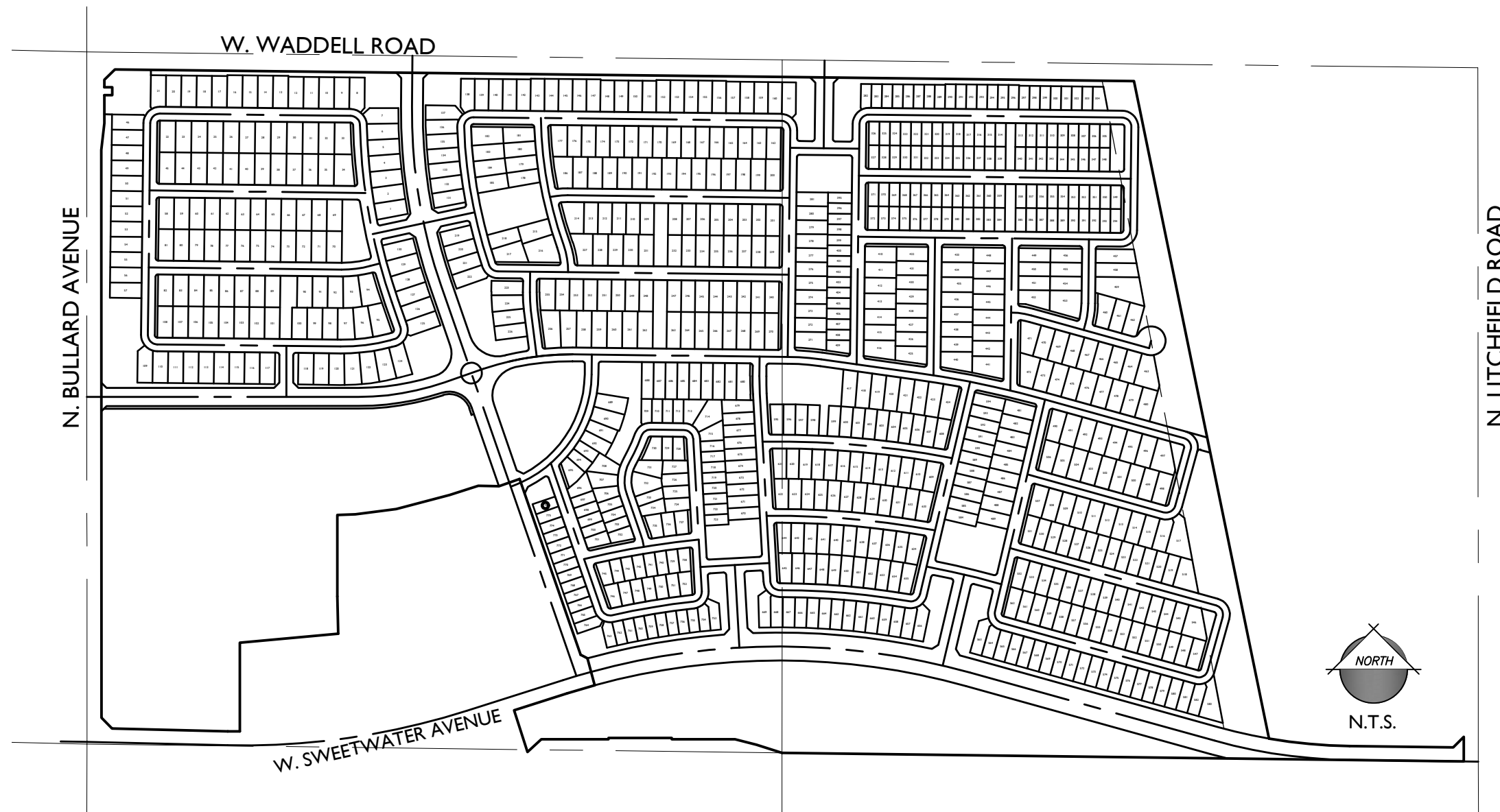
FS17-508 Vicinity Map



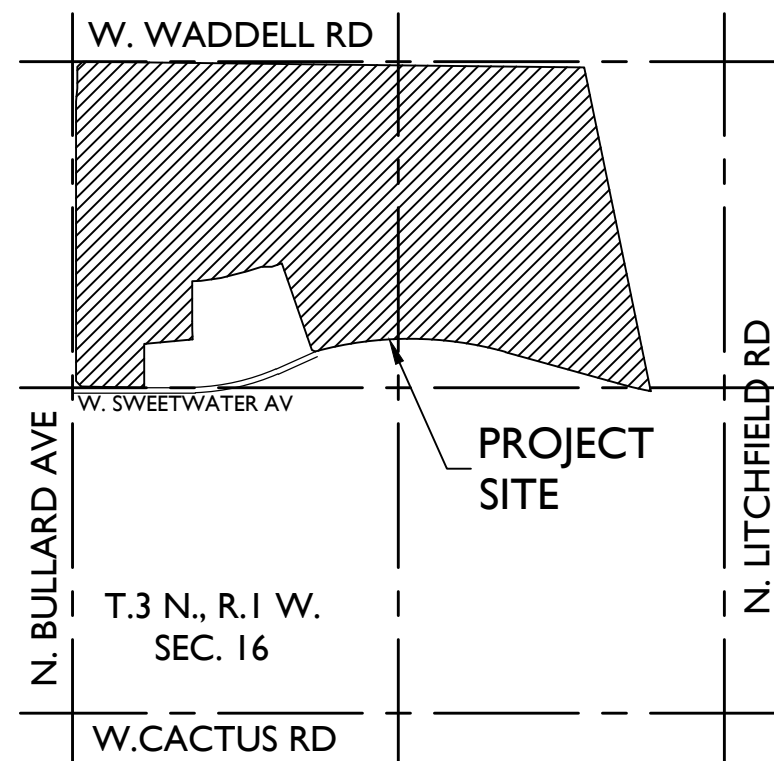
FS17-508 Case Map

PRELIMINARY PLAT FOR MARLEY PARK PHASE 4-5

A PORTION OF THE NORTH HALF OF SECTION 16, TOWNSHIP 3 NORTH, RANGE 1
WEST, OF GILA AND SALT RIVER MERIDIAN, MARICOPA COUNTY, ARIZONA



VICINITY MAP



PROJECT TEAM

OWNER / DEVELOPER:
MERITAGE HOMES
8800 E. RAINTREE DR., STE. 300
SCOTTSDALE, AZ 85260
TEL: (480)-515-8251
CONTACT: JASON JARVIS

ENGINEER, PLANNER, &
LANDSCAPE ARCHITECT:
EPS GROUP, INC.
2045 S. VINEYARD, SUITE 101
MESA, AZ 85210
TEL: (480)-503-2250
FAX: (480)-503-2258
CONTACT: JOHN MCGHEE, P.E.

PROJECT DATA

A.P.N.
CURRENT LAND USE:
EXISTING GENERAL PLAN 2035:
EXISTING ZONING:

501-39-990, 501-39-009A, 501-39-008E
VACANT LAND
SUBURBAN NEIGHBORHOOD
PAD

GROSS AREA:

+/- 235.18 ACRES
(INCLUDES EXISTING R/W OF ADJACENT
ARTERIALS & COLLECTOR ROADS)
+/- 224.18 ACRES
(EXCLUDES EXISTING R/W OF ADJACENT
ARTERIALS & COLLECTOR ROADS)

NET AREA:

NO. OF LOTS:
40' x 90' (SFD-SFA) 212
45' x 115' (SFD-SFA) 173
53' x 120' (B) 261
58' x 120' (C) 130
TOTAL 776

GROSS DENSITY:

+/- 3.30 DU/AC

NET DENSITY:

+/- 3.46 DU/AC

TRACT AREA:

+/- 71.87 AC (INCLUDES FUTURE HDR

OPEN SPACE:

+/- 44.30 AC (EXCLUDES FUTURE HDR
PARCEL & WELL SITE)

GENERAL NOTES

- THIS PLAN IS NOT A CONSTRUCTION DOCUMENT.
- LOT DIMENSIONS ARE APPROXIMATE, FINAL LOT DIMENSIONS SHALL BE PER THE FINAL PLAT.
- ALL PUBLIC STREETS WILL BE CONSTRUCTED TO CITY OF SURPRISE MINIMUM STANDARDS AS MODIFIED HEREIN.
- THIS DEVELOPMENT WILL PROVIDE FOR INSTALLATION OF REQUIRED STREET LIGHTS.
- THE HOMEOWNERS' ASSOCIATION WILL BE RESPONSIBLE FOR MAINTENANCE OF ALL LANDSCAPE TRACTS.
- THE AREA PLATTED HEREON LIES WITHIN THE DOMESTIC WATER SERVICE AREA OF THE CITY OF SURPRISE WHICH IS DESIGNATED AS HAVING AN ASSURED WATER SUPPLY PURSUANT TO SECTION 45-576 ARIZONA REVISED STATUTES.
- THIS PRELIMINARY PLAT IS IN ACCORDANCE WITH THE CITY OF SURPRISE CASE NUMBERS PADA02-104 AND FS17-699.

BASIS OF BEARING

THE SOUTH LINE OF THE SOUTHWEST QUARTER OF SECTION 16, TOWNSHIP 3 NORTH, RANGE 1 WEST HAVING A BEARING OF NORTH 89 DEGREES 11 MINUTES 53 SECONDS WEST AS SHOWN ON THE MAP OF DEDICATION FOR WADDELL ROAD, LITCHFIELD ROAD AND CACTUS ROAD, RECORDED IN BOOK 839, PAGE 39, M.C.R.

BENCHMARK

CITY OF SURPRISE BENCHMARK 31-10:

CITY OF SURPRISE BRASS CAP IN HAND HOLE AT THE INTERSECTION OF WADDELL ROAD AND BULLARD AVENUE STAMPED "BM 31-10"
NAVD88 ELEVATION: 1181.93'

UTILITIES

WATER
SEWER
GAS
ELECTRIC
TELEPHONE
CABLE TV
FIRE
POLICE

CITY OF SURPRISE
CITY OF SURPRISE
SOUTHWEST GAS
ARIZONA PUBLIC SERVICE
CENTURYLINK / COX
CENTURYLINK / COX
CITY OF SURPRISE
CITY OF SURPRISE

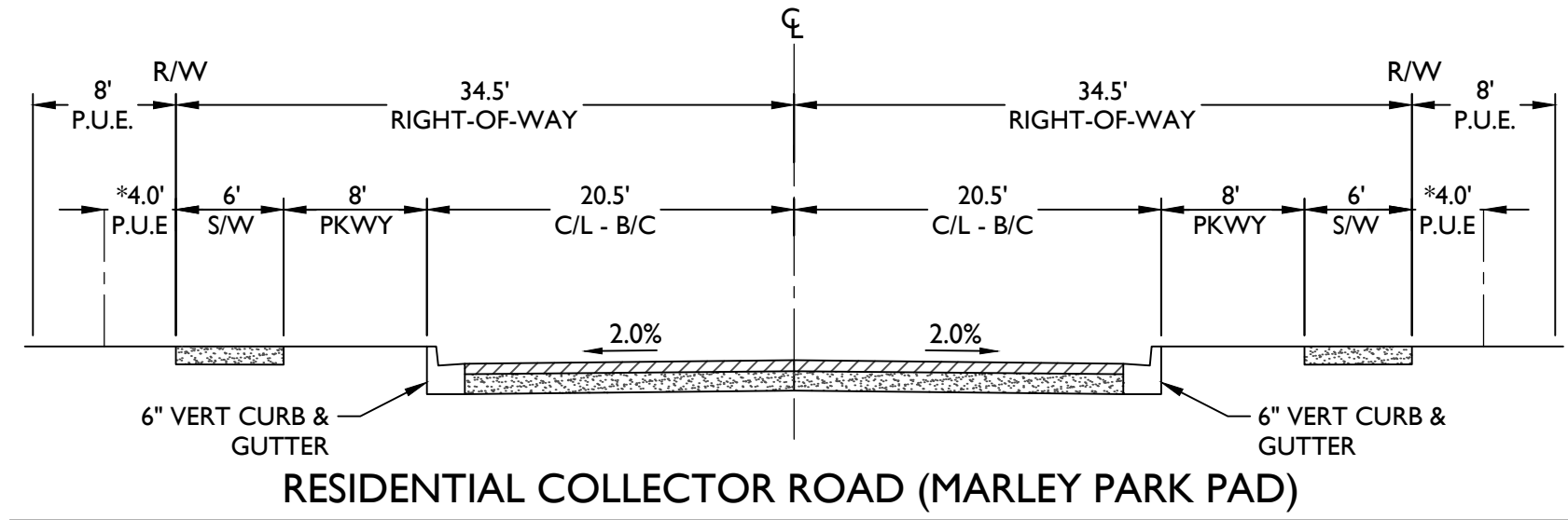
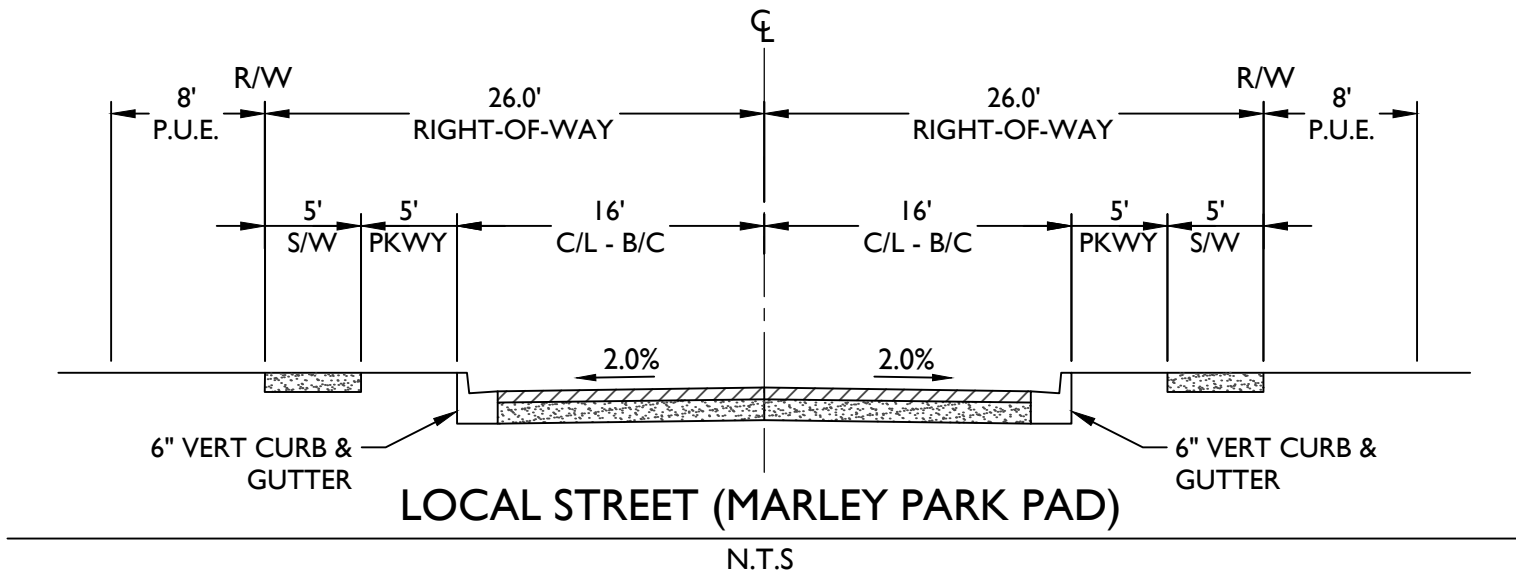
SHEET INDEX

SHEET 1	CS01	COVER SHEET
SHEET 2	PP01	PARCEL MAP & DATA
SHEET 3	PP02	PRELIMINARY PLAT SUB.
SHEET 4	PP03	PRELIMINARY PLAT
SHEET 5	PP04	PRELIMINARY PLAT
SHEET 6	PP05	PRELIMINARY PLAT
SHEET 7	PP06	PRELIMINARY PLAT
SHEET 8	PP07	PRELIMINARY PLAT
SHEET 9	PP08	LOT TABLE
SHEET 10	PP09	DATA TABLES (TRACT/LINE/CURVE)

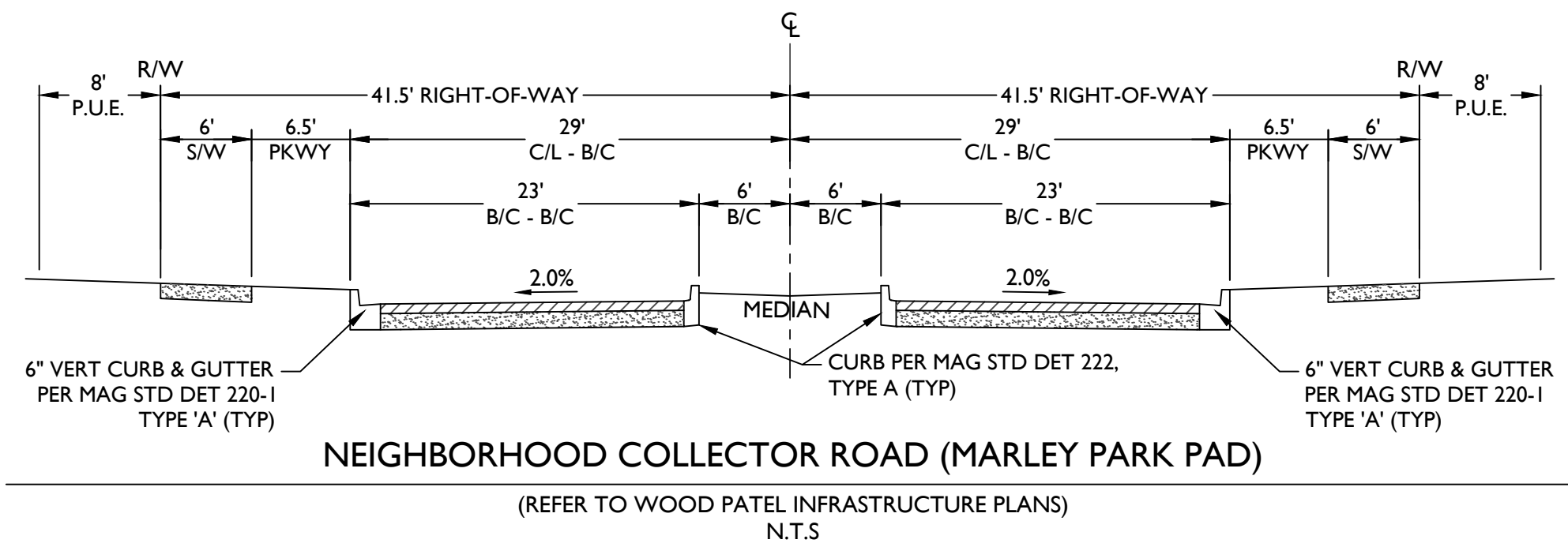
DEVELOPMENT STANDARDS PER PADA02-104			
STANDARD	SINGLE FAMILY RESIDENTIAL DISTRICT		
Lot Category	C	B	SFD - SFA (3)
Minimum Lot Size	6,380	5,830	3,500
Minimum Lot Width	58'	53'	
Setbacks			
Front (Livable)	12'	12'	10'
Front (garage) (2)	18' / 22'	18' / 22'	<7' / 18'
Side (Interior)	5' / 8' - 13'	5' / 8' - 13'	5' / 5' - 10'
Side (Corner Livable)	13'	13'	10'
Side (Corner Garage) (2)	5'	5'	5'
Rear (Livable)	15'	15'	10'
Rear (garage) (2)	3'	3'	3'

Notes:

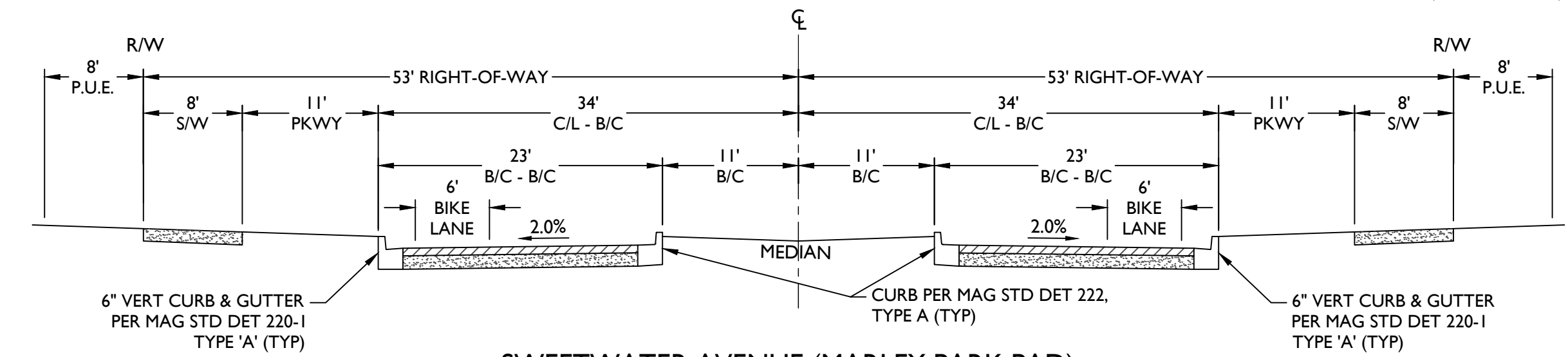
- Setbacks from garage face measured from back of walk, R.O.W., or lot line in alley loaded conditions (rear garage)
- Setbacks identified for SFD/SFA and HDR are building setbacks, measured from rights-of-ways or parcel lines



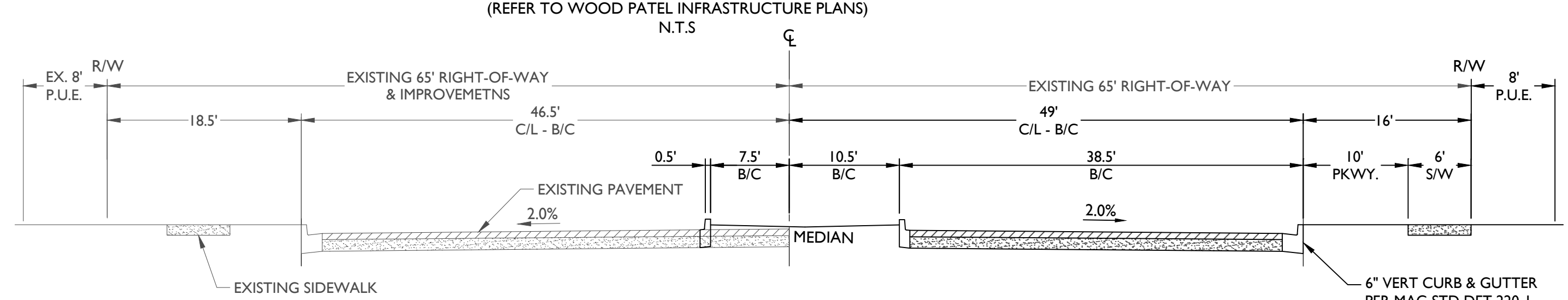
* P.U.E. CAN BE REDUCED TO 4' WITHIN PARCEL 8 AND 9 (LOT WIDTH 40') PER CITY APPROVAL



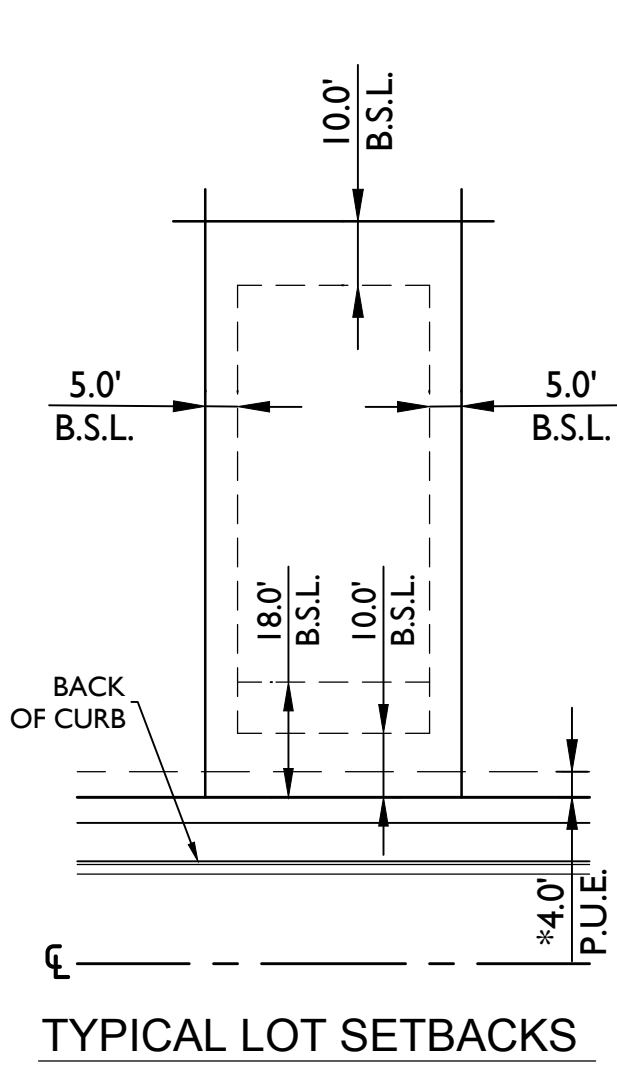
(REFER TO WOOD PATEL INFRASTRUCTURE PLANS)



(REFER TO WOOD PATEL INFRASTRUCTURE PLANS)

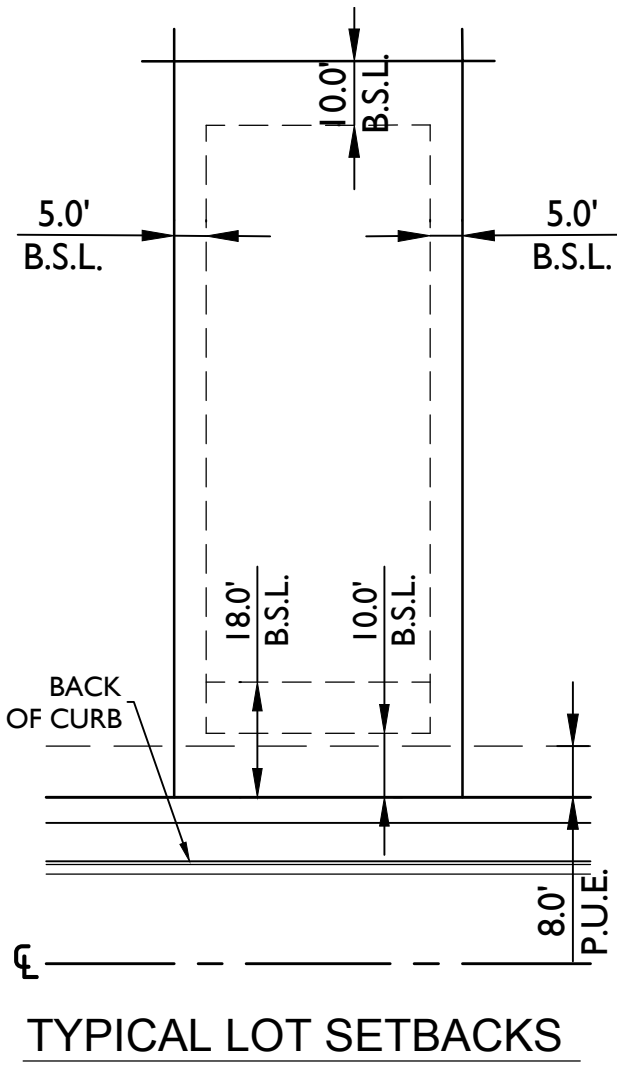


(REFER TO WOOD PATEL INFRASTRUCTURE PLANS)

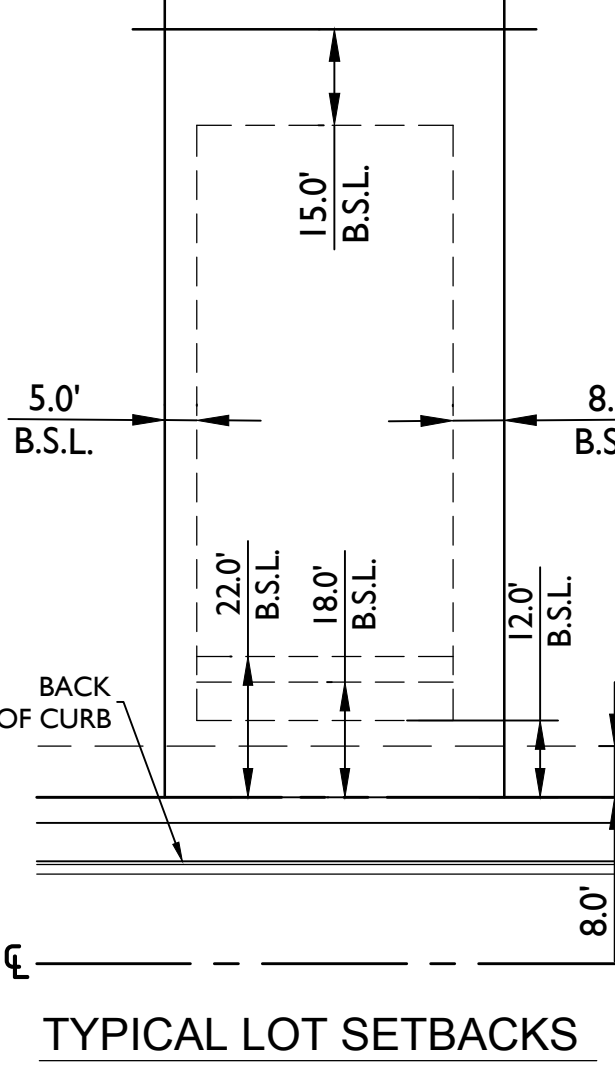


40' x 90'

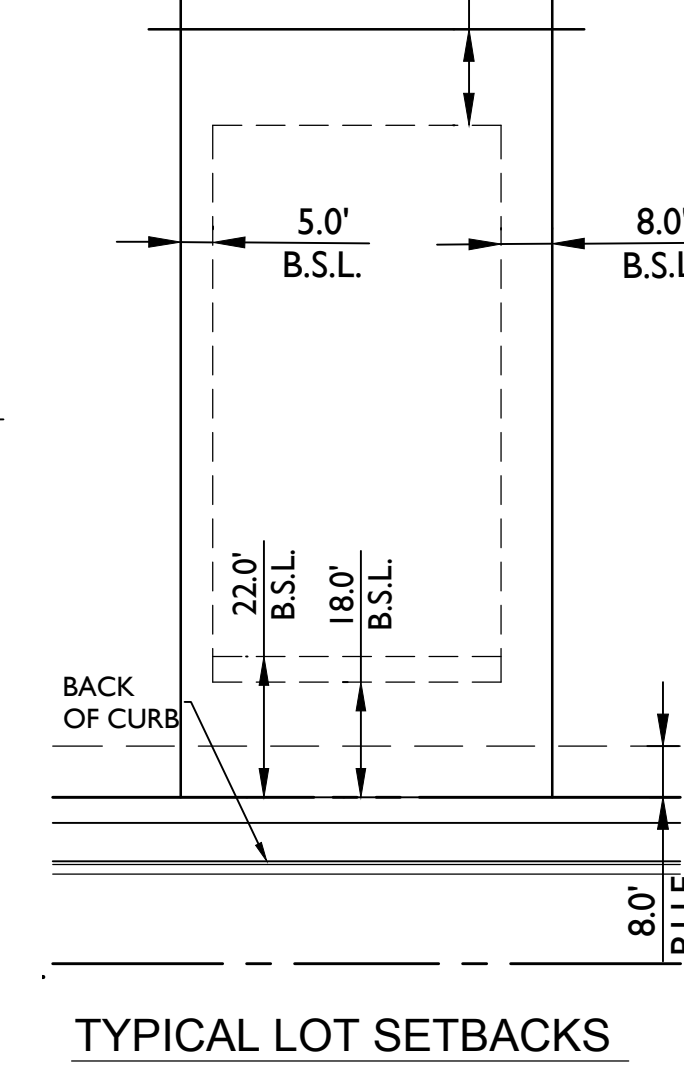
* P.U.E. CAN BE REDUCED TO 4' WITHIN PARCEL 8 AND 9 (LOT WIDTH 40') PER CITY APPROVAL



45' x 115'



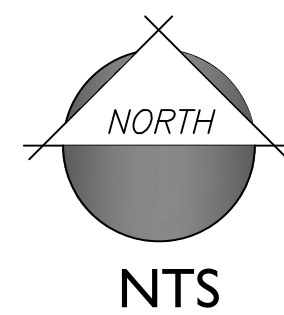
53' x 120'

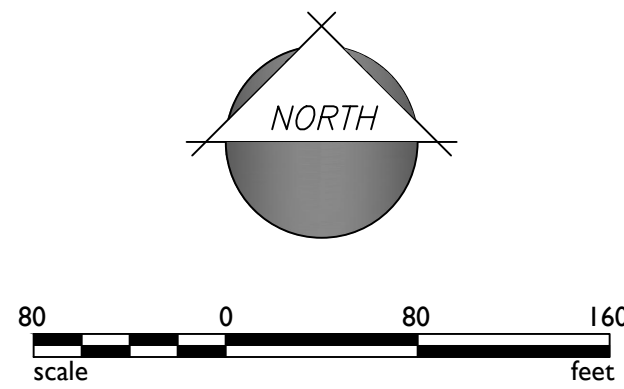


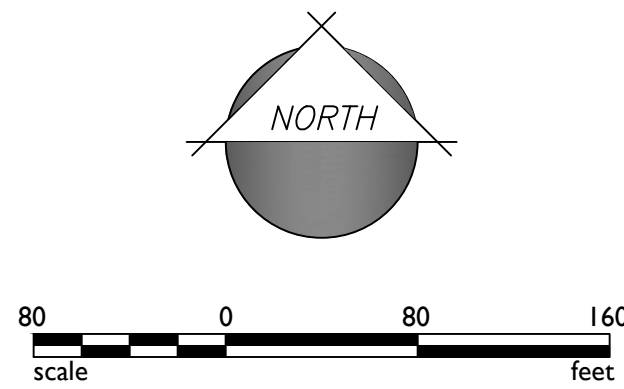
58' x 120'

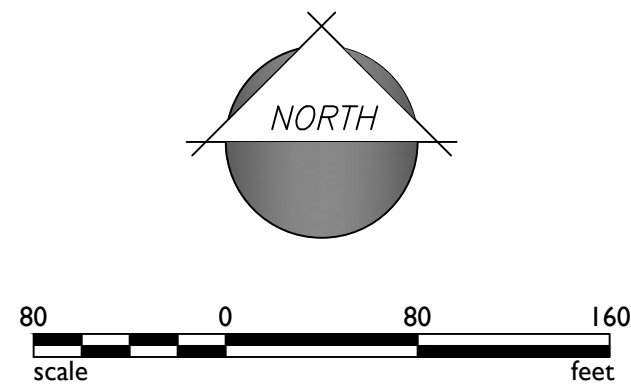


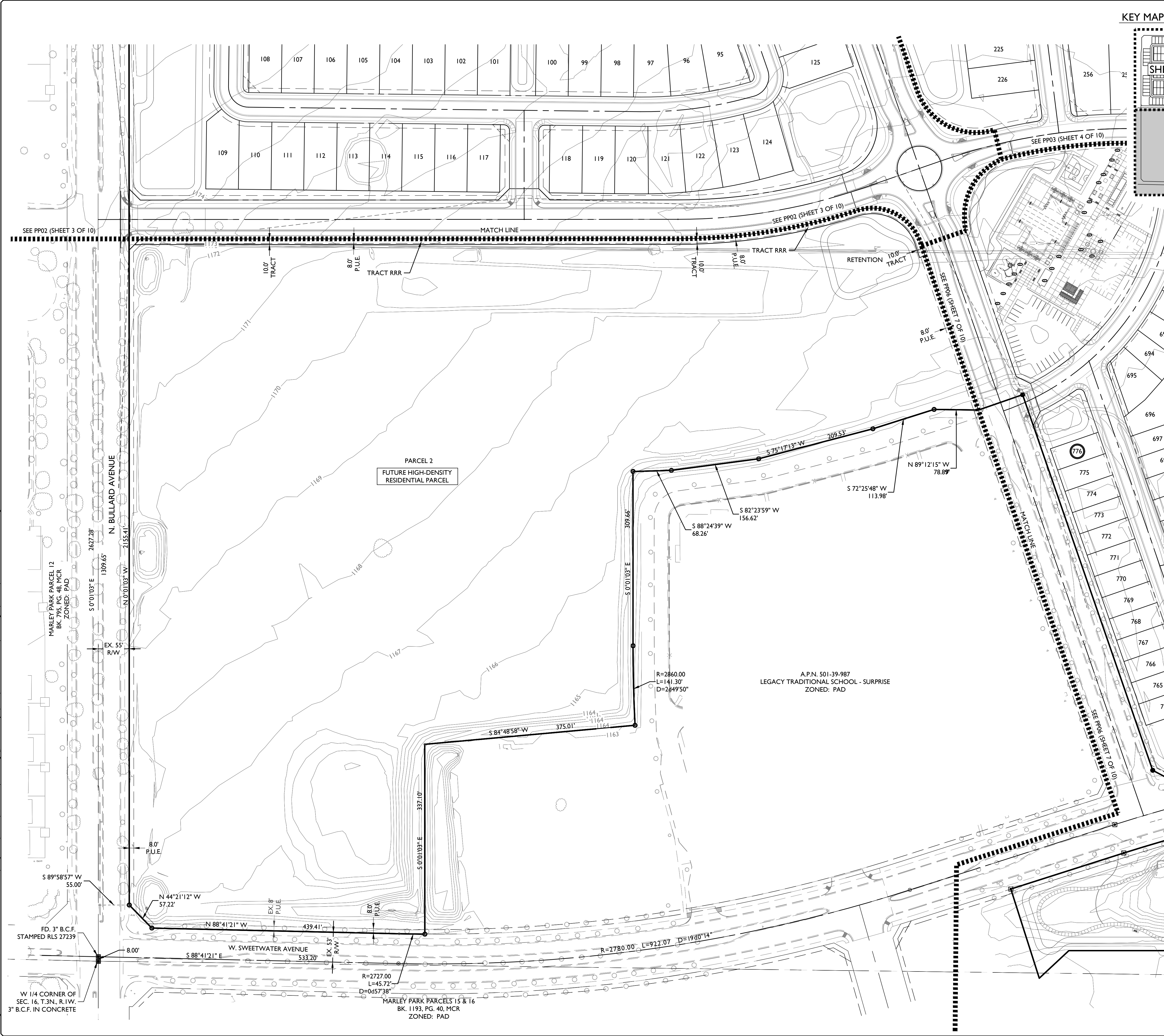
PARCEL	GROSS ACRES	LOT SIZE	NO. LOTS	GROSS DENSITY	LOT AREA (SF)	LOT AREA (AC)	OPEN SPACE	ROADWAY AREA
MODELS	1.59	VARIES	6	3.77	32998.86	0.76	0.5	0.34
1A	16.58	58' x 120'	62	3.74	386617.84	8.88	2.2	3.58
1B	18.79	58' x 120'	68	3.62	535728.38	12.30	3.48	4.87
3	17.66	53' x 120'	70	3.96	463462.1	10.64	2.94	4.09
4	19.5	53' x 120'	81	4.15	556339.63	12.77	2	5.23
5	18.23	40' x 90'	128	7.02	463056.55	10.63	2.9	4.7
6	28.12	53' x 120'	108	3.84	764796.17	17.56	4.22	6.29
7	17.59	45' x 115'	66	3.75	365843.16	8.40	3.92	5.24
8	22.96	45' x 115'	105	4.57	583305.94	13.39	3.41	6.12
9	14	40' x 90'	82	5.86	341378.75	7.84	2.16	4.1
PARK A	3.48	N/A	N/A	N/A	N/A	N/A	2.47	1
PARK B	16.88	N/A	N/A	N/A	N/A	N/A	14.21	2.67
TOTAL	195.38		776	3.97	4493527.38	103.16	44.41	-
PARCEL 2	28.82	-	-	-	-	-	26.91	1.49
TOTAL	224.2	-	-	-	-	-	71.32	49.72



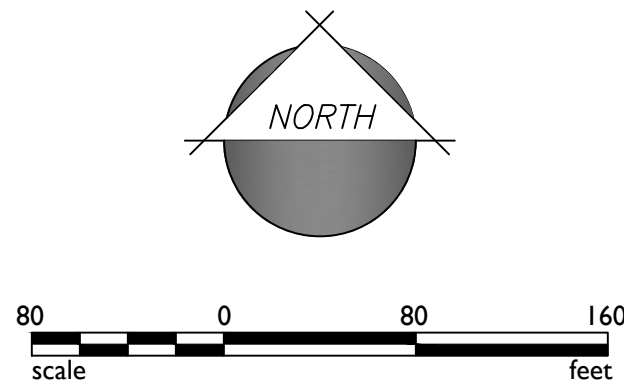
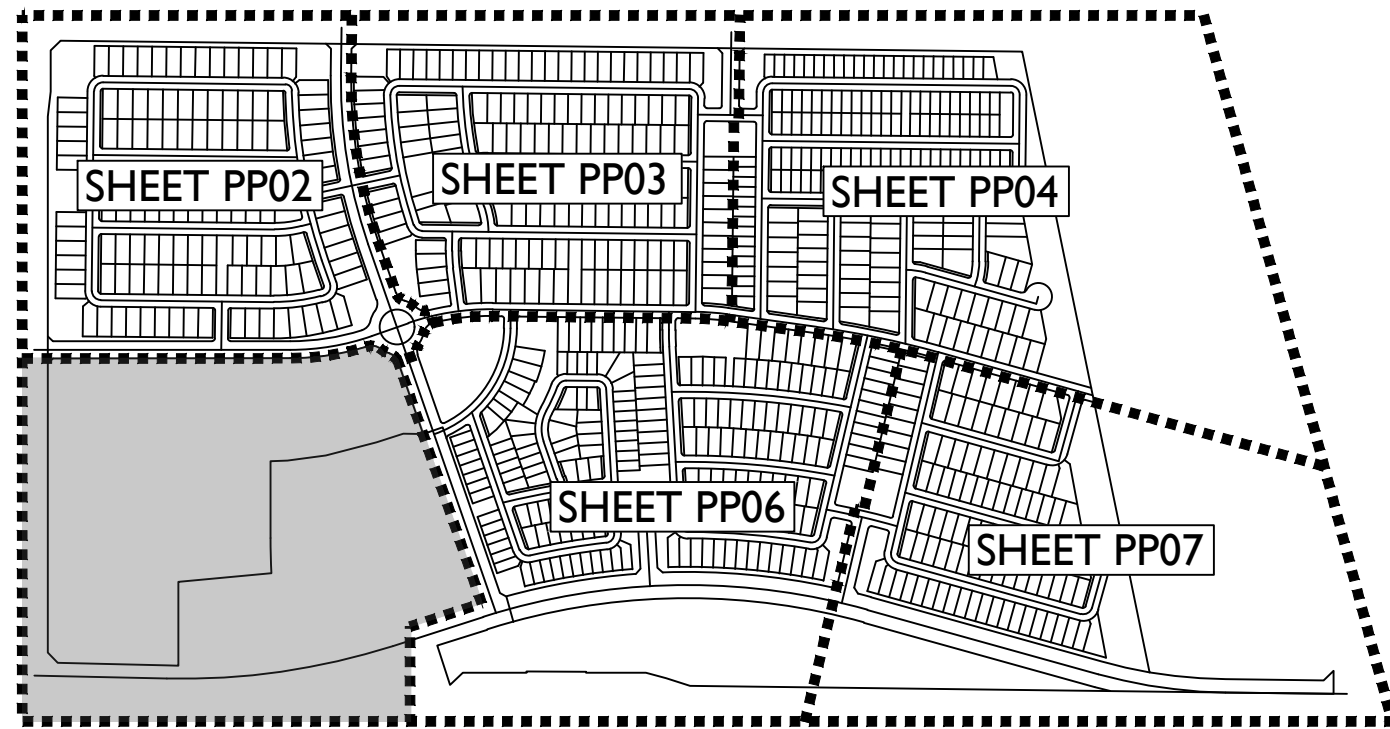








KEY MAP



Project:

Marley Park Phase 4 - 5

Revisions:

AUGUST 24, 2017 - 1ST PRELIMINARY PLAT SUB.	
NOVEMBER 16, 2017 - 2ND PRELIMINARY PLAT SUB.	
DECEMBER 14, 2017 - 3RD PRELIMINARY PLAT SUB.	

Designer:

JH

Drawn by:

DCH

Professional Engineer

CERTIFICATE NO. 60163

JOHN C. MCHEE

SEAL

EXPIRES: 06-23-2018

Job No.

17-234

PP05

Sheet No.

6

of 10

2045 S. Vineyard Ave, Suite 101

Mesa, AZ 85210

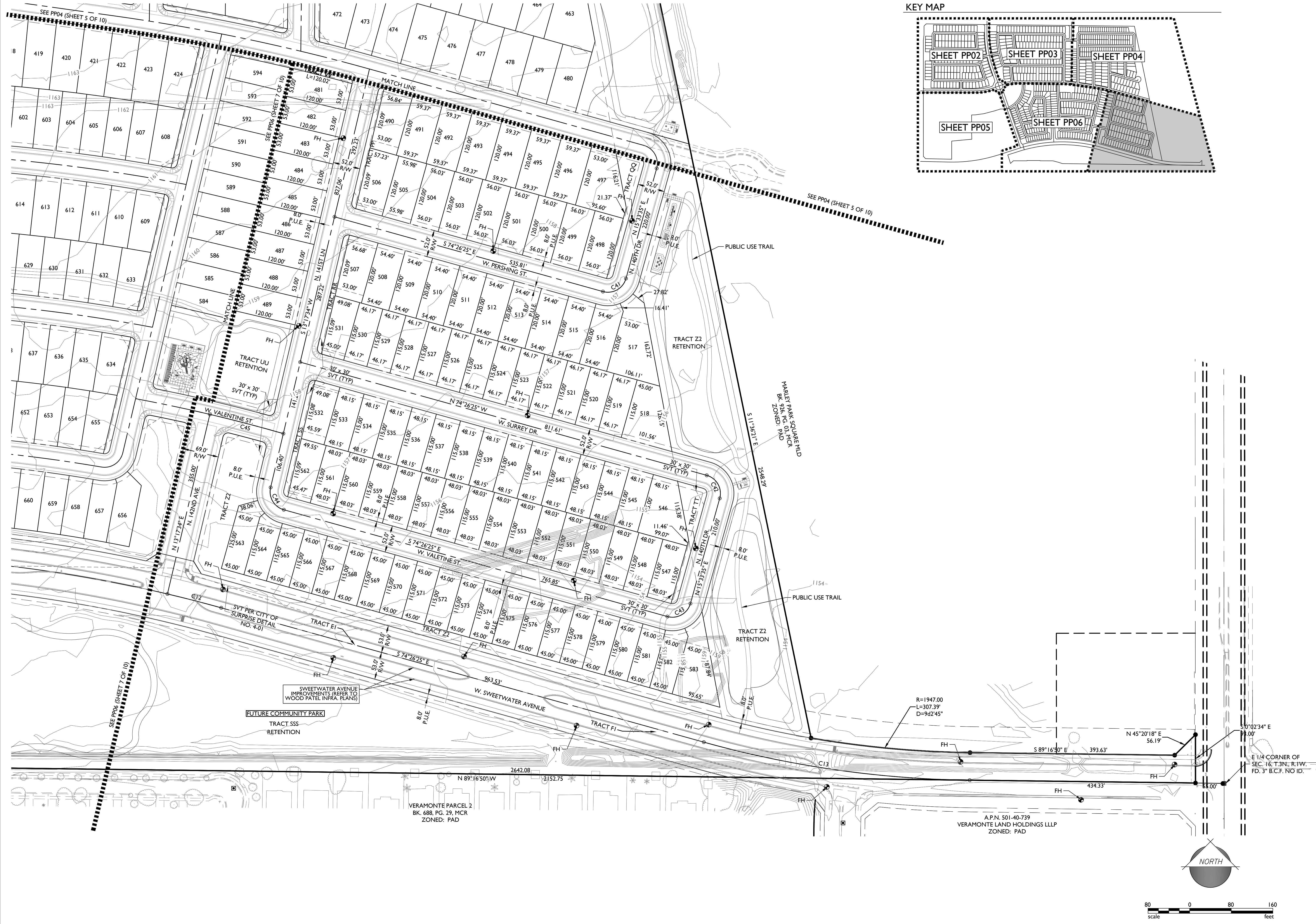
T:480.503.2250 | F:480.503.2258

www.epsgroupinc.com

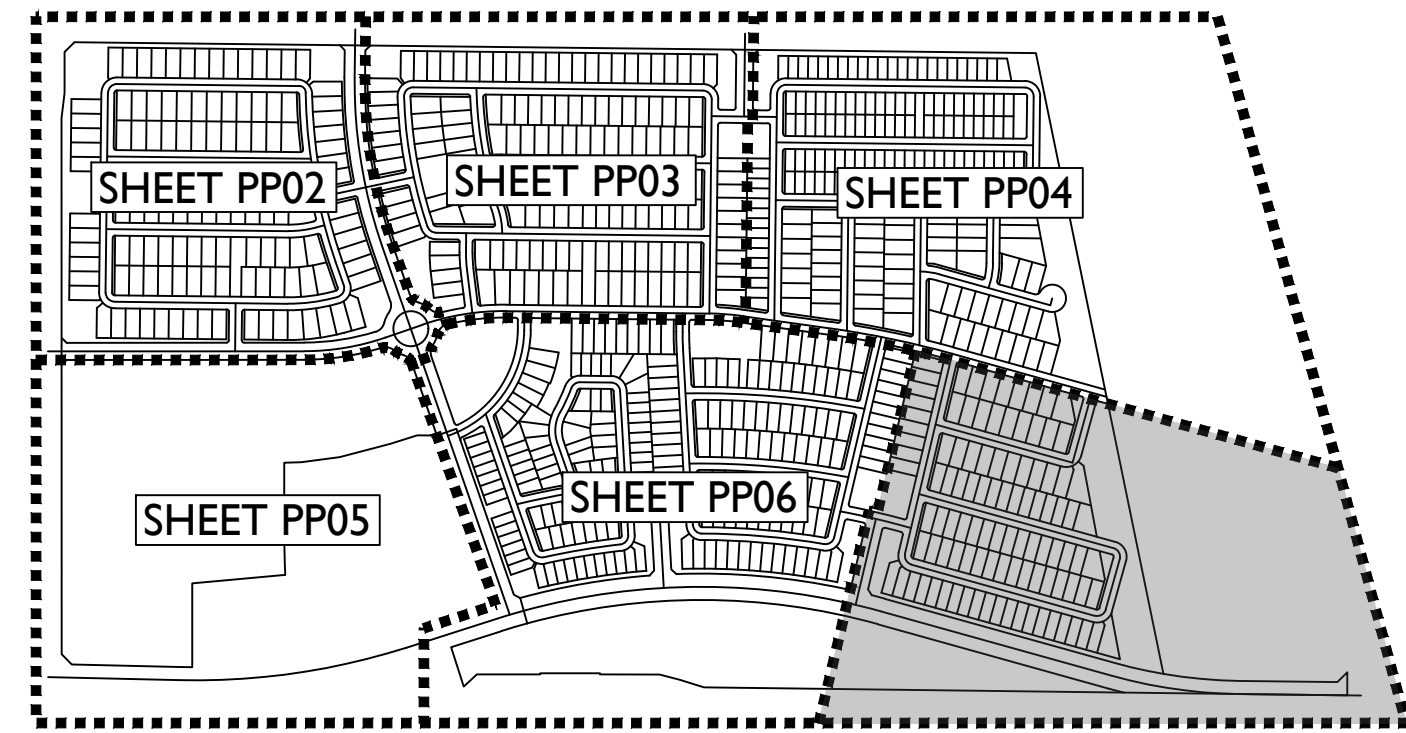
EPS

GROUP

FS17-699



KEY MAP



Lot Table		
Lot #	Area	Lot Width @ Setback
751	4104.07	45.09'
752	4283.30	45.09'
753	4724.61	41.02'
754	3944.00	41.03'
755	3651.72	41.01'
756	3645.31	41.01'
757	3645.31	41.01'
758	3645.31	41.01'
759	3645.31	41.01'
760	3645.31	41.01'
761	3645.31	41.01'
762	3646.26	41.01'
763	3763.08	41.01'
764	3948.39	40.00'
765	3618.70	40.00'

Lot Table		
Lot #	Area	Lot Width @ Setback
766	3600.00	40.00'
767	3600.00	40.00'
768	3600.00	40.00'
769	3600.00	40.00'
770	3600.00	40.00'
771	3600.00	40.00'
772	3600.00	40.00'
773	3600.00	40.00'
774	3600.00	40.00'
775	3600.00	40.00'
776	3600.00	40.00'
4,493,527.38 TOTAL SQ. FT.		

Lot Table		
Lot #	Area	Lot Width @ Setback
1	7111.79	60.61'
2	7111.79	60.61'
3	7111.79	60.61'
4	7111.79	60.61'
5	7111.79	60.61'
6	7111.93	60.61'
7	7344.49	60.39'
8	7178.03	58.00'
9	6960.00	58.00'
10	6960.00	58.00'
11	6960.00	58.00'
12	6960.00	58.00'
13	7134.00	58.00'
14	7134.00	58.00'
15	7134.00	58.00'
16	7134.00	58.00'
17	6960.00	58.00'
18	6960.00	58.00'
19	6960.00	58.00'
20	6960.00	58.00'
21	7064.90	58.00'
22	7235.60	60.30'
23	7235.60	60.30'
24	7235.60	60.30'
25	7235.60	60.30'
26	7235.60	60.30'
27	7235.60	60.30'
28	7235.60	60.30'
29	7235.60	60.30'
30	7235.60	60.30'
31	7235.60	60.30'
32	7235.60	60.30'
33	7531.89	60.29'
34	8718.58	79.77'
35	7235.60	60.30'
36	7235.60	60.30'
37	7235.60	60.30'
38	7235.60	60.30'
39	7235.60	60.30'
40	7235.60	60.30'
41	7235.60	60.30'
42	7235.60	60.30'
43	7235.60	60.30'
44	7235.60	60.30'
45	7235.60	60.30'
46	7029.87	58.00'
47	6960.00	58.00'
48	6960.00	58.00'
49	6960.00	58.00'
50	6960.00	58.00'

Lot Table		
Lot #	Area	Lot Width @ Setback
51	6960.00	58.00'
52	6960.00	58.00'
53	6960.00	58.00'
54	6960.00	58.00'
55	6960.00	58.00'
56	6960.00	58.00'
57	6960.00	58.00'
58	6960.00	58.00'
59	6960.00	58.00'
60	6960.00	58.00'
61	6960.00	58.00'
62	6960.00	58.00'
63	6960.00	58.00'
64	6960.00	58.00'
65	6960.00	58.00'
66	6960.00	58.00'
67	6960.00	58.00'
68	6960.00	58.00'
69	6960.00	58.00'
70	6960.00	58.00'
71	6960.00	58.00'
72	6960.00	58.00'
73	6960.00	58.00'
74	6960.00	58.00'
75	6960.00	58.00'
76	6960.00	58.00'
77	6960.00	58.00'
78	6960.00	58.00'
79	6960.00	58.00'
80	6960.00	58.00'
81	6960.00	58.00'
82	6960.00	58.00'
83	6960.00	58.00'
84	6960.00	58.00'
85	6960.00	58.00'
86	6960.00	58.00'
87	6960.00	58.00'
88	6960.00	58.00'
89	6960.00	58.00'
90	6960.00	58.00'
91	6960.00	58.00'
92	7041.80	58.00'
93	7702.82	58.13'
94	7860.96	58.14'
95	7855.55	72.90'
96	7549.12	67.61'
97	7406.93	65.54'
98	6960.00	58.00'
99	6960.00	58.00'
100	6960.00	58.00'

Lot Table		
Lot #	Area	Lot Width @ Setback
101	6960.00	58.00'
102	6960.00	58.00'
103	6960.00	58.00'
104	6960.00	58.00'
105	6960.00	58.00'
106	6960.00	58.00'
107	6960.00	58.00'
108	6960.00	58.00'
109	7569.74	58.00'
110	6971.86	58.00'
111	6960.00	58.00'
112	6960.00	58.00'
113	6960.00	58.00'
114	6960.00	58.00'
115	6960.00	58.00'
116	6960.00	58.00'
117	6960.00	58.00'
118	6960.00	58.00'
119	6960.00	58.00'
120	7069.72	58.00'
121	7419.60	58.05'
122	7419.60	58.05'
123	7419.60	58.05'
124	7252.51	58.05'
125	7132.93	58.00'
126	6960.00	58.00'
127	7040.27	58.38'
128	7111.79	60.59'
129	7111.79	60.61'
130	7111.79	60.61'
131	6526.09	53.01'
132	6526.09	53.01'
133	6526.09	53.01'
134	6526.09	53.01'
135	6526.09	53.01'
136	6582.72	53.01'
137	7037.70	53.01'
138	6471.53	53.00'
139	6360.00	53.00'
140	6360.00	53.00'
141	6360.00	53.00'
142	6360.00	53.00'
143	6519.00	53.00'
144	6519.00	53.00'
145	6519.00	53.00'
146	6519.00	53.00'
147	6519.00	53.00'
148	6360.00	53.00'
149	6360.00	53.00'
150	6360.00	53.00'

Lot Table		
Lot #	Area	Lot Width @ Setback
151	6360.00	53.00'
152	6519.00	53.00'
153	6519.00	53.00'
154	6519.00	53.00'
155	6519.00	53.00'
156	6519.00	53.00'
157	6360.00	53.00'
158	6360.00	53.00'
159	6360.00	53.00'
160	6360.07	53.00'
161	6684.04	53.00'
162	6476.86	53.97'
163	6476.86	53.97'
164	6476.86	53.97'
165	6476.86	53.97'
166	6476.86	53.97'
167	6476.86	53.97'
168	6476.86	53.97'
169	6476.86	53.97'
170	6476.86	53.97'
171	6476.86	53.97'
172	6476.86	53.97'
173	6476.86	53.97'
174	6476.86	53.97'
175	6476.86	53.97'
176	6476.86	53.97'
177	7180.60	64.05'
178	6562.05	53.01'
179	6562.05	53.01'
180	6562.05	53.01'
181	6826.06	53.02'
182	8010.15	70.63'
183	7045.77	60.39'
184	7045.77	60.39'
185	7045.77	60.39'
186	8081.54	58.70'
187	6747.92	56.23'
188	6747.92	56.23'
189	6747.92	56.23'
190	6747.92	56.23'
191	6747.92	56.23'
192	6747.92	56.23'
193	6747.92	56.23'
194	6747.92	56.23'
195	6747.92	56.23'
196	6747.92	56.23'
197	6747.92	56.23'
198	6747.92	56.23'
199	6747.92	56.23'
200	6747.92	56.23'

Lot Table		
Lot #	Area	Lot Width @ Setback
201	6360.00	53.00'
202	6360.00	53.00'
203	6360.00	53.00'
204	6360.00	53.00'
205	6360.00	53.00'
206	6360.00	53.00'
207	6360.00	53.00'
208	6360.00	53.00'
209	6386.20	53.22'
210	6386.20	53.22'
211	6386.20	53.22'
212	6386.20	53.22'
213	6386.20	53.22'
214	8602.70	85.08'
215	7705.67	59.44'
216	11123.63	107.72'
217	8204.56	53.00'
218	6543.72	56.01'
219	6526.09	55.68'
220	6526.09	55.68'
221	6526.09	55.68'
222	6635.17	54.50'
223	6480.07	53.00'
224	6930.24	53.00'
225	6460.59	53.00'
226	6360.00	53.00'
227	8388.49	57.76'
228	6932.40	57.77'
229	6932.40	57.77'
230	6932.40	57.77'
231	6932.40	57.77'
232	6360.00	53.00'
233	6360.00	53.00'
234	6360.00	53.00'
235	6360.00	53.00'
236	6360.00	53.00'
237	6360.00	53.00'
238	6360.00	53.00'
239	6360.00	53.00'
240	6360.00	53.00'
241	6360.00	53.00'
242	6360.00	53.00'
243	6360.00	53.00'
244	6360.00	53.00'
245	6360.00	53.00'
246	6360.00	53.00'
247	6360.00	53.00'
248	6360.00	53.00'
249	6360.00	53.00'
250	6360.00	53.00'

Lot Table		
Lot #	Area	Lot Width @ Setback
251	6360.00	53.00'
252	6360.00	53.00'
253	6360.00	53.00'
254	6360.00	53.00'
255	7231.38	61.21'
256	9553.08	61.04'
257	8491.55	58.03'
258	8120.00	58.00'
259	8120.00	58.00'
260	8120.00	58.00'
261	8120.00	58.00'
262	8120.00	58.00'
263	7420.00	53.00'
264	7420.00	53.00'
265	7420.00	53.00'
266	7420.00	53.00'
267	7420.00	53.00'
268	7420.00	53.00'
269	7420.00	53.00'
270	7420.00	53.00'
271	7669.91	60.38'
272	6360.00	53.00'
273	6360.00	53.00'
274	6360.00	53.00'
275	6360.00	53.00'
276	6360.00	53.00'
277	6360.00	53.00'
278	6360.00	53.00'
279	6360.00	53.00'
280	6360.00	53.00'
281	6360.00	53.00'
282	3676.72	40.00'
283	3600.00	40.00'
284	3600.00	40.00'
285	3600.00	40.00'
286	3600.00	40.00'
287	3600.00	40.00'
288	3600.00	40.00'
289	3600.00	40.00'
290	3722.02	40.00'
291	3721.90	40.00'
292	3721.78	40.00'
293	3721.65	40.00'
294	3721.53	40.00'
295	3721.40	40.00'
296	3721.28	40.00'
297	3600.00	40.00'
298	3600.00	40.00'
299	3600.00	40.00'
300	3600.00	40.00'

Lot Table		
Lot #	Area	Lot Width @ Setback
301	3600.00	40.00'
302	3600.00	40.00'
303	3600.00	40.00'
304	4408.26	57.95'
305	3600.00	40.00'
306	3600.00	40.00'
307	3600.00	40.00'
308	3600.00	40.00'
309	3600.00	40.00'
310	3600.00	

TRACT USE TABLE			
TRACT	USE	AREA (SF)	AREA (AC)
A	FUTURE WELL SITE	28171	0.647
B	LANDSCAPE / OPEN SPACE	2357	0.054
C	LANDSCAPE / OPEN SPACE	2357	0.054
D	LANDSCAPE / OPEN SPACE	2357	0.054
E	LANDSCAPE / OPEN SPACE / RETENTION	84790	1.947
F	LANDSCAPE / OPEN SPACE	13166	0.302
G	LANDSCAPE / OPEN SPACE / RETENTION	43239	0.993
H	LANDSCAPE / OPEN SPACE	2358	0.054
I	LANDSCAPE / OPEN SPACE / AMENITY	20614	0.473
J	LANDSCAPE / OPEN SPACE	2360	0.054
K	LANDSCAPE / OPEN SPACE / RETENTION	41157	0.945
L	LANDSCAPE / OPEN SPACE / RETENTION	65202	1.497
M	LANDSCAPE / OPEN SPACE	2359	0.054
N	LANDSCAPE / OPEN SPACE	2407	0.055
O	LANDSCAPE / OPEN SPACE / AMENITY / RETENTION	36600	0.840
P	LANDSCAPE / OPEN SPACE	2430	0.056
Q	LANDSCAPE / OPEN SPACE	2437	0.056
R	LANDSCAPE / OPEN SPACE / RETENTION	42481	0.975
S	LANDSCAPE / OPEN SPACE	2633	0.060
T	LANDSCAPE / OPEN SPACE	13780	0.316

TRACT USE TABLE			
TRACT	USE	AREA (SF)	AREA (AC)
U	LANDSCAPE / OPEN SPACE	12720	0.292
V	LANDSCAPE / OPEN SPACE	2557	0.059
W	LANDSCAPE / OPEN SPACE	2357	0.054
X	LANDSCAPE / OPEN SPACE	2357	0.054
Y	LANDSCAPE / OPEN SPACE / AMENITY / RETENTION	29758	0.683
Z	LANDSCAPE / OPEN SPACE / AMENITY / PUBLIC USE TRAIL / RETENTION	188621	4.330
Z1	FUTURE RIGHT-OF-WAY	2651	0.061
Z2	LANDSCAPE / OPEN SPACE / AMENITY / PUBLIC USE TRAIL / RETENTION	176267	4.047
AA	LANDSCAPE / OPEN SPACE	1757	0.040
BB	LANDSCAPE / OPEN SPACE	6524	0.150
CC	LANDSCAPE / OPEN SPACE	9633	0.221
DD	LANDSCAPE / OPEN SPACE	1757	0.040
EE	LANDSCAPE / OPEN SPACE	7200	0.165
FF	LANDSCAPE / OPEN SPACE	1757	0.040
GG	LANDSCAPE / OPEN SPACE	2357	0.054
HH	LANDSCAPE / OPEN SPACE	2357	0.054
II	LANDSCAPE / OPEN SPACE	2357	0.054
JJ	LANDSCAPE / OPEN SPACE	1226	0.028
KK	LANDSCAPE / OPEN SPACE	2361	0.054
LL	LANDSCAPE / OPEN SPACE	2446	0.056
MM	LANDSCAPE / OPEN SPACE	2392	0.055
NN	LANDSCAPE / OPEN SPACE	2375	0.055

TRACT USE TABLE			
TRACT	USE	AREA (SF)	AREA (AC)
OO	LANDSCAPE / OPEN SPACE	2064	0.047
PP	LANDSCAPE / OPEN SPACE	2359	0.054
QQ	LANDSCAPE / OPEN SPACE	4749	0.109
RR	LANDSCAPE / OPEN SPACE	2309	0.053
SS	LANDSCAPE / OPEN SPACE	2259	0.052
TT	LANDSCAPE / OPEN SPACE	4893	0.112
UU	LANDSCAPE / OPEN SPACE / AMENITY / RETENTION	40991	0.941
VV	LANDSCAPE / OPEN SPACE	2360	0.054
WW	LANDSCAPE / OPEN SPACE	2413	0.055
XX	LANDSCAPE / OPEN SPACE	2260	0.052
YY	LANDSCAPE / OPEN SPACE	2261	0.052
ZZ	LANDSCAPE / OPEN SPACE	45066	1.035
AAA	LANDSCAPE / OPEN SPACE	2260	0.052
BBB	LANDSCAPE / OPEN SPACE	2260	0.052
CCC	LANDSCAPE / OPEN SPACE / AMENITY / RETENTION	48257	1.108
DDD	LANDSCAPE / OPEN SPACE	1380	0.032
EEE	LANDSCAPE / OPEN SPACE	884	0.020
FFF	LANDSCAPE / OPEN SPACE / AMENITY	29088	0.668
GGG	LANDSCAPE / OPEN SPACE	882	0.020
HHH	LANDSCAPE / OPEN SPACE	1760	0.040

TRACT USE TABLE			
TRACT	USE	AREA (SF)	AREA (AC)
III	LANDSCAPE / OPEN SPACE / RETENTION	46862	1.076
JJJ	LANDSCAPE / OPEN SPACE	1767	0.041
KKK	LANDSCAPE / OPEN SPACE	1787	0.041
LLL	LANDSCAPE / OPEN SPACE	895	0.021
MMM	LANDSCAPE / OPEN SPACE	968	0.022
NNN	LANDSCAPE / OPEN SPACE / RETENTION	37814	0.868
OOO	LANDSCAPE / OPEN SPACE	970	0.022
PPP	LANDSCAPE / OPEN SPACE / AMENITY / RETENTION / PARKING	104365	2.396
QQQ	LANDSCAPE / OPEN SPACE	15615	0.358
RRR	LANDSCAPE / OPEN SPACE	14327	0.329
SSS	FUTURE COMMUNITY PARK / RETENTION	596393	13.691
TTT	LANDSCAPE / OPEN SPACE / MEDIAN	4400	0.101
UUU	LANDSCAPE / OPEN SPACE / MEDIAN	5465	0.125
VVV	LANDSCAPE / OPEN SPACE / MEDIAN	239	0.005
WWW	LANDSCAPE / OPEN SPACE / MEDIAN	134	0.003
XXX	LANDSCAPE / OPEN SPACE / MEDIAN	181	0.004
YYY	LANDSCAPE / OPEN SPACE / MEDIAN	166	0.004
ZZZ	LANDSCAPE / OPEN SPACE / MEDIAN	126	0.003
AI	LANDSCAPE / OPEN SPACE / MEDIAN	239	0.005
BI	LANDSCAPE / OPEN SPACE / MEDIAN	3446	0.079
CI	LANDSCAPE / OPEN SPACE / MEDIAN	8706	0.200
DI	LANDSCAPE / OPEN SPACE / MEDIAN	12094	0.278
EI	LANDSCAPE / OPEN SPACE / MEDIAN	11678	0.268
FI	LANDSCAPE / OPEN SPACE / MEDIAN	11654	0.268
PARCEL 2	FUTURE HIGH-DENSITY RESIDENTIAL	1172104	26.908
TOTAL OPEN SPACE (EXCLUDING TRACT A & PARCEL 2)		1929917	44.301
TOTAL TRACT AREA		3130192	71.856

LINE TABLE		
LINE	LENGTH	BEARING
L1	48.24'	N70°53'48"E
L2	66.57'	S81°31'27"E
L3	16.10'	S19°06'12"E
L4	14.13'	N74°54'49"E
L5	37.65'	N74°54'49"E
L6	24.75'	S15°33'35"W
L7	29.00'	S15°33'35"W
L8	74.16'	N00°39'11"E
L9	75.17'	S00°39'11"W
L10	126.35'	N89°20'49"W

CURVE TABLE				
CURVE	LENGTH	RADIUS	CHORD	DELTA
C1	333.11'	1000.00'	331.57'	019°05'09"
C2	207.97'	1000.00'	207.60'	011°54'58"
C3	136.84'	1000.00'	136.73'	007°50'25"
C4	127.72'	1000.00'	127.63'	007°19'03"
C5	141.53'	3775.00'	141.52'	002°08'53"
C6	155.60'	3775.00'	155.59'	002°21'42"
C7	136.33'	3775.00'	136.33'	002°04'09"
C8	53.76'	2700.00'	53.76'	001°08'27"
C9	58.11'	2700.00'	58.11'	001°14'00"
C10	571.32'	2700.00'	570.26'	012°07'26"
C11	776.99'	2700.00'	774.31'	016°29'17"
C12	106.83'	2700.00'	106.82'	002°16'01"
C13	518.03'	2000.00'	516.58'	014°50'26"
C14	244.33'	2000.00'	244.18'	006°59'59"

CURVE TABLE				
CURVE	LENGTH	RADIUS	CHORD	DELTA
C15	445.29'	2000.00'	444.37'	012°45'24"
C16	56.55'	36.00'	50.91'	090°00'00"
C17	55.37'	36.00'	50.07'	088°07'08"
C18	258.41'	2197.50'	258.27'	006°44'16"
C19	158.71'	2197.50'	158.68'	004°08'17"
C20	114.40'	2197.50'	114.38'	002°58'58"
C21	154.07'	2197.50'	154.03'	004°01'01"
C22	59.07'	36.00'	52.66'	094°01'01"
C23	190.10'	692.00'	189.50'	015°44'22"
C24	109.88'	400.00'	109.54'	015°44'22"
C25	56.55'	36.00'	50.91'	090°00'00"
C26	58.04'	36.00'	51.96'	092°22'43"
C27	326.49'	1802.50'	326.05'	010°22'42"
C28	207.42'	1802.50'	207.31'	006°35'36"

CURVE TABLE				
CURVE	LENGTH	RADIUS	CHORD	DELTA
C29	44.39'	36.00'	41.63'	070°39'00"
C30	68.42'	500.00'	68.37'	007°50'25"
C31	104.38'	300.00'	103.86'	019°56'10"
C32	190.15'	1510.50'	190.02'	007°12'46"
C33	302.41'	1510.50'	301.90'	011°28'15"
C34	67.47'	300.00'	67.33'	012°53'08"
C35	56.55'	36.00'	50.91'	090°00'00"
C36	56.55'	36.00'	50.91'	089°59'44"
C37	56.55'	36.00'	50.91'	090°00'16"
C38	56.55'	36.00'	50.91'	089°59'44"
C39	78.05'	300.00'	77.83'	014°54'24"
C40	78.05'	300.00'	77.83'	014°54'24"
C41	56.55'	36.00'	50.91'	090°00'00"
C42	56.55'	36.00'	50.91'	090°00'00"

CURVE TABLE				
CURVE	LENGTH	RADIUS	CHORD	DELTA
C43	56.55'	36.00'	50.91'	090°00'00"
C44	55.12'	36.00'	49.89'	087°43'59"
C45	146.06'	3055.00'	146.04'	002°44'21"
C46	146.06'	3055.00'	146.04'	002°44'21"
C47	54.33'	36.00'	49.32'	086°27'46"
C48	493.63'	2914.00'	493.04'	009°42'21"
C49	54.51'	36.00'	49.45'	086°45'17"
C50	642.64'	3196.00'	641.55'	011°31'15"
C51	723.80'	3478.00'	722.50'	011°55'25"
C52	67.17'	1000.00'	67.15'	003°50'54"
C53	54.49'	36.00'	49.44'	086°43'37"
C54	311.75'	2889.00'	311.60'	006°10'58"
C55	52.49'	36.00'	47.97'	083°32'52"
C56	231.82'	3121.00'	231.76'	004°15'21"

CURVE TABLE				
CURVE	LENGTH	RADIUS	CHORD	DELTA
C57	210.56'	3121.00'	210.52'	003°51'56"
C58	50.40'	300.00'	50.34'	009°37'30"
C59	126.68'	150.00'	122.94'	048°23'11"
C60	108.46'	688.00'	108.35'	009°01'58"
C61	44.24'	36.00'	41.50'	070°24'10"
C62	54.13'	36.00'	49.17'	086°09'06"
C63	176.93'	456.00'	175.82'	022°13'50"
C64	382.12'	456.00'	371.04'	048°00'47"
C65	56.55'	36.00'	50.91'	090°00'00"

Project:

Marley Park Phase 4 - 5

Revisions:

AUGUST 24, 2017 - 1ST PRELIMINARY PLAT SUB.

NOVEMBER 16, 2017 - 2ND PRELIMINARY PLAT SUB.

DECEMBER 14, 2017 - 3RD PRELIMINARY PLAT SUB.

Design:

JH

Drawn by:

DCH

Call at least two full working days before you begin excavation.

ARIZONA

60163 JOHN C. MCGHEE

DESIGNER: JH

60163 JOHN C. MCGHEE

Job No.

17-234

PP09

Sheet No.

10 of 10

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EPS

GROUP

Data Tables

FS17-699

Marley Park Phase 4 & 5

Surprise, Arizona



Preliminary Landscape Design Package

Submitted: October 23, 2017

Resubmitted: November 16, 2017 (Rev 1)

Resubmitted: December 14, 2017 (Rev 2)

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PARKS & AMENITY

1 THE HOMESTEAD

- Community / Sales Center
- Ramada
- Outdoor Fireplace Plaza
- Communal Table
- Tot Lot
- Half Basketball Court
- Grove Plaza
- Pool
- Kid Zone
- Adult Zone
- Lap Pool
- Dive-in Movie
- Bocce Ball Court
- Horseshoes Court
- Open Turf Area

2 PLAYFUL ART PARK (PARCEL 1)

- Playful Art Play Structure
- Shaded Seating
- Gathering Area
- Shaded Seatwall Gathering Plaza
- Open Turf Area

3 MONARCH PARK (PARCEL 3)

- Passive Recreation Park
- Outdoor Lounge
- Overlook Platform
- Grove Plaza
- Formal Gardens
- Social Event Space

4 CLIMBING PARK (PARCEL 5)

- Climbing Tot Lot
- Turf Play Area
- Ramada Gathering
- Shaded Seating

5 MUSIC PARK (PARCEL 7)

- Interactive Musical Play
- Turf Play Area
- Shade Structure
- Seating Area
- Gathering Plaza

6 PRAIRIE LOUNGE (PARCEL 8)

- Outdoor Kitchen
- Outdoor Living
- Outdoor Fireplace
- Movie Lawn
- Community Garden
- Communal Table
- Corn Hole

7 NATURE GROVE PARK (PARCEL 9)

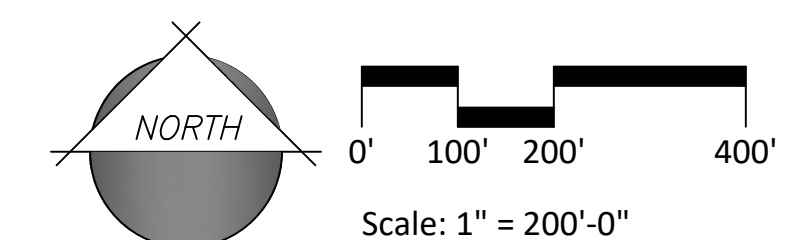
- Nature Play Feature
- Animal Play Feature
- Turf Play Area
- Shade Structure
- Seating Area

8 WARRIOR PARK (LINEAR PARK)

- Active Recreation Park
- Fitness Stations
- Ninja Equipment
- Multi-use Trails

9 MEADOW PARK (13 ACRE PARK)

- Active Recreation Park
- Multi-use Turf Fields
- Multi-use Paths



KEYNOTES

- 1

LAP POOL
- 2

POOL KID PLAY ZONE (SHADED)
- 3

POOL LOUNGE WITH BARSTOOLS (SHADED)
- 4

TURF
- 5

UMBRELLAS
- 6

FIRE PIT PLAZA
- 7

SEATING
- 8

COMMUNITY TABLE
- 9

HORSESHOES
- 10

BOCCE BALL
- 11

LANDSCAPE BENCH
- 12

GROVE PLAZA
- 13

OUTDOOR KITCHEN
- 14

TOT LOT
- 15

LOW SCREEN WALL
- 16

CORNHOLE
- 17

HALF BASKETBALL COURT
- 18

BBQ GRILLS
- 19

PARKING (27 STALLS)
- 20

MODEL TRAP FENCE
- 21

CLUBHOUSE / SALES OFFICE
- 22

OUTDOOR LOUNGE
- 23

POOL EQUIPMENT ENCLOSURE
- 24

PARK MONUMENT SIGN

KEYMAP



HOMESTEAD PARK

CHARACTER IMAGERY



CLUBHOUSE 21 22 23



COMMUNAL TABLE 8



OUTDOOR FIREPIT 6



GROVE PLAZA 12



BOCCE BALL 10



TOT LOT 14



HORSESHOES 9



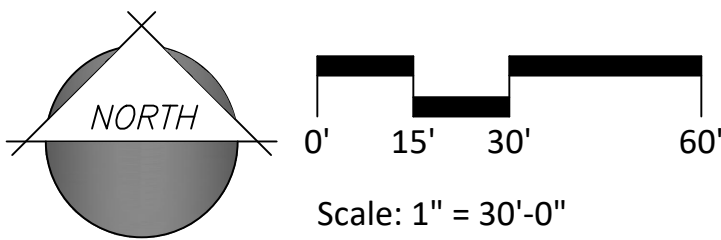
WATER BUCKET POOL FEATURE 2



BASKETBALL COURT 17



POOL LOUNGE WITH BARSTOOLS 3



KEYNOTES

- 1

FIBONACCI SPIRAL ART THEME TOT LOT
- 2

SHADE SAIL
- 3

DECORATIVE SEATWALL
- 4

GATHERING PLAZA
- 5

CHALKBOARD WALL
- 6

LANDSCAPE BENCHES
- 7

TURF
- 8

SIDEWALK
- 9

BIKE RACK

KEYMAP



PLAYFUL ART PARK

CHARACTER IMAGERY



FIBONACCI SPIRAL ART THEME TOT LOT 1



SHADE SAIL 2



GATHERING PLAZA WITH FIBONACCI SPIRAL DECORATIVE PAVING 4



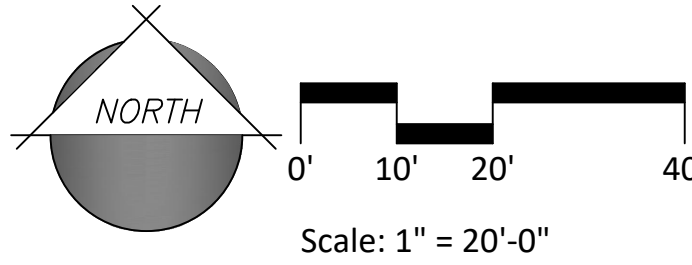
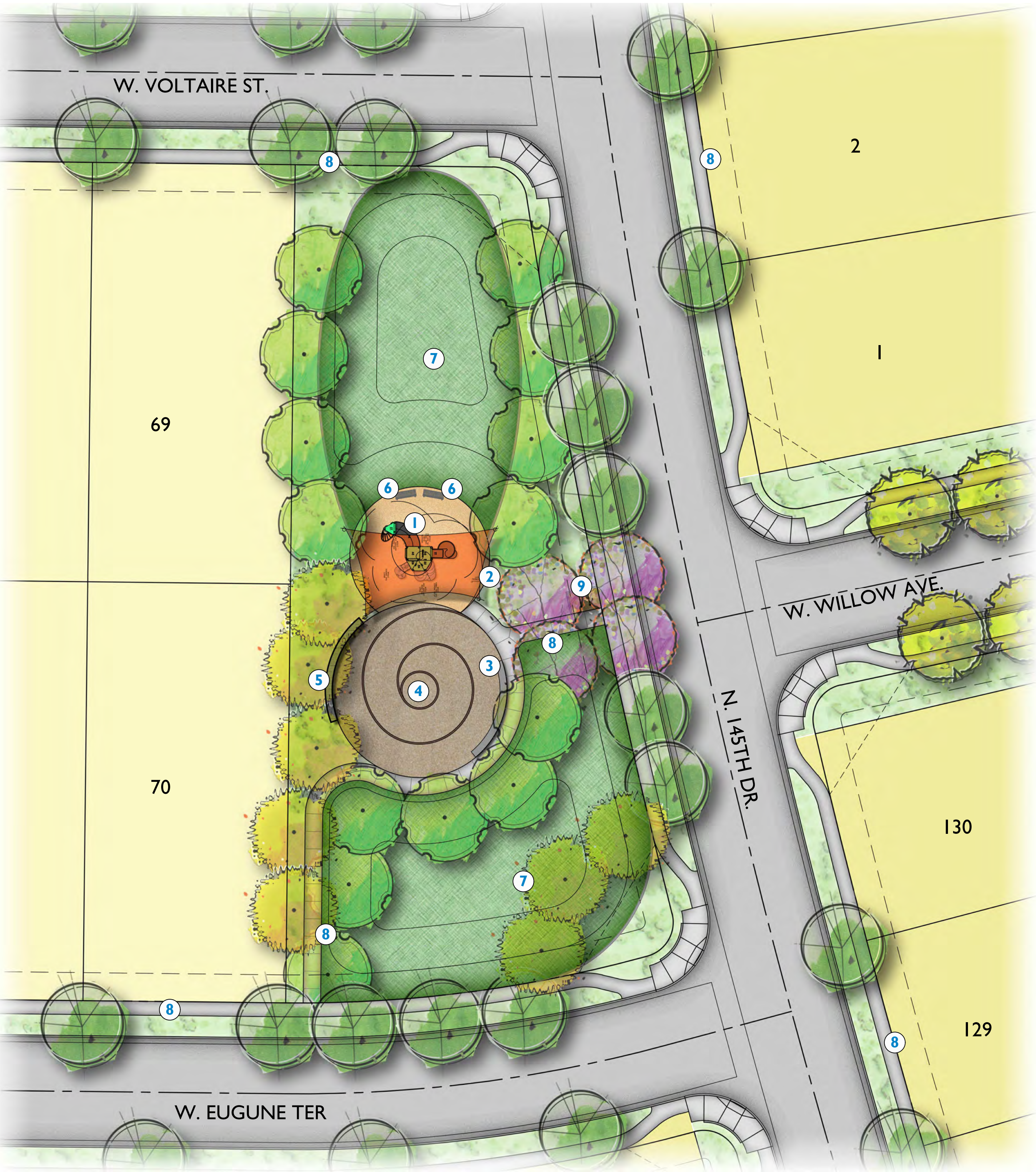
LANDSCAPE BENCHES 6



CHALKBOARD WALL 5



OPEN TURF COMMUNITY ART EVENTS 7



KEYNOTES

- 1

TRELLIS SHADE STRUCTURE
- 2

TURF
- 3

STROLLING PATH
- 4

SIGNATURE TREE
- 5

PICNIC TABLE
- 6

GATHERING PLAZA
- 7

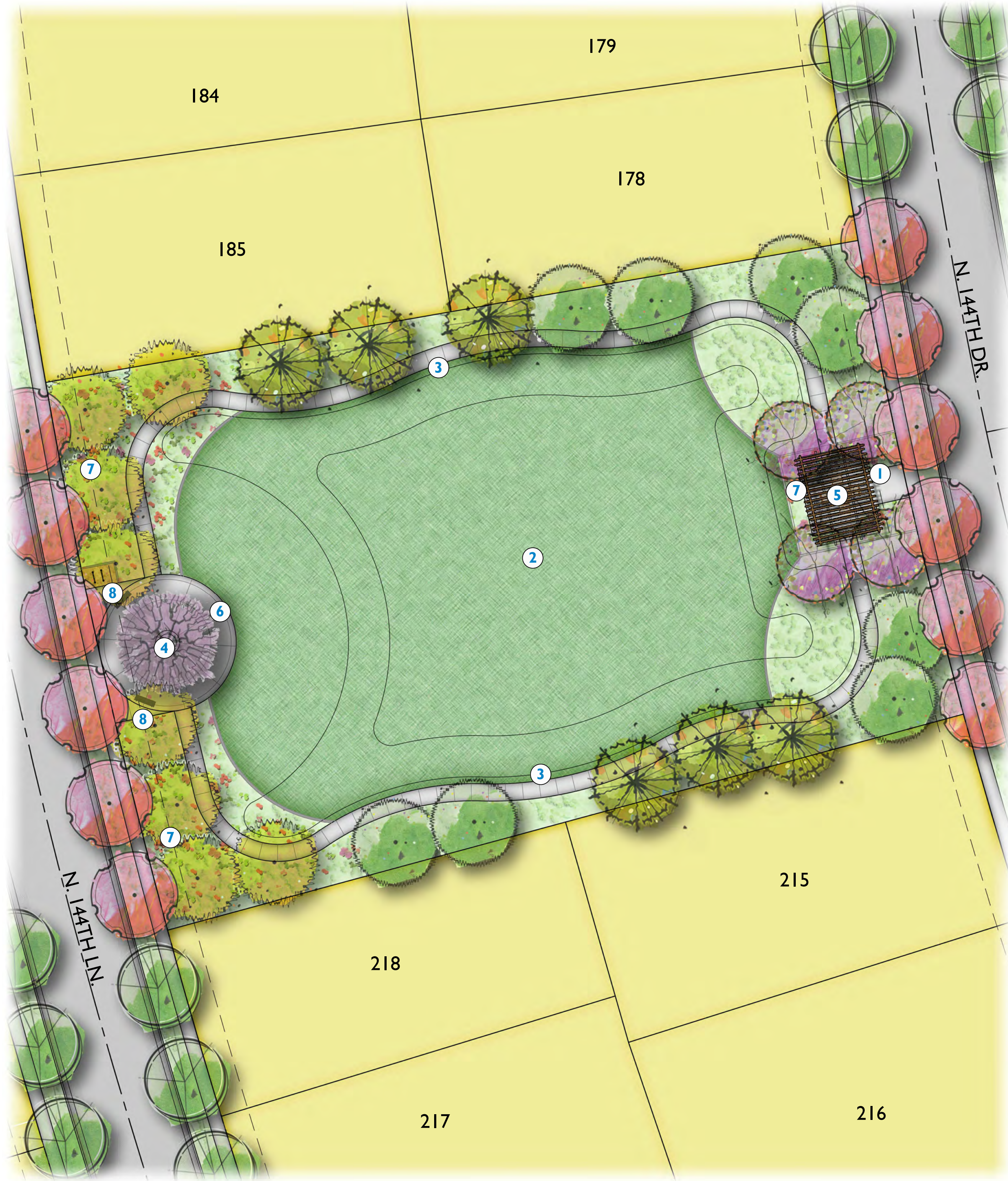
FORMAL GARDEN
- 8

LANDSCAPE BENCH

KEYMAP



MONARCH
PARK



CHARACTER IMAGERY



SHADED GATHERING SPACE 1



OVERLOOK PLATFORM 1



STROLLING PATH 3



SIGNATURE TREE PLANTING 4



SOCIAL GATHERING 6



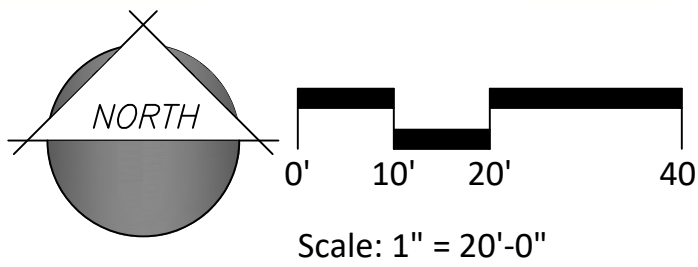
FORMAL GARDEN 7



PICNIC TABLE 5



LANDSCAPE BENCH 8



KEYNOTES

- 1

TURF
- 2

CLIMBING ROCK PLAY STRUCTURE
- 3

SLIDE PLAY STRUCTURE
- 4

RAMADA WITH PICNIC TABLE
- 5

GATHERING PLAZA
- 6

ARTIFICIAL TURF AREA
- 7

ARTIFICIAL TURF MOUND
- 8

ADIRONDACK CHAIR
- 9

LANDSCAPE BENCHES
- 10

BIKE RACK
- 11

BBQ GRILL
- 12

SIDEWALK

KEYMAP



CHARACTER IMAGERY



CLIMBING ROCK PLAY STRUCTURE 2



SLIDE PLAY STRUCTURE 3



RAMADA & GATHERING SPACE 4



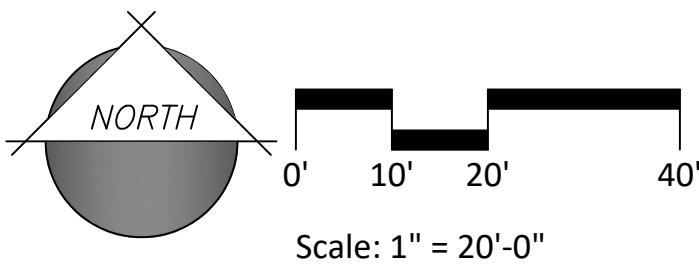
GATHERING PLAZA & ADIRONDACK CHAIR 5 8



LANDSCAPE BENCH 9



PLAYFUL ARTIFICIAL TURF MOUND 8



KEYNOTES

- 1

PLAZA AREA FOR MOVIE SCREEN SETUP
- 2

RAMADA WITH COMMUNAL DINING TABLE
- 3

TURF / MOVIE LAWN
- 4

FIRE PIT GATHERING PLAZA
- 5

SEAT WALL
- 6

CORNHOLE
- 7

GROVE PLANTING
- 8

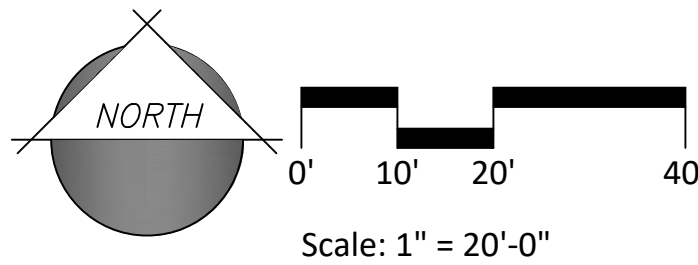
PRAIRIE GRASS PLANTING
- 9

LANDSCAPE BENCHES
- 10

BIKE RACK
- 11

SIDEWALK

KEYMAP



CHARACTER IMAGERY



COMMUNAL TABLE 2



STRING LIGHTS 2



GROVE 7



SEATWALL AT FIRE PIT PLAZA 4 5



CORNHOLE 6



PRAIRIE GRASS PLANTING 8

KEYNOTES

- 1

SHADED PRICKLY PEAR PLAY STRUCTURE
- 2

LOG CRAWL TUNNEL
- 3

MUSHROOM STEPPERS
- 4

SPECIMEN TREE
- 5

TURF
- 6

BOULDER SEATING
- 7

LANDSCAPE BENCHES
- 8

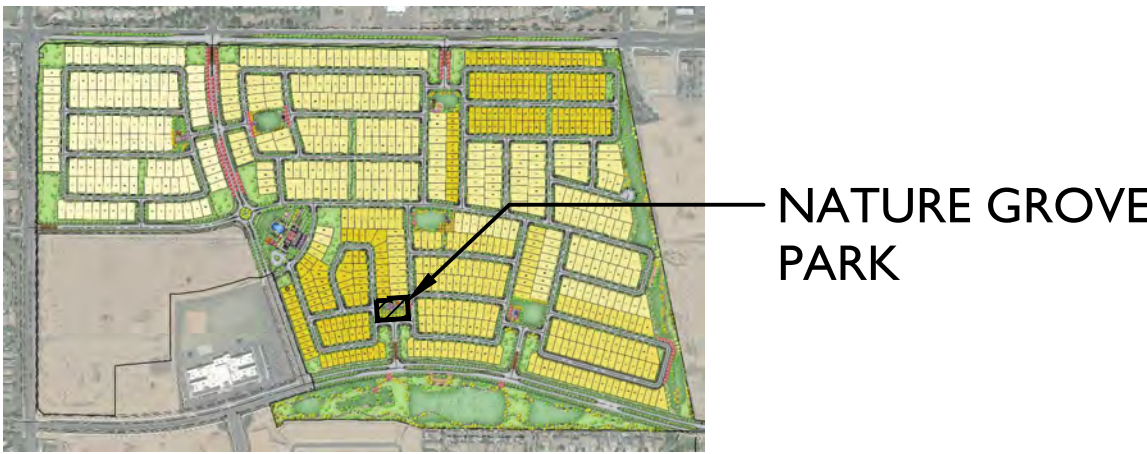
POLLINATOR GARDEN
- 9

GROVE PLANTING
- 10

SUCCULENT GARDEN
- 11

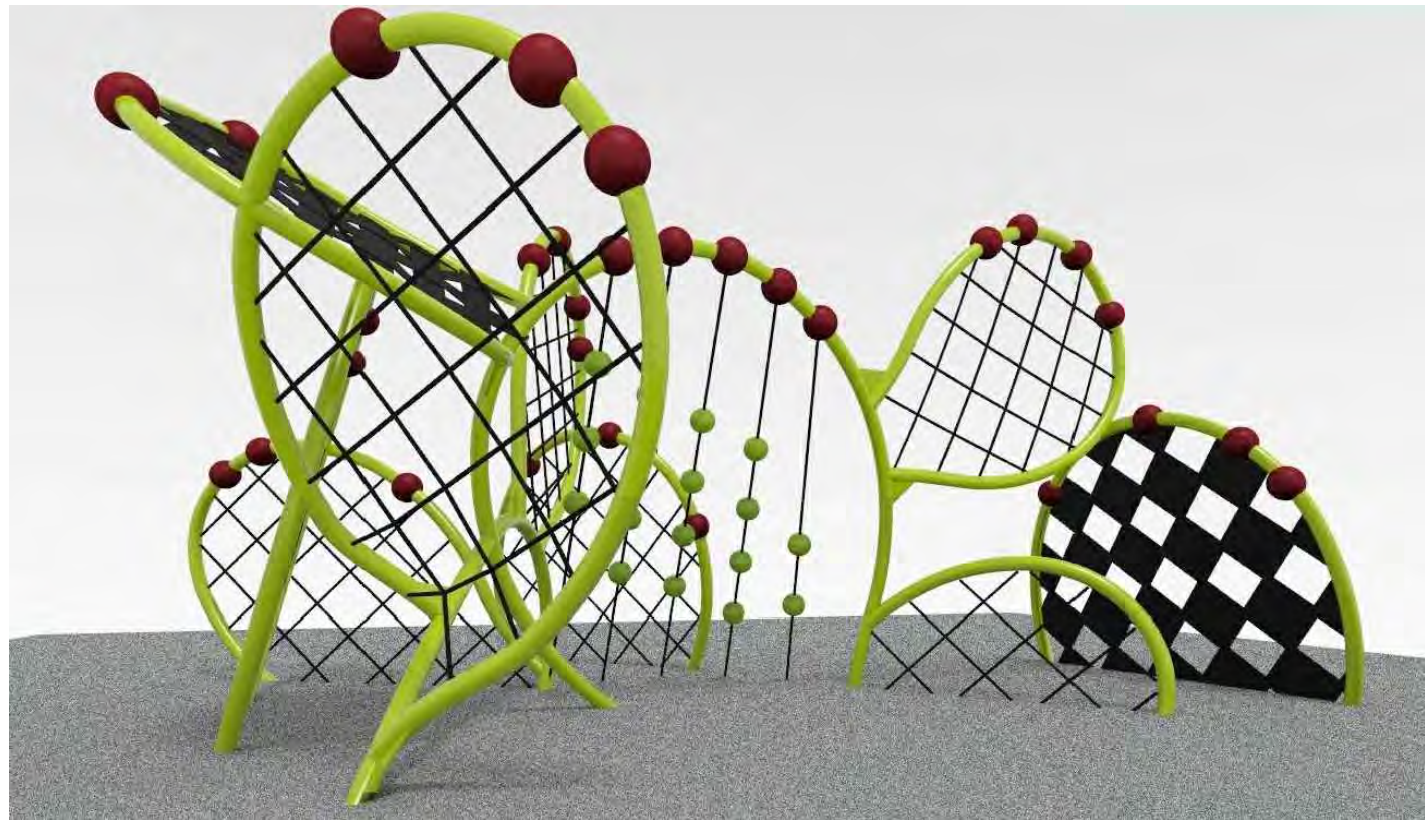
SIDEWALK

KEYMAP



NATURE GROVE PARK

CHARACTER IMAGERY



PRICKLY PEAR PLAY STRUCTURE 1



LOG CRAWL TUNNEL 2



MUSHROOM STEPPER 3



PATHWAY WITH BOULDER SEATING 6 12



OPEN TURF PLAY 8



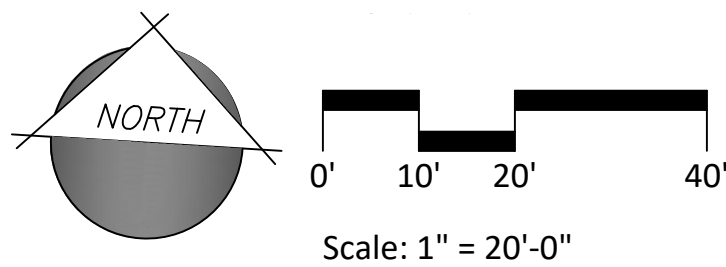
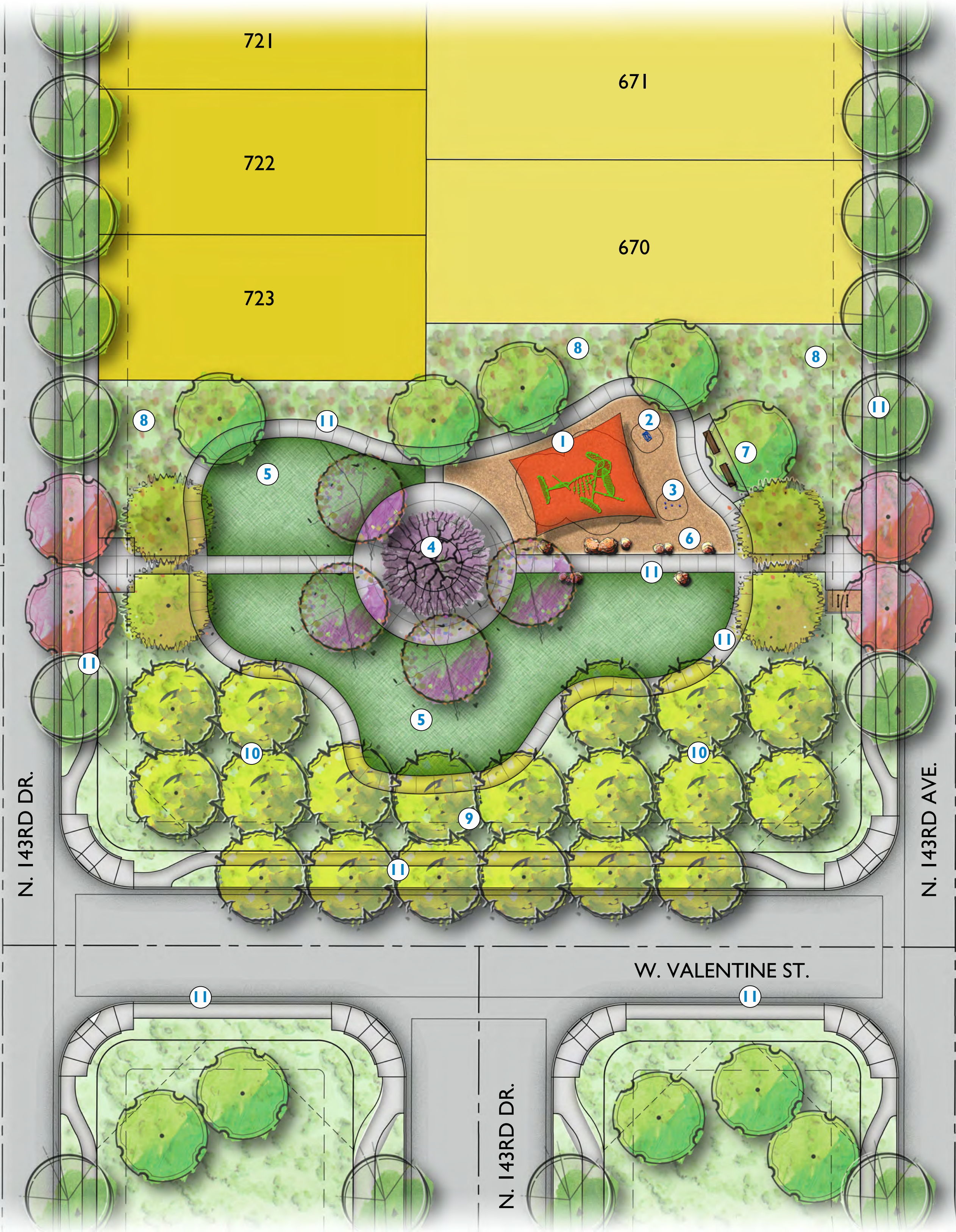
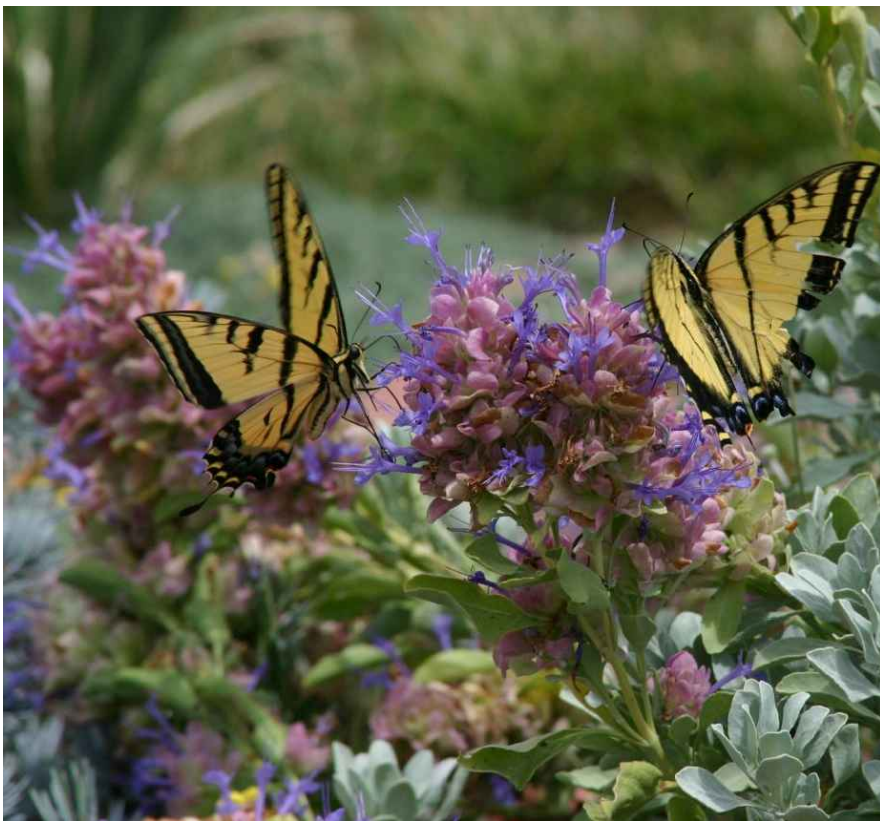
LANDSCAPE BENCH 5



SUCCULENT GARDEN 10



POLLINATOR GARDEN 11



KEYNOTES

- 1

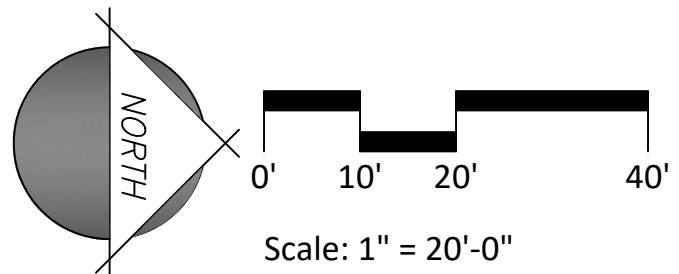
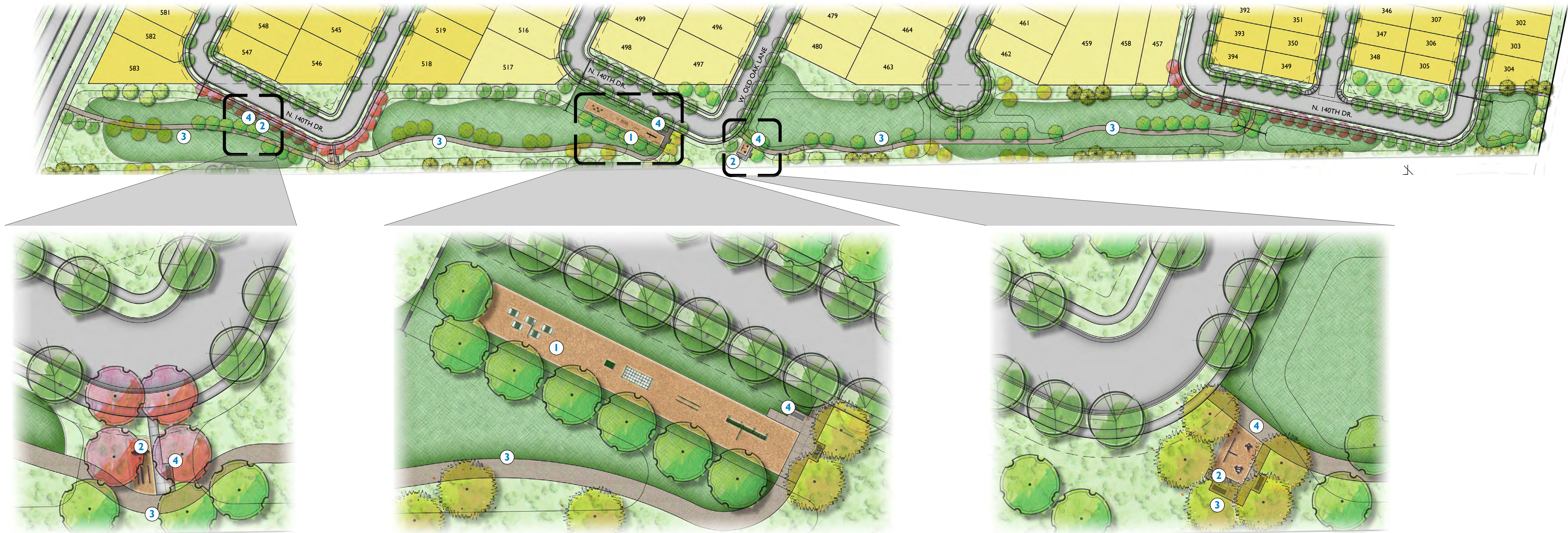
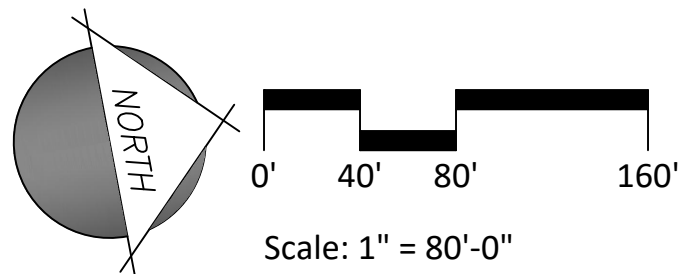
NINJA CHALLENGE COURSE
- 2

FITNESS STATION
- 3

8' UNPAVED MULTI USE TRAIL
- 4

REST AREA WITH LANDSCAPE BENCH

KEYMAP



CHARACTER IMAGERY



NINJA CHALLENGE COURSE 1



NINJA CHALLENGE EQUIPMENT 1



FITNESS STATION 2



MULTI USE TRAIL 3



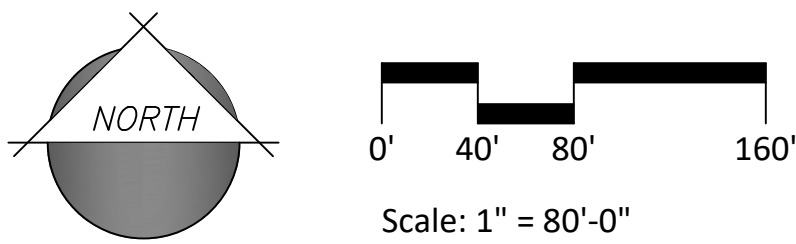
KEYMAP



MEADOW PARK

KEYNOTES

- 1 TURF
- 2 6' RUNNING/WALKING PATH (1 MILE LOOP)
- 3 DOUBLE GATED ENTRY
- 4 BENCHES W/ SHADE TREES
- 5 BENCHES W/ SHADE SAILS
- 6 PET WASTE STATION
- 7 UP/DOWN DRINKING FOUNTAIN
- 8 DOG PLAY ELEMENTS
- 9 DOG ENCLOSURE FENCE
- 10 STABILIZED DG PARKING (10 SPACES)
- 11 DOG PARK TURF PLAY AREA
- 12 SEATING NODE



CHARACTER IMAGERY



6' RUNNING/WALKING PATH (1 MILE LOOP) 2



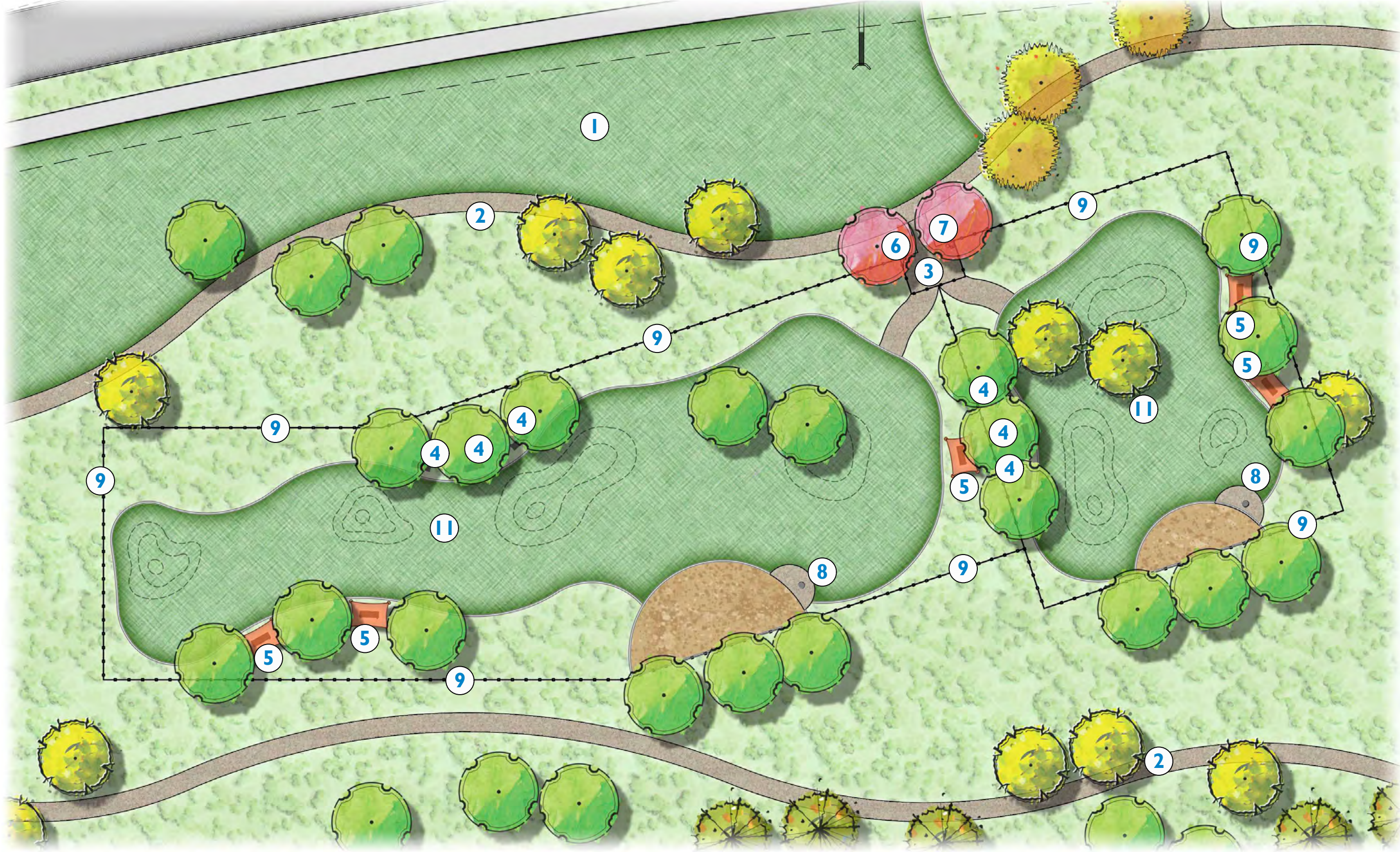
TURF RETENTION AREA 8

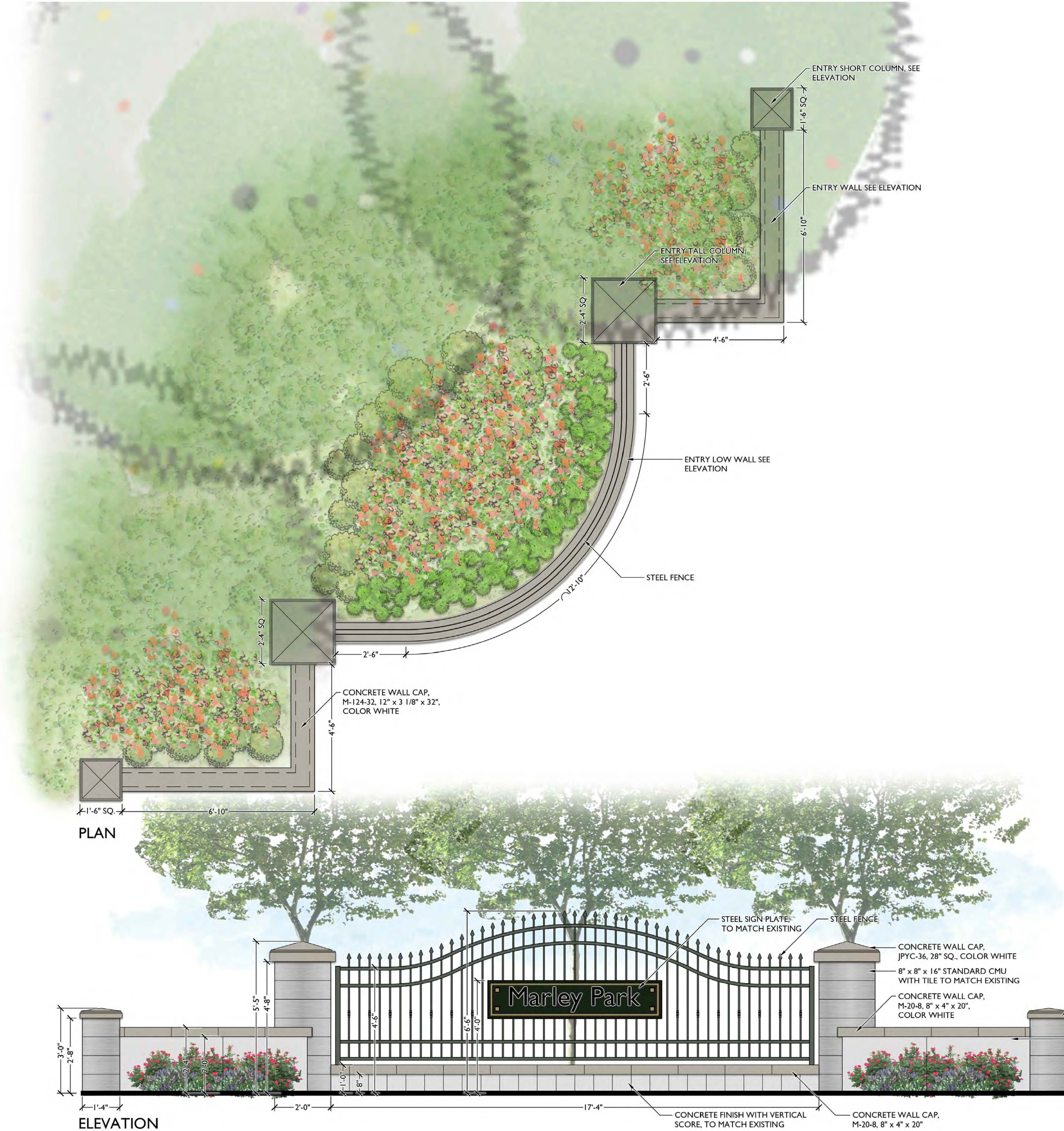


TURF PLAY AREA 1



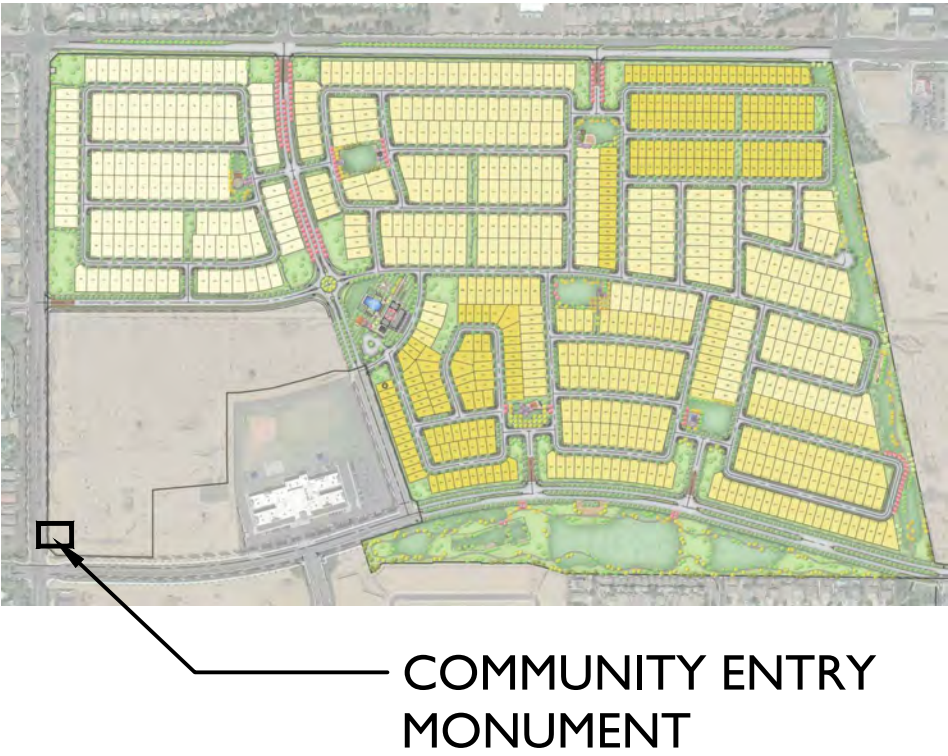
DOG PLAY ELEMENTS 8





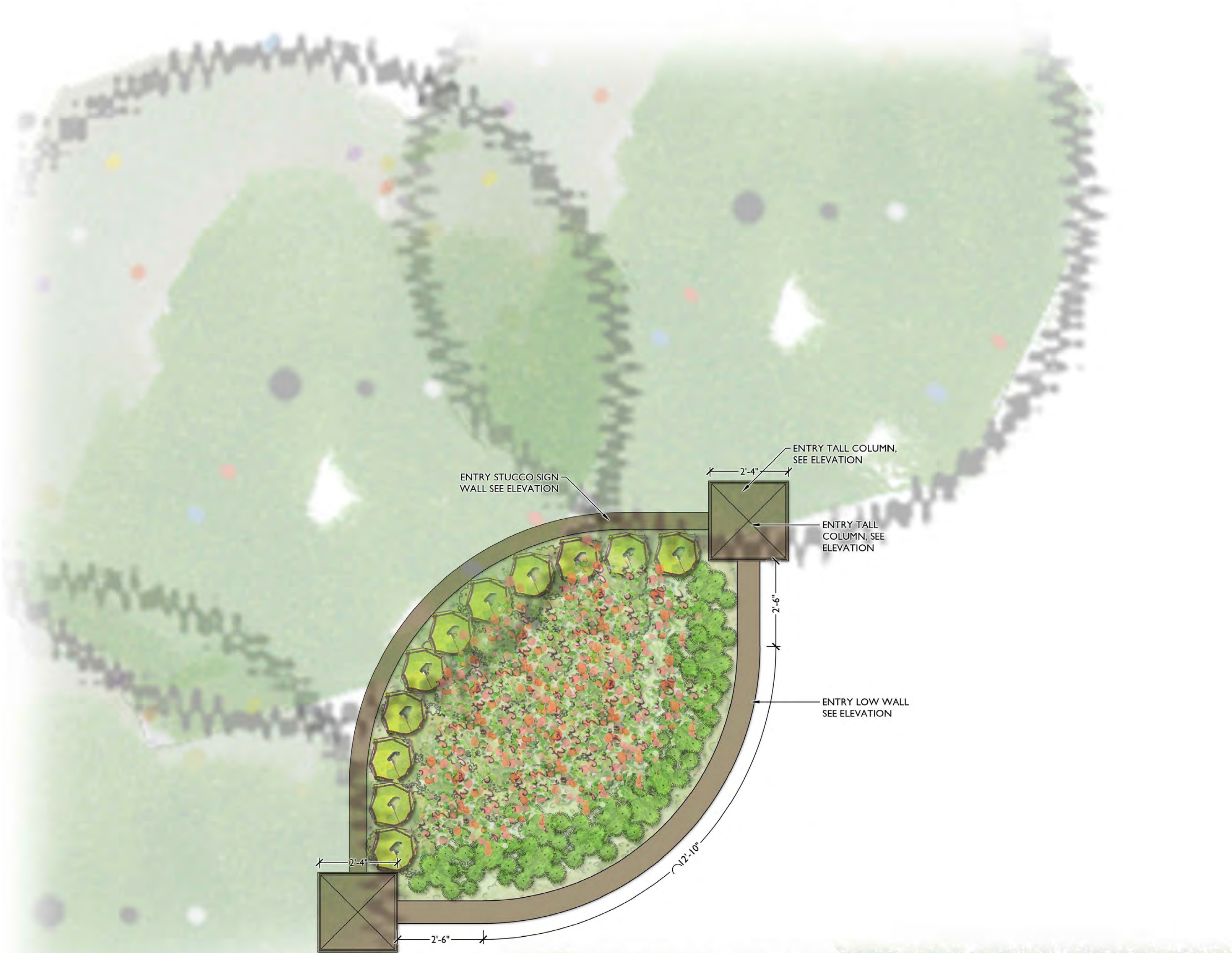
I COMMUNITY ENTRY MONUMENT
Scale: 1/2" = 1'-0"

KEYMAP



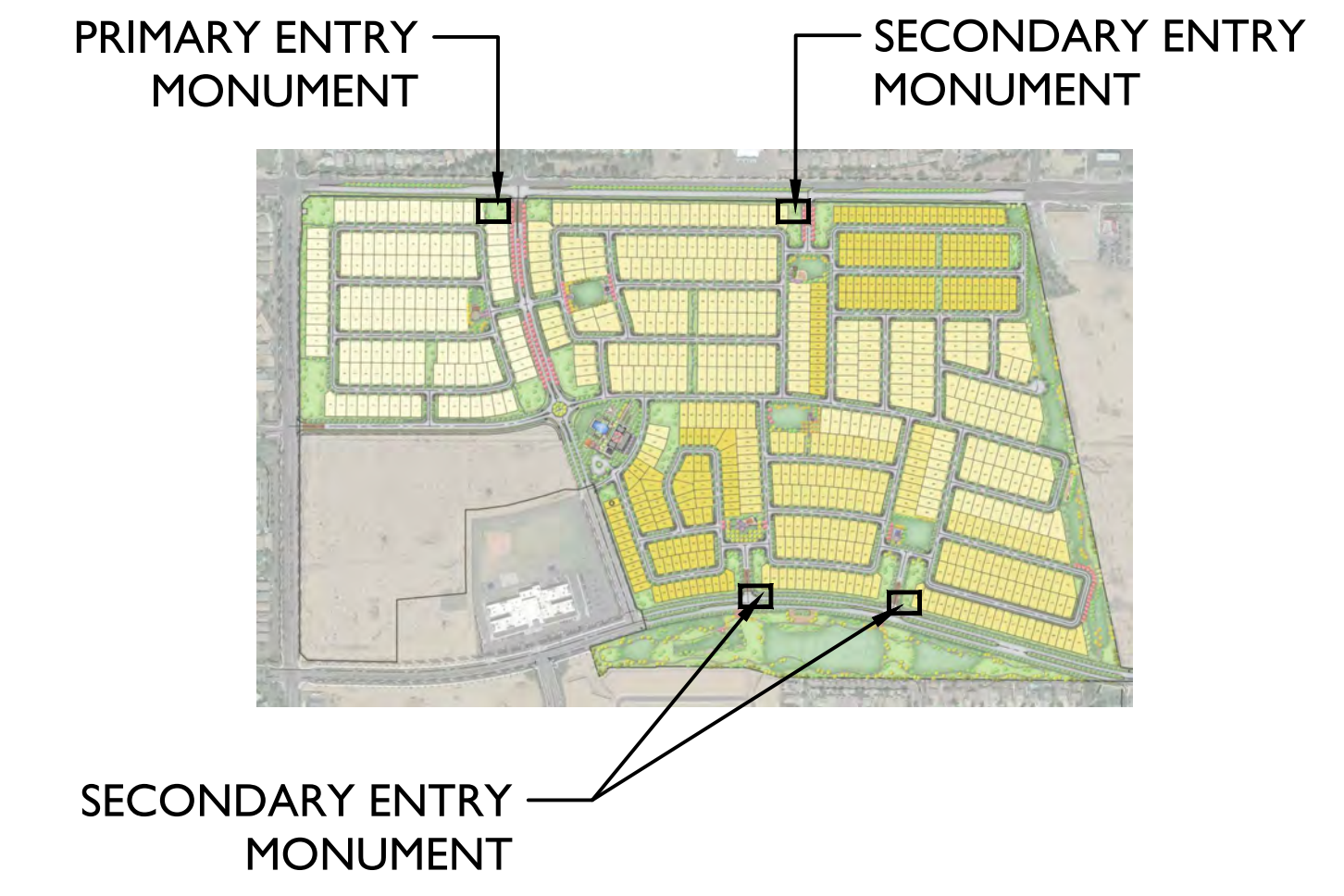
COLOR & MATERIALS SCHEDULE

ITEM	COLOR & MANUFACTURER
COLOR A (CMU)	SPLIT FACE CMU BLOCK, COLOR BONE, BY SUPERLITE OR APPROVED EQUAL
COLOR B (CMU)	FOUNDERS FINISH, COLOR SLIDE ROCK RED, BY SUPERLITE OR APPROVED EQUAL
COLOR D (STEEL)	COLOR RAL BLACK GREEN BY BERT'S PAINT, MATCH THE EXISTING, OR APPROVED EQUAL
CONCRETE CAP	COLOR OSTRICH, BY MESA PRECAST, OR APPROVED EQUAL



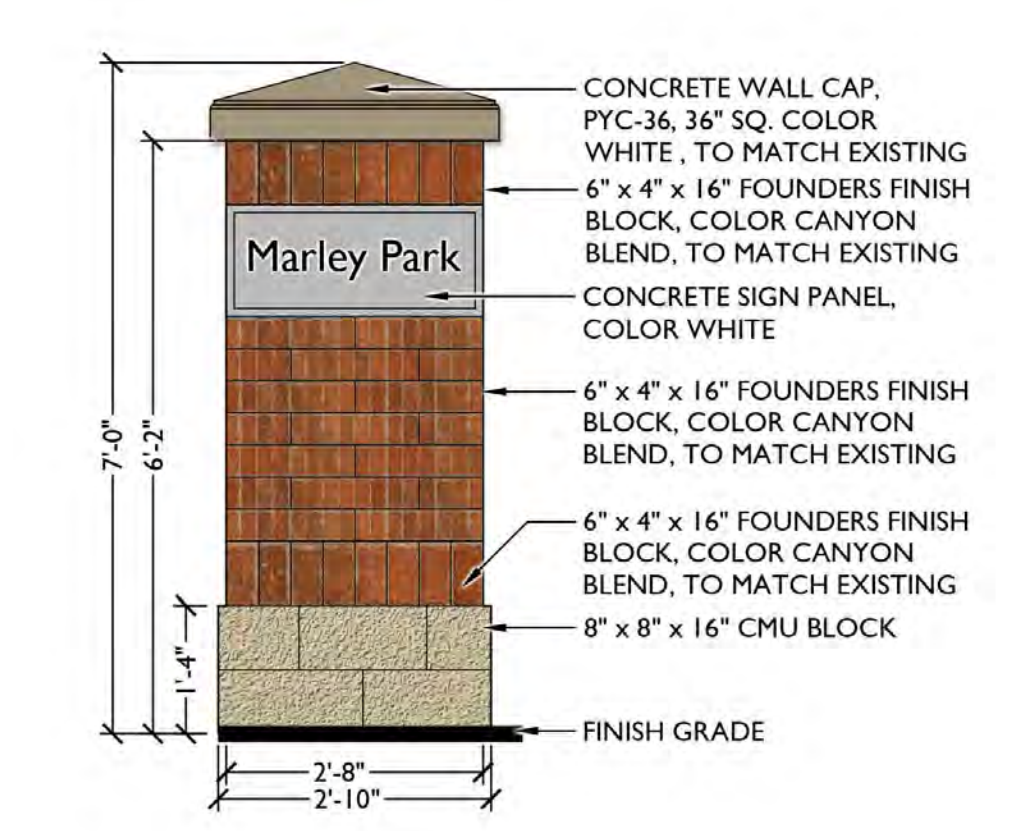
1 PRIMARY ENTRY MONUMENT
Scale: 1/2" = 1'-0"

KEYMAP



COLOR & MATERIALS SCHEDULE

ITEM	COLOR & MANUFACTURER
COLOR A (CMU)	SPLIT FACE CMU BLOCK, COLOR BONE, BY SUPERLITE OR APPROVED EQUAL
COLOR B (CMU)	FOUNDERS FINISH, COLOR SLIDE ROCK RED, BY SUPERLITE OR APPROVED EQUAL
COLOR D (STEEL)	COLOR RAL BLACK GREEN BY BERT'S PAINT, MATCH THE EXISTING, OR APPROVED EQUAL
CONCRETE CAP	COLOR OSTRICH, BY MESA PRECAST, OR APPROVED EQUAL

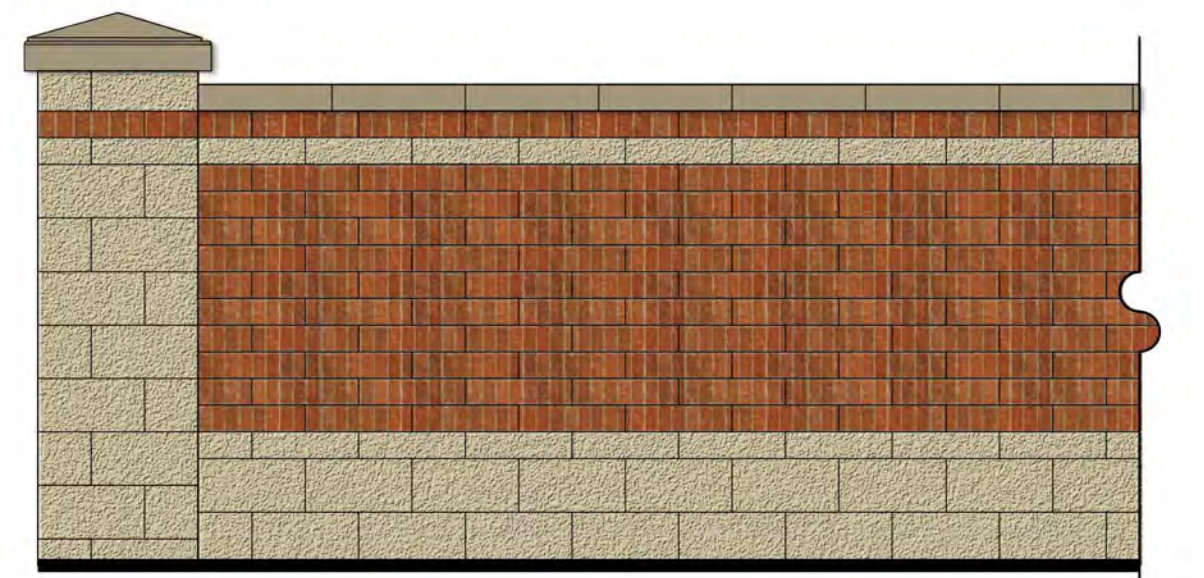


2 SECONDARY ENTRY MONUMENT COLUMN
Scale: 1/2" = 1'-0"

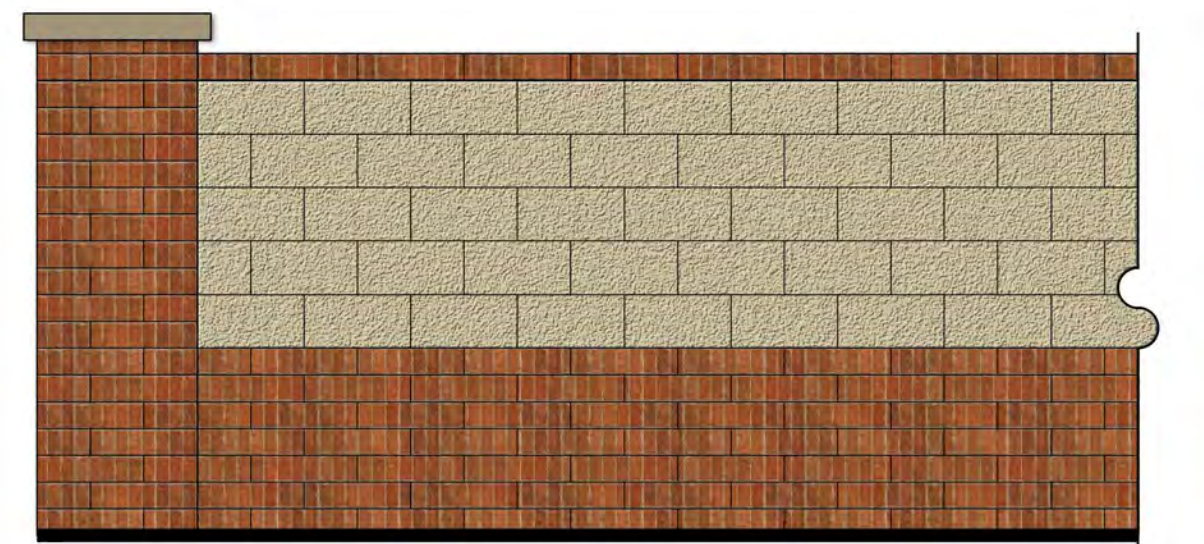


WALL LEGEND

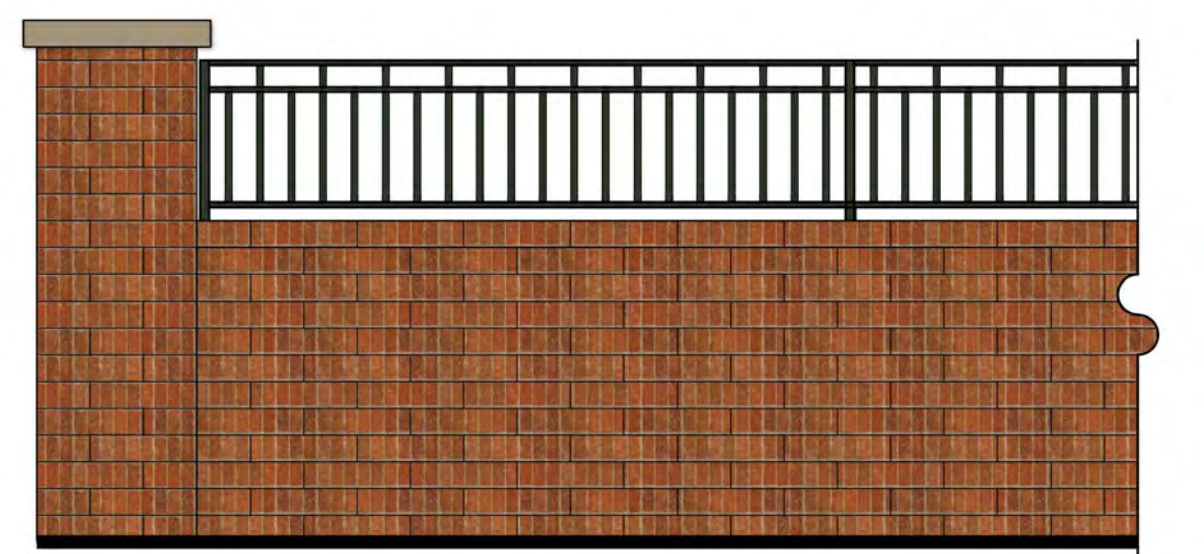
SYMBOL	ITEM
	PRIMARY WALL (MASTER DEVELOPER)
	SECONDARY WALL (PARCEL DEVELOPER)
	VIEW WALL (PARCEL DEVELOPER)
	COMMUNITY ENTRY MONUMENT
	PRIMARY ENTRY MONUMENT
	SECONDARY ENTRY MONUMENT



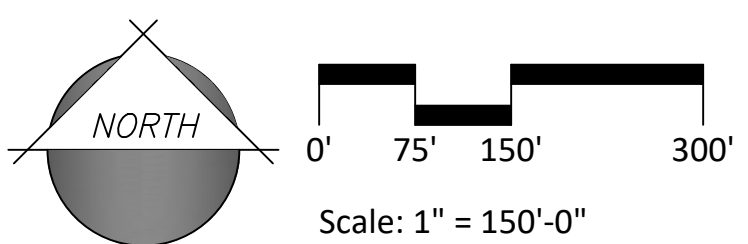
1 PRIMARY WALL



2 SECONDARY WALL



3 VIEW WALL



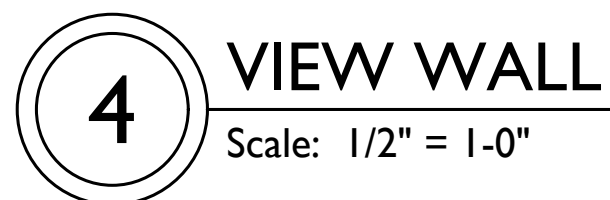
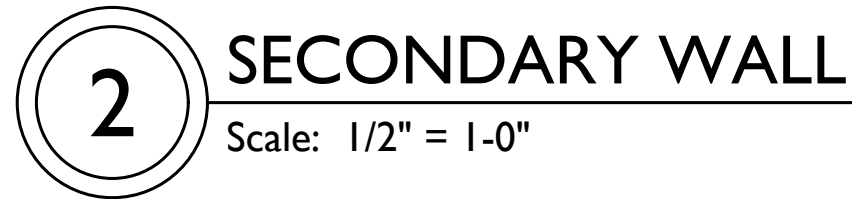
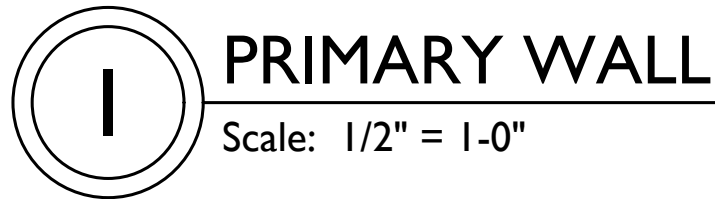
L-2.01
12.14.2017



Marley Park - Phase 4 & 5

Surprise, Arizona

Conceptual Wall Plan



ITEM	COLOR & MANUFACTURER
COLOR A (CMU)	SPLIT FACE CMU BLOCK, COLOR BONE, BY SUPERLITE OR APPROVED EQUAL
COLOR B (CMU)	FOUNDERS FINISH, COLOR SLIDE ROCK RED, BY SUPERLITE OR APPROVED EQUAL
COLOR D (STEEL)	COLOR RAL BLACK GREEN BY BERT'S PAINT, MATCH THE EXISTING, OR APPROVED EQUAL
CONCRETE CAP	COLOR OSTRICH, BY MESA PRECAST, OR APPROVED EQUAL



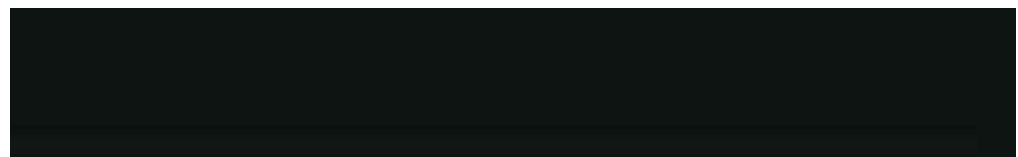
RAMADA



RAMADA OVERHEAD ORNAMENTATION
CARMEL



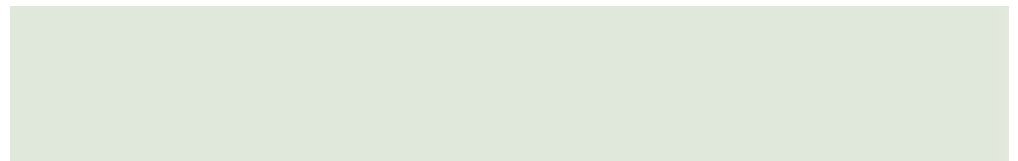
ROOF: MULTI-RIB (STANDARD)



ROOF COLOR: MATTE BLACK



DECORATIVE COLUMN: SAN JOSE



COLUMN COLOR: WHITE



PICNIC TABLE : ANOVA "MADISON"
COLOR: MAHOGANY



PICNIC TABLE : ANOVA "WAINWRIGHT"
COLOR: MAHOGANY



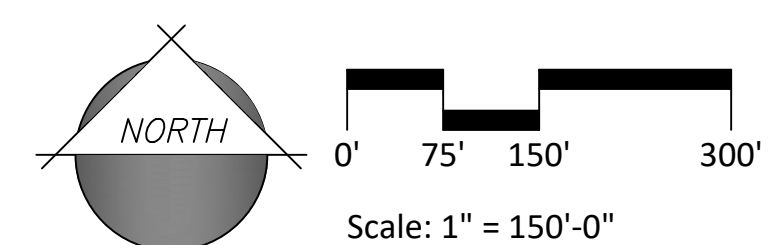
LANDSCAPE BENCH : ANOVA "MADISON"
COLOR: MAHOGANY



LANDSCAPE BENCH : ANOVA "MADISON"
COLOR: MAHOGANY

CONNECTIVITY LEGEND

SYMBOL	ITEM
	PEDESTRIAN CONNECTION
	SEATING NODE

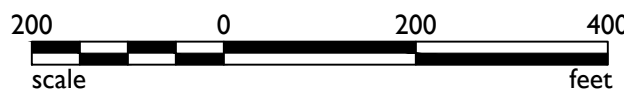
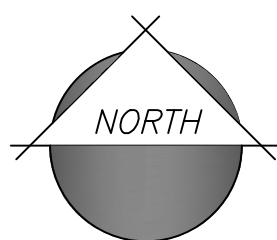




PHASE LINE

PHASE 2
PARCEL 1A & 1B
PARCEL 2

PHASE 3
PARCEL 9





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

5 September 2017

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

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

Re: FS17-508; Marley Park Phase 4 & 5

Dear Ms. Sullivan

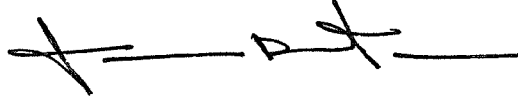
Thank you for the opportunity to provide comments on the Preliminary Plat Application for the Marley Park Phase 4 & 5. The site is located on 217 acres at the southwest corner of Waddell Road and Bullard Avenue, in Surprise AZ. The proposed community will consist of 776 single family detached homes for a density of 3.56 du/ac. The property is located from just inside the 65 LDN to approximately 3/4 mile 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. Luke AFB understands any residential development will remain external to the 65 LDN.

In an effort to promote a more compatible co-existence Luke AFB follows the guidelines in the Graduated Density Concept (GDC). The GDC proposes, in the absence of a more restrictive state, county or municipal general or comprehensive plan, graduating densities away from the 65 Ldn as follows: a maximum of 2 du/acre from the 65 Ldn to 1/2 mile, a maximum of 4 du/acre from 1/2 to 1 mile, and a maximum of 6 du/acre from 1 to 3 miles. With an overall density of 3.56 du/ac this request does not meet the standard, however Luke does recognizes Meritage Homes and the city have worked diligently to keep the project outside the 65 LDN and the density low.

While we have determined that this request exceeds the densities that Luke AFB follows, we recognize that we are not the approval authority. As such, if approved Marley Park Phase 4 & 5 will be located within the "territory in the vicinity of a military airport," it will be subjected to 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 would be essential to inform potential residents about Luke AFB operations.

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

Sincerely

A handwritten signature in black ink, appearing to read 'J. Mitchell', with a long horizontal line extending to the right.

JAMES R. MITCHELL

cc:

Colonel Michael S. Richardson, Vice Commander, 56th Fighter Wing

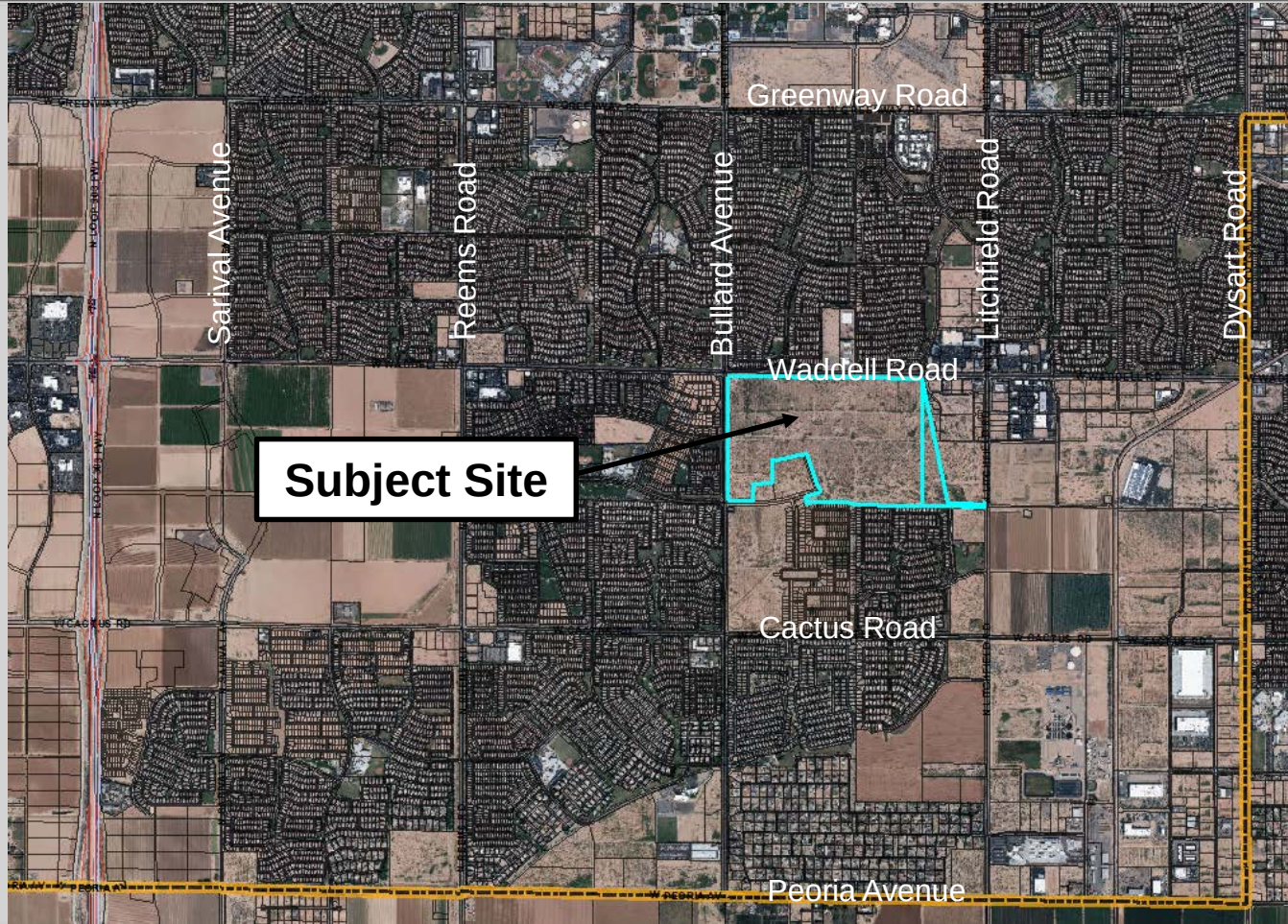
Ms. Cindy L. Calderon, GS-13, General and Environmental Law Attorney, 56th Fighter Wing



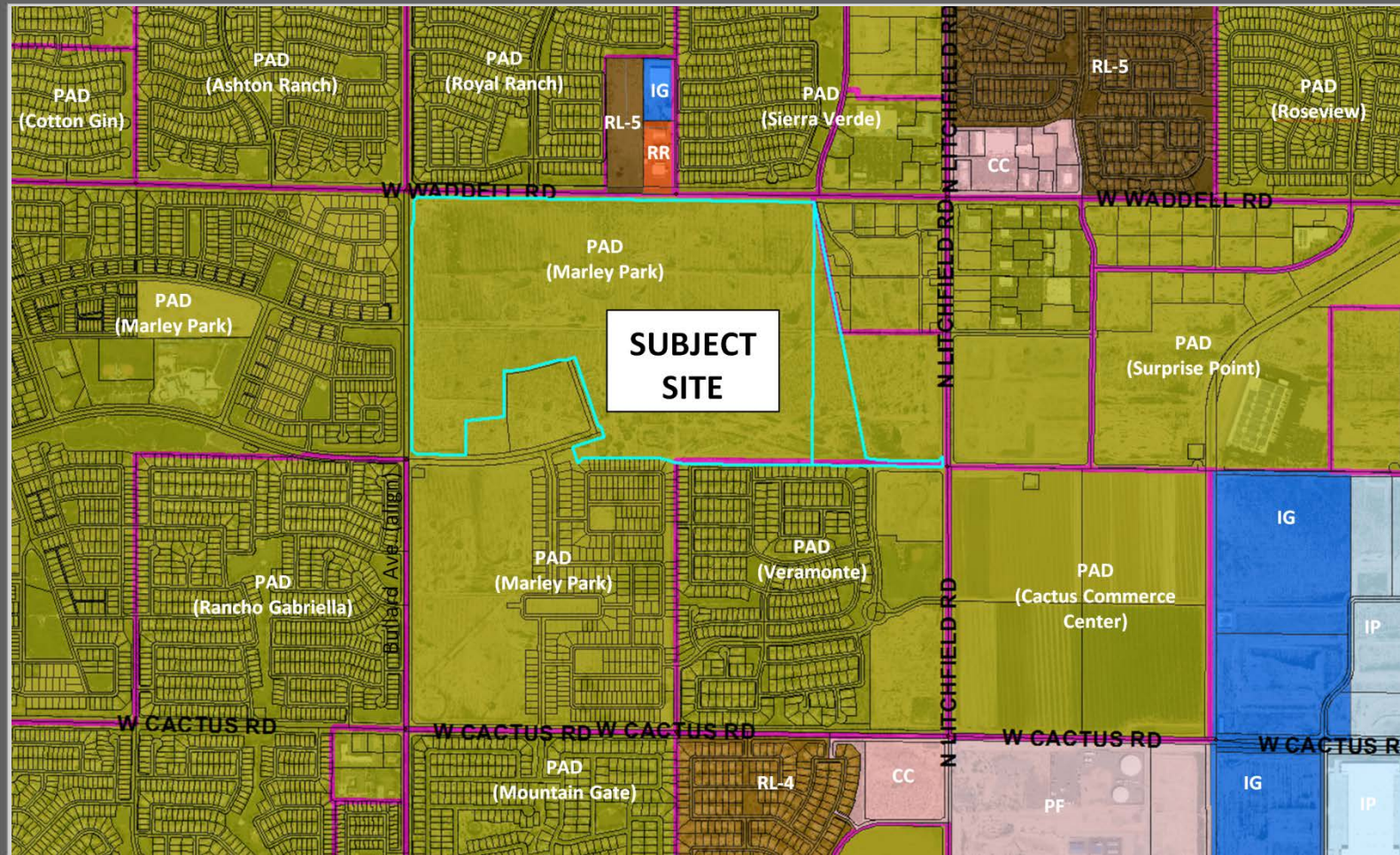
S U R P R I S E
A R I Z O N A

Planning & Zoning Commission
February 15, 2018

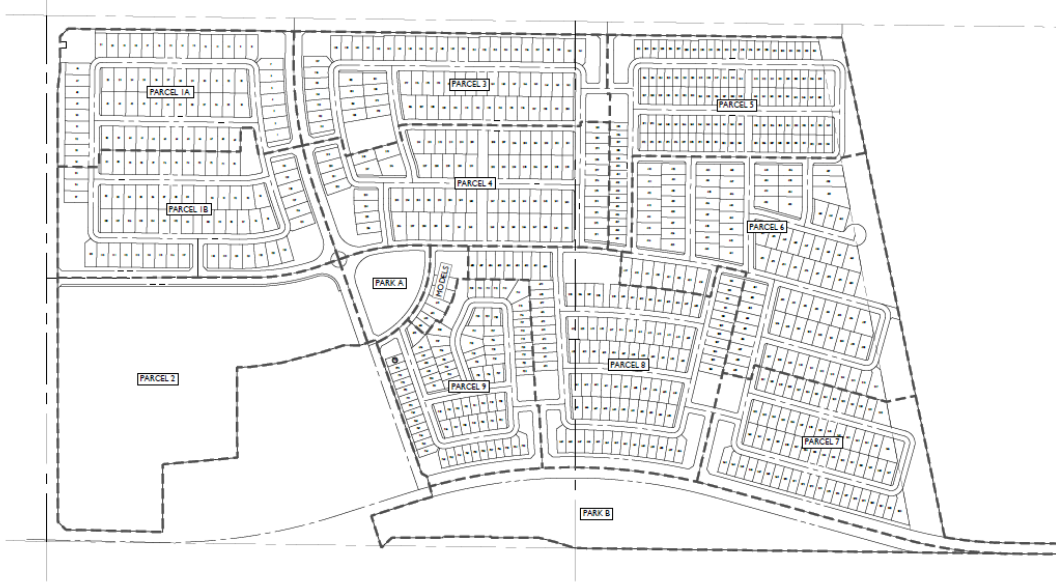
Marley Park Phase 4 & 5
Preliminary Plat



FS17-508 Vicinity Map



FS17-508 Case Map



PARCEL	GROSS ACRES	LOT SIZE	NO. LOTS	GROSS DENSITY	LOT AREA (SF)	LOT AREA (AC)	OPEN SPACE	ROADWAY AREA
MODELS	1.59	VARIES	6	3.77	32998.86	0.76	0.5	0.34
1A	16.58	58' x 120'	62	3.71	38617.84	8.88	2.2	3.58
1B	18.79	58' x 120'	68	3.62	535728.38	12.30	3.48	4.87
3	17.66	53' x 120'	70	3.96	463462.1	10.64	2.94	4.09
4	19.5	53' x 120'	81	4.15	556339.63	12.77	2	5.23
5	18.23	40' x 90'	128	7.02	463956.55	10.63	2.9	4.7
6	28.12	53' x 120'	108	3.81	764796.17	17.56	4.22	6.29
7	17.59	45' x 115'	66	3.75	365843.16	8.40	3.92	5.24
8	22.96	45' x 115'	105	4.57	583305.94	13.39	3.41	6.12
9	14	40' x 90'	82	5.86	341378.75	7.84	2.16	4.1
PARK A	3.48	N/A	N/A	N/A	N/A	N/A	2.47	1
PARK B	16.88	N/A	N/A	N/A	N/A	N/A	14.21	2.67
TOTAL	195.38		776	3.97	4493527.38	103.16	44.41	-
PARCEL 2	28.82	-	-	-	-	-	26.91	1.49
TOTAL	224.2	-	-	-	-	-	71.32	49.72



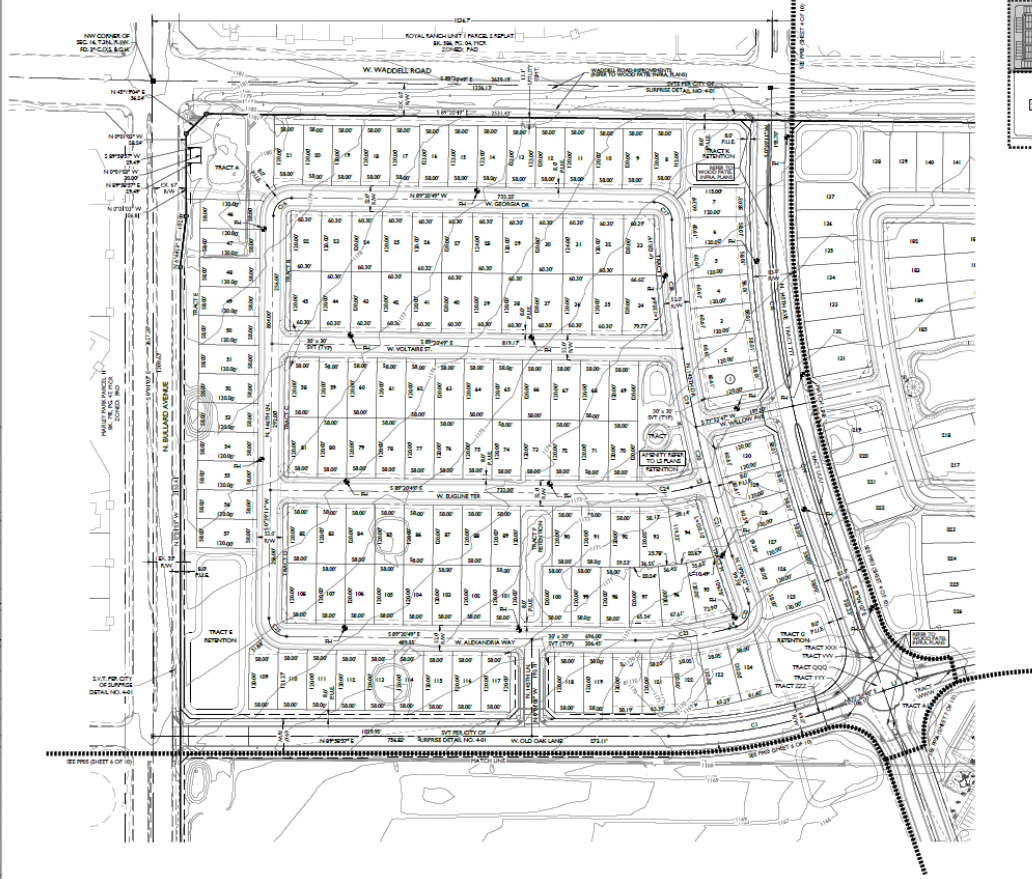
Marley Park Phase 4 - 5
Parcel Map & Data

17-234
PP01
10/10/2017

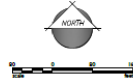
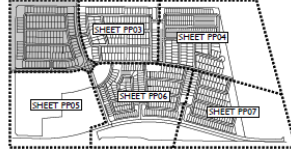
Sheet No.
2
of 10

FS17-499

FS17-508 Pre-Plat



KEY MAP



Marley Park Phase 4 - 5

SUBAREA

Preliminary Plat

Project

PROJECT NO. 17-234
 PROJECT NAME: MARLEY PARK PHASE 4 - 5
 PROJECT LOCATION: 17-234 MARLEY PARK PHASE 4 - 5
 PROJECT OWNER: 17-234 MARLEY PARK PHASE 4 - 5

Owner: 17-234
 Date: 11/14/2017

Project No. 17-234
 Project Name: MARLEY PARK PHASE 4 - 5

Project No. 17-234
 Project Name: MARLEY PARK PHASE 4 - 5

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 Project Name: MARLEY PARK PHASE 4 - 5

Project No. 17-234
 Project Name: MARLEY PARK PHASE 4 - 5

Project No. 17-234
 Project Name: MARLEY PARK PHASE 4 - 5

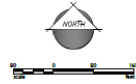
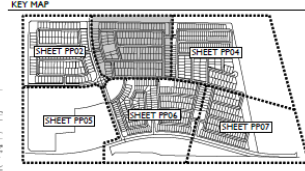
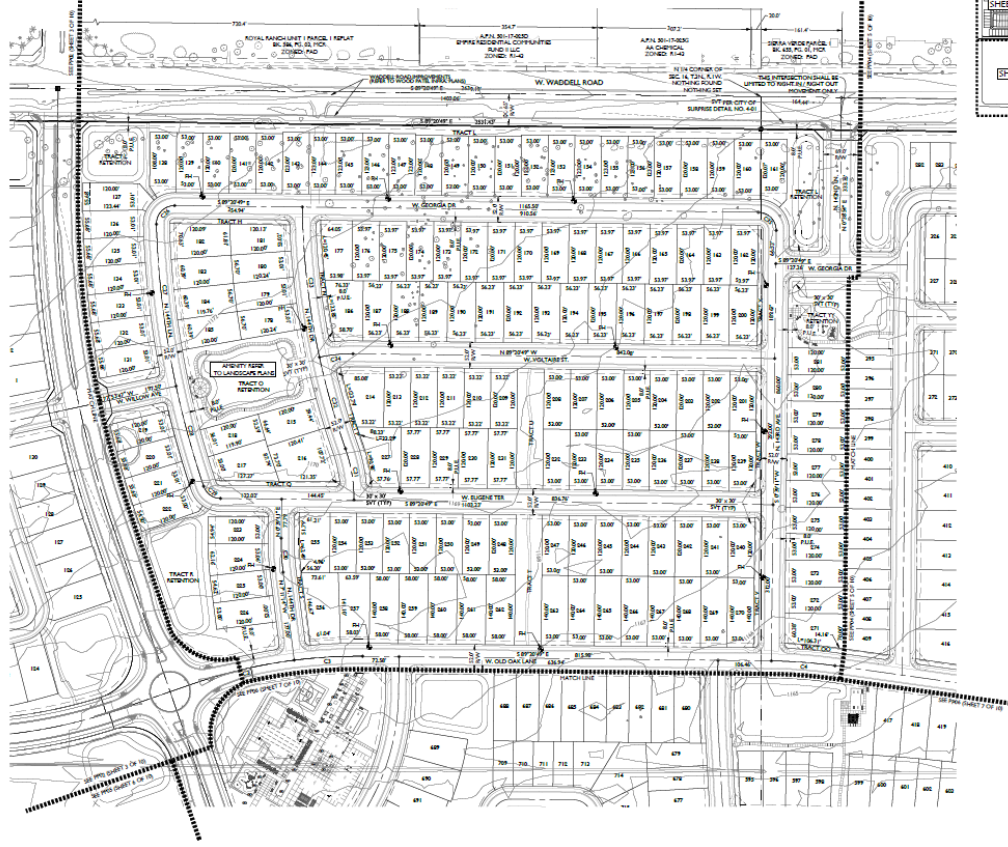
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 Project Name: MARLEY PARK PHASE 4 - 5

Project No. 17-234
 Project Name: MARLEY PARK PHASE 4 - 5

Project No. 17-234
 Project Name: MARLEY PARK PHASE 4 - 5

Project No. 17-234
 Project Name: MARLEY PARK PHASE 4 - 5

FS17-508 Pre-Plat



Marley Park Phase 4 - 5

PRELIMINARY PLAT

Project

Drawn By

Checked By

Approved By

Date

Scale

Notes

17-234

PP03

Sheet No.

4

of 10

17-234

PP03

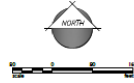
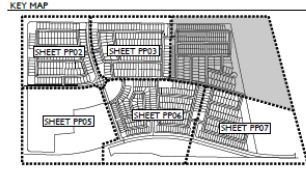
Sheet No.

4

of 10



1000 N. WADSWELL AVE. SUITE 101
 DALLAS, TX 75201
 PHONE: 214.400.1000
 FAX: 214.400.1001
 WWW.EPS-INC.COM





 Designer: 

 Drawn by: 



Project:	
Key Milestones:	
AUGUST 24, 2017 - 8TH PRELIMINARY PLAT SUB.	
NOVEMBER 14, 2017 - 2ND PRELIMINARY PLAT SUB.	
DECEMBER 14, 2017 - 3RD PRELIMINARY PLAT SUB.	

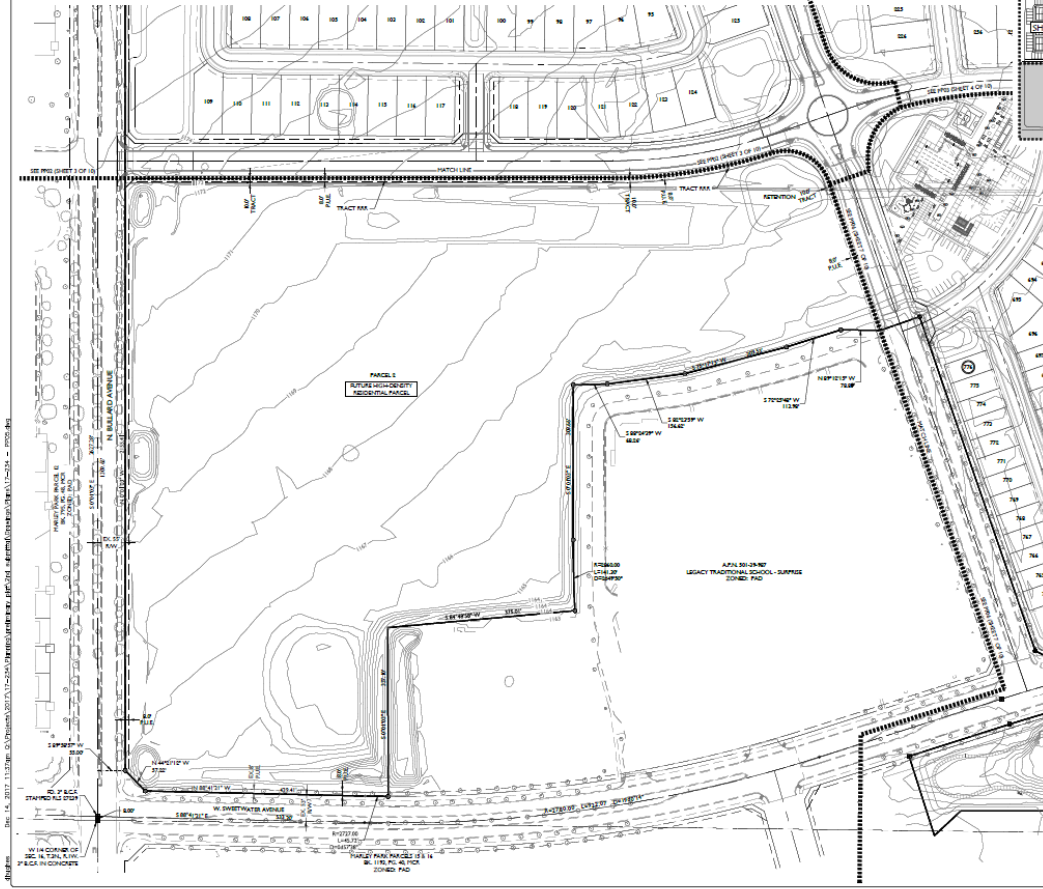
Marley Park Phase 4 - 5
Surrey LEA
Preliminary Plat

EPS GROUP
2045 S. Vineyard Ave., Suite 101
Mesa, AZ 85210
Tel: 480.903.2290 | Fax: 480.503.2299
www.epsgroupinc.com

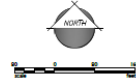
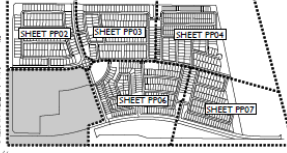
FSI7-699

FS17-508 Pre-Plat

17-234



KEY MESSAGE



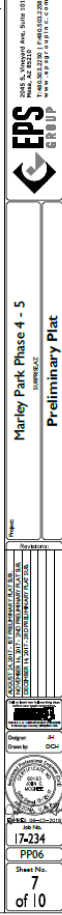
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PP05
Sheet No.
6
of 10

Marley Park Phase 4 - 5
SURVEILLANCE
Preliminary Plat

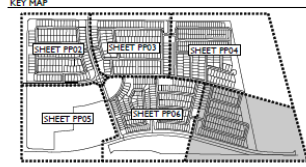
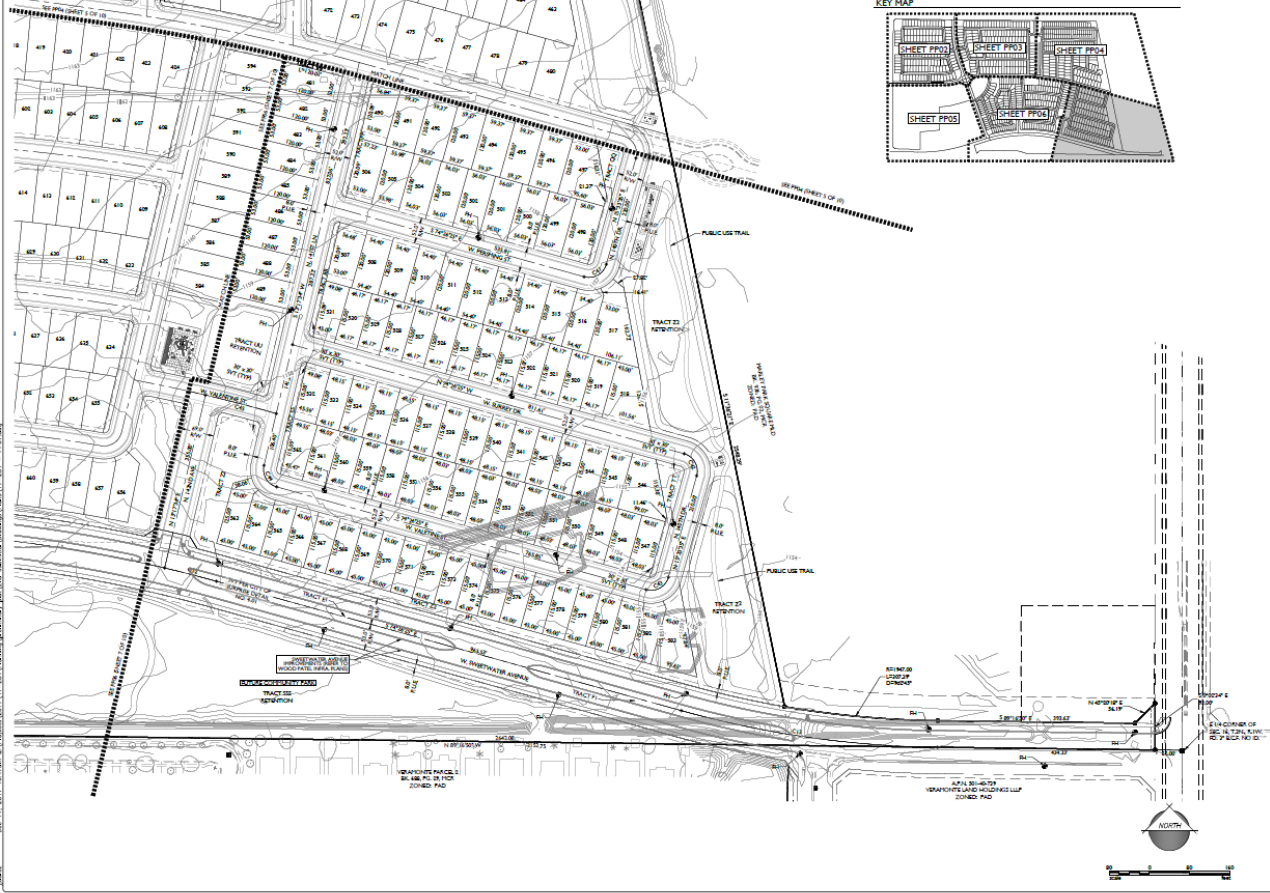


2045 S. Vineyard Ave., Suite 101
Pease, AZ 85210
T: 480.903.2290 | F: 480.503.2290
www.apgrainc.com

FS17-699



FS17-508 Pre-Plat



[illegible]

Marley Park Phase - 5

Lot Table

Subarea: 02

EPS GROUP

2045 S. Westwood Ave., Suite 101
 T: 402.326.1200 F: 402.326.1208
 T: 402.326.1201 F: 402.326.1208
 www.eppg.org | info@eppg.com

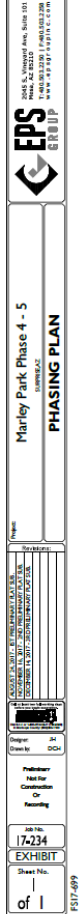
Parcel		Owner	Area	Volume	Notes
Garfield, P. & L. Co., Inc. 10000 S. 10th Street, Suite 100, Omaha, NE 68147 Garfield, P. & L. Co., Inc. 10000 S. 10th Street, Suite 100, Omaha, NE 68147 Garfield, P. & L. Co., Inc. 10000 S. 10th Street, Suite 100, Omaha, NE 68147					
Owner	24				
Class Use	0204				
					
SHEET: 9 of 10 7-23-24 PP08					

US17-699

FS17-508 Pre-Plat

AUGUST 2012
 NOVEMBER 2012
 DECEMBER 2012
 [Redacted]
 Designer: JH
 Drawn by: DGH
 [Seal: NATIONAL BOARD OF FIRE PROTECTION ENGINEERS, 66488 JOHN C. MOORE, FIRE PROTECTION ENGINEER, U.S.A.]
 Job No. 17-234
 PP09
 Sheet No. 10 of 10

FS17-508 Pre-Plat



FSI7-699



PARKS & AMENITY

1 THE HOMESTEAD

- Community / Sales Center
- Ramada
- Outdoor Fireplace Plaza
- Communal Table
- Tot Lot
- Half Basketball Court
- Grove Plaza
- Pool
- Kid Zone
- Adult Zone
- Lap Pool
- Dive-In Movie
- Bocce Ball Court
- Horseshoe Court
- Open Turf Area

2 PLAYFUL ART PARK (PARCEL 1)

- Playful Art Play Structure
- Shaded Seating
- Gathering Area
- Shaded Saxnall Gathering Plaza
- Open Turf Area

3 MONARCH PARK (PARCEL 2)

- Passive Recreation Park
- Outdoor Lounge
- Overlook Platform
- Grove Plaza
- Formal Gardens
- Social Event Space

4 CLIMBING PARK (PARCEL 5)

- Climbing Tot Lot
- Turf Play Area
- Ramada Gathering
- Shaded Seating

5 MUSIC PARK (PARCEL 7)

- Interactive Musical Play
- Turf Play Area
- Shade Structure
- Seating Area
- Gathering Plaza

6 PRAIRIE LOUNGE (PARCEL 8)

- Outdoor Kitchen
- Outdoor Living
- Outdoor Fireplace
- Movie Lawn
- Community Garden
- Communal Table
- Corn Hole

7 NATURE GROVE PARK (PARCEL 9)

- Nature Play Pasture
- Animal Play Pasture
- Turf Play Area
- Shade Structure
- Seating Area

8 WARRIOR PARK (LINEAR PARK)

- Active Recreation Park
- Fitness Stations
- Ninja Equipment
- Multi-use Trails

9 MEADOW PARK (13 ACRE PARK)

- Active Recreation Park
- Multi-use Turf Fields
- Multi-use Paths



L-0.01
12.14.2017



KEYNOTES

- | | | |
|---------------------------------------|--------------------|-----------------------------|
| 1 LAP POOL | 9 HORSESHOES | 17 HALF BASKETBALL COURT |
| 2 POOL KID PLAY ZONE (SHADE) | 10 BOCCIE BALL | 18 BBQ GRILLS |
| 3 POOL LOUNGE WITH BUILT-TOOL (SHADE) | 11 LANDSCAPE BENCH | 19 PARKING 127 STALLS |
| 4 TURF | 12 GROVE PLAZA | 20 MODEL TRAP FENCE |
| 5 UMBRELLAS | 13 OUTDOOR KITCHEN | 21 CLUBHOUSE / SALES OFFICE |
| 6 FINE PIT PLAZA | 14 TOT LOT | 22 OUTDOOR LOUNGE |
| 7 SEATING | 15 LOW SCREEN WALL | 23 POOL EQUIPMENT ENCLOSURE |
| 8 COMMUNITY TABLE | 16 CORNHOLE | 24 PARK MONUMENT SIGN |

KEYMAP



HOMESTEAD PARK



CHARACTER IMAGERY



CLUBHOUSE (2) (2) (2)



COMMUNAL TABLE (8)



OUTDOOR FIREPIT (6)



GROVE PLAZA (12)



BOCCIE BALL (10)



TOT LOT (14)



HORSESHOES (9)



WATER BUCKET POOL FEATURE (1)



BASKETBALL COURT (17)



POOL LOUNGE WITH BARSTOOLS (3)



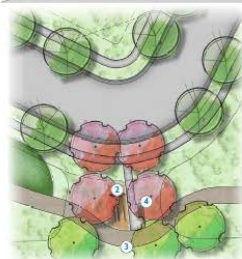
KEYNOTES

- ① NINJA CHALLENGE COURSE
- ② FITNESS STATION
- ③ 8' UNPAVED MULTI-USE TRAIL
- ④ REST AREA WITH LANDSCAPE BENCH

KEYMAP



WARRIOR
PARK



CHARACTER IMAGERY



NINJA CHALLENGE COURSE ①



NINJA CHALLENGE EQUIPMENT ①



FITNESS STATION ②



MULTI-USE TRAIL ③



KEYMAP



MEADOW PARK

KEYNOTES

- 1 TURF
- 2 1/2 MILE RUNNING/WALKING PATH (1 MILE LOOP)
- 3 DOUBLE GATED ENTRY
- 4 BENCHES W/ SHADE TREES
- 5 BENCHES W/ SHADE TREES
- 6 PET WASTE STATION
- 7 UPDOWN DRINKING FOUNTAIN
- 8 DOG PLAY ELEMENTS
- 9 DOG ENCLOSURE FENCE
- 10 STABILIZED DOG PARKING (10 SPACES)
- 11 DOG PARK TURF PLAY AREA
- 12 SEATING NODE



CHARACTER IMAGERY



1/2 MILE RUNNING/WALKING PATH (1 MILE LOOP)



TURF RETENTION AREA



TURF PLAY AREA



DOG PLAY ELEMENTS





KEYMAP



COLOR & MATERIALS SCHEDULE

ITEM	COLOR & MANUFACTURER
COLOR A (CMU)	SPIT FACE CMU BLOCK, COLOR BONE BY SUPERLITE OR APPROVED EQUAL
COLOR B (CMU)	FOUNDER FRESH, COLOR SIDE ROCK RED BY SUPERLITE OR APPROVED EQUAL
COLOR C (STEEL)	COLOR RAL BLACK, GABEN BY BERT'S PAINT, MATCH THE EXISTING, OR APPROVED EQUAL
CONCRETE CAP	COLOR OSTRICH, BY HESA PRECAST, OR APPROVED EQUAL

FS17-508 L



2 SECONDARY ENTRY MONUMENT COLUMN
Scale: 1/2" = 1'-0"

PRIMARY ENTRY MONUMENT

SECONDARY ENTRY MONUMENT

SECONDARY ENTRY MONUMENT

ITEM	COLOR & MANUFACTURER
COLOR A (CMU)	SPUT FACE CMU BLOCK, COLOR BONE, BY SUPERLITE OR APPROVED EQUAL
COLOR B (CMU)	FOUNDERS FINISH, COLOR SLIDE ROCK RED, BY SUPERLITE OR APPROVED EQUAL
COLOR D (STEEL)	COLOR RAL BLACK GREEN BY BERT'S PAINT, MATCH THE EXISTING, OR APPROVED EQUAL
CONCRETE CAP	COLOR OSTRICH, BY MESA PRECAST, OR APPROVED EQUAL

FS17-508 Landscape



WALL LEGEND

SYMBOL	ITEM
	PRIMARY WALL (MASTER DEVELOPER)
	SECONDARY WALL (PARCEL DEVELOPER)
	VIEW WALL (PARCEL DEVELOPER)
	COMMUNITY ENTRY MONUMENT
	PRIMARY ENTRY MONUMENT
	SECONDARY ENTRY MONUMENT



1 PRIMARY WALL



2 SECONDARY WALL



3 VIEW WALL





1 PRIMARY WALL
Scale: 1/2" = 1'-0"



2 SECONDARY WALL
Scale: 1/2" = 1'-0"



3 LOW WALL
Scale: 1/2" = 1'-0"



4 VIEW WALL
Scale: 1/2" = 1'-0"

COLOR & MATERIALS SCHEDULE

ITEM	COLOR & MANUFACTURER
COLOR A (CMU)	SPLIT FACE CMU BLOCK, COLOR BONE BY SUPERLITE OR APPROVED EQUAL
COLOR B (CMU)	FOUNDERS FINISH, COLOR SLIDE ROCK RED BY SUPERLITE OR APPROVED EQUAL
COLOR C (TEBU)	COLOR RAL BLACK, GREEN BY BERTS PAINT, MATCH THE EXISTING, OR APPROVED EQUAL
CONCRETE CAP	COLOR OSTRICH, BY MESA PRECAST, OR APPROVED EQUAL



PRECAST CONCRETE CAP,
COLOR OSTRICH BY MESA PRECAST



SPLIT FACE CMU BLOCK,
COLOR BONE BY SUPERLITE



FOUNDERS FINISH CMU BLOCK,
COLOR SLIDE ROCK RED BY SUPERLITE



RAMADA



ROOF: MULTI-RIB (STANDARD)



ROOF COLOR: MATTE BLACK



DECORATIVE COLUMN: SAN JOSE



COLUMN COLOR: WHITE



RAMADA OVERHEAD ORNAMENTATION
CARMEL



LANDSCAPE BENCH: ANOVA "MADISON"
COLOR: MAHOGANY



PICNIC TABLE: ANOVA "MADISON"
COLOR: MAHOGANY



PICNIC TABLE: ANOVA "WAINWRIGHT"
COLOR: MAHOGANY



LANDSCAPE BENCH: ANOVA "MADISON"
COLOR: MAHOGANY

FS17-508 Landscape



CONNECTIVITY LEGEND

SYMBOL	ITEM
	PEDESTRIAN CONNECTION
	SEATING NODE



07234



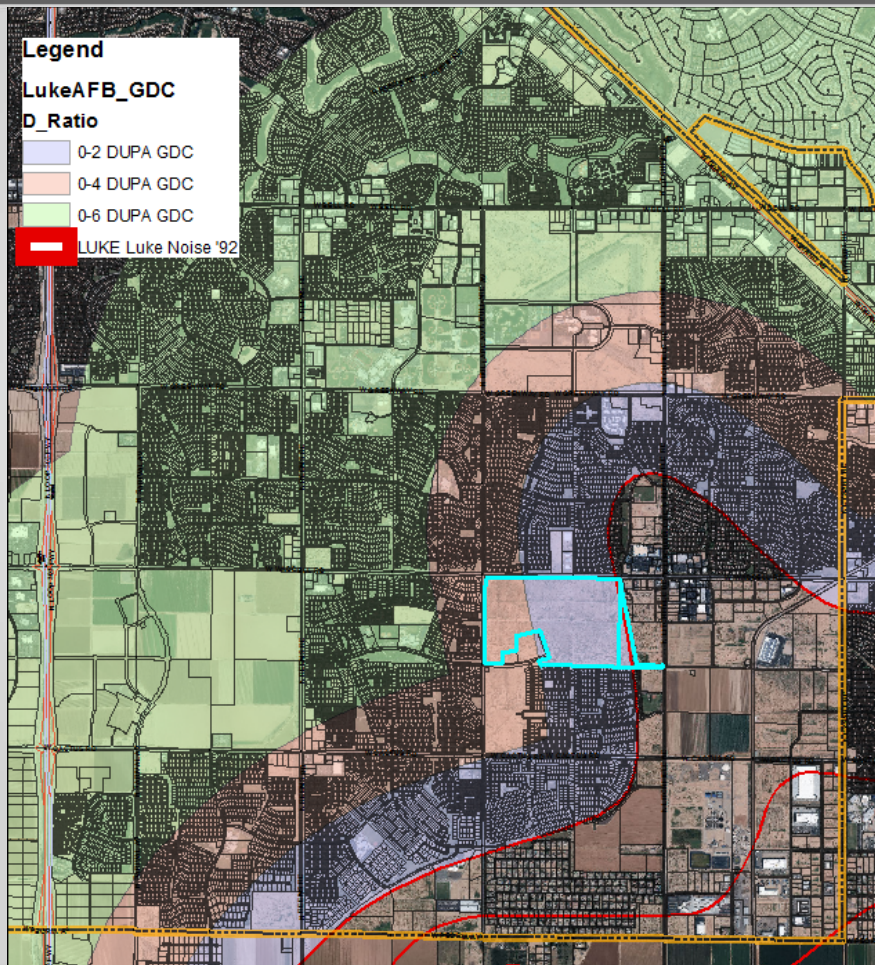
Marley Park - Phase 4 & 5

Surprise, Arizona

Pedestrian Connection Plan

L-4.01
12.14.2017





Luke AFB GDC

Staff Recommendation:

Approve subject to stipulations “a” through “e”



SURPRISE

ARIZONA

**QUESTIONS OR
COMMENTS?**

Thank You



SURPRISE

ARIZONA

**QUESTIONS OR
COMMENTS?**

Thank You



CITY OF SURPRISE
Planning and Zoning Commission

February 15, 2018 @ 6:00:00 PM

Back Print

Board Meeting Date:	February 15, 2018	Contact Person:	Christina Ramirez, Human Service & Community Vitality
Submitting Department:	CD Boards and Commissions	District:	Internal
Staff Recommendations:	No Action		

Consent	Regular	x	Public Hearing	Report/Discussion
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Agenda Wording:

Presentation and discussion regarding the Public Service Activities for the Community Development Block Grant Program Year 2018-19.

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). CDBG Public Service Activities can be carried out by either city departments or qualified nonprofit organizations that are interested in providing services that address one or more of the public service needs targeted in the city's Consolidated Plan. CDBG public service funds can be used to provide a variety of public services, such as child care, health services, job training, youth services, and recreation activities for low- to moderate-income individuals and families. The funding amount under discussion is \$95,784.

Financial Impact Statement:

CDBG Public Service grant funds will be utilized to fund the approved applicants. This is a federal grant where expenditures will be reimbursed

ATTACHMENTS:

Click to download

- ☐ [1. Staff Report](#)
- ☐ [2. 2018 Rubric](#)
- ☐ [3. St. Vincent de Paul](#)
- ☐ [4. Wham](#)

- ☐ [5. Youngtown Community Fund](#)
- ☐ [6. Benevilla](#)
- ☐ [7. Potter's House](#)
- ☐ [8. St. Mary's Food Bank](#)
- ☐ [9. Lutheran Social Services](#)
- ☐ [10. MVP Youth Behavioral Baseball Academy](#)
- ☐ [11. CASS](#)
- ☐ [12. Sojourner Center](#)
- ☐ [13. COS Crisis Assistance](#)
- ☐ [14. Northwest Valley Connect](#)
- ☐ [15. Sun Health Foundation](#)
- ☐ [16. New Leaf](#)
- ☐ [17. Summer Youth Employment Program](#)
- ☐ [18. Presentation](#)
- ☐ [19. 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 SERVICES AND COMMUNITY VITALITY

Date: February 15, 2018

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 2018-19.

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 2017-18 was \$638,560, thus the funding awarded to applicants cannot exceed \$95,784.00. Anticipated funding from HUD for PY 2018-19 is approximately \$638,560. Recommendations today are based on this anticipated allocation amount.

Previous Actions

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

- Aid to Adoption of Special Kids was awarded \$4,064.50 for foster parent counseling
- Benevilla was awarded \$15,713.50 to provide adult day care, preschool and food delivery assistance
- Central Arizona Shelter Services was awarded \$9,010.50 to provide emergency shelter services.
- Mentally Ill Kids was awarded \$9,010.50 for mentally challenged kid counseling.
- Sojourner Center was awarded 7,010.50 for domestic violence and human trafficking awareness.
- St. Mary's Food Bank was awarded \$11,004 for the Emergency Food Box Program.
- Sun Health Foundation was awarded \$18,960 for Sun Health Care Transition Program.
- City of Surprise Resource Center was awarded \$21,010.50 for Utility Assistance and Eviction Prevention.

Updated Actions

The Request for Application for CDBG Public Service Activities for PY 2018-19 was released on January 10, 2018. Applications were due January 31, 2018. Staff has evaluated the eligible applications as per the scoring rubric (Attachment 1) approved by the Planning and Zoning Commission.

Staff's funding recommendations are as follows:

Benevilla	\$ 8,000
CASS	\$ 5,000
COS Crisis Assistance	\$23,500
COS Summer Youth Employment Program	\$15,000
New Leaf	\$ 5,000
Northwest Valley Connect	\$ 5,000
Potter's House	\$ 2,000
St Mary's Food Bank	\$12,000
St. Vincent de Paul	\$ 2,700
Sojourner Center	\$ 5,000
Sun Health	\$ 8,000
Youngtown Community Fund	\$ 1,584
WHAM	\$ 3,000
Total Public Service Funding	\$95,784
Total anticipated CDBG allocation	\$638,560

Future Actions

- Planning and Zoning Commission 2nd Public Hearing March 1, 2018
- City Council Workshop: April 3, 2018
- City Council Public Hearing and approval April 17, 2018
- Submission to HUD as part of Annual Action Plan 2018-19 by May 15, 2018.

Recommendations

Discussion of Public Service funding recommendations.

	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)	Past Performance (10 Points)	Sufficient Experienced Staff (10 Points)	Experience working with Federal Programs (10 Points)	Pledge of Leveraging Resources (5 Points)	Letters of Reference (5 Points)	TOTAL	Requested Total Amount: \$	Available Grant Amount: \$95,784
BENEVILLA	9.3	4.6	9	4.6	4.6	13.6	4.3	5	9	9.6	5	10	88.6	\$25,017	\$8,000
CASS	6.6	2	9.6	5	4.3	15	4.6	9	9.3	9.6	5	8.3	88.3	\$10,000	\$5,000
COS CRISIS ASSISTANCE	9.3	4.3	10	4.6	5	14	4	8	9.6	9.6	5	10	93.4	\$30,000	\$23,500
COS SYEP	9.6	5	10	5	5	14.3	5	9.3	9	9.6	4.6	10	96.4	\$15,000	\$15,000
NEW LEAF	8.3	2.6	9.6	4.6	4.6	14	4.6	2.6	9.6	10	4.6	10	85.1	\$10,000	\$5,000
NWV CONNECT	10	4.3	7.6	4.6	4	14	3	0	8	6.6	5	9	76.1	\$20,000	\$5,000
POTTER'S HOUSE	8.3	4.6	7	3.3	5	13.3	4.6	4.3	7	3.3	3	0.3	64.0	\$18,500	\$2,000
LUTHERAN SOCIAL SERVICES	10	3	4	1.3	4.6	8.3	1.6	1.6	5	1.6	1	10	52.0	\$67,075	\$0
MVP	7.3	4.3	3.3	0.6	4	7.3	1.6	0	6.6	0	0	0	35.0	\$96,000	\$0
St MARY'S	10	4.6	10	5	5	14.6	5	10	9.6	10	5	10	98.8	\$15,000	\$12,000
St. VDP	9.3	4.6	9.3	4.3	4	15	4.6	3	8.6	5.6	4.6	10	82.9	\$7,000	\$2,700
SOJOURNER	10	4	10	4.6	4	10.6	5	8	9.3	9.6	5	10	90.1	\$10,000	\$5,000
SUN HEALTH	9.6	4.3	8	4	4.3	11.6	0	7.3	9.3	6.6	5	10	80.0	\$25,000	\$8,000
YOUNGTOWN COMMUNITY FUND	9.6	5	9	5	5	14.3	4.3	2.6	7.3	1.6	4.3	9.3	77.3	\$2,000	\$1,584
WHAM	7	4.6	7.6	3.6	4.6	12.3	3	3	7.6	2.6	0	9	64.9	\$8,986	\$3,000
														\$359,578	\$95,784

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

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

We do not accept e-mail or electronic submissions

Organization Information																	
Name of Organization:	Central Arizona Shelter Services (CASS)																
Contact Person:	Lisa Glow																
Contact Person Title:	Chief Executive Officer																
Mailing Address:	230 S. 12th Ave. Phoenix, AZ 85007																
Street Address (if different from mailing):	Same as above																
Phone:	602-256-6963																
Fax:	602-256-6401																
E-mail:	lglow@cassaz.org; tperillo@cassaz.org																
Website URL (if applicable):	www.cassaz.org																
Legal Status of Applicant: <table border="0"> <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> </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: CASS - Regional Adult Emergency Shelter

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)

CASS is a regional solution for Maricopa County's homeless population. We provide emergency shelter and supportive services for homeless men and women from all Valley cities, including Surprise. CASS tracks former place of residence using data in the Homeless Management Information System (HMIS). Based on current utilization figures, CASS' Single Adult Shelter will serve at least 12 Surprise residents in FY18/19, representing 560 shelter nights valued at \$14,683 (a \$26.22 cost per unit). Half of all Surprise residents served at the shelter were 45 or older; with the oldest being 66. We are an essential safety net service provider for vulnerable Surprise residents in crisis.

CASS is requesting \$10,000 to provide emergency shelter for Surprise residents at our Regional Single Adult Shelter. This funding request represents less than 1% of the total cost to operate the adult shelter. At a cost of \$26.22 per bed night, a \$10,000 grant will provide 381 nights of shelter for residents of Surprise which is 68% of the anticipated shelter nights. Proposed grant funds would be directed to shelter security cost, which is provided 365 days a year, twenty-four hours a day, and exceeds \$400,000 a year at the adult shelter. **Continued on addendum.**

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

Our Regional Single Adult Shelter is centrally located in downtown Phoenix, 230 S. 12th Avenue, Phoenix, AZ 85007, less than a mile away from the state capital building. Our family shelter is located in central Phoenix, 1050 W. Mountain View Road, Phoenix, AZ 85021. Both facilities provide critically needed emergency shelter for residents of all cities in Maricopa County.

In Maricopa County, the number of unsheltered homeless people has increased nearly 25% over the last year and is up nearly 60% from two years ago. Most attribute the county's growing population and a lack of affordable housing to the rise of homelessness. Rent costs have increased beyond affordability for many lower-wage workers and cities across the Valley are reporting more people sleeping outside in places like bus stops and alleys. CASS provides year-round, regional emergency shelter that includes beds, hygiene supplies, restrooms, and showers and helps clients meet immediate, basic needs including food and clothing. Our shelter services are available 24/7, 365 days per year.

Targeted demographic population of the city:

The primary population served by our Regional Single Adult Shelter are individuals experiencing homelessness who 18 years of age or older. The following is a snapshot of who we serve: 48% are disabled, 27% are seniors (55 and older), 13% are veterans. On average, the length of stay for a client is 37 days. We serve people like Mary, an 89-year-old woman who shuffled into CASS' homeless shelter using her walker, not knowing when she would get her next meal. Mary's adult son had pressured her to turn over her pension checks directly to him, leaving her penniless, unable to pay for rent or food. The CASS team assessed her situation and worked to get her pension checks protected. They also helped her find a new apartment where she is now safe. This compassionate support is how we help end homelessness, one individual at a time.

Primary Reason Provided for Homelessness:

21%: Economic; 14%: Family dispute/Overcrowding; 11%: Loss of job; 9%: Evicted; 11%: Relocated; 7%: Mental Health; 7%: Release from Jail/Prison; 5%: Medical Condition; 6%: Substance Abuse; 3%: Domestic Violence; 2%: Moved to Seek Work; 1%: Criminal Activity; 3%: Other

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

Provide emergency shelter to up to 5,000 unduplicated men and women experiencing homelessness between July 1, 2018 and June 30, 2019 with regional emergency shelter and supportive services. This includes up to 12 individuals identifying as being from Surprise.

Offer access to case management and supportive services to up to 5,000 unduplicated men and women experiencing homelessness between July 1, 2018 and June 30, 2019. This includes up to 12 individuals who identify as being from Surprise.

Offer shelter exit assistance to up to 5,000 unduplicated men and women experiencing homelessness between July 1, 2018 and June 30, 2019. This includes up to 12 individuals and 560 bed nights for people who identify as being from Surprise.

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:

Targeted Public Service Activities: Very low-income, Services for homelessness. CASS goals are to 1. provide safe shelter, 2. stabilize people in crisis, and 3. provide housing assistance. The key elements to achieving these goals include:

•**Intervention and Engagement:** People turn to CASS when they have no one or nowhere else to turn. Our shelter services help people get to a place where they are stable, safe, and able to address the cause of their homelessness.

•**Assessment and Case Management:** Case managers assess needs and connect clients to community resources such as job readiness training, substance abuse programs, mental health services, medical and dental services, and employment services to foster self-sufficiency.

•**Shelter and Supportive Services:** CASS provides emergency shelter during a time of crisis. CASS provides shelter, access to showers, hygiene kits, access to our clothing bank, and supportive services including retrieving important documents (driver's licenses, identification cards, social security numbers), and regaining access to government benefits.

•**Move-Out Support:** On average, CASS clients stay at the shelter only 37 days. We stabilize clients after a crisis and prepare them to live independent from the shelter by providing Rapid Re-Housing assistance for those who qualify, one-time deposit assistance, finance and budgeting assistance and move-out kits.

Organizational Capacity

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

Since 1980, CASS has been the region's largest emergency shelter for the homeless. CASS is a participant in the Maricopa Association of Governments Continuum of Care (CoC) and adheres to the guidelines and policies set forth by the CoC. CASS abides by all fair housing laws and provides shelter regardless of a person's race, color, religion, sex, familial status, or national origin. Our case managers have successfully assisted adults with medical/physical and developmental disabilities to secure their Social Security Disability Benefits and appropriate housing.

CASS has extensive expertise in helping individuals effectively end their homelessness through our comprehensive case management approach. CASS utilizes a progressive engagement model of providing case management services based upon three criteria: Chronic homeless status as defined by HUD, Level of Acuity as defined by the VI-SPDAT/Full SPDAT, and/or length of stay at shelter.

CASS follows the Housing First model and the case management team prioritize housing the most chronically homeless first using Rapid Rehousing dollars and rental assistance funding from a special grant from the Attorney General's Office.

On average, CASS clients stay at the shelter only 37 days. We stabilize clients after a crisis and offer shelter exit assistance to prepare them to live independent from the shelter by providing Rapid Re-Housing assistance for those who qualify, one-time deposit assistance, finance and budgeting assistance, and move-out kits.

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)

Proposed Local/State grants for 2018-2019 include: City of Scottsdale \$55,000; Other Cities/Towns \$590,000; Maricopa County \$405,000; State of Arizona \$437,000; and, Valley of the Sun United Way \$503,000.



Program Team:

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

Staff Member	Background and Expertise of Personnel
Name: Lisa Glow Title: CEO FTE on This Project: 25%	Lisa Glow, CEO, Adult Shelter Services – 25% FTE Senior management leader responsible for developing, communicating and overseeing the strategic plan and program impact of the organization. Key duties include fundraising, advocacy, community outreach, and marketing.
Name: Mary Glennon Title: Shelter Program Manager FTE on This Project: 100%	Mary Glennon, Shelter Program Manager – Adult Shelter Services – 100% FTE Provide leadership and guidance to Adult Shelter Programs including case management, rapid rehousing, and shelter services.
Name: Paula Volk Title: Client Care Supervisor FTE on This Project: 100%	Paula Volk, Client Care Supervisor, Adult Shelter Services - 100% FTE Provide leadership and support to staff to ensure a safe, orderly, and caring environment while assisting clients with their daily needs; provide community resources and referrals to assist clients establish and maintain permanent housing.
Name: Rachel Barber Title: Supportive Services Supervisor FTE on This Project: 100%	Rachel Barber, Supportive Services Supervisor, Adult Shelter Services – 100% FTE Provide leadership and supervision to the Supportive Services team to implement client-driven services designed to end homelessness.
Name: Lilly Garcia Title: Client Care Coordinator Lead, FTE on This Project: 100%	Lilly Garcia, Client Care Coordinator Lead, Adult Shelter Services – 100% FTE Maintain a safe, orderly, and caring environment while assisting clients; provide community resources and referrals to empower single adults to establish and maintain permanent housing.
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	
Name: Title:	

FTE on This Project:	
----------------------	--



Adult Shelter Project Cost

Estimated Total Cost of Project:	\$ 4,291,054		
CDBG Funding Amount Requested for Project:	\$ 10,000		
Total Number of Units Served:	163,627 Total Shelter Nights / 560 for Surprise Residents		
Total Cost per Unit	\$ 26.22		
Total CDBG Cost per Unit	\$ 17.85		
Amount and Source of Other Funds Leveraged for Project: (Please submit proof of other funding sources)	Source	Year	Amount
	United Way	18/19	502,632
	County / Cities	18/19	1,049,810
	Fed / State	18/19	1,845,400
	Contributions	18/19	13,212
	In-kind	18/19	880,000
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 33 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.		
If your project is not fully funded, will your organization be able to implement project with partial funding?	CASS has an active fund development department that works to secure new partnerships with local foundations, corporations, and other human service providers throughout Maricopa County. In addition, through a very successful volunteer program and is able to secure in-kind gifts to off-set expenses.		

Project Timeline

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

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

Program Schedule

Major Program Activities:	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter				
	(each box represents one month)										
Provide shelter for homeless / including Surprise	x	x	x	x	x	x	x	x	x	x	x
Offer supportive services / including Surprise	x	x	x	x	x	x	x	x	x	x	x
Offer housing assistance to those who qualify including Surprise	x	x	x	x	x	x	x	x	x	x	x

City of Surprise
Human Services and Community Vitality
Application for CDBG-Funded Public Service Activities
Central Arizona Shelter Services (CASS)
Project: Regional Adult Emergency Shelter
Funding Request: \$10,000

Application Copy with Addendum

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

CASS is a regional solution for Maricopa County's homeless population. We provide emergency shelter and supportive services for homeless men and women from all Valley cities, including Surprise. CASS tracks former place of residence using data in the Homeless Management Information System (HMIS). Based on current utilization figures, CASS' Single Adult Shelter will serve at least 12 Surprise residents in FY18/19, representing 560 shelter nights valued at \$14,683 (a \$26.22 cost per unit).

Half of all Surprise residents served at the shelter were 45 or older; with the oldest being 66. We are an essential safety net service provider for vulnerable Surprise residents in crisis.

CASS is requesting \$10,000 to provide emergency shelter for Surprise residents at our Regional Single Adult Shelter. This funding request represents less than 1% of the total cost to operate the adult shelter. At a cost of \$26.22 per bed night, a \$10,000 grant will provide 381 nights of shelter for residents of Surprise which is 68% of the anticipated shelter nights. Proposed grant funds would be directed to shelter security cost, which is provided 365 days a year, twenty-four hours a day, and exceeds \$400,000 a year at the adult shelter.
Continued on addendum.

Addendum:

Our Regional Single Adult Shelter, located on the Human Services Campus in Central Phoenix, provides 350 beds for men and 120 beds for women in gender-specific dorms. Our family shelter, Vista Colina, provides 120 beds for families with children. Our supportive services promote self-sustainability and include case management, developmental childcare, and housing, youth, and veteran's services. We also provide clients with connections to an array of community services that help to achieve independence. In the most recently completed fiscal year (6/30/2017), CASS has provided 163,627 nights of shelter and support services to 4,953 unduplicated homeless individuals at both the adult and family shelters.

Project Location & Service Area. Describe the area to be served by the project.

Our Regional Single Adult Shelter is centrally located in downtown Phoenix, 230 S. 12th Avenue, Phoenix, AZ 85007, less than a mile away from the state capital building. Our family shelter is located in central Phoenix, 1050 W. Mountain View Road, Phoenix, AZ 85021. Both facilities provide critically needed emergency shelter for residents of all cities in Maricopa County.

In Maricopa County, the number of unsheltered homeless people has increased nearly 25% over the last year and is up nearly 60% from two years ago. Most attribute the county's growing population and a lack of affordable housing to the rise of homelessness. Rent costs have increased beyond affordability for many lower-wage workers and cities across the Valley are reporting more people sleeping outside in places like bus stops and alleys. CASS provides year-round, regional emergency shelter that includes beds, hygiene supplies, restrooms, and showers and helps clients meet immediate, basic needs including food and clothing. Our shelter services are available 24/7, 365 days per year.

Targeted Demographics

The primary population served by our Regional Single Adult Shelter are individuals experiencing homelessness who 18 years of age or older. The following is a snapshot of who we serve: 48% are disabled, 27% are seniors (55 and older), 13% are veterans. On average, the length of stay for a client is 37 days. We serve people like Mary, an 89-year-old woman who shuffled into CASS' homeless shelter using her walker, not knowing when she would get her next meal. Mary's adult son had pressured her to turn over her pension checks directly to him, leaving her penniless, unable to pay for rent or food. The CASS team assessed her situation and worked to get her pension checks protected. They also helped her find a new apartment where she is now safe. This compassionate support is how we help end homelessness, one individual at a time.

Primary Reason Provided for Homelessness: 21%: Economic; 14%: Family dispute/Overcrowding; 11%: Loss of job; 9%: Evicted; 11%: Relocated; 7%: Mental Health; 7%: Release from Jail/Prison; 5%: Medical Condition; 6%: Substance Abuse; 3%: Domestic Violence; 2%: Moved to Seek Work; 1%: Criminal Activity, and 3%: Other

Proposed Measurable Outcomes

Provide emergency shelter to up to 5,000 unduplicated men and women experiencing homelessness between July 1, 2018 and June 30, 2019 with regional emergency shelter and supportive services. This includes up to 12 individuals identifying as being from Surprise.

Offer access to case management and supportive services to up to 5,000 unduplicated men and women experiencing homelessness between July 1, 2018 and June 30, 2019. This includes up to 12 individuals who identify as being from Surprise.

Offer shelter exit assistance to up to 5,000 unduplicated men and women experiencing homelessness between July 1, 2018 and June 30, 2019. This includes up to 12 individuals and 560 bed nights for people who identify as being from Surprise.

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

Since 1980, CASS has been the region's largest emergency shelter for the homeless. CASS is a participant in the Maricopa Association of Governments Continuum of Care (CoC) and adheres to the guidelines and policies set forth by the CoC. CASS abides by all fair housing laws and provides shelter regardless of a person's race, color,

religion, sex, familial status, or national origin. Our case managers have successfully assisted adults with medical/physical and developmental disabilities to secure their Social Security Disability Benefits and appropriate housing.

CASS has extensive expertise in helping individuals effectively end their homelessness through our comprehensive case management approach. CASS utilizes a progressive engagement model of providing case management services based upon three criteria: Chronic homeless status as defined by HUD, Level of Acuity as defined by the VI-SPDAT/Full SPDAT, and/or length of stay at shelter.

CASS follows the Housing First model and the case management team prioritize housing the most chronically homeless first using Rapid Rehousing dollars and rental assistance funding from a special grant from the Attorney General's Office.

On average, CASS clients stay at the shelter only 37 days. We stabilize clients after a crisis and offer shelter exit assistance to prepare them to live independent from the shelter by providing Rapid Re-Housing assistance for those who qualify, one-time deposit assistance, finance and budgeting assistance, and move-out kits.

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

Proposed Local/State grants for 2018-2019 include: City of Scottsdale \$55,000; Other Cities/Towns \$590,000; Maricopa County \$405,000; State of Arizona \$437,000; and, Valley of the Sun United Way \$503,000.

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:

Targeted Public Service Activities: Very low-income, Services for homelessness

CASS goals are to 1. provide safe shelter, 2. stabilize people in crisis, and 3. provide housing assistance. The key elements to achieving these goals include:

- **Intervention and Engagement:** People turn to CASS when they have no one or nowhere else to turn.. Our shelter services help people get to a place where they are stable, safe, and able to address the cause of their homelessness.
- **Assessment and Case Management:** Case managers assess needs and connect clients to community resources such as job readiness training, substance abuse programs, mental health services, medical and dental services, and employment services to foster self-sufficiency.
- **Shelter and Supportive Services:** CASS provides emergency shelter during a time of crisis. CASS provides shelter, access to showers, hygiene kits, access to our clothing bank, and supportive services including retrieving important documents (driver's licenses, identification cards, social security numbers), and regaining access to government benefits.
- **Move-Out Support.** On average, CASS clients stay at the shelter only 37 days. We stabilize clients after a crisis and prepare them to live independent from the shelter by providing Rapid Re-Housing assistance for those who qualify, one-time deposit assistance, finance and budgeting assistance and move-out kits.

Project Team

Lisa Glow, CEO, Adult Shelter Services – 25% FTE

Senior management leader responsible for developing, communicating and overseeing the strategic plan of the organization. Key duties include fundraising, advocacy, community outreach, and marketing.

Mary Glennon, Shelter Program Manager – Adult Shelter Services – 100% FTE

Provide leadership and guidance to Adult Shelter Programs including case management, rapid rehousing, and shelter services.

Paula Volk, Client Care Supervisor, Adult Shelter Services - 100% FTE

Provide leadership and support to staff to ensure a safe, orderly, and caring environment while assisting clients with their daily needs; provide community resources and referrals to assist clients establish and maintain permanent housing.

Rachel Barber, Supportive Services Supervisor, Adult Shelter Services – 100% FTE

Provide leadership and supervision to the Supportive Services team to implement client-driven services designed to end homelessness.

Lilly Garcia, Client Care Coordinator Lead, Adult Shelter Services – 100% FTE

Maintain a safe, orderly, and caring environment while assisting clients with their daily needs; provide community resources and referrals to assist and empower single adults experiencing homelessness to establish and maintain permanent housing.

Attachments Needed:

- ☒ Application
- ☒ Project Budget – In process (same as others)
- ☒ 501 c3 status
- ☒ Letters of Support
- ☒ Letters of Commitment
- ☒ Most recently completed audit
- ☒ Certification

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

Lisa Glow

January 30, 2018

Date:

Printed name

CEO

Title

Central Arizona Shelter Services (CASS)

Organization



Adult Shelter Project Cost

Estimated Total Cost of Project:	\$ 4,291,054		
CDBG Funding Amount Requested for Project:	\$ 10,000		
Total Number of Units Served:	163,627 Total Shelter Nights / 560 for Surprise Residents		
Total Cost per Unit	\$ 26.22		
Total CDBG Cost per Unit	\$ 17.85		
Amount and Source of Other Funds Leveraged for Project: <i>(Please submit proof of other funding sources)</i>	Source	Year	Amount
	United Way	18/19	502,632
	County / Cities	18/19	1,049,810
	Fed / State	18/19	1,845,400
	Contributions	18/19	13,212
	In-kind	18/19	880,000
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 33 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.		
If your project is not fully funded, will your organization be able to implement project with partial funding?	CASS has an active fund development department that works to secure new partnerships with local foundations, corporations, and other human service providers throughout Maricopa County. In addition, through a very successful volunteer program and is able to secure in-kind gifts to off-set expenses.		

Project Timeline

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

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

Program Schedule

Major Program Activities:	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter					
	(each box represents one month)											
Provide shelter for homeless / including Surprise	x	x	x	x	x	x	x	x	x	x	x	x
Offer supportive services / including Surprise	x	x	x	x	x	x	x	x	x	x	x	x
Offer housing assistance to those who qualify including Surprise	x	x	x	x	x	x	x	x	x	x	x	x



January 30, 2018

Alicia H. Rubio
Neighborhood Services Coordinator
16000 N. Civic Center Blvd.
Surprise, AZ 85378



**Sojourner
Center**

Transforming Lives

Dear Ms. Rubio

Thank you so much for the opportunity to present you with a proposal for continuing Sojourner Center's expanded services into the City of Surprise. Through the Community Training and Outreach Related to Domestic Violence and Human Trafficking Project, we will fill some of the social services gaps which currently exist in the city related to domestic violence (DV) and human trafficking (HT). As you are aware, these crimes are deeply interconnected and often what begins as DV morphs into HT scenarios. Trafficking is always connected with financial and psychological abuse and, often, with physical and sexual violence as well. Victims of this violence suffer from intense trauma, but with proper identification and trauma-informed care for healing, they are able to turn their lives around and become strong, self-confident, successful and productive members of the community.

Since abusive acts rarely are reported by victims due to anticipated greater harm from the abuser, it is critical for community members to understand how to identify potential victims and the best courses of action for providing assistance. Bystanders and victims benefit with training and education about DV/HT when they have the empowerment to take a stand, and know that they will be heard and action will be taken. The current "Me, too!" movement demonstrates the exponential power of victims speaking out against their abusers when there is an environment of safety, valuing what victims say and appropriate deterring sanctions toward the perpetrators.

Our program will address the community education need on four levels.

- Sojourner Center presence at a minimum of three Surprise community events to provide information about DV/HT and Sojourner Center services for direct contact with at least 600 individuals
- Targeted training about HT to a minimum of 100 hospitality sector staff (and first responders as available) through our SAFE Action program to provide tools and action steps for identifying and assisting victims
- Community education and awareness classes at the Surprise Resource Center or other venues to increase understanding of DV/HT and action steps for a minimum of 300 people
- Connection of at least 25 DV/HT victims to Sojourner Center or other resources for essential assistance

Sojourner Center is fully dedicated to providing community education, outreach and services to all who have suffered from the effects of domestic violence and human trafficking. With 1-in-3 women and 1-in-4 men impacted, every person is connected to an abusive scenario and can make a difference. In the event that we receive a generous grant from the Surprise CDBG funds for community education and training, we commit to funding the remainder of the costs for this program. We have already secured significant funding for our Community Outreach and Mobile Advocacy program for FY19 from our VOCA contract.

Thank you for your consideration and your care for the most vulnerable ones,


Carrie Borgen, MBA, CPA
Executive Director

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 Craw, MSW		
Contact Person Title:	Grants and Contracts Manager		
Mailing Address:	PO Box 20156 Phoenix, AZ 85036		
Street Address (if different from mailing):	2330 E. Fillmore Street Phoenix, AZ 85006		
Phone:	602-296-3401		
Fax:	888-510-8113		
E-mail:	hcraw@sojournercenter.org		
Website URL (if applicable):	http://www.sojournercenter.org		
Legal Status of Applicant:			
☐ State-Certified CHDO ☐ General Partnership ☒ Non-Profit (non-CHDO) ☐ Limited Partnership ☐ Public Housing Authority ☐ Limited Liability Company ☐ State Agency ☐ Corporation ☐ Local Government ☐ Tribal Government ☐ Council of Government			
Applicant's Qualifications:	Yes	No	NA
Drug Free Policies	x		
Fair Housing Policies	x		
Equal Employment Opportunity Employer	x		



Project Description

Proposed Project Title: Community Training and Outreach Related to Domestic Violence and Human Trafficking

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. Arizona has the 4th highest DV related death toll with an average of 2 deaths every week. (CONTINUED)

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 developed a working arrangement with the City of Surprise Neighborhood Services Division to have office space in the Surprise Resource Center two days each week. The Center is located at 12425 W. Bell Rd. 85378, right on the edge of the Original Town Site. This program will focus on the residents of Surprise and may include referral to the services and programs located at the main campus in Phoenix. (CONTINUED)

Targeted demographic population of the city:

The targeted population is individuals and families impacted by domestic violence (DV) or human trafficking (HT) as well as first responder agencies (police and fire personnel, health care facilities) and courts who may be dealing with victims of DV/HT. Expected demographic breakdown will likely mirror general population race/ethnicity percentages (White-non-Hispanic: 63%, Hispanic: 18%; Black: 5%; Asian: 2%; Native American: 1%; Hawaiian/Pacific Islander: 1%; multi-racial or other: 10%. However, with the close proximity to the Surprise Original Town Site, we anticipate a much higher percentage of services to Hispanics and more than 51% to have poverty-level income.

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

Through the services provided with this funding, Sojourner Center will achieve the following:

- *4 quarterly training sessions tied to our SAFE Action project in which 100 provider participants will increase their understanding of human trafficking and action steps they can take to recognize and provide assistance for victims

- *10 community awareness and education classes related to DV/HT in which 300 community members will increase their understanding of DV/HT and action steps they can take to recognize and provide assistance for victims

- *25 referrals of DV/HT victims to Sojourner Center or other services for Mobile or Lay Legal Advocacy in which participants will develop a safety plan and Individual Development Plan goals for personal safety and moving toward self-sufficiency. (CONTINUED)

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 the both the National Objective and the Surprise Priority of Benefitting Low/moderate Income Persons, addressing homelessness and existing conditions which pose a serious and immediate threat to the health or welfare of the community. The project also provides Education to communities which can result in greater public safety.

Income: The majority of beneficiaries are expected to fall within the federal poverty income limits.

Homelessness: Generally, those experiencing HT/DV do not have access to financial resources and may be considered homeless once they leave the relationship or while (CONTINUED)

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 16 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. (CONTINUED)

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		



Sojourner Center

CDBG Proposal for the City of Surprise FY 2018-2019

Continuation Form

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

Both HT and DV are receiving increased attention within Arizona government agencies with a growing recognition of the serious and far-reaching after-effects of these crimes. The victims suffer a multitude of trauma manifestations, including PTSD; increased chronic physical/mental/emotional challenges; greater likelihood of substance abuse, homelessness, poverty and criminal activity; and a decreased life expectancy.

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, harassment 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, a large sector of the community remains unaware of or confused by the DV/HT issues. Many people do not realize there is a dark underbelly of coercion, fraud and physical/emotional/financial abuse from the perpetrators which keeps individuals entrapped and enslaved in the abusive relationships. Additionally, numerous myths surround DV and the forced slavery of humans, including the widespread beliefs that things are not as bad as they seem, or it is too risky to get involved. The victims themselves understand intrinsically that taking action means greater harm to themselves or loved one, and indeed, the chances of getting killed increase three-fold after action is taken. Consequently, estimates of 50-90% of DV/HT 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. Sojourner Center's trauma-informed staff understands their needs and work hard to connect them with critical comprehensive resources. One case in point:

One of our Lay Legal Advocates assisted a client who came to the office in tears. She stated that she had an order of protection in place against her ex-boyfriend and he was now contesting the order and a hearing was scheduled. She was terrified of him after he had made numerous threats to take her life. He is a correctional officer who was very good at speaking and communicating with people. She stated that she did not feel that she would have a chance in court and stated "people always believe him because he is an officer and they never believe me because I'm not as educated as he is."

The Advocate explained the process of the hearing and what to expect. They went through the hundreds of text messages that he had sent her and made copies of the threatening ones to use as exhibits, and discussed bringing witnesses and emails to validate the threats. Upon leaving she thanked the Advocate for her help and stated "if I don't have the courage to come back on Monday, I want you to know that I am thankful for everything you have done." I stated to her "You are way stronger than you give yourself credit for and you won't be alone; I will sit in court with you; I hope to see you Monday."

The woman showed up for the hearing with 3 copies of her exhibits, along with her sister who was a witness. The client trembled as they walked into court and the advocate reminded her of how strong and brave she is. As stated, the respondent was very skilled in his communication and brought up many reasons why the order should be quashed, but after the client presented the threatening text messages, the judge ruled that the order would remain in place. The client's relief was apparent as she sat sobbing; she stated "I can't believe that for once someone believed me and that he didn't get away with it; thank you so much for everything."

Sojourner Center's well-trained staff are making differences such as this every day in the lives of those we serve.

Project Location & Service Area - Describe the area to be served by the project. If possible, include a map.
The following activities will occur at the Resource Center or at other venues within Surprise:

- *Training and Community Awareness and Education sessions related to DV/HT
- *Case Management for DV/HT victims through Sojourner Center Mobile Advocacy (funded from other sources)
- *Lay Legal Advocacy for DV/HT victims through Sojourner Center Lay Legal Advocacy Program (funded from other sources)

Targeted demographic population of the city: (No additional information)

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

- *Tabling/presentations at 3 Surprise community events to provide DV/HT information and resources to reach 600 community members.

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

living in temporary quarters such as a motel, another person's residence or place unfit for human habitation.

*Education: As the community leaders and the public increase in understanding of DV/HT 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.

*Public Safety: DV/HT affects the safety of everyone in a community when left unchecked and abusers are not held accountable. As mentioned above, Arizona has the 4th highest lethality rate in the country in DV-related deaths. Some of those are bystanders. Histories of family violence often underlie the motives of mass shooters who bring harm and devastating ripple effects to large groups of people. When community members at all levels understand DV/HT crimes, their ramifications and action steps that can be taken to stop the cycles of abuse, the safety for all in the community increases.

Those who are identified as potential or actual victims, either as a result of the trainings, community education sessions or referrals, can meet with a Mobile or Lay Legal Advocacy Case Manager at a safe and convenient 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: emergency shelter, transitional housing, workforce readiness and training in various industries, medical and behavioral health care, lay legal advocacy, education programs, 24 hour crisis line, assistance with obtaining state benefits, Traumatic Brain Injury assessment and treatment, and more.

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

Sojourner Center has successfully implemented numerous similar projects with basic shelter and supportive services being our hallmark.

Over the past 40 years, we have provided shelter and safety to thousands of women and children impacted by DV/HT in our community, with addition of new, evidence-based services as appropriate to meet the ever-growing needs. 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 medical and behavioral health care, screening for Traumatic Brain Injuries, Child Development Center and Pet Companion Shelter, all on-site. Our participants include women, men, children and pets who have experienced domestic violence and/or human trafficking.

Sojourner Center has implemented a Strategic Plan that will strengthen our core programming, continue to improve best ways to serve participants, and collaborate with more extensively with other service providers to ensure that participants have access to the full array of comprehensive services essential for healing and self-sufficiency.

Sojourner Center is committed to hiring quality staff with backgrounds in social work, education and other fields to support our residents, and will continue to create collaboration and partnership opportunities in the community to continue the success of the organization in the future. Many of the key leadership and program staff have multi-year employment tenures with us which contribute greatly to successful program continuation and improvement. We have recently completed an agency-wide evaluation of all staff positions and personnel expertise with the goal of strengthening organizational effectiveness and capacity by having the right people in the best places. Ongoing career development opportunities allow each person to set a Sojourner Center career path which will enrich and fulfill them personally and foster more significant client outcomes.

Prior Experience: Sojourner Center is a human and social services agency that has been providing services to people who have experienced DV/HT throughout its 40 years in operation. From 16 original beds, the capacity grew to a maximum of more than 200 shelter beds and 120 transitional beds, and other services have been incorporated to meet expanding needs as funding opportunities arose. We have weathered various funding cuts and consequent program reductions, and continue to move forward while heeding the lessons learned in the lean times.

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 All 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. It will be the responsibility of Sojourner Center to secure the funding that will allow us to sustain and grow the program. Over 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 Ramoncita Cocova, who has worked closely with anti-trafficking efforts at Sojourner Center. We are expanding SAFE Action to include training regarding the crucial aspects of adult trafficking to other community sectors which may include first responders, health care agencies, government officials, and corporation.

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 and prior awards from Cities of Surprise, Phoenix, Scottsdale, Mesa, Gilbert, Chandler, Tempe, Peoria, Goodyear, Avondale and Maricopa County RICO funds. Federal and State contracts are from HUD, 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. Additionally, we have stewarded large program grants from Virginia G. Piper Charitable Trust, Pulliam Trust, Marley Foundation and more.

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:

FY19:

*Maricopa County RICO funds: \$20,000--pending

*City of Phoenix CDBG: \$30,000—pending

We are continually seeking additional sources of funding for all of our programs through corporate ownership of programs, grant funding and cultivation of individual donors.

Budget narrative for Surprise costs

Personnel and employee-related expenses (ERE): \$10,000

Personnel:

1 FTE Community Outreach Coordinator with .2 FTE on this project. Salary: \$20/hour x 2,080 hour = \$41,600 x .20 FTE = \$8,320

ERE: rate of 21% of salary: \$8,320 x .21 = \$1,747

Total: \$8,320 + \$1,747 = \$10,067*

*Numbers have been scaled back to fit with \$10,000 total ask: Salary: \$8,264 + ERE: \$1,736 = \$10,000

Community Outreach Coordinator will dedicate one day per week to being in Surprise to conduct the following activities:

- Community outreach to other agencies to coordinate services and develop a resource list
- Outreach and training to the hospitality and other sectors in relation to the SAFE Action project
- Community tabling events and presentations
- Classes for community members related to DV/HT
- Office hours for community appointments for referrals as needed to other Sojourner Center or community resources
- Coordinate client access to Sojourner Center West Valley Mobile and Lay Legal Advocacy team

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

We have the following additional sources of support for our community outreach project as a whole--For FY19

*AZ VOCA: \$433,149- Secured for three years

*Arizona Foundation for Legal Services and Education: \$34,247

This is the same amount every year, based on DES allocation to AFLSE, and is likely to be awarded but not guaranteed (CONTINUED)



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: Ramoncita Cocova Title: Director of Community Outreach Programs FTE on This Project: .1 FTE	114 hour toward BSW; Employed with Sojourner Center 9 years in various positions: Outreach Case Manager, Support Services Assistant; Community Outreach Coordinator; Director of Community Outreach Programs
Name: TBH Title: West Valley Outreach Coordinator FTE on This Project: .2 FTE	BSW or equivalent education/experience in family violence programs; one year supervisory experience; Level 1 fingerprint card; Bi-lingual preferred.
Name: Rosa Marmelejo Title: Community Outreach Case Manager FTE on This Project: .2 FTE	AS Criminal Justice; ; 4 years at Sojourner Center with increasing responsibilities, with 3 years in current role as Case Manager/Advocate; extensive knowledge of community resources
Name: Amy Marmol Title: Lay Legal Case Manager FTE on This Project: .2 FTE	1 year with Sojourner Center as a Lay Legal Advocate; plus 7 additional years in various victim advocate roles; 57 credits toward a BA in Human Services
Name: Julie Peterson Title: Senior Director of Programs FTE on This Project: .05 FTE	BAE in Elementary Education; working on MAC with a specialization in Trauma, Abuse and Deprivations; 10 years experience at Sojourner Center with 3 years management; 6 years' experience with teaching pre-K and school age; licensed foster parent;
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:	\$ 619,747		
CDBG Funding Amount Requested for Project:	\$ 10,000		
Total Number of Units Served:	10,000 for total program; 1,925 for Surprise		
Total Cost per Unit	\$ \$61.97 for total program,		
Total CDBG Cost per Unit	\$ \$5.19 for Surprise CDBG,		
Amount and Source of Other Funds Leveraged for Project: <i>(Please submit proof of other funding sources)</i>	Source	Year	Amount
	AZ VOCA	FY19	\$362,258
	AFLSE	FY19	34,247
	Avondale, Goodyear-Pend	FY 19	10,000
	Maricopa County-Pend	FY18-19	20,000
	City:Peoria, PHX-pend	FY19	35,000
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. We are cultivating increased donor contributions.		
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: Est 12/1/18 **Project completion date:** Est 11/20/19

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>							
Train staff/Network w/Surprise orgs	x			x			x	
Schedule tabling events/training		x			x			x
Hold trainings, attend tabling events			x			x		x
Report to stakeholders as needed					x			x
Assess program progress				x		x		x



Proposed Budget																			
Specific Cost Item/Description	CDBG Amount Requested	Other Funds Source	Other Funds Amount	Total Amount CDBG + Other Sources															
Personnel	\$ 8,264	VOCA, other cities, private foundations	\$ 431,964	\$ 440,228															
Fringe	1,736	VOCA, other cities, private foundations	90,712	92,448															
Communications-phone Internet	0	VOCA	4,200	4,200															
Tabling fees	0	VOCA	1,200	1,200															
Program Literature	0	VOCA	2,000	2,000															
Training Materials	0	VOCA	500	500															
Office Supply	0	VOCA	1,000	1,000															
Staff Training	0	VOCA	5,000	5,000															
Staff Fingerprinting	0	VOCA	715	715															
Occupancy	0	Private donations	1,200	1,200															
Administration	0	Private donations	56,276	56,276															
Total	\$ 10,000		\$ 609,747	\$ 619,747															



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.

Carrie Borgen
Signature of authorized agency representative

1-29-18
Date:

Carrie Borgen, MBA, CPA
Printed name

Executive Director
Title

Sojourner Center
Organization



Sojourner Center has received the following funding to be used for the FY19Community Outreach and Lay Legal/Mobile Advocacy Programs:

Verification of Award and Budget Recommendations

This award funds the Community Outreach and Lay Legal/Mobil Advocacy programs as well as portions of our Child Development Center and Emergency Shelter.

BUDGET RECOMMENDATIONS

- **Instructions:**
- Resave the form to update all calculations.
- All requested amounts will automatically populate.
- Enter the approved budget amounts in the appropriate column for each fiscal year of the grant period (Year 1 Approved, Year 2 Approved, and Year 3 Approved).
- Do not leave any budget fields blank. If a budget category was not requested or not recommended, enter \$0.
- Ensure that the approved amounts are less than or equal to the requested amounts.
- Ensure that the match requirement is met for each fiscal year of the grant period.
- Provide budget recommendation comments for each fiscal year of the grant period in the appropriate textboxes. List any line items that should be removed or modified during the modified application process. Identify any other corrections that the subrecipient must make.

VOCA EXPENSES	Year 1 Requested	Year 1 Approved	Year 2 Requested	Year 2 Approved	Year 3 Requested	Year 3 Approved
Personnel - Salary	\$893,143	\$855,742	\$1,031,472	\$674,752	\$1,085,176	\$710,112
Personnel - Fringe Benefits	\$187,561	\$116,705	\$216,602	\$141,694	\$228,095	\$149,123
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Mileage	\$20,544	\$14,980	\$20,544	\$14,980	\$20,544	\$14,980
Training	\$13,670	\$13,670	\$13,670	\$13,670	\$13,670	\$13,670
Capital Equipment	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Other Expenses	\$380,954	\$126,078	\$412,179	\$128,598	\$404,238	\$132,877
TOTAL VOCA	\$1,525,872	\$867,175	\$1,724,463	\$1,093,694	\$1,782,723	\$1,050,752

These sheets show the dollar amounts that are included in the budget for the Community Outreach and Lay Legal/Mobil Advocacy programs:

Position Title		Total Annual Salary	VOCAL Salary	Health Reimbursement	FTE	VOCAL FTE	March FTE
1	1st Deputy Associate Director	\$41,600	\$41,600	\$0	1	0.73	0.69
2	2nd Deputy Associate Director	\$41,600	\$41,600	\$0	1	0.73	0.69
3	1st Deputy Associate Dir. Sec.	\$41,600	\$41,600	\$0	1	0.73	0.69
4	2nd Deputy Associate Dir. Sec.	\$41,600	\$41,600	\$0	1	0.73	0.69
5	Health Advocacy Partners	\$32,400	\$32,400	\$0	1	0.87	0.86
6	Health Advocacy Partners	\$32,400	\$32,400	\$0	1	0.87	0.86
7	Health Advocacy Partners	\$32,400	\$32,400	\$0	1	0.87	0.86
8	Health Advocacy Partners	\$32,400	\$32,400	\$0	1	0.87	0.86
9	Health Advocacy Partners	\$32,400	\$32,400	\$0	1	0.87	0.86
10	Health Advocacy Partners	\$32,400	\$32,400	\$0	1	0.87	0.86
11	Health Advocacy Partners	\$32,400	\$32,400	\$0	1	0.87	0.86
12	Health Advocacy Partners	\$32,400	\$32,400	\$0	1	0.87	0.86
13	Health Advocacy Partners	\$32,400	\$32,400	\$0	1	0.87	0.86
14	Health Advocacy Partners	\$32,400	\$32,400	\$0	1	0.87	0.86
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80	Health Advocacy Partners	\$32,400	\$32,400	\$0	1	0.87	0.86
81	Health Advocacy Partners	\$32,400	\$32,400	\$0	1	0.87	0.86
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88	Health Advocacy Partners	\$32,400	\$32,400	\$0	1	0.87	0.86
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97	Health Advocacy Partners	\$32,400	\$32,400	\$0	1	0.87	0.86
98	Health Advocacy Partners	\$32,400	\$32,400	\$0	1	0.87	0.86
99	Health Advocacy Partners	\$32,400	\$32,400	\$0	1	0.87	0.86
100	Health Advocacy Partners	\$32,400	\$32,400	\$0	1	0.87	0.86

Year 2: 10/1/2018 to 9/30/2019			
Non-Capital Equipment & Furniture			
Item	VOCA Amount	Match Amount	Total Project Amount
Operating Costs			
Item	VOCA Amount	Match Amount	Total Project Amount
Aplicat licenses (Client data management)	\$6,545	\$0	\$6,545
Security System Services	\$2,208	\$0	\$2,208
Photocopying staff and volunteers	\$3,500	\$0	\$3,500
Interpreters-translators	\$2,090	\$0	\$2,090
Single adult protected	\$2,886	\$0	\$2,886
Copier #1 lease for shelter	\$1,000	\$0	\$1,000
Cell phone allowance for field staff	\$2,520	\$0	\$2,520
Internet hotspot on phones for field staff	\$1,000	\$0	\$1,000
Office Supply	\$5,402	\$0	\$5,402
Curriculum/client training materials	\$1,000	\$0	\$1,000
ACFSDV membership dues	\$1,250	\$0	\$1,250
Training fees	\$1,200	\$0	\$1,200
Program literature	\$2,000	\$0	\$2,000
Intercomphone	\$3,297	\$0	\$3,297
			\$0

azdps.gov

page 1 of 200 (1/1/2018) No results < > Options

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Utilize the Show Help button for further detailed instructions and requirements.

MILEAGE

Are you requesting Mileage for this project (VOCA or Match)? ☒ Yes ☐ No

This budget category should only include mileage costs incurred by personnel while providing direct services (e.g. transporting a victim to access services, outreach, mobile advocacy, etc.) or while traveling to collaborative meetings (e.g. task force, WOT meetings, coalition meetings, etc.). Mileage must be calculated using the estimated cost of mileage as published by the state's official mileage rates.

Year 1: 10/1/2017 to 9/30/2018			
Item	VOCA Amount	Match Amount	Total Project Amount
Mileage	\$14,980	\$0	\$14,980

Year 2: 10/1/2018 to 9/30/2019			
Item	VOCA Amount	Match Amount	Total Project Amount
Mileage	\$14,980	\$0	\$14,980

Year 3: 10/1/2019 to 9/30/2020			
Item	VOCA Amount	Match Amount	Total Project Amount

Arizona Foundation for Legal Services and Education FY19: \$34,247 Verification of FY18 award and projection of FY19 award possibilities

Current award amount has been the same for several years and is projected to remain constant.

Email dated 6/13/17

Thanks, Holly!

We received our extension from DES! Would you please send me the name and email address of the person authorized to sign agreements/contracts on behalf of Sojourner? We process our agreements through DocuSign (an email signature program) and will need to list the signatory as they normally list their name in official documents.

Thanks!

Chris

Chris Groninger
Chief Strategy Officer
Arizona Bar Foundation
Arizona Foundation for Legal Services & Education
4201 N. 24th Street, Suite 210 | Phoenix, AZ 85016
P: 602-773-3402 | F: 602-773-3105
E: chris.groninger@azflse.org | <http://www.azflse.org>

Email dated 6/6/17

Hi, Holly:

I wouldn't say there is ever a guarantee but if the Foundation receives funding, Sojourner will continue to receive funding in the new fiscal year. I hope that helps.

Chris

Chris Groninger
Chief Strategy Officer
Arizona Bar Foundation
Arizona Foundation for Legal Services & Education
4201 N. 24th Street, Suite 210 | Phoenix, AZ 85016

P: 602-773-3402 | F: 602-773-3105
E: chris.groninger@azflse.org | <http://www.azflse.org>

From: hcraw@sojournercenter.org [<mailto:hcraw@sojournercenter.org>]
Sent: Sunday, June 4, 2017 2:39 PM
To: Chris Groninger <chris.groninger@azflse.org>
Subject: FW: DVLAP Funding in FY18
Importance: High

Hi Chris,

Thanks so much for letting us know the process. Are we to assume that we will definitely be receiving the funding so we can count it in our budgeting process?

Thanks and Blessings,

Holly Crow, MSW

Grants and Contracts Manager
Office: 602-296-3401
Fax: 888-510-8113

Email: hcraw@sojournercenter.org
Website: www.sojournercenter.org

From: Chris Groninger [<mailto:chris.groninger@azflse.org>]
Sent: Wednesday, May 31, 2017 10:29 PM
To: Chris Groninger <chris.groninger@azflse.org>
Cc: Steph Sandner <steph.sandner@azflse.org>
Subject: DVLAP Funding in FY18
Importance: High

Hi, there!

Just a quick message about FY18 funding and how this funding works in general...

The Foundation is the primary applicant for the Domestic Violence Legal Assistance Project funding through DES. The Foundation, with your organizations as Project partners and sub-contractors, was last awarded the contract in 2013/2014 with the possibility of extension each year for the next five. When DES issues the extension for the Project to the Foundation, the Foundation will issue new service agreements through DocuSign to your programs for the next contract term beginning July 1. There is no need to re-apply or formally request funds. Funding for the Project has not changed (unfortunately for increases, fortunately for reductions) which means that we anticipate new service agreements to your programs will have the same funding/units/unit rate from SFY17 as well as the same scope of work.

Please let me know if you have any questions!

Chris

Chris Groninger
Chief Strategy Officer
Arizona Bar Foundation
Arizona Foundation for Legal Services & Education
4201 N. 24th Street, Suite 210 | Phoenix, AZ 85016
P: 602-773-3402 | F: 602-773-3105
E: chris.groninger@azflse.org | <http://www.azflse.org>

January 30, 2018

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

RE: 2018-2019 CDBG Public Service Grants

Review Committee,

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

Currently, the City of Surprise has a **9.8%** poverty rate according to the latest Census figures, which equates to **13,002** people living below the poverty level. The City of Surprise, through the Surprise Resource Center, administers the Community Action Program (CAP) which provides utility assistance and eviction prevention to income qualified families for residents of Surprise and El Mirage. CAP utilizes federal funds and guidelines to administer the program. However, these services do not include assistance with water utility bills or eviction prevention to individuals or families without a child in the home, mostly impacting seniors.

Last fiscal year alone, CAP served **665** families, or **2,023** unduplicated individuals with the allocation received. In addition, **71** requests from residents in crisis that needed assistance with water utilities were turned away. Another **47** residents, primarily seniors were in jeopardy of eviction due to no child in the home under age 17. This assistance will prove invaluable for seniors, veterans, and families in crisis that do not meet the eviction prevention guidelines set forth by the CAP program.

The Crisis Assistance Fund will be used to fill this great need by proposing to assist a minimum of **35** families in need of eviction prevention through assistance with rent and utilities. If awarded, funds will be dispersed beginning February as the demand continues to rise for assistance for all utilities and eviction prevention.

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

Thank you,



Edith Baltierrez
Executive Management Analyst
City of Surprise Resource Center
12425 W. Bell Rd, Bldg. A Ste. #124
Surprise, AZ 85378

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

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

We do not accept e-mail or electronic submissions

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

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>Utility Assistance and Eviction/Homeless Prevention</u> | |
| ☐ Fair housing activities | | |
| ☐ Services for senior citizens | | |

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

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

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

In the past year, we have had to turn away **71** requests from residents in crisis that needed assistance with water utilities. In addition we have had to turn away **47** 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 **13,002** people living below the poverty level. Last fiscal year alone, CAP served **665** families, or **2,023** unduplicated individuals with the allocation received. (supplemental information is attached) The Crisis Assistance Fund will be used to fill this great need. Through the first two quarters of this program year,



the Resource Center HOPE line which all calls for utility and rental assistance filter through received **16,214** calls, which translated to **322** households served. The Surprise and El Mirage areas are not alone in the need for utility assistance. According to the Arizona Community Action Agency, only **5%** of the eligible are receiving services due to the low allocations Arizona as a whole receives. In our local zip codes according to 211, a statewide resource guide, the most search for and requested service was for utility and eviction prevention assistance.

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

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

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

Targeted demographic population of the city:

The Crisis Assistance Fund will target Surprise residents that are at or below the 80% income limits defined by HUD and that require water utility assistance or eviction prevention assistance. For example, total household income for a family of 4 cannot exceed more than \$52,950.

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 eviction prevention assistance through assistance with rent and utilities.



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

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



Organizational Capacity

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

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

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

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. Data is attached to the application for fiscal years 2016, 2017, and 2018 to date.

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

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: Edith Baltierrez Title: Executive Management Analyst FTE on This Project: 1.0	6 months' direct service experience at the Surprise Resource Center assisting families in need of various resources. One-month experience supervising employees providing direct service. 2+ years' experience with the City of Surprise.
Name: Muriel Gutierrez Title: Resource Center Coordinator FTE on This Project: 1.0	2 years 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	1 year 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	2 years of quality assurance review of CAP applications. 10 years' experience with the City of Surprise and 17+ years of financial experience.
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	

Project Cost												
Estimated Total Cost of Project:	\$30,000											
CDBG Funding Amount Requested for Project:	\$30,000											
Total Number of Units Served:	35											
Total Cost per Unit	\$ N/A dependent on need											
Total CDBG Cost per Unit	\$ N/A dependent on need											
Amount and Source of Other Funds Leveraged for Project: (Please submit proof of other funding sources)	Source			Year			Amount					
	COS – admin costs			18-19			\$8,250					
	County ISB (not yet secured) admin costs			18-19			\$87,452					
	Tohono O'odham Nation			17-18			\$20,000					
	CDBG Public Service			17-18			\$21,010					
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	The Surprise Resource Center will continue to provide CAP assistance but will be unable to continue to provide water utility assistance or eviction prevention to those without a child in the home if the funds are not awarded.											
If your project is not fully funded, will your organization be able to implement project with partial funding?	Yes, we would use whatever funding is received to assist residents in crisis.											
Project Timeline												
Project start date: <u>January 1, 2019</u> Project completion date: <u>December 31, 2019</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	\$ 95,702
Supplies/Services		COS / CAP IGA	\$10,400	\$ 10,400
Crisis Assistance	\$ 30,000	Tohono O'odham Nation	\$20,000	\$ 50,000
Total	\$30,000		\$126,102	\$126,102



Required Certifications for CDBG Public Services Activities Application

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

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

Edith Baltierrez
Signature of authorized agency representative

1/31/18
Date:

Edith Baltierrez
Printed name

Executive Management Analyst
Title

HISCV
Organization



"High Priority" Definition

as referenced in City of Surprise Crisis Assistance Fund Application

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

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

The Crisis Assistance Fund activities assist in meeting the city's high priority needs by aiding in the prevention of eviction and ultimately homelessness for individuals that do not have a child in the home. This assistance will prove invaluable for seniors, veterans, and families in crisis that don't meet the eviction prevention guidelines set forth by the CAP program. The water utility assistance will aid in the health and welfare of our low to moderate income residents that are in crisis by assisting to keep the water source on.

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

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

CAP - PROGRAM DESCRIPTION

The **Community Action Program (CAP)** is a partnership between Maricopa County, Surprise and El Mirage that provides support services that foster self-sufficiency and stability during unexpected financial crises by providing limited temporary assistance with utility and eviction prevention for qualifying Surprise and El Mirage residents. Eligible guests are served at the Community Action Agency location within the City of Surprise Resource Center and at the El Mirage Senior Center. The City of Surprise is a sub-contractor to the Maricopa County Community Action Agency.

By Definition, Community Action Agencies are private or public nonprofit organizations that were created by the federal government in 1964 to combat poverty in geographically designated areas. Status as a Community Action Agency is the result of an explicit designation by local or state government. A Community Action Agency has a tripartite board structure that is designated to promote the participation of the entire community in the reduction or elimination of poverty. Community Action Agencies seek to involve the community, including elected public officials, private sector representatives, and especially low-income residents, in assessing local needs and attacking the causes and conditions of poverty.

MODE OF OPERATION: A Community Action Agency carries out its mission through a variety of means including:

- Community-wide assessments of needs and strengths;
- Comprehensive antipoverty plans and strategies;
- Provision of a broad range of direct services;
- Mobilization of financial and nonfinancial resources;
- Advocacy on behalf of low-income people; and
- Partnerships with other community-based organizations to eliminate poverty.

WHY COMMUNITY ACTION AGENCIES ARE UNIQUE: Most poverty-related organizations focus on a specific area of need, such as job training, health care, housing, or economic development. Community Action Agencies reach out to low-income people in their communities, address their multiple needs through a comprehensive approach, develop partnerships with other community organizations, involve low-income clients in the agency's operations, and administer a full range of coordinated programs designed to have a measurable impact on poverty.

**STCS/TANF – SHORT TERM CRISIS SERVICES
TEMPORARY ASSISTANCE TO NEEDY FAMILIES**

**FUND/BUDGET
CODE:**

49

STCS/TANF Page 1 of 2

CAN PAY

Past due/delinquent rent or mortgage payments, first month's rent, rental deposit, utility deposits, and utility bill payments.

Payment of late fees/charges and court costs related to eviction prevention rent or mortgage are allowed.

Utility payments and/or Utility Deposits Assistance

- Maximum combined amount \$500
- The payment cannot exceed the amount of the bill

Housing Assistance

- Maximum combined amount \$1500

SERVICE CODES:

ERP, EMO, RED, RPT, UDE, UTA

If assisting with:

- First month's rent (RPT), rental deposit (RED), eviction rent payment (ERP) or eviction mortgage payment (EMO) neither the applicant nor any household member may be related by blood or law to the owner of the dwelling.

PROGRAM YEAR:

A household may be assisted only once in a 12-month period. If any member of the applicant household has received benefit of a STCS TANF payment within the last 12 months, this applicant household is NOT eligible.

ELIGIBILITY CRITERIA:

Household income for the most recent 30 days, including date of application, must be **at or below 125% of Federal Poverty Level (FPL) OR 150% of Federal Poverty Level (FPL) if an elderly or handicapped person is in the household.**

At least one minor, qualifying child in the household must meet all three of the following criteria:

- Must be age 17 or under
- Must be a citizen or qualified non-citizen of the U.S.
- Hard copy verification is required.
- See Section 2, *MCHSD HB2008 Working Procedures* for additional information.
- The relationship of the above minor qualifying child to an adult in the household must be verified as one of blood or law.

STCS/TANF continued

**FUND/BUDGET
CODE:**

49

STCS/TANF Page 2 of 2

**ELIGIBILITY CRITERIA
continued:**

An acceptable crisis reason must be verified and documented on the application. (1, 2 or 3)

If assisting with eviction prevention rent/mortgage or utility bill payment assistance, an acceptable eviction or past due notice/bill must be provided.

Households who have received assistance from the TANF cash diversion option are not eligible for STCS benefits for a period of 120 days following receipt of diversion assistance.

**APPLICATION &
ADDITIONAL
REQUIRED FORMS:**

- MCHSD/CSD Application for Services
- HB2008 Affidavit for qualifying minor child (client signs on their behalf)
- CMP (Case Management Plan) form for at least 50% of all participants in the LIHEAP program. See Section 5, Case Management.

VENDOR CODE:

Utility Assistance: Use codes from List of Vendors, MCHSD/CSD Program Policy and Procedure Handbook, Section 7.

Housing Assistance: 951 – MCHSD to make payment

**STCS/TANF - CAP CLIENT
FILES MUST CONTAIN:**

1. MCHSD/CSD Application for Services – copy
2. Income verification for the most recent thirty days including application date.
3. Dependent on service provided: eviction notice, utility bill, first month rent letter, etc.
4. Voucher (if applicable) – goldenrod copy
5. Verification and documentation of acceptable crisis reason.
6. Verification and documentation of legal residency or citizenship status of the minor qualifying child.
7. HB2008 Affidavit
8. Verification and documentation of the relationship of the minor qualifying child to an adult in the household.
9. Verification of social security numbers of all household members.
10. Notice of Approval/Denial for services.
11. Case Management Plan- copy

CAP Funds Distributed

FY2016

Utility Assistance

Amount Allocated \$348,321

	HH	Indiv
Qtr 1 *	\$ 75,974	120
Qtr 2 *	\$ 78,535	102
Qtr 3	\$ 42,168	77
Qtr 4	\$ 124,094	244
Total	\$ 320,771	543

Eviction Prevention

Amount Allocated \$48,590

	HH	Indiv
Qtr 1 *	\$ 10,377	8
Qtr 2 *	\$ 17,088	13
Qtr 3	\$ 14,321	11
Qtr 4	\$ 7,421	6
Total	\$ 49,207	38

HOPE Line Calls

	Calls	VM
Qtr 1 *	0	0
Qtr 2 *	0	0
Qtr 3	1,286	528
Qtr 4	1,618	906
Total	2,904	1,434

Total Individuals Served = 1,666

Maricopa County ran CAP program during Q1 and Q2 of FY17

FY2017

Utility Assistance

Amount Allocated \$352,395

	HH	Indiv
Qtr 1	\$ 156,068	277
Qtr 2	\$ 45,976	107
Qtr 3	\$ 50,421	111
Qtr 4	\$ 95,857	140
Total	\$ 348,322	635

Eviction Prevention

Amount Allocated \$36,586

	HH	Indiv
Qtr 1	\$ 4,993	5
Qtr 2	\$ 5,261	4
Qtr 3	\$ 8,912	7
Qtr 4	\$ 19,546	14
Total	\$ 38,712	30

HOPE Line Calls

	Calls	VM
Qtr 1	5,573	1,382
Qtr 2	4,416	526
Qtr 3	1,461	413
Qtr 4	1,580	288
Total	13,030	2,609

Total Individuals Served = 2,274

FY2018

Utility Assistance

Amount Allocated \$318,046

	HH	Indiv
Qtr 1	\$ 165,872	233
Qtr 2	\$ 61,817	87
Qtr 3	-	0
Qtr 4	-	0
Total	\$ 227,689	320

Eviction Prevention

Amount Allocated \$83,903

	HH	Indiv
Qtr 1	\$ 9,426	7
Qtr 2	\$ 7,231	6
Qtr 3	-	0
Qtr 4	-	0
Total	\$ 16,657	13

HOPE Line Calls

	Calls	VM
Qtr 1	7,090	623
Qtr 2	9,490	306
Qtr 3	0	0
Qtr 4	0	0
Total	16,580	929

Total Individuals Served = 1,159

City of Surprise
2018-2019 CDBG Public Service
Crisis Assistance Fund Proposed Program Guidelines

Following criteria noted below, City of Surprise Crisis Assistance Fund would be able to assist a minimum of 35 families annually.

Proposed Application Guidelines	Criteria
Rent, water utility bills for households within the City of Surprise	ERP (Eviction Rental Assistance) and UTA (Utility Assistance) only
Eligibility Criteria	Household income within HUD 80% Income Limits
Income qualified household	Income verification for most recent thirty days including application date = > funding guidelines
Proof of identity and citizenship	Affidavit completion for applicant and hardcopy verification (acceptable copies) of social security cards for all in household
Maximum amount and frequency	Maximum combined amount per household \$1,500. Household may only be assisted through this funding source once in 12 month period
Verification vendor in agreement with terms of program	ERP- applications require completion of past due rental letter Caseworker to verify verbally and document in file rental manager's willingness to acceptable type and timing of payment processing terms of program



FY 2017 INCOME LIMITS DOCUMENTATION SYSTEM

HUD.gov [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

FY 2017 Income Limits Summary

FY 2017 Income Limit Area	Median Income Explanation	FY 2017 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Maricopa County	\$66,200	Very Low (50%) Income Limits (\$) Explanation	23,200	26,500	29,800	33,100	35,750	38,400	41,050	43,700
		Extremely Low Income Limits (\$)* Explanation	13,900	16,240	20,420	24,600	28,780	32,960	37,140	41,320
		Low (80%) Income Limits (\$) Explanation	37,100	42,400	47,700	52,950	57,200	61,450	65,700	69,900

Selecting any of the buttons labeled "Explanation" will display detailed calculation steps for each of the various parameters.

NOTE: Maricopa County is part of the **Phoenix-Mesa-Scottsdale, AZ MSA**, so all information presented here applies to all of the **Phoenix-Mesa-Scottsdale, AZ MSA**. The **Phoenix-Mesa-Scottsdale, AZ MSA** contains the following areas: Maricopa County, AZ; and Pinal County, AZ.

* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as established by the Department of Health and Human Services (HHS), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

Income Limit areas are based on FY 2017 Fair Market Rent (FMR) areas. For information on FMRs, please see our associated FY 2017 [Fair Market Rent documentation system](#).

For last year's Median Family Income and Income Limits, please see here:

FY2016 Median Family Income and Income Limits for Maricopa County



TOHONO O'ODHAM NATION
OFFICE OF THE
CHAIRMAN AND VICE CHAIRMAN

EDWARD D. MANUEL
CHAIRMAN

VERLON M. JOSE
VICE CHAIRMAN

O'ODHAM HA-WE-HEJED

"For the People"



September 18, 2017

Mr. Seth Dyson
Director
City of Surprise, Human Service & Community Vitality Department
16000 N Civic Center Plaza
Surprise, AZ 85374

Dear Mr. Dyson,

I am pleased to inform you that your proposal submitted on behalf of the City of Surprise, Human Service & Community Vitality Department was selected by the Tohono O'odham Nation as a recipient of the 12% grant funding in the amount of \$60,000.00 for Stabilizing Families in Need. We are honored to support local communities and hope that this grant will help the City of Surprise, Human Service & Community Vitality Department make positive impacts in Arizona.

As was indicated in the Request for Proposals issued by the Nation, the grant is conditional upon development of an Intergovernmental Agreement (IGA).

Please contact Matt Smith immediately at 520-321-1111 so we can begin drafting the IGA and take the steps necessary for final approval of this grant funding. Congratulations to you and the City of Surprise, Human Service & Community Vitality Department; I look forward to working with you to finalize your grant award.

Sincerely,

Edward D. Manuel
Chairman, Tohono O'odham Nation

P.O. BOX 837, SELLS, ARIZONA 85634

PHONE: 520.383.2028

FAX: 520.383.3379



Community Services Division

Available Funds

for **MCR - Surprise, El Mirage** as of: 7/1/17**MCR - Surprise, El Mirage**

Budget Description	Budget Code	Amount Allocated as of 01/29/2018	Expenditures as of	Balance	Percent Expended
APS UTILITY CRISIS	64	\$18,513.00	\$0.00	\$18,513.00	0.00 %
SRP Utility Assistance	35	\$0.00	\$0.00	\$0.00	0.00 %
LIHEAP	77	\$279,571.00	\$0.00	\$279,571.00	0.00 %
CSBG	01	\$40,363.00	\$0.00	\$40,363.00	0.00 %
HEAF	71	\$2,526.00	\$0.00	\$2,526.00	0.00 %
NHN-Neighbors Helping Neighbors	70	\$0.00	\$0.00	\$0.00	0.00 %
STCS/TANF	49	\$43,540.00	\$0.00	\$43,540.00	0.00 %
SWG	31	\$4,782.00	\$0.00	\$4,782.00	0.00 %
SWG-ENERGY SHARE	41	\$5,327.00	\$0.00	\$5,327.00	0.00 %
URRD DEPOSIT	19	\$7,327.00	\$0.00	\$7,327.00	0.00 %
Totals by site MCR :		\$401,949.00	\$0.00	\$401,949.00	0.00 %
<i>Total for this report :</i>		<i>\$401,949.00</i>	<i>\$0.00</i>	<i>\$401,949.00</i>	<i>0.00 %</i>



AMENDMENT TO THE
INTERGOVERNMENTAL AGREEMENT
BETWEEN
MARICOPA COUNTY
ADMINISTERED BY ITS
HUMAN SERVICES DEPARTMENT
AND
CITY OF SURPRISE



- I. Maricopa County ("County") by and through its Human Services Department and the City of Surprise ("City") entered into a financial Intergovernmental Agreement ("Agreement") on or about July 14, 2016. The Agreement term is July 1, 2016 through June 30, 2017. The County provided the City with \$87,452 for the provision of Community Action Program services to include cash reimbursement to the City to assist eligible low income households with Crisis Case Management and Financial Assistance Services. The County and the City may be referred to individually as "Party" or collectively as "Parties."
- II. The Parties wish to amend the Agreement as follows:
- A. Extend the Agreement termination date from June 30, 2017 to June 30, 2018.
 - B. The funding amount available for the period of July 1, 2017 to June 30, 2018 is \$87,452.
 - C. The operating budget shall be as reflected in Attachment A, Operating Budget.
 - D. Revise Section I General Provisions to include the following:
 - 1. Remove in its entirety Paragraph HH and substitute the following language:
 - HH. MINIMUM WAGE REQUIREMENTS
 - 1. The Contractor agrees and warrants that it shall pay all its employees engaged in performing work or providing services under the terms of this Contract not less than the minimum wage specified under Section 6(a)(1) of the Fair Labor Standards Act of 1938, as amended.
 - 2. The Contractor agrees and warrants that it shall pay all its employees engaged in performing work or providing services under the term of this Contract not less than the minimum wage specified by Arizona law.
 - 2. Add Paragraph ZZ as follows:
 - ZZ. ISRAEL BOYCOTT
Per A.R.S. § 35-393, Contractor certifies that they are not currently engaged in, and agrees for the duration of the Contract to not engage in a boycott of Israel.
 - E. Revise Section II Special Provisions to include the following:
 - 1. Remove in its entirety Paragraph E and substitute as follows:
 - E. BACKGROUND CHECKS FOR EMPLOYMENT THROUGH CENTRAL REGISTRY:
 - 1. The provisions of A.R.S. § 8-804 (as may be amended) are hereby incorporated in its entirety as provisions of this Contract.
 - 2. Contractor shall conduct Central Registry Background Checks on all employees. The information contained in the Central Registry will be used as a factor to determine qualifications for positions that provide direct service to juveniles or vulnerable adults as follows:
 - a. Any person, their employees or volunteers who apply for a contract with MCHSD; or
 - b. all employees of the Contractor; or
 - c. A subcontractor of the Contractor and the subcontractor's employees; and
 - d. Prospective employees of the Contractor or its subcontractor at the request of the prospective employer.

3. Volunteers who provide direct services to children or vulnerable adults shall have a Central Registry Background Check which is to be used as a factor to determine qualifications for volunteer positions.
 - a. A person who is disqualified because of a Central Registry Background Check may apply to the Board of Fingerprinting for a Central Registry exception pursuant to A.R.S. § 41-619.57. A person who is granted a Central Registry exception pursuant to A.R.S. § 41-619.57 is not entitled to a contract, employment, licensure, certification or other benefit because the person has been granted a Central Registry exception.
 - b. Before being employed or volunteering in a position that provides direct services to children or vulnerable adults under this Contract, persons shall certify on forms provided by ADES whether an allegation of abuse or neglect was made against them and was substantiated. The completed forms are to be maintained as confidential.
4. A person awaiting receipt of the Central Registry Background Check may provide direct services to clients after completion and submittal of the Direct Service Position certification form if the certification states:
 - a. The person is not currently the subject of an investigation of child abuse or neglect in Arizona or another state or jurisdiction; and
 - b. The person has not been the subject of an investigation of child abuse or neglect in Arizona, or another state or jurisdiction, which resulted in a substantiated finding. The Certification for Direct Service Position is located at: www.azdes.gov/InternetFiles/InternetProgrammaticForms/doc/DDD-1727AFORFF.doc - 2015-08-05
 - c. If the Central Registry Background Check specifies any disqualifying act and the person does not have a Central Registry exception, the person shall be prohibited from providing direct services under this contract.
5. The Contractor shall maintain the Central Registry Background Check results and any related forms or documents in a confidential file for five (5) years after termination of the Contract. The Request for Search of Central Registry for Background Check form is located at <https://www.azdes.gov/opac>.
6. Upon request the Contractor shall make available valid Background Check information to the County.

2. Add Paragraph X:

X. DEPARTMENT MONITORING

1. Department will conduct monitoring/evaluation of contractor's performance and compliance with program requirements as specified in the scope of work.
2. Department will conduct on-site monitoring/evaluation, at a minimum of once every two (2) years. Monitoring/evaluations to include but not limited to: facilities, administrative and financial operations, and programmatic service delivery.
3. Department will monitor/evaluate monthly expenditures of funds, to determine over/under expenditure patterns. County staff will meet with CAP to discuss spending trends and methods to be used to ensure services are available for a twelve (12) period.

F. Revise Section III Work Statement to include the following:

1. Remove in its entirety Paragraph F and substitute the following:

F. LEVEL OF SERVICES

1. If the Contractor determines service recipient eligibility, the Contractor shall maintain and regulate the units or services set forth in this Agreement to ensure continuity and availability of services to eligible persons during the term of this Agreement and during any transition to a subsequent Contractor.
2. The County makes no guarantee to purchase specific quantities of goods or services or to refer eligible persons as may be identified or specified herein. Further, it is understood and agreed that this Agreement is for the sole convenience of the County.

and that the County reserves the right to obtain like goods or services from its sources when such need is determined necessary by the County.

3. Contractor may coordinate and deliver services outside the designated geographic service area for a specified timeframe, with prior written approval from the County.

XI. This Amendment is subject to A.R.S. §38-511. The foregoing paragraphs, contain all the changes made by this Amendment. All other terms and conditions of the original Agreement remain the same and in full force and effect as approved and amended.

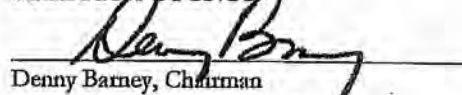
IN WITNESS THEREOF, the Parties have signed this Amendment:

APPROVED BY:
CITY OF SURPRISE


Sharon Wolcott, Mayor

Date: 6-9-2017

APPROVED BY:
MARICOPA COUNTY


Denny Barney, Chairman

Date: JUL 24 2017

Attested To:

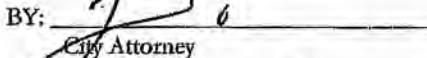

Sherry Ann Aguilar, City Clerk Date 6-9-17

Attested To:


Fran McCarroll, Clerk of the Board Date JUL 24 2017

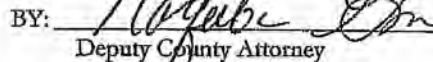
IN ACCORDANCE WITH A.R.S. §§ 11-952, THIS AMENDMENT HAS BEEN REVIEWED BY THE UNDERSIGNED ATTORNEY(S) WHO HAVE DETERMINED THAT THIS AMENDMENT IS IN PROPER FORM AND WITHIN THE POWER AND AUTHORITY GRANTED UNDER THE LAWS OF THE STATE OF ARIZONA.

CITY OF SURPRISE

BY: 
City Attorney

Date: 6-6-17

MARICOPA COUNTY

BY: 
Deputy County Attorney

Date: 7/19/17

ATTACHMENT A
SFY18 OPERATING BUDGET

Contract Operating Budget -County July 1, 2017 to June 30, 2018

CONTRACTOR: City of Surprise

Service: Crisis Case Management and Financial Assistance Services

Revenue Sources

County*	\$87,452
---------	----------

Total Revenues	<u>\$87,452</u>
-----------------------	-----------------

Budget Categories

Personnel / ERE	\$83,158
-----------------	----------

Travel	\$274
--------	-------

Materials and Supplies	\$4,020
------------------------	---------

Total Expenses	<u>\$87,452</u>
-----------------------	-----------------

*Funding will be allocated internally on a monthly basis by Maricopa County Human Services Department/Financial Services.

Based on fund availability, funds utilized may include, but are not limited to:
SSBG, TANF, LIHEAP, County Funds and CSBG

Reference:

Veronica Bravo
Program Specialist
Community Services Division
234 N Central Avenue, 3rd Floor,
Phoenix, AZ 85004
602.506.6425
bravov@mail.maricopa.gov



Maricopa County
Human Services Department
Community Services Division

February 1, 2018

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

RE: Reference for the City of Surprise Resource Center

Review Committee,

Maricopa County Human Services Department (MCHSD) is pleased to offer this letter in support of City of Surprise Resource Center's intent to fulfill requirements of the 2018-2019 CDBG Public Service Grant.

MCHSD has partnered with City of Surprise since 2016 as part of the Community Action Program (CAP). We rely on City of Surprise to relieve situations of emergency and distress in the individuals and families, including low-income, homeless, elderly and unemployed persons who reside in Surprise and El Mirage. We support their endeavors to seek financial support to sustain the infrastructure necessary to provide services to economically disadvantaged families.

We look forward to continuing to partner with City of Surprise in the future. My contact information is listed below for your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Sandra A. Mendez", written over a horizontal line.

Sandra A. Mendez
Assistant Director, Community Services Division
Maricopa County Human Services Department
(602) 506-2316
MendezS002@mail.maricopa.gov

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

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

We do not accept e-mail or electronic submissions

Organization Information			
Name of Organization:	Northwest Valley Connect		
Contact Person:	Kathryn Chandler		
Contact Person Title:	Executive Director		
Mailing Address:	PO Box 9303 Surprise AZ 85374		
Street Address (if different from mailing):	9445 N 99 th Ave Peoria AZ 85345		
Phone:	623-282-9304		
Fax:	623-282-9301		
E-mail:	kchandler@northwestvalleyconnect.org		
Website URL (if applicable):	www.northwestvalleyconnect.org		
Legal Status of Applicant: State-Certified CHDO ☒ Non-Profit (non-CHDO) Public Housing Authority State Agency Local Government Tribal Government Council of Government General Partnership Limited Partnership Limited Liability Company Corporation			
Applicant's Qualifications:	Yes	No	NA
Drug Free Policies	☒	☐	☐
Fair Housing Policies	☐	☐	☒
Equal Employment Opportunity Employer	☒	☐	☐



Project Description			
Proposed Project Title:	Transportation Call Center and Ride Connect		
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) <i>Transportation is necessary for a healthy, vibrant community. It is needed for folks to get to employment, school, shopping, doctors and social events. There are no fixed routes in Surprise and limited Paratransit and taxi subsidy programs. As our community ages, more and more folks are not able to drive. Seniors who go through knee or hip replacement, have progressive disorders that may affect eye sight or physical abilities or have accidents such as falling and are injured may suddenly have to find a way to get where they need to go. Many of these folks need to go to more doctor's appointments than before, need to get to the pharmacy, get to grocery shopping and to physical therapy. This can be an emotional time for many – giving up the car keys is hard even if it is temporary. NVC seeks to fill this need in the community for those who need a place to call to get help that is personalized for their situation. NVC offers a level of service that would typically cost more than many can afford. NVC is the place to call that helps filter through the options to find the best option for a person's needs. NVC also uses their volunteer driver program to offer the higher level of service some need.</i>			



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

Northwest Valley Connect (NVC) will help folks throughout the entire city limits with transportation resources and trips. We currently get calls from Sun City Grand, Traditions, Marley Park, Sun Lakes and all of areas of Surprise. Attached are MAG Maps of the area that show no vehicle households, over 65 years of age, and low income. Attached is a Map of the Surprise city Limits.

Targeted demographic population of the city:

NVC's call center will help anyone who calls with their transportation questions. We have had teen callers looking for rides to friends' homes in Peoria and middle aged folks from Glendale looking for rides to employment in Surprise. Our call operators are trained to help figure out bus routes, how to put bikes on busses and have options for such trips in the database. Volunteer rides are provided to seniors and persons with disabilities only. Group trips are offered to seniors and persons with disabilities. Attached is a copy of the Demographics page on Surprise website with age groups from MAG 2007 census, a map (green) that shows % of residents 65 and older in the darkest shade of green, a map (orange) that shows in darkest orange the % of homes with no vehicles, and a map (blue) that shows in darkest blue the % of families below the poverty level. These maps are all pulled from the MAG GIS program.

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

NVC had 10,465 calls to the call center in 2017 with 1711 (or 16%) coming from Surprise. NVC projects 14000 calls for 2018. The assumption is that 16% of the calls came from Surprise constantly and that our growth in Surprise will continue at the same rate. 16% of our new projected calls for 2018 will come from Surprise residents which would be 2240.

NVC provided 7918 Trips with our Ride Connect Volunteer driver trips in 2017 with 1373 (or 17 %) of the trips being provided to citizens of Surprise. NVC projects this to increase to 9500 overall trips in 2018. The assumption that 17% of the trips would be provided to citizens of Surprise would be 1615.

NVC would be connecting Surprise citizens with 3855 rides in 2018.

NVC continues to find more volunteers and more ways of providing trips to fill gaps in service. Adding volunteers and resources to filling those trips needed will create a healthier community.

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

Referring to the Consolidated Plan: Page 2 – Objective -Provide public service activities to city's youth, seniors, special needs persons, veterans, persons and families in crisis, and disabled persons through nonprofit agencies or other city departments. Table 11 on pages 38 through 40 shows the need for transportation for seniors and persons with disabilities.

NVC's call center coordinates existing services by referring to an existing service first. Our provider database has about 80 providers and it is updated by volunteers investigating new services and checking on older ones who sometimes go out of business. We connect callers with the best fit for their trips. Only when there is not a good fit do we find a volunteer driver for the person's trip. We do deny rides sometimes when we do not have a volunteer available but always give them an option from the provider database that they may have to pay for this trip. We do not charge for our volunteer rides but give riders a donation envelop so those who can will help support their ride. Our goal is to ensure all in need are able to get a safe, reliable, timely ride at the level of service needed. We want to make sure no one is homebound because they don't have a ride.



Organizational Capacity

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

NVC was developed as a nonprofit to find a way to fill gaps in transportation services in the northwest valley. Sun Health and Benevilla started NVC in 2014.

NVC The call center was launched in September of 2014 and the number of calls has grown from 288 that first four months to 10,465 in 2017. NVC's transportation plan called for a volunteer driver program (Ride Connect) to fill gaps in service. This program was started in May of 2015 with three volunteer drivers who drove their own cars to provide 464 trips in 2015. Ride Connect grew to 29 volunteer drivers providing 8705 trips using their own vehicles and NVC's vehicles that include three accessible vehicles. NVC launched the Group Connect program in 2015 also taking groups of seniors to malls and more. The call center gets a copy of the Peoria Community Center trips, the Olive Branch senior center trips and refers callers looking for these type of trips. Others who just want a trip to the mall go on our Group Connect trips. In 2017 NVC launched a low income Lyft program funded by the Sun City West Foundation. In July of 2017 NVC was awarded the contract by the City of El Mirage to provide the Dial a Ride program. NVC uses the Lyft Concierge program for most riders from El Mirage but also provides accessible rides using our trained drivers and our accessible vehicles for those needing a higher level of service. The El Mirage program was launched in July of 2017 and has been a wonderful success. Attached find two customer letters from satisfied riders for references.

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

appropriate) been forwarded to the funding agency?			
--	--	--	--

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

Attached is a copy of the award Statement of Acceptance from the City of Phoenix for the FTA 5310 grant, the letter of award from Virginia G Piper grant, and an email letter of award from APS for a grant.



Program Team:

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

Staff Member	Background and Expertise of Personnel
Name: Kathryn Chandler Title: Executive Director FTE on This Project: 1	<i>NVC's Executive Director has more than 18 years' experience in the transit field. She was the Dispatchers at Pendergast School District and drove school bus for four and a half years before moving to Flagstaff AZ. Kathy was the Paratransit /Mobility Manager in Flagstaff for ten years before accepting the challenge of starting this nonprofit in the Northwest Valley. She came here with experience in developing and implementing new transit programs. Kathy developed the database and call center protocols and launched the program in 2014. Kathy then took information collected in the call center to develop a transportation plan that included the Ride Connect volunteer program and the Group Connect program. Kathy is also the grant writer and received the 5310 grant to make NVC the Mobility Managers of the West valley.</i>
Name: Lynette Dorathy Title: Dispatcher FTE on This Project: .5	<i>Lynette (Mickey) was the first Call Center operator in 2014. She started working 12 hours a week and by August of 2016 was volunteering 40 hours a week. When we were able to hire a part time dispatcher Mickey was the first to be hired. She retired from ADOT back in 2010. No one knows the system or clients better than Mickey.</i>
Name: Richard Langford Title: Dispatcher FTE on This Project: .5	<i>Richard (Dick) was one of the first three drivers who started the Ride Connect program in 2015. He is a gold personality and has worked very hard to improve processes along the way. He is the routing software expert.</i>
Name: Title: FTE on This Project:	
Name: Title:	

FTE on This Project:	
Name:	
Title:	
FTE on This Project:	
Name:	
Title:	
FTE on This Project:	
Name:	
Title:	
FTE on This Project:	



Project Cost			
Estimated Total Cost of Project:	\$48,845		
CDBG Funding Amount Requested for Project:	\$20,000		
Total Number of Units Served:	3855		
Total Cost per Unit	\$5.19		
Total CDBG Cost per Unit	\$12.67		
Amount and Source of Other Funds Leveraged for Project: <i>(Please submit proof of other funding sources)</i>	Source	Year	Amount
	5310 Grant	2018	11,414
	Foundation Grants	2018	1,930
	Donations	2018	5,000
	Fundraisers	2018	8,000
	Volunteer in-kind	2018	2,500
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	NVC will continue to write grants, gets rider donations, gets community member donations and has a fundraising plan that includes regular fundraising events.		
If your project is not fully funded, will your organization be able to implement project with partial funding?	We will always find a way to help as many folks as we can. Our program will continue but we may not be able to sustain as much growth as we have seen and may have to deny some rides.		

Project Timeline

Project start date: July 2018 _____ **Project completion date:** June 2019 _____

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

Program Schedule												
Major Program Activities:	1 st Quarter			2 nd Quarter			3 rd Quarter			4 th Quarter		
	<i>(each box represents one month)</i>											
Call center expansion of volunteers				x								
Recruitment of Drivers						x						
Marketing of program in Surprise								x				
Complete customer satisfaction surveys										x		
Report stats and survey results												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.

Kathryn Chandler
Signature of authorized agency representative

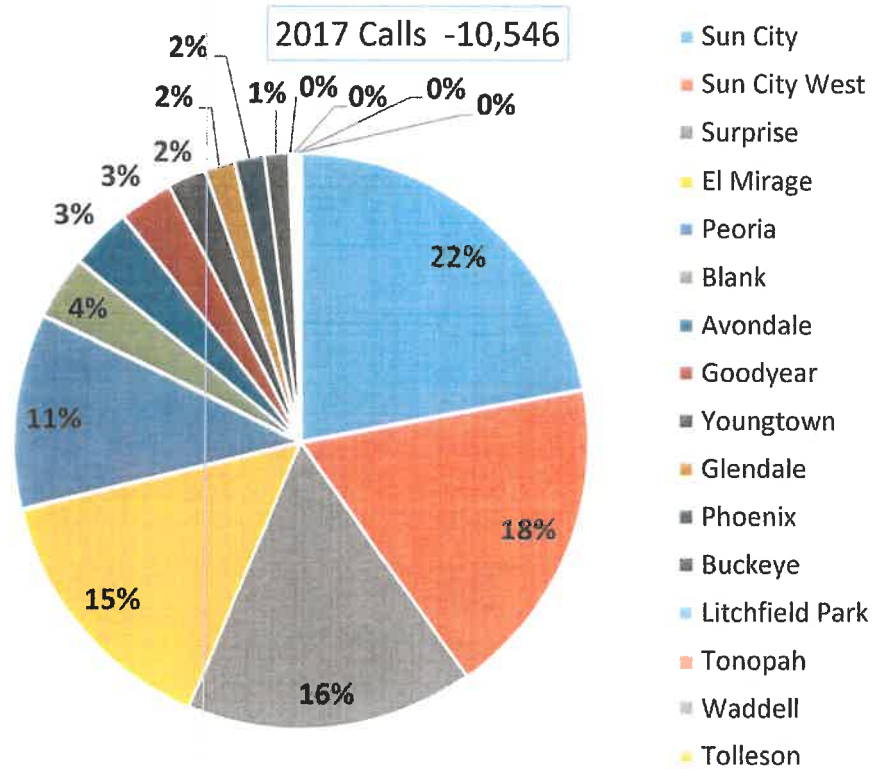
1-29-2018
Date:

Kathryn Chandler
Printed name

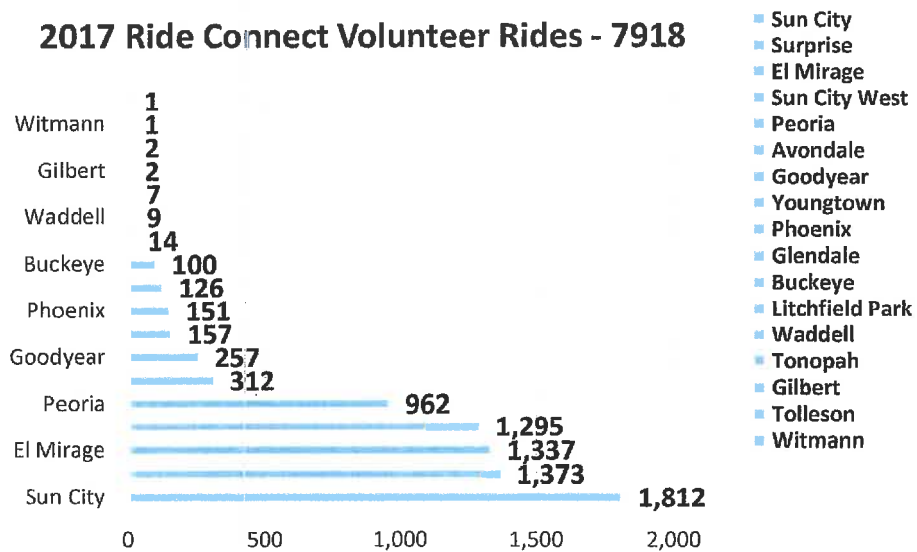
Executive Director
Title

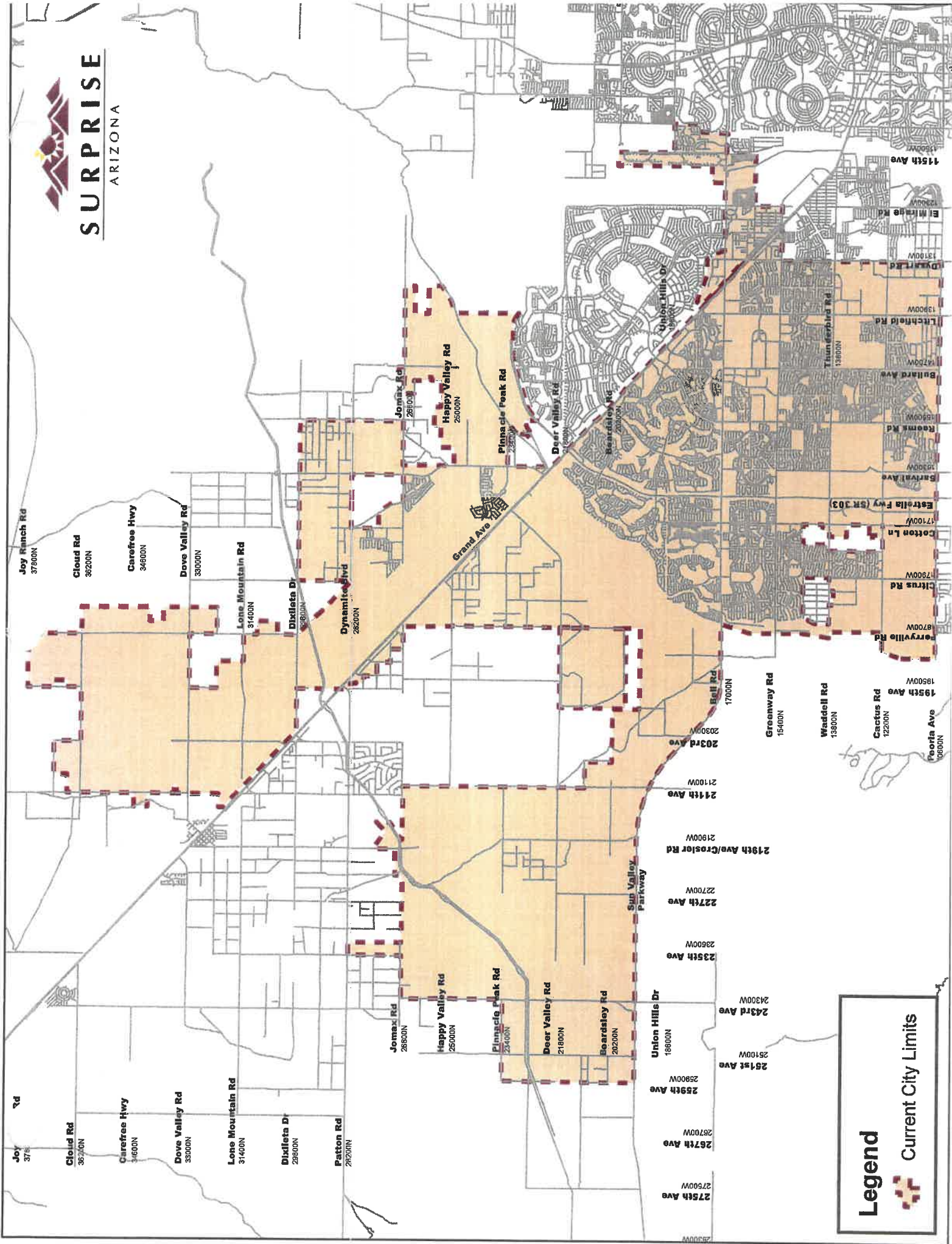
Northwest Valley Connect
Organization





2017 Ride Connect Volunteer Rides - 7918





Legend

 Current City Limits



DEMOGRAPHICS

Incorporated Area Statistics

7th Largest City Area in Maricopa County*

Incorporated Area: 102.7 Mi.²

*MAG 2007

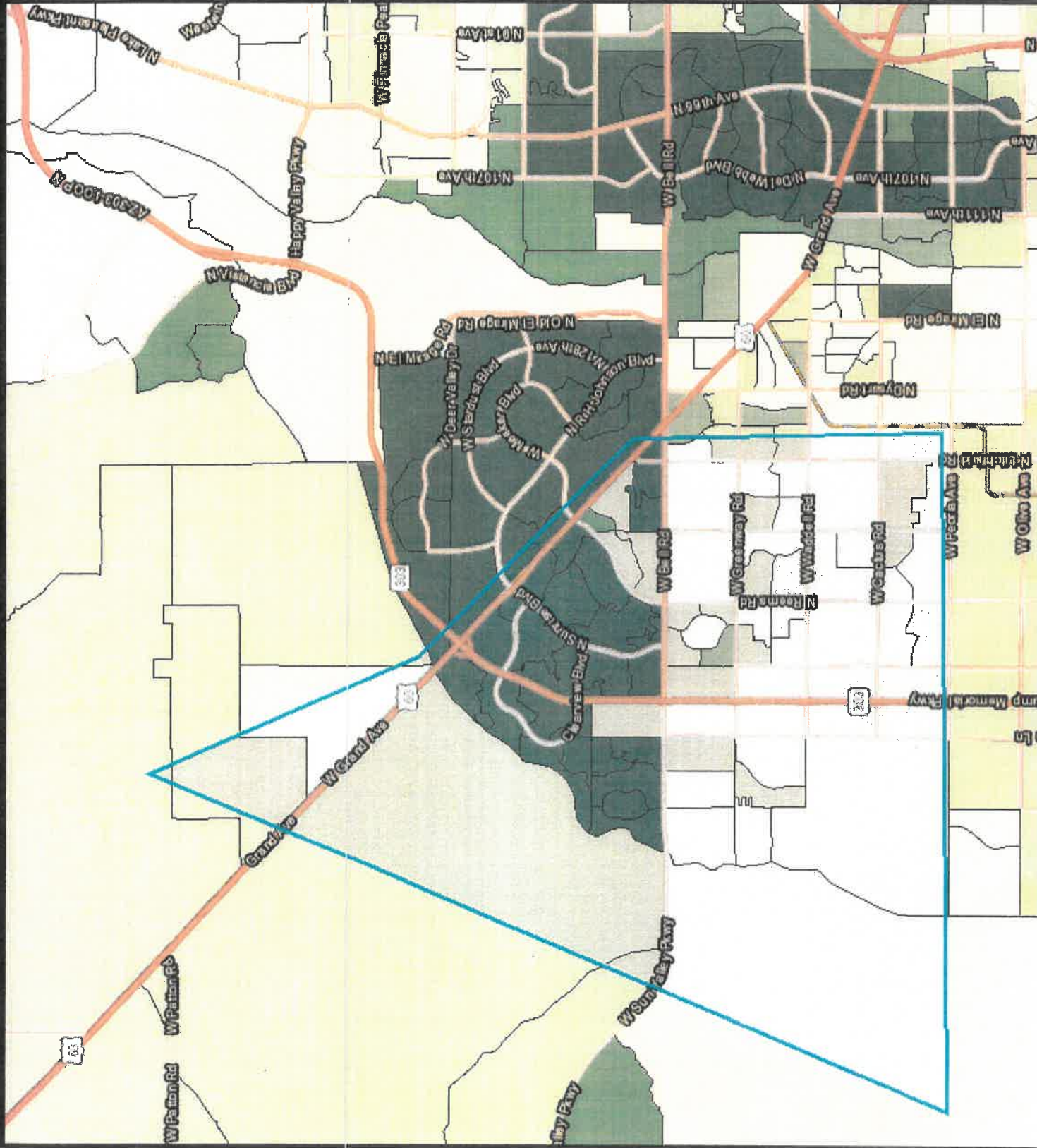
Housing Data

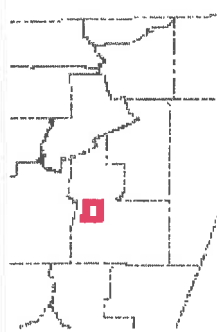
Total Housing Units:	52,586
Households:	43,272

Population Data

Current Population:	117,517
Male	56,751
Female	60,766
Under 18	32,130
18 & over	85,387
20 - 24	5,030
25 - 34	16,117
35 - 49	22,033
50 - 64	17,722
65 & over:	22,327

Links

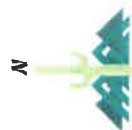




% No Vehicle Available
 American Community Survey
 2011-2015 5yr



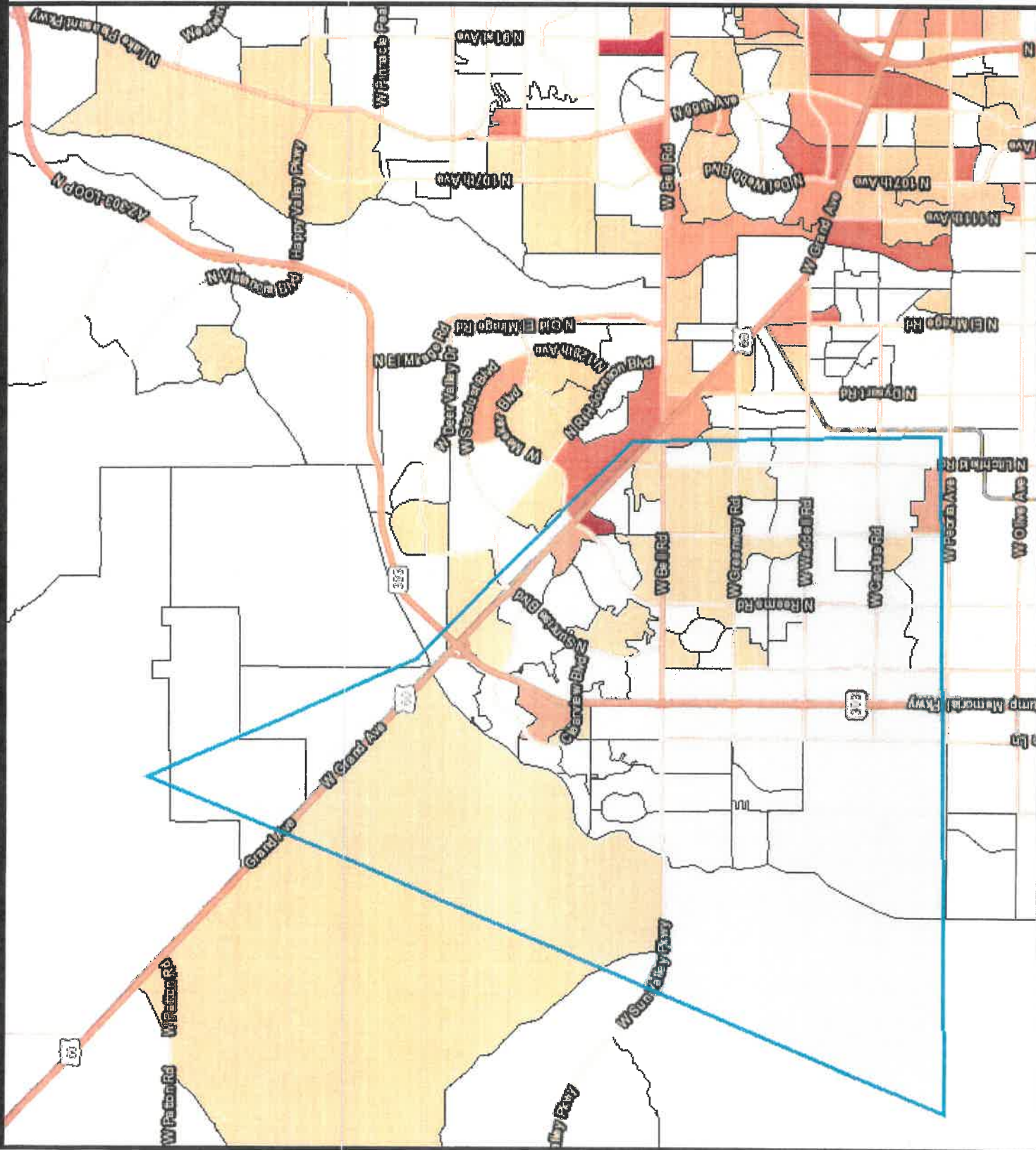
Notes:
 City of Surprise -minus area north of
 Bell Rd near 114th Ave.



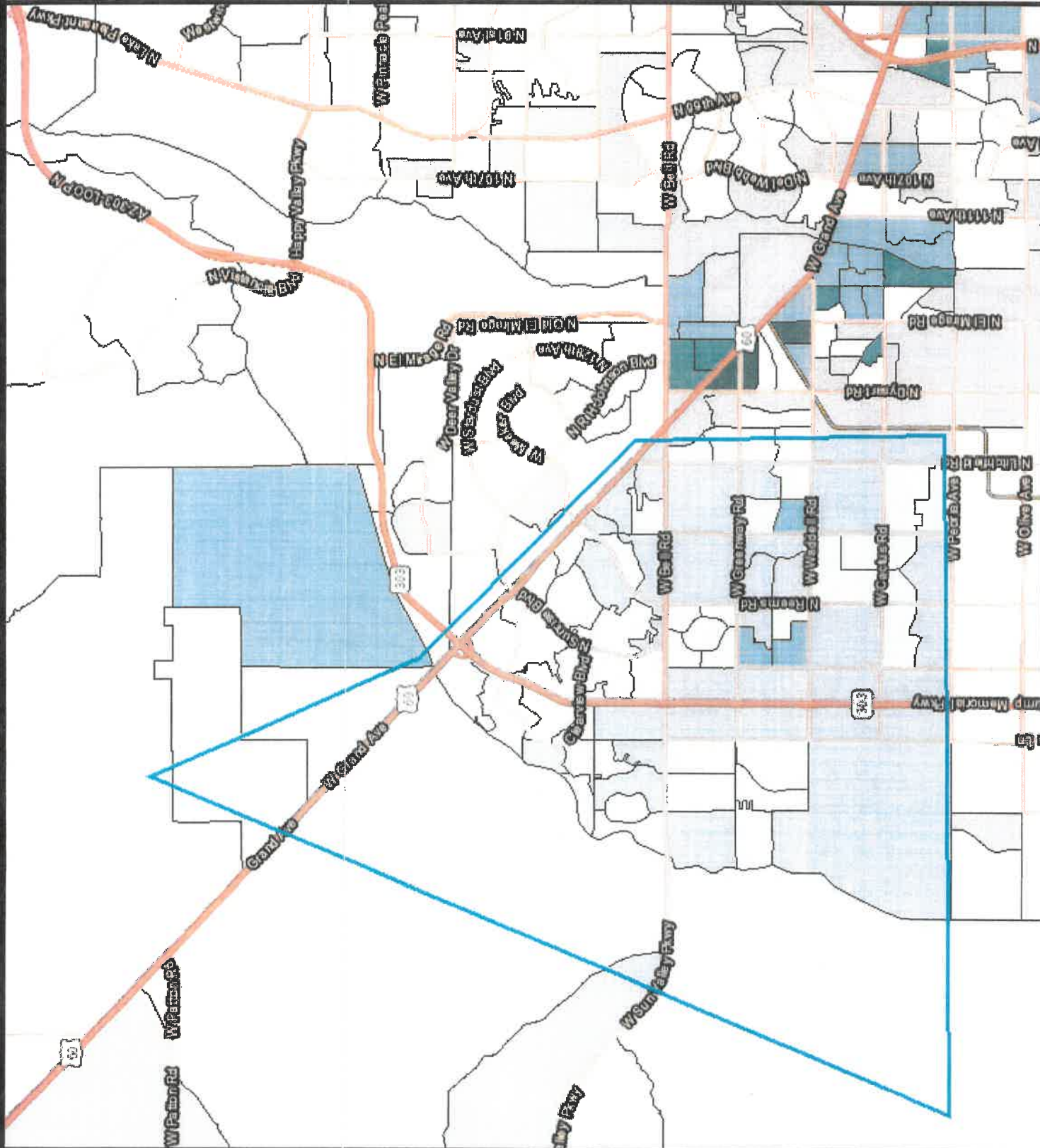
3.5

mi

While every effort has been made to ensure the
 accuracy of this information, the Maricopa Association
 of Governments makes no warranty, expressed or
 implied, as to its accuracy and expressly disclaims
 liability for the accuracy thereof.



Percent Families below poverty level



Percent Families below poverty level
American Community Survey
2011-2015 5yr

- 0 - 7%
- 7 - 18%
- 18 - 33%
- 33 - 52%
- 52 - 100%
- No Data

Notes:
City of Surprise -minus area north of Bell Rd near 114th Ave.



While every effort has been made to ensure the accuracy of this information, the Maricopa Association of Governments makes no warranty, expressed or implied, as to its accuracy and expressly disclaims liability for the accuracy thereof.

Corey Annett
14019 W Fieldings Ferry
Surprise, AZ 85374
623-214-6768

Dear Kathy Chandler,

I was writing to you to tell you how appreciative I am of NW Valley Connect. to get a ride at least once a month, and if it wasn't for your great drivers and friendly people that set up the ride, I would be without a psychologist.

Thank you again and please accept my donation of \$3.00. I know it hardly pays for anything, but I am on a limited income also!!!

Thanx and keep up the great work,

Corey Annett

FOUR POINTS
BY SHERATON

I must thanks everyone
at the North Valley connections
for They service.

You guys have a
happys holiday season.

L (O) V E

F R O M

S T A I R

sin cere ly .

7060 South Tucson Boulevard • Tucson, Arizona 85756
520-746-0271 • Fax 520-889-7391
fourpointstucsonairport.com

To -

Thank you for
your special service
Your drivers were
great and dependable.

Again thanks for
all the pickups to my
PT.

Sincerely

Geraldine Bitter
(Henry)

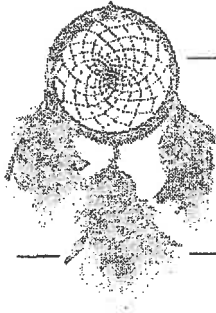
Thank you so
much for the rides
to the doctor. You
were always so
kind.

Mary Wolfe

10-2-

THANK YOU FOR ALL
YOUR HELP IN THE PAST.
KEEP UP THE GOOD WORK.
YOU HELPED WHEN I WAS IN
NEED.

GOD BLESS
LAURINE & BILL CACKOWSKI



July 20, 2017

Kathryn Chandler
Executive Director
Northwest Valley Connect
PO Box 9303
Surprise, AZ 85374

Dear Ms. Chandler,

This letter is to inform you that your agency's project(s) has been selected for funding through the Federal Fiscal Year 2017 Federal Transit Administration (FTA) Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities grant program for the Phoenix-Mesa Urbanized Area. The Maricopa Association of Governments (MAG) Elderly and Persons with Disabilities Ad Hoc Committee developed a priority listing of projects according to criteria outlined in the grant application. Awards were based on the priority listing of projects and available FTA funding apportionments for the region. Final projects were approved by the MAG Regional Council and forwarded to the City of Phoenix Public Transit Department, the designated recipient of FTA funding and grant administrator. Your agency has been awarded the following grant assistance:

5310 Project	Awarded Federal Share	Local Matching Share	Total Grant Award
Mobility Management Position	\$36,000	\$ 9,000	\$45,000
Mobility Management Project	\$10,100	\$ 2,020	\$12,120
New Freedom: Ride Connect Volunteer Driver Program	\$21,025	\$21,025	\$42,050
Total Grant Award	\$67,125	\$32,045	\$99,170

Capital award amounts listed for vehicle(s) are based on the estimated cost of procurement and will be adjusted when final vehicle costs are identified. If the final cost exceeds the total awarded funds, subrecipients may be responsible for additional matching funds to cover the remainder cost of the vehicle(s). Eligible project expenses may be incurred beginning October 1, 2017. However, reimbursements can only be processed upon both the execution of a grant pass-through agreement with the City of Phoenix, and the final grant award by the FTA. The City of Phoenix Public Transit Department will notify subrecipients when the FTA grant has been awarded and expense reimbursements can be processed.

50 Years of Serving the Region

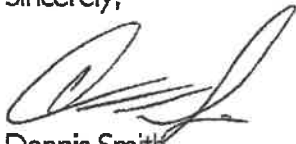
City of Apache Junction ▲ Arizona Department of Transportation ▲ City of Avondale ▲ City of Buckeye ▲ Town of Carefree ▲ Town of Cave Creek ▲ City of Chandler ▲ Citizens Transportation Oversight Committee
City of El Mirage ▲ Town of Florence ▲ Fort McDowell Yavapai Nation ▲ Town of Fountain Hills ▲ Town of Gila Bend ▲ Gila River Indian Community ▲ Town of Gilbert ▲ City of Glendale ▲ City of Goodyear
Town of Guadalupe ▲ City of Litchfield Park ▲ City of Maricopa ▲ Maricopa County ▲ City of Mesa ▲ Town of Paradise Valley ▲ City of Peoria ▲ City of Phoenix ▲ Pinal County ▲ Town of Queen Creek
Salt River Pima-Maricopa Indian Community ▲ City of Scottsdale ▲ City of Surprise ▲ City of Tempe ▲ City of Tolleson ▲ Town of Wickenburg ▲ Town of Youngtown

As the City of Phoenix administers the grant program procurement, part of the award process will require your designated agency's representative to attend a grant orientation meeting at the City of Phoenix Public Transit Department, 302 N. 1st Avenue, 7th floor, Phoenix, AZ 85003. The City of Phoenix will forward an invitation with the time and date of the orientation. This orientation will provide attendees with information regarding grant pass-through agreements, reimbursements, reporting and record keeping, vehicle deliveries and procurement, and compliance requirements. Please contact Wendy Miller, Management Assistant II, City of Phoenix, at (602) 262-4077 or wendy.miller@phoenix.gov, with questions regarding the post-award process.

Please note, your agency representative with legal signing authority must sign and return the enclosed letter of acceptance. Additionally, all agencies must have current, active account registrations in the federal System for Award Management (SAM) before grants can be awarded. Visit www.sam.gov to create a user account and register your agency.

We look forward to working with your agency, and to the service the grant award will provide for the community! Please contact DeDe Gaisthea, Human Services Transportation Planner II, MAG, if you have any questions at, (602) 254-6300 or dgaisthea@azmag.gov.

Sincerely,



Dennis Smith
Executive Director

Enclosure

cc: Wendy Miller, City of Phoenix
DeDe Gaisthea, Maricopa Association of Governments

Kathy Chandler

From: Terri Leon <tleon@pipertrust.org>
Sent: Monday, November 13, 2017 3:58 PM
To: Kathy Chandler
Subject: Grant Award

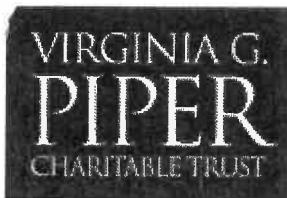
Kathy-

I'm happy to inform you the trustees approved your grant request of \$90,000 to develop and implement volunteer and fundraising programs. Congratulations!

You will receive the grant award letter, grant agreement, and grant terms & conditions by the end of next week. Once you receive these documents, please sign and return a fully executed copy of the grant agreement. The first payment will be directly deposited into your account sometime next week, using the banking information you provided as part of the full proposal. If you decide to announce the grant in any way, we ask that you first run it by Karen Leland, our Communications Director. Karen can be reached via email at kleland@pipertrust.org.

Please feel free to reach out to me if you have any questions. And, thanks for all you do on behalf of older adults in the Northwest Valley.

Warmly,
Terri



Terri Leon
Program Officer

direct 480.556.7121
email tleon@pipertrust.org
main 480.948.5853 pipertrust.org  



City of Phoenix
PUBLIC TRANSIT DEPARTMENT

FY 2017 Section 5310 Grant Award Selection
Statement of Acceptance

The undersigned certify that they are authorized officers to accept this grant on behalf of the agency, to obligate the agency to observe all of the terms and conditions placed on this grant in accordance with Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities grant program guidelines (FTA Circular 9070.1G).

ACCEPTED AND AGREED TO:

Northwest Valley Connect
Agency Name

Kathryn Chandler Executive Director
Authorized Representative Name Title

Kat Chandler 7-24-2017
Authorized Representative Signature Date

Return signed form to:

Wendy Miller, Management Assistant II
City of Phoenix
Public Transit Department
302 N. 1st Avenue, Phoenix AZ 85003
wendy.miller@phoenix.gov

Kathy Chandler

From: Maureen Salloom <mail@grantapplication.com>
Sent: Thursday, December 7, 2017 11:12 AM
To: Kathy Chandler
Cc: patrick.mcdermott@aps.com
Subject: APS Corporate Giving Funding Approval - Northwest Valley Connect

Dear Kathryn,

On behalf of APS Corporate Giving, it is my pleasure to inform you that your funding request for Northwest Valley Connect has been approved for the following:

- \$500 Cash
- \$500 in-kind printing
- \$500 gas cards

In order to facilitate prompt payment, please send an invoice for the cash only portion (\$500) to corporategiving@aps.com no later than Monday, December 11, 2017.

Requests for an APS logo can be made using the following link:
<http://www.pinnaclewest.com/newsroom/logos/default.aspx>

Once we receive your invoice and payment is processed, a letter enclosing our check will be mailed out. In the meantime, if you have any questions, please do not hesitate to contact me.

Thank you so much for your work in the community,

Maureen Salloom
Corporate Giving Specialist
602-250-4707 | Maureen.Salloom@aps.com



14719 W. Grand Avenue
Surprise, AZ 85374

T 623-832-5330
F 623-832-4112

Mail: PO Box 6030
Sun City West, AZ 85376

SunHealthFoundation.org

January 30, 2018

Ms. Alicia Rubio
Neighborhood Services Coordinator
City of Surprise
Human Service & Community Vitality
16000 N. Civic Center Plaza
Surprise, AZ 85374

Dear Ms. Rubio,

Thank you for accepting the Sun Health Foundation's application for Community Development Block Grant Funding for public services activities. Sun Health has served the health care needs of West Valley residents in Maricopa County for more than 50 years. Our mission is to champion healthy living, research, and superior health care.

Over the years, Sun Health has created a catalog of innovative programs designed to encourage good health – particularly among the vulnerable senior community with programs such as our Sun Health Care Transitions and our Memory Care Navigator. We proactively listen to the needs of our community and we are aware of the lack of community-based support for cancer patients in the West Valley despite the high concentration of residents with oncology needs. Cancer treatment options can be confusing as a result patients require a trusted source for professional guidance, education, and counseling. Consequently, to address this critical need, Sun Health is proposing to launch a community-based Cancer Navigator position in partnership with Banner Boswell and Del E. Webb Medical Centers. Our goal is to augment the existing inpatient support services available at these medical centers for personalized support and guidance for best outcomes, at no charge to the community. To launch the program, Sun Health plans to hire one Community Cancer Navigator by July 2018.

We appreciate so much your consideration and look forward to answering any questions you may have about our new project.

Sincerely,

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

Claudia Vazquez
Development Director

Enclosures: Application, Project Budget, IRS 501 (c) 3 status, Letter of Support, Most Recent Financial Audit and Signed Certification Form.

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:	Claudia Vazquez
Contact Person Title:	Development Director
Mailing Address:	14719 W. Grand Avenue Surprise, AZ 85374
Street Address (if different from mailing):	14719 W. Grand Avenue Surprise, AZ 85374
Phone:	623-832-4323
Fax:	623-832-4112
E-mail:	claudia.vazquez@sunhealth.org
Website URL (if applicable):	www.sunhealth.org

Legal Status of Applicant:

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

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



Project Description

Proposed Project Title:

Sun Health Community Cancer Navigator

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)

SEE ATTACHMENT 1

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

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

Targeted demographic population of the city:

We are requesting that the City of Surprise allocate \$25,000 in Community Development Block Grant Funding to support Community Cancer Navigator services for Surprise residents from low to moderate-income households. The City's median household income is \$59,916. A \$25,000 grant represents 13% of the total cost of implementing the Community Cancer Navigator services in FY 2018-19.

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

Through the use of CDBG funding we propose the following measurable outcomes:

- 1) To help City of Surprise low to moderate income residents who have received a cancer diagnosis navigate the cancer care treatment options during the treatment process and survivorship as well as provide support to cancer patients following a surgical procedure.
- 2) Provide approximately 70 cancer patients living in Surprise with:
 - a. Education on the diagnosis
 - b. Cancer treatment options education
 - c. Medical care guidance, including how to minimize side effects
 - d. Community resource connections to address barriers to care and to access supportive services
 - e. Counseling for depression and anxiety common among cancer patients
- 3) 100% of participants will demonstrate gain/increased:
 - a. Awareness of Community resources available for during and after cancer treatments
 - b. Knowledge of their diagnosis and how to best care for self during and after treatment
 - c. Personalized support and guidance for best outcomes.

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: Health Care and Education programs. Public services priorities identified by the City of Surprise are addressed by the Community Cancer Navigator program which includes professional guidance, education, and counseling regarding cancer care treatment options and survivorship.

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 champions healthy living, 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 exclusive philanthropic partner of Banner Boswell Medical Center, Banner Del E. Webb Medical Center and the Banner Sun Health Research Institute.

After 50 years of strengthening West Valley communities, Sun Health is at the leading edge of 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. However, 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 the Community Cancer Navigator program is poised to assist the broader community in addressing cancer patient's 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 funded as follows:

Year 1 Funding Source: Community Giving 49%, Community Grants 51%

Year 2 Funding Source: Community Giving 40%, Community Grants 60%

Year 3 Funding Source: Community Giving 25%, Community Grants 75%

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 25 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, MSN, RN Title: Director, Community Programs FTE on This Project: 1	Deb Richards, RN has over 30 years of experience in the 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 six 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 CCN program</u> RN - 1 Full Time LCSW - 1 Full time
Name: Title: FTE on This Project:	



Project Cost

Estimated Total Cost of Project:	\$ 199,000		
CDBG Funding Amount Requested for Project:	\$ 25,000		
Total Number of Units Served:	Annual Total: 556 / Surprise Annual Total: 70		
Total Cost per Unit	\$ 358		
Total CDBG Cost per Unit	\$ 358		
Amount and Source of Other Funds Leveraged for Project: <i>(Please submit proof of other funding sources)</i>	Source	Year	Amount
	Community Grants	FY2019	75,000
	Community Giving	FY2019	99,000
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	Sun Health is fully committed to implementing this project successfully and to that end it has committed \$299,000 over a three-year period to establish this program with one Community Cancer Navigator to support West Valley residents with a cancer diagnosis.		
If your project is not fully funded, will your organization be able to implement project with partial funding?	Yes, Sun Health is fully committed to ensuring that this project moves forward successfully and has committed funding from the Foundation over a three-year period to establish this critical program. In year one, Sun Health has committed \$99,000.		

Project Timeline

Project start date: July 1, 2018 **Project completion date:** June 30, 2019

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

Program Schedule

Major Program Activities:	Gross Revenue											
	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter					
	(each box represents one month)											
Health care and Education program services	X	X	X	X	X	X	X	X	X	X	X	X



Application for CDBG-Funded Public Service Activities
Proposed Project: Sun Health Community Cancer Navigator
Helping Surprise Residents Navigate A Cancer Disease Diagnosis

Attachment 1

COMMUNITY NEED

There is currently a lack of community-based support for cancer patients in the West Valley despite the high concentration of residents with oncology needs. As the City of Surprise population continues to grow, so will the needs for direct cancer health care education – particularly for low-to-moderate income households. Therefore, Sun Health is proposing to launch a community-based Cancer Navigator position in partnership with Banner Boswell and Del E. Webb Medical Centers. As a community member is faced with a new cancer diagnosis, they may have many questions such as: where can I learn more about my diagnosis? What treatment options are available to me? What types of physicians provide the treatment that I am considering? Are these treatments available in my community or in the local metropolitan area? As they are going through treatment, there are many side effects and additional health challenges that they may face. Depression and anxiety is also common among cancer patients and survivors. These patients are in a fight for their lives and the Community Cancer Navigator program will provide education, resources and ongoing support in a compassionate and personalized manner.

PROPOSED PROGRAM SUMMARY

Area residents with a new or recurrent cancer diagnosis would benefit greatly from the expertise and guidance of a clinical Community Cancer Navigator, who can answer questions and offer reliable information and ongoing support during this difficult and confusing time. As a treatment plan is selected, there may be new challenges for the patient such as side effects of treatment, pain management, nutrition issues, nausea, fatigue and medication questions. The Community Cancer Navigator would be available as a trusted advisor to provide personalized support and guidance to the patient. Inevitably with the devastating diagnosis of cancer, the patient may suffer depression and anxiety and the Community Cancer Navigator, a clinician with a behavioral health/therapy or nursing background, would be able to offer support and guidance.

Sun Health's goal is to augment the existing inpatient support services available at Banner Boswell and Del E. Webb Medical Centers and provide support for patients in the West Valley. Following a patient's surgical procedure or other inpatient care at Boswell or Del E. Webb Medical Centers, there would be a seamless handoff from the inpatient team to Community Cancer Navigator for continued support as the patient transitions home and continues their treatment and recovery. Patients who opt for nonsurgical treatment such as radiation therapy or chemotherapy will also have access to the Community Cancer Navigator to support them in their journey. Patients can self-refer to the Navigator or they may be referred by their doctor,

hospital or other place of treatment. Because the service will be offered at no cost to the patient, there are no insurance or cost barriers to accessing the Navigator.

Our goal is to hire two Community Cancer Navigators to serve as follows: one in the far Northwest Valley to assist patients surrounding Banner Del E. Webb Medical Center in Sun City Grand, Surprise and areas north to Wickenburg, and a second navigator to serve Sun City, Youngtown, El Mirage, and areas to the south such as Litchfield Park and Goodyear.

Community Cancer Navigators would also provide Community Education classes on cancer treatment, coordination of care and survivorship issues, as well as help to facilitate needed support groups in the area. This proposal meets a defined need in these designated areas. Further, this proposal complements Banner Health's planned expansion of cancer treatment services in the West Valley and will serve to support philanthropic efforts for cancer services and the sustainability of Community Cancer Navigator services in the future through the cultivation of grateful patients and families in the area.

PROGRAM IMPLEMENTATION

To implement the Community Cancer Navigator program successfully, Sun Health Foundation will leverage the administration and program infrastructure already in place within the Community Health & Wellness programs such as the Memory Care Navigator and Care Transitions, thereby minimizing overhead to support this program. While we are seeking private and public funding to cover the costs of two full time Community Cancer Navigators, Sun Health Foundation is fully committed to this program so we plan to inaugurate this service in July 2018 starting with one Navigator. We are confident this free-of-charge service to the community will be well-received in conjunction with Banner Health's cancer care expansion services in the West Valley.

A \$25,000 CDBG award would specifically help fund Community Cancer Navigator services for approximately 70 low to moderate income persons in the City of Surprise from January 2019-December 2019.

January 30, 2018

To: City of Surprise, Community Development Block Grant
Review Committee

From: Claudia Vazquez, Sun Health Foundation

Re: CDBG Funding Source Reference /
3 Year Funding Commitment for the Sun Health Community Cancer Navigator Program

Funding Source References

Sun Health is fully committed to ensuring that the Sun Health Community Cancer Navigator project is successfully implemented and has committed \$299,000 over a three-year period to securely establish this program designed to support cancer patients in the West Valley. The community giving category listed below refers to Sun Health Foundation funding commitment.

Within 3 years, we anticipate the program will be funded as follows:

- Year 1 Funding Source: Community Giving 49%, Community Grants 51%
- Year 2 Funding Source: Community Giving 40%, Community Grants 60%
- Year 3 Funding Source: Community Giving 25%, Community Grants 75%

Proposed Budget

Specific Cost Item/Description	CDBG Amount Requested	Other Funds Source	Other Funds Amount	Total Amount CDBG + Other Sources
Salary & Wages	\$ 25,000	Community giving, community grants	\$ 131,000	\$ 156,000
Employee Benefits		Community giving, community grants	39,000	39,000
Mileage		Community giving, community grants	4,000	4,000
Total	\$ 25,000		\$174,000	\$199,000



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:	A New Leaf, Inc.		
Contact Person:	Beth Noble		
Contact Person Title:	Grants and Contracts Manager		
Mailing Address:	868 E. University Dr. Mesa, AZ 85203		
Street Address (if different from mailing):	Faith House Women's Crisis Shelter 8531.B N. 61 st Ave. Glendale, AZ 85302 (Confidential Location)		
Phone:	(480) 477-4039		
Fax:	(480) 969-0039		
E-mail:	contracts@turnanewleaf.org		
Website URL (if applicable):	www.turnanewleaf.org		
Legal Status of Applicant:			
☐ State-Certified CHDO ☒ 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
Drug Free Policies		X	
Fair Housing Policies		X	
Equal Employment Opportunity Employer		X	



Targeted demographic population of the city:

Faith House serves women and children in crisis who are victims of homelessness, sexual and domestic violence, and trafficking. Seventy percent (70%) of all individuals served were female; 30% were male. Children represented 55% of residents. Ethnicity: 22%-Caucasian, 19%-African-American, 40%-Hispanic, 13%-Native American, 4%-Asian or Pacific Islander and 2%-were of another ethnic makeup; Families are generally comprised of a mother and 2-3 children. The shelter also serves a number of single women over the age of 45; many have Serious Mental Illness (SMI) and are in the process of applying or appealing to obtain SSDI benefits. Historical data indicates that 100% of shelter residents report low-to-moderate income. A New Leaf projects serving 4 Surprise households (8 individuals) in FY 18/19. Faith House staff coordinate with the Surprise Police Department and Family Resource Center to assure that residents of the City of Surprise are quickly connected to shelter and services.

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

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

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

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

Faith House Women's Crisis Shelter is a 24-hour emergency shelter for women and children who are victims of homelessness, domestic violence, sexual assault, and human trafficking. The shelter provides 72 beds:

- 20 transitional beds (5 units)
- 8 beds for single women (4 units)
- 44 beds for families (11 units)

In addition to providing shelter, food, and basic needs, services include case management, personal advocacy, crisis counseling, and age-appropriate children's services. Services provide an array of supportive resources to build an independent, stable future. This service aligns with the City of Surprise's priority to provide services to the City's homeless population, including strategies for helping homeless persons make the transition to permanent, independent living.

Faith House also meets the National Objective to provide services which benefit low-to-moderate income (LMI) households. This is determined through the completion of an intake application, which requires a participant to disclose annual income and family size. This information is then used to determine their income status. 100% of the women and children served report income which falls within the LMI standards.



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

Other FY 18/19 anticipated funding sources for Faith House Women's Crisis Shelter include:

- City of Glendale
- City of Peoria
- AZ Department of Economic Security
- AZ Department of Public Safety VOCA funding
- National Child and Adult Food Care Program
- Desert Diamond Casinos West Valley
- John F. Long Foundation
- West Valley Lutheran Thrift Shop
- Phoenix Suns Charities Program
- In-N-Out Burger Foundation
- Freeport McMoRan
- Marley Foundation
- Cardinals Charities
- Lockheed Martin
- West Valley Mavericks Foundation
- Gila River Indian Community
- Additional Private and Individual Contributions



Project Cost			
Estimated Total Cost of Project:	\$1,246,779		
CDBG Funding Amount Requested for	\$10,000		
Total Number of Units Served:	259 (8 City of Surprise Residents)		
Total Cost per Unit	\$4,814 (total budget/ total # of individuals)		
Total CDBG Cost per Unit	\$1,250 (10.000/ 8 Surprise residents)		
Amount and Source of Other Funds Leveraged for Project: <i>(Please submit proof of other funding sources)</i>	Source	Year	Amount
18/19 funding is currently pending.	Glendale- CDBG	18/19	\$40,000
	Glendale- ESG	18/19*	\$40,000
	CACFP	18/19*	\$65,000
	AZ DES	18/19*	\$295,000
	AZ DPS- VOCA	18/19*	\$289,142
	Valley of the Sun UW	18/19*	\$25,000
	City of Peoria	18/19*	\$15,000
	Private Funding	18/19*	\$186,583
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	Following best business practices, each of A New Leaf's programs have a cash reserve to cover operational costs for a minimum of three (3) months of operation. This financial strategy helps the organization manage unexpected budget crises. A New Leaf continues to actively pursue all available funding opportunities to increase support and funding in an effort to maintain and improve services provided by Faith House. Collaborative partnerships, volunteer efforts, and community resources remain an essential component of the organization's strategic planning process and budgeting efforts. Additionally, A New Leaf's Philanthropy Department has focused efforts on increasing awareness of the need for individual donations to support shelter services.		
If your project is not fully funded, will your organization be able to implement project with partial funding?	Services provided at Faith House are critical for serving women in crisis and their children. A New Leaf consistently makes every effort to ensure, that despite funding cuts and budget shortfalls, critical services provided by Faith House are not impacted. Reduced funding would result in a reduced scope of service and reduced service capacity for women and their children.		



Proposed Budget				
Specific Cost Item/Description	CDBG Amount Requested	Other Funds Source	Other Funds Amount	Total Amount CDBG + Other Sources
Salaries	\$8,500		\$399,578	\$408,078
ERE	\$ 1,500		103,182	104,682
Professional Fees	\$0		\$2,815	\$2,815
Advertising	\$0		\$353	\$353
Supplies/ Postage	\$0		\$2002	\$2,002
Telephone/Comm.	\$0		\$14,409	\$14,409
Occupancy	\$0		\$119,439	\$119,439
In-Kind Rent	\$0		\$263,923	\$263,923
Travel	\$0		\$2,181	\$2,181
Conferences	\$0		\$1,373	\$1,373
Depreciation	\$0		\$15,485	\$15,485
Other Insurance	\$0		\$18,516	\$18,516
Equip. Leases	\$0		\$28,806	\$28,806
Client Assistance	\$0		\$4,936	\$4,936
Other Program Exp.	\$0		\$63,250	\$63,250
In-Kind Program Exp.	\$0	In-Kind	\$17,131	\$17,131
Misc.	\$0		\$179,400	\$179,400
Total	\$10,000		\$1,236,779	\$1,246,779



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

Needs Statement (Continued)

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

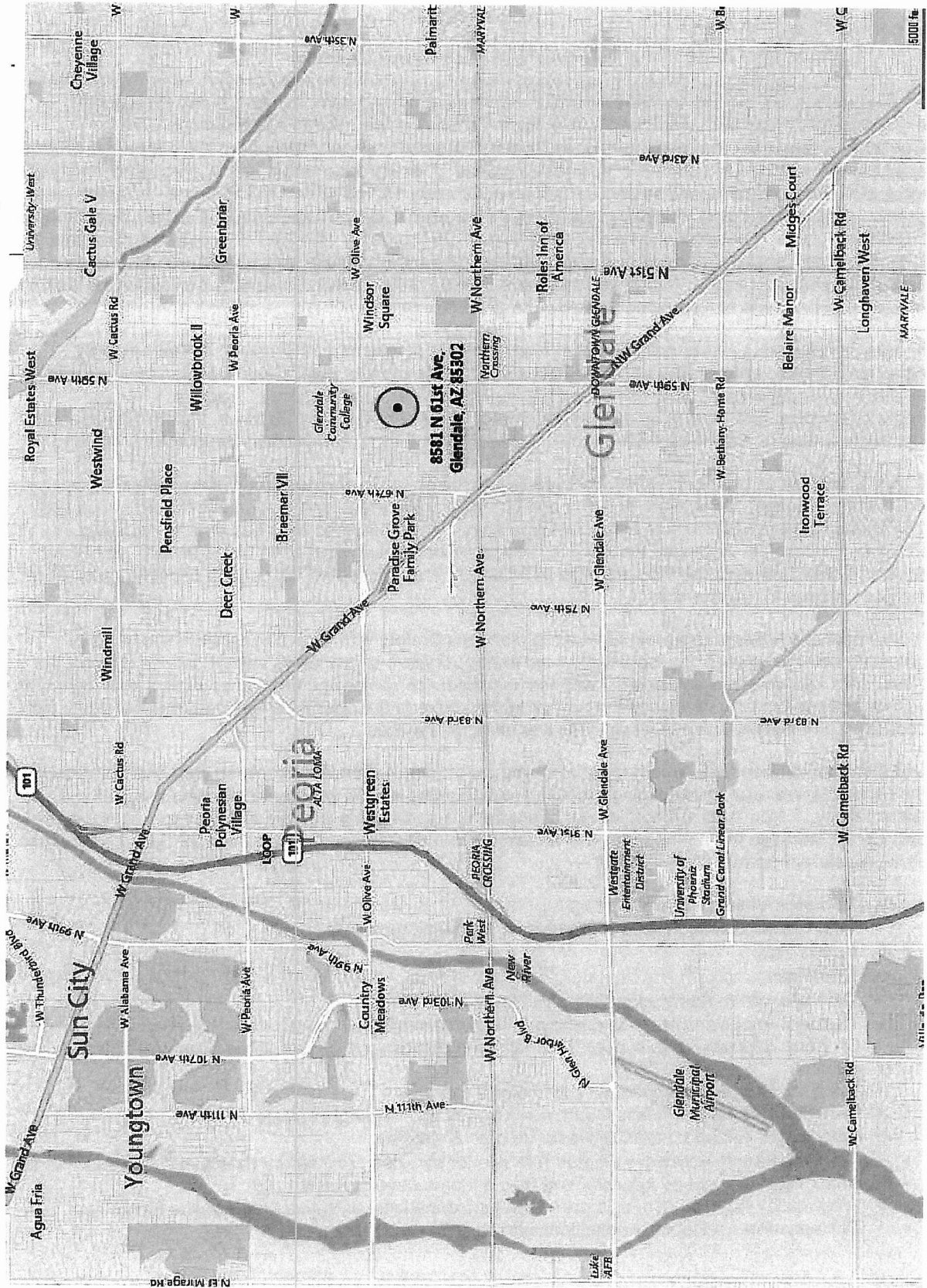
The majority of Faith House residents are survivors of domestic violence, which remains a prevalent concern in the state. Arizona ranks 7th highest in the nation for calls to the National Domestic Violence Hotline. Statewide, there were 28,546 crisis center calls for domestic violence in 2016 (Arizona Department of Economic Security, 2016). From a law enforcement perspective, the Municipal Courts statewide reported 13,238 Domestic Violence petitions and 6,747 Injunctions Against Harassment in 2016; the Superior Court of Arizona in Maricopa County received 8,346 requests for Orders of Protection with 6,762 issued. The City of Glendale issued 1,994 Orders of Protection. The Phoenix Police Department reported 44,193 calls related to domestic violence in 2014. Of those cases, 4,750 resulted in arrests. The City of Chandler Police Department reported 1,835 domestic violence calls in 2016. Scottsdale Police Domestic Violence Unit was assigned 1,221 cases in 2016.

The challenges for Faith House residents are many. Often, women come to shelter with little or no money and a lack of family resources. Emotionally paralyzed, women see little hope of improving their circumstances.

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

- **Poverty:** Nearly all of the women who enter Faith House lack financial resources necessary to provide for themselves and their children. In Arizona, an income of \$17.89 per hour is necessary in order to afford a two-bedroom apartment. Uneducated women experience difficulty obtaining jobs that pay this level of income to maintain housing for themselves and their children. Although some women have received TANF, these benefits are only available for 12 months; many families have already exhausted their one-year benefit. Even with TANF benefits, this provides only \$240 in food stamps and \$139 cash monthly for bus passes, diapers, phone, leaving little for other family needs. Not all women who enter the program are employable; Faith House staff assist these women in applying for benefits for which they may be eligible.
- **Addiction:** As a low-barrier shelter, Faith House does not turn women away because of substance abuse. Those who are struggling with substance abuse are referred to treatment programs in order to overcome addiction.
- **Serious Mental Illness (SMI):** A large percentage of Faith House residents suffer from mental illness. Referrals are made to appropriate services. If a woman becomes a threat to the well-being of other residents, staff will work with other shelter providers to locate safe and appropriate housing.
- **Lack of Childcare:** Women who have been abused or who have witnessed abuse toward their children are apprehensive to leaving their children in the care of others; additionally, the cost of

ATTACHMENT 2 - Faith House Women's Crisis Shelter (Confidential Location)



- A New Leaf's Domestic Violence Court Advocate Program: assistance with filing Orders of Protection, court accompaniment, and other legal support until shelter space is available
- Maricopa Association of Governments: staff participation with the Domestic Violence Council and training opportunities
- DES JOBS, Goodwill Career Centers & Maximus: referrals for job placement services
- Fresh Start Women's Foundation: referrals for ongoing support services for domestic violence survivors
- De Colores, Homeward Bound & Chrysalis: referrals for transitional housing options
- Care1st Avondale Resource Center: referrals for English language classes, WIC, and support groups
- Community Legal Services: referrals for legal assistance
- Doves: referrals for housing options for 55+ year-old individuals
- Terros: referrals for counseling services
- Mission of Mercy: free mobile medical clinic for the uninsured individuals
- Glendale Community College: assistance with obtaining a GED certificate, vocational training, or college education

Faith House is the oldest operating domestic violence shelter in Arizona and the only domestic violence shelter in Glendale. The 24-hour domestic violence shelter was acquired by A New Leaf in July, 2000. In FY 16-17, Faith House's program model was revised to reach beyond domestic violence, opening its doors to women and children who have been victims of sexual and domestic abuse, trafficking, and homelessness due to other circumstances.

Faith House also benefits from the work of dedicated volunteers. Women from Trilogy at Vistancia Women's Club assist on the front desk, hotline, and serve dinner once a month. Each month, 4-5 women serve 8 hours per month.

Additional volunteer service includes Gabriel's Angels Pet Therapy and groups who provide assistance for special events and projects. In FY 2017, Faith House benefited from 467.75 hours of volunteer hours as provided by the dedication of 157 volunteers. This equates to a value of \$11,024 (based on the Independent Sector's hourly rate of \$23.57 for AZ) in services to the program.

Volunteers are subject to fingerprinting, background checks and are required to participate in a group training that provides each volunteer an orientation to the A New Leaf organization as well as specific information regarding the duties and responsibilities required at the site where he/she will be working. The Volunteer Specialist coordinates the screening, application and interview process for all potential volunteers. Record of volunteer hours are tracked and documented on a time sheet for each individual volunteer. A New Leaf conducts volunteer recruiting on the organization's website and through community service organizations. An absence of volunteers throughout A New Leaf and Faith House would be apparent as these individuals help to enrich the programs and services of the agency. However, the impact to delivering core services would not be compromised as A New Leaf is responsible to ensure quality service delivery is provided consistently.

A New Leaf's Philanthropy Department accepts donations of new clothing, bedding, diapers, toiletry items, and other basic needs for the use of Faith House residents. These donations are vital to providing for the needs of woman and children who arrive at the shelter with only the clothes on their backs.



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

Douglas A. Ducey
Governor

Michael Traylor
Director

January 24, 2018

Michael Hughes, CEO
A New Leaf
868 E. University Dr.
Mesa, AZ 85203

Dear Mr. Hughes,

The Arizona Department of Economic Security supports your efforts with in providing supportive services and shelter to adults and children in crisis. The services you provide fits within the departments and divisions mission.

The services Faith House provides to adults and families who are experiencing all forms of interpersonal violence and homelessness are valued. An essential component of wrap-around case management provides needed support to assist your residents in achieving their goals of self - sufficiency.

The department is pleased to support the efforts of A New Leaf as they continue the work of providing shelter and essential services to this vulnerable population.

Sincerely,

Laura Guild MSW
Division of Adults and Aging Services
Domestic Violence Program Manager

January 30, 2018

Review Committee:

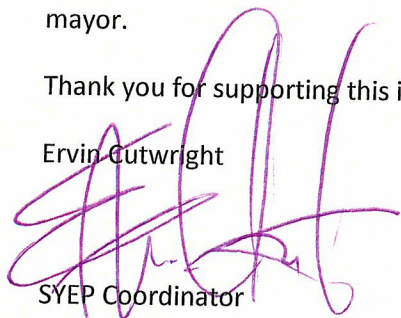
The City of Surprise Neighborhood Services Department will oversee and manage the 2018 Summer Youth Employment Program. The Summer Youth Employment (SYEP) has been successfully administered for the past seven years.

The program gives opportunity to approximately 25 deserving youths each year (5 more than last year). The Neighborhood Services Department will provide temporary job placement for qualified program participants between the ages of 15 and 19. The SYEP participants will work alongside Surprise staff to learn valuable job skills. Each Monday during the program, participants will attend mandatory Life Skills Training sessions presented by professionals, skilled in a variety of fields including but not limited to job readiness, computers, medical, education, financial management and small businesses.

The City will pay the program participants, the minimum hourly wage including accrued sick leave. All program participants who complete the program will receive a Certificate of Completing signed by the mayor.

Thank you for supporting this important Summer Youth Employment Program

Ervin Cutwright



SYEP Coordinator

Ervin.cutwright@surpriseaz.gov

623-222-3241

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:	Ervin Cutwright		
Contact Person Title:	Neighborhood Services Technician		
Mailing Address:	16000 N. Civic Center Plaza Surprise, AZ 85378		
Street Address (if different from mailing):			
Phone:	623.222.3241		
Fax:	623.222.1550		
E-mail:	ervin.cutwright@surpriseaz.gov		
Website URL (if applicable):	www.surpriseaz.gov		
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:	Summer Youth Employment Program (SYEP)																				
Check applicable priority area(s) that the project addresses: <table border="0"> <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 _____</td> </tr> <tr> <td>☐ Fair housing activities</td> <td></td> </tr> <tr> <td>☐ Services for senior citizens</td> <td></td> </tr> </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 _____	☐ Fair housing activities		☐ Services for senior citizens	
☐ Child care	☐ Services for homeless persons																				
☒ Youth Services	☐ Drug abuse counseling and treatment																				
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☐ 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) Job training has been identified as a high priority in many City organized surveys, as well as comprehensive planning tools such as the city's Strategic Plan and the HUD 5 year Consolidated Plan. Additionally, youth services have also been identified as a high need within the city for youths between the ages of 12-18. Therefore, a youth employment program seems to be a logical fit in order to meet both of these high priority needs. Through a youth job training program, youth within the City of Surprise will have the opportunity to learn job and life skills while earning a wage that will benefit the participants economically. The current program is designed to employ a maximum of 25 participants, between the ages of 15-19, to work no more than 25 hours per week in assigned positions within the City of Surprise. This would take place in a period of 9 weeks during the school appointed summer break. The program also requires once a week, 4-hour life skills training classes for each participant. These classes will teach the participants basic concepts such as resume building, interviewing, financial management, scholarship search, as well as team building. In the past 7 years, this program has been a success within the City of Surprise with 20 participants carefully selected each summer through an interview process from over 100 qualified applicants.																					



Project Description	
Proposed Project Title:	Crisis Assistance Fund SYEP
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 _____
Describe the problem or need to be addressed by proposed project. (Please attach an extra sheet if needed) Job training has been identified as a high priority in many City organized surveys, as well as comprehensive planning tools such as the city's Strategic Plan and the HUD 5 year Consolidated Plan. Additionally, youth services have also been identified as a high need within the city for youths between the ages of 12-18. Therefore, a youth employment program seems to be a logical fit in order to meet both of these high priority needs. Through a youth job training program, youth within the City of Surprise will have the opportunity to learn job and life skills while earning a wage that will benefit the participants economically. The current program is designed to employ a maximum of 25 participants, between the ages of 15-19, to work no more than 25 hours per week in assigned positions within the City of Surprise. This would take place in a period of 9 weeks during the school appointed summer break. The program also requires once a week, 4-hour life skills training classes for each participant. These classes will teach the participants basic concepts such as resume building, interviewing, financial management, scholarship search, as well as team building. In the past 5 years, this program has been a success within the City of Surprise with 20 participants carefully selected each summer through an interview process from over 100 qualified applicants.	

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

The service area for this project will be within the entire City of Surprise. Participants of the program will be income qualified to be at or below 80% of median income, and required to prove residency within the City of Surprise.

Positions within the City of Surprise offices and/or affiliates will be approached first in establishing employment locations for the youth training. If necessary, locations outside of the city may be used in order to meet placement needs of the participants. This has proven to be a success in the past.

Targeted demographic population of the city:

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

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

The outcome for the program will be the employment of 20-25 City of Surprise youth and will provide income, job skills, and life-skill training.

In the past program participants were educated on business communications, research of higher education, job trends, proper social media use, personal finance, customer service, as well as resume building and interviewing skills. Career fields were presented to participants such as Education, Medical, Fire, Law Enforcement, Media, and Engineering.

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

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



Organizational Capacity

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

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

Financial Audits and Reports:

(Please submit a copy of most recent financial audit)

Yes

No

NA

Were the financial statements of the organization prepared in accordance with generally accepted accounting principles?

X

On file

Was there accurate and complete disclosure of the financial expenditures of each federally sponsored program?

X

Was an audit of the financial records obtained annually (or at least biennially) in accordance with federal regulations and local requirements?

X

Was the audit performed by a licensed Certified Public Accountant?

X

Was the latest audit forwarded to the funding agency?

X

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

X

Please Provide Other Funding Source References: (Please attach extra sheets if needed) **N/A**

The City of Surprise general fund includes salaries for the Surprise Youth Employment program for 20 youth at 20 hours for 9 weeks. Funding includes supplies, uniforms and special event hosting.



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: Christina Ramirez Title: Neighborhood Services Supervisor FTE on This Project: .30	Ms. Ramirez has over 20 years of financial, grant, project and policy management in the public and the non-profit sector. Specific grant management experience which includes, successful implementation and management of CDBG, HOME, NSP, Housing Trust Fund, and Recovery grant awards
Name: Ervin Cutwright Title: Neighborhood Services Program Technician FTE on This Project: 1.0	Ervin Cutwright has over 15 years of non-profit financial project and policy management. Specific grants includes; CDBG and Department of Labor Grants, Arizona Commission for the Arts, PAC Grants and local charity grants.
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	

Project Cost												
Estimated Total Cost of Project:		\$59,200										
CDBG Funding Amount Requested for Project:		\$15,000										
Total Number of Units Served:		25										
Total Cost per Unit		\$2,368										
Total CDBG Cost per Unit		\$600										
Amount and Source of Other Funds Leveraged for Project: (Please submit proof of other funding sources)		Source				Year		Amount				
		COS				18-19		\$44,200				
		CDBG Public Service				18-19		\$15,000				
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?		The program is partially funded through the General Fund. The additional funding allows for an extension to additional youth to be served.										
If your project is not fully funded, will your organization be able to implement project with partial funding?		The program participants will be scaled back to continue with the implementation of the program within the amount awarded.										
Project Timeline												
Project start date: <u>May 1, 2019</u> Project completion date: <u>August 31, 2019</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)										
Program Advertising		X										
Application Acceptance and screening		X	X	X								
Job Placement locations Identified		X	X	X								
Job training			X	X								
Program closeout					X							

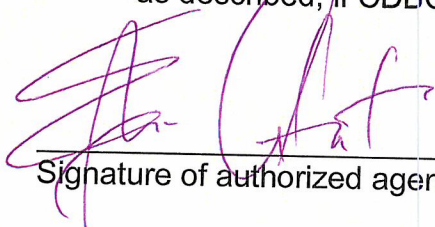
Proposed Budget				
Specific Cost Item/Description	CDBG Amount Requested	Other Funds Source	Other Funds Amount	Total Amount CDBG + Other Sources
Youth Salary	\$15,000	General Fund	\$40,400	
Life Skill Training		General Fund	\$800	
Supplies/uniforms		General Fund	\$3,000	
Total	\$15,000		\$44,200	\$59,200



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

Ervin Cutwright
Printed name

SYEP Coordinator
Title

City of Surprise Human Services & Community Vitality
Organization

1/30/18
Date:



SYEP

Summer Youth Employment Program 2018



What is the Summer Youth Employment Program (SYEP)?

SYEP is a City and CDBG Grant funded, summer job program designed to provide Surprise youth ages 15-19 with meaningful work experience and relevant job skills. Participants will gain professional development training while working for the City of Surprise. **Up to twenty (25) applicants will be selected to participate.**

What do I need to know?

The Program starts **May 1st, 2018** and ends **August 31st, 2018**. Participants will earn minimum wage, a stipend paid for by the City of Surprise. Weekly professional development training is provided and an Award Presentation follows program completion.

Eligibility Requirements

1. Full-time student
2. **City of Surprise resident**
3. Legally authorized to work in the U.S.
4. Available to work up to thirty (30) hours/week, for 9 weeks
5. Access to reliable transportation
6. Family income must be at or below 80% of area median income

How do I apply?

Applications will be due on March 31st, 2018 and can be located at City Hall, and online (www.surpriseaz.gov/syep)

1. **Fill out the application completely.** Be sure your name matches the way it appears on your Social Security Card.
2. Must submit a **letter of recommendation**, written by school teacher, counselor, or other non-related adult, along with the application, if possible, or by the date of the interview (if selected).
3. Be sure to include the **Family Income Worksheet, Verification Documents from the checklist**, and Statement of No Income, if applicable. All forms and documentation must be copies. No copies can be made at time of submittal.

Where do I turn in my application?

Applications must be submitted or postmarked by 5:00 PM, March 31st, 2018. Applications are accepted online, by mail, or in person. Submit only one application per applicant. Late applications will not be accepted.

Email	ervin.cutwright@surpriseaz.gov
Drop off	Surprise City Hall, 16000 N. Civic Center Plaza. Surprise, AZ 85374 8 AM to 5:00 PM, Monday-Friday 623-222-3241
Mail to	Ervin Cutwright, Human Services and Community Vitality Re: Youth Employment Program Application 16000 N. Civic Center Plaza Surprise, AZ 85374

HUD INCOME LIMITS 2016 Maximum gross income guidelines for this program are as follows:	
Income Limits→ Household Size↓	80% Medium Income
1 person	\$35,850
2 people	\$41,000
3 people	\$46,100
4 people	\$51,200
5 people	\$55,300
6 people	\$59,400
7 people	\$63,500
8 people	\$67,600

What's next?

Select, qualified applicants will be notified and then screened through an interviewing process in April 2018.

Final participants will be notified if they are selected for a position by May 11th, 2018 and must pass a drug test (with parent consent form), and any other pre-employment screening the City deems necessary.



**EQUAL
OPPORTUNITY
EMPLOYER**



WATER RESOURCE MANAGEMENT
CITY OF SURPRISE

16000 N CIVIC CENTER PLAZA
SURPRISE, AZ 85374

T. 623-222-7100

January 31, 2018

Human Services and Community Vitality Department

Re: Summer Youth Employment Program (SYEP)

Attn: Seth Dyson, Director

Dear Mr. Dyson

Over the past seven years the Water Resource Management (WRM) Department has participated in the Summer Youth Employment Program. The interns from the SYEP have assisted WRM in a number of areas including clerical, inventory, filing, field, and other important tasks related to our department.

Each year WRM provides interns with a tour of our SPA1 Water Reclamation Facility, where they are exposed to the operations of the wastewater treatment process. Interns are made aware of career and training possibilities available in the industry.

Please do not hesitate to contact me should you have questions or need any additional information.

Sincerely,

Terry Lowe
Director

Water Resource Management Department
623-222-6022



CDBG Public Services Public Hearing

Human Service & Community Vitality | February 15, 2018



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 \$638,560 for 2017-18
 - Funding amount for 2018-19 (anticipated) \$638,560
- 15 % of Allotment- For **Public Services**
 - Estimated \$95,784 available



Process Timeline

January 10, 2018

– January 31,
2018

Application
Period

February 15, 2018

P & Z Public
Hearing

March 1, 2018

P & Z Public
Hearing and
Recommendation





Process Timeline

April 3 and 17, 2018

Council Workshop,
Public Hearing and
Recommendation

May 15, 2018

Submit Action Plan to
HUD



CDBG Goals for Public Service

National Objectives Surprise Will Meet

- Benefit Low to Moderate Income (LMI) Persons
- Area benefit
- Limited Clientele
- Note: If a Project Doesn't Meet the Above Criteria, it Doesn't Qualify.

Application Description

Applicant	Project Name	Requested Amount	Eligibility
St. Mary's Food Bank	EFB Program	\$15,000	Low/Mod Clientele
City of Surprise	SYEP	\$15,000	Low/Mod Clientele
Sojourner Center	Community Training	\$10,000	Low/Mod Clientele
City of Surprise	Crisis Assistance Fund	\$30,000	Low/Mod Clientele

Application Description

Applicant	Project Name	Requested Amount	Eligibility
CASS	Regional Adult Emergency Shelter	\$10,000	Low/Mod Clientele
Benevilla	Day Program, Home Delivered Meals, Wirtzies	\$25,017	Low/Mod Clientele
New Leaf	Faith House Women's Crisis Shelter	\$10,000	Low/Mod Clientele

Application Description

Applicant	Project Name	Requested Amount	Eligibility
Sun Health Foundation	SH. Comm. Cancer Navigator	\$25,000	Low/Mod Clientele
Soc of. St. Vincent de Paul	SVDP Utility and Rent Assistance	\$7,000	Low/Mod Clientele
N.W. Valley Connect	Transportation Call Center and Ride Connect	\$20,000	Low/Mod Clientele
MVP Youth Behavioral Baseball Academy	Mental Vision Preparation	\$96,000	Low/Mod Clientele

Application Description

Applicant	Project Name	Requested Amount	Eligibility
Youngtown Comm. Fund	Medical Lending Ctr.	\$2,000	Low/Mod Clientele
Potter's House	Surprise Dream Team	\$18,500	Low/Mod Clientele
WHAM	Art: A Path to Healing	\$8,986	Veteran's
Lutheran Social Services	I-Help	\$67,075.20	Low/Mod Clientele

Application Evaluation

Applicant	Awarded Points	Recommended Amount
St. Mary's Food Bank	98.8	\$12,000
City of Surprise-SYEP	96.4	\$15,000
City of Surprise-Crisis Assistance	93.4	\$23,500
Sojourner Center	90.1	\$5,000
Benevilla	88.6	\$8,000
CASS	88.3	\$5,000
New Leaf	85.1	\$5,000
St. Vincent de Paul	82.9	\$2,700

Application Evaluation

Applicant	Awarded Points	Recommended Amount
Sun Health	80.0	\$8,000
Northwest Valley Connect	76.1	\$5,000
Youngtown Comm. Fund	77.3	\$1,584
WHAM	64.9	\$3,000
Potter's House	64.0	\$2,000
Lutheran Social Svcs.	52.0	\$0
MVP	35.0	\$0



SURPRISE
ARIZONA

QUESTIONS OR COMMENTS?

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 Annual Action Plan 2018-2019 - Year 4

OVERALL PUBLIC INVOLVEMENT LEVEL:

Public Hearing on 3/1/18 (P & Z Meeting) and 4/17/18 Council Meeting. 30 day Public comment period (3/19/18 - 4/19/18) 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 3/1 & 4/17/18, 30 day public comment
Future Council Work Session/Meetings target dates 4/3/18 & 4/17/18
Election dates (if applicable)
Project start/completion dates 10/2018

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



Society of St. Vincent dePaul
St Clare of Assisi Conference
17111 W. Bell Rd., Surprise, AZ 85374
Help Line: 623-975-5617

January 24, 2018

City of Surprise
Human Services & Community
Vitality Neighborhood Services
16000 N. Civic Center Plaza
Surprise, AZ 85374

RE: CDBG-funded Public Services Activities

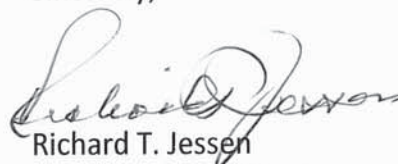
Enclosed please find our application for a Community Development Block Grant to assist our SVDP Conference in assisting needy families within the City of Surprise with utility and rent funds.

Also enclosed, as requested in the instructions, is an IRS letter confirming our status as an IRS 501(c)(3) organization and the Arizona Trade Name Certification for our SVDP Conference.

Please note that the address in the caption of this letter is for the St. Clare of Assisi parish office, and the phone number is an answering machine for our Help Line. We do not have office space at the parish office, but operate out of our homes. My personal contact information is noted on the first page (#"5 of 14") of the Application.

Thank you for your consideration of our application.

Sincerely,


Richard T. Jessen
Conference President

Encl.

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

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

We do not accept e-mail or electronic submissions

Organization Information			
Name of Organization:	Society of St Vincent de Paul St. Clare of Assisi Conference		
Contact Person:	Richard T. Jessen		
Contact Person Title:	Conference President		
Mailing Address:	17111 W. Bell Rd., Surprise, AZ 85374		
Street Address (if different from mailing):			
Phone:	(cell) 623-302-6048 (home) 623-594-8384		
Fax:	n/a		
E-mail:	SrJdgMental@gmail.com		
Website URL (if applicable):	stvincentdepaul.net		
Legal Status of Applicant: ☐ State-Certified CHDO ☒ XX Non-Profit (non-CHDO) XX ☐ Public Housing Authority ☐ State Agency ☐ Local Government ☐ Tribal Government ☐ Council of Government ☐ General Partnership ☐ Limited Partnership ☐ Limited Liability Company ☐ Corporation			
Applicant's Qualifications:	Yes	No	NA
Drug Free Policies	X		
Fair Housing Policies	X		
Equal Employment Opportunity Employer	X		



Project Description			
Proposed Project Title:	SVDP Utility & Rent Assistance		
Check applicable priority area(s) that the project addresses: <table border="0"> <tr> <td> ☐ 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> ☐ Services for homeless persons ☐ Drug abuse counseling and treatment ☐ Qualified Veteran Services ☐ Welfare (as defined by CDBG) ☐ Code Enforcement Services ☐ Transportation/Transit ☐ XX Other XX If Other, describe Other:_ (1) Public Service; and (2) Homelessness Prevention </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 ☐ XX Other XX If Other, describe Other:_ (1) Public Service; and (2) Homelessness Prevention
☐ 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 ☐ XX Other XX If Other, describe Other:_ (1) Public Service; and (2) Homelessness Prevention		
Describe the problem or need to be addressed by proposed project. (Please attach an extra sheet if needed) Utility, especially high APS electric bills during hot summer months, and rental assistance for Surprise families in financial crisis			
Project Location & Service Area - Describe the area to be served by the project. If possible, include a map. That part of the City of Surprise, AZ, within the boundaries of St. Clare of Assisi parish. See attached map. (Exhibit 6)			

Targeted demographic population of the city:

Any resident within our parish boundaries in the City of Surprise in financial crisis (usually job loss or reduction or a health problem impairing earning capacity) who asks our SVDP Conference for assistance. The need is especially great during the hot summer months when the electric bills are very expensive.

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

During our fiscal year (Oct. 2016-Sept. 2017), we did 580 home visits and helped 1854 people. Our Vincentian volunteers spent 9,689 hours on this and other projects, including our food pantry and feeding the hungry, et alia.

During fiscal year 2015-16: 759 home visits; 1535 people served; 13626 hours.

During fiscal year 2014-15: 858 home visits; 2064 people served; 14523 hours

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

1. Surprise Consolidated Plan, Table 10 (p. 32) General Public Services. Objective: suitable living environment. Outcome: sustainability.
2. 24 CFR 570.201(f)(2) alleviate emergency conditions threatening public health and safety

Organizational Capacity

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

The Society of SVDP is a worldwide Christian community; founded in Paris in 1833.

Our St Clare of Assisi Conference of the Diocesan Council of the Society of St. Vincent dePaul was "aggregated" (formally joined and accepted) September 8, 2005. As of 12/31/17, we had 115 members in our Conference.

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

We have more than thirty Vincentian volunteers who meet at the homes of people requesting 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?			n/a
Was there accurate and complete disclosure of the financial expenditures of each federally sponsored program?			n/a
Was an audit of the financial records obtained annually (or at least biennially) in accordance with federal regulations and local requirements?			n/a (see internal SVDP audit; Exhibit 1)
Was the audit performed by a licensed Certified Public Accountant?			n/a
Was the latest audit forwarded to the funding agency?			n/a

Has a copy of all applicable audits/reviews (including any management letter, if appropriate) been forwarded to the funding agency?			n/a
Please Provide Other Funding Source References: (Please attach extra sheets if needed) APS Bill Assistance - Jackie Solares, Special Ministries, Exh.#2 SVDP District #3/McCauley Trust - Pres. Dolores Witherspoon, Exh. # 3 Society of SVDP, Exec. Steve Zibilski Exh # 4 Our St Clare of Assis Conference raises all the rest - 2016-17 Annual Report, Exh #5 The Villas at Mountain Ranch Apts. - Exh. #7 SVDP Thrift Shop - Exh #8			



Program Team: Identify the name of the responsible party and the experience that they have in this role. Team members identified after the application are subject to review. Attach extra sheets if needed.	
Staff Member	Background and Expertise of Personnel
Name: Richard T. Jessen Title: President FTE on This Project: volunteer	3.5 years as Vincentian volunteer
Name: James Morse Title: co-Treasurer FTE on This Project: volunteer	10 years as Vincentian volunteer
Name: Bill Ford Title: Past Acting President FTE on This Project: volunteer	23 years as Vincentian volunteer
Name: Sheila Richardson Title: Past President FTE on This Project: Volunteer	15 years as Vincentian volunteer
Name: Marilyn Van Ende Title: Secretary FTE on This Project: volunteer	6 years as Vincentian volunteer
Name: 31 more Vincentians do Home Visits to assist needy families Title: FTE on This Project:	
Name: Title: FTE on This Project:	

Project Cost												
Estimated Total Cost of Project:	\$ 95,000.00											
CDBG Funding Amount Requested for Project:	\$7000.00											
Total Number of Units Served:	35											
Total Cost per Unit	\$200 average											
Total CDBG Cost per Unit	\$7000											
Amount and Source of Other Funds Leveraged for Project: (Please submit proof of other funding sources) see Exhibit 5, our 2016-17 Annual Report; & Exhibit 3 McCauley Trust	Source				Year				Amount			
	parishioner donations								81,0000.00+			
	McCauley Trust Fund/Dt. #3								12,000.00			
	Misc. fund raisers								2,000.00			
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	We continue to rely upon the above sources and we help to the extent of the financial report received.											
If your project is not fully funded, will your organization be able to implement project with partial funding?	Yes, if donations, etc., as listed above, continue. We continue our work until we are out of money. So far, God as provided the financial support for most of our work.											
Project Timeline												
Project start date: __10/1/13__ Project completion date: __10/31/19__												
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 assistance to needy families	x	x	x	x	x	x	x	x	x	x	x	x
intake/home visits to qualify clients	x	x	x	x	x	x	x	x	x	x	x	x



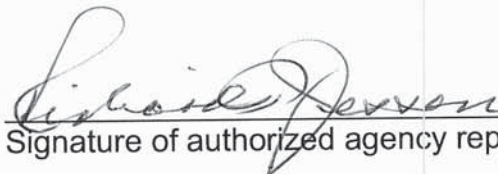
Proposed Budget				
Specific Cost Item/Description	CDBG Amount Requested	Other Funds Source	Other Funds Amount	Total Amount CDBG + Other Sources
\$95,000 cash assistance to needy families for utilities, rent, etc.	\$7000.00	donations, fund raisers & twinning	\$88,000	\$95,000
Total	\$7000.00		\$88,000.00	\$95,000.00



Required Certifications for CDBG Public Services Activities Application

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

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


Signature of authorized agency representative

January 24, 2018
Date:

Richard T. Jessen
Printed name

President
Title

Society of St Vincent dePaul St Clare of
Assisi Conference
Organization



Department of the Treasury
Internal Revenue Service

CINCINNATI OH 45999-0038

In reply refer to: 0248188029
Aug. 29, 2017 LTR 4168C 0
86-0096789 000000 00

00013840

BODC: TE

DIOCESAN COUNCIL FOR THE SOCIETY OF
ST VINCENT DE PAUL DIOCESE PHOENIX
% MARCUS ANDERSON
PO BOX 13600
PHOENIX AZ 85002



018279

Employer ID Number: 86-0096789
Form 990 required: YES

Dear Taxpayer:

This is in response to your request dated Aug. 18, 2017, regarding your tax-exempt status.

We issued you a determination letter in March 1946, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

STATE OF ARIZONA

Department of State



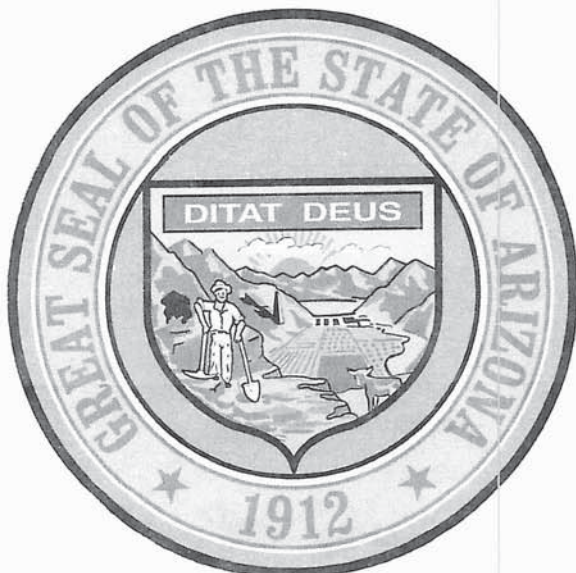
TRADE NAME CERTIFICATION

SOCIETY OF ST. VINCENT DE PAUL ST CLARE OF ASSISI CONFERENCE

I, Ken Bennett, Secretary of State, do hereby certify that in accordance with the Trade Name Application filed in this Office, the Trade Name herein certified has been duly registered pursuant to Section 44-1460, Arizona Revised Statutes, in behalf of:

DIOCESAN COUNCIL FOR THE SOCIETY OF ST. VINCENT DE PAUL, DIO
17111 W BELL RD
SURPRISE AZ 85374-

2/5/2013 Application



Registration Date: 02/05/2013

Expiration Date: 2/5/2018

Date First Used: 9/8/2005

Trade Name No.: 567383

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the State of Arizona. Done at Phoenix, the capitol, this 15 day of March, 2013.

A handwritten signature in black ink that reads "Ken Bennett". The signature is stylized with a large, flowing "K" and "B".

KEN BENNETT

**Society of St. Vincent de Paul
Internal Conference Audit Summary**

GENERAL

Date:	January 23, 2018
Conference Being Audited and Audit Date:	Saint Clare of Assisi December 6, 2017
Address of Conference/District:	1111 West Bell Road Surprise, AZ 85374-2984
Persons in Attendance from Conference/District:	Richard Jessen (President) James Morse (Co-Treasurer) Marilyn VanEynde (Secretary)
Auditor:	Sonji d. Newbill
Period Being Audited:	Fiscal Year 2017 (October, 2016 - September, 2017)
Location of Audit:	Church Fellowship Hall

WORK DONE

The annual conference audit was performed. The work conducted included certain:

- sampling and testing of documents,
- visual verification of documents to ascertain the circumstances in which they were kept,
- physical review of accounting reports, records, and supporting documentation,
- physical review of conference minutes,
- review of thank-you communication sent to donors, and
- interview of Conference officers.

RESULTS

Based solely on the work done and the analysis and evaluation of that work, the Conference was in compliance with the financial record keeping standards set forth by the Diocesan Council of Phoenix, except for the following:

Exception and Recommendation 1: The analysis of compliance with Brick step #1, *verification of bank statement reconciliations*, revealed that bank reconciliations were being performed monthly by the treasurer, however, they were not retained in a viewable format on the computer nor in written form to be verified. The treasurer was advised after the on-site visit to begin documenting the performance of the bank reconciliation.

Exception and Recommendation 2: The analysis of compliance with Brick step #2, *retention of bank reconciliations and bank statements*, revealed that written bank reconciliations had not been retained for the required period.

Exception and Recommendation 3: The analysis of compliance with Brick step #14, *proper categorization of receipts and expenses*, the sample testing revealed the records reflect deposit activity based upon when the item is processed by the bank. Conference donations should be recorded based upon the date received.

GENERAL RECOMMENDATIONS AND COMMENTS

The following general recommendations and comments are made to enhance the financial integrity of the Conference:

The co-treasurer keeps Conference records on a computer that is primarily with him or in his home. We recommend the co-treasurer perform frequent back-ups of all Conference files maintained on the computer and have a secondary back-up in a fireproof environment if possible. We also recommend that another officer (not the co-treasurers) be familiar with retrieving stored computer records and also know how to access them from the co-treasurers in the event of an unforeseen emergency.

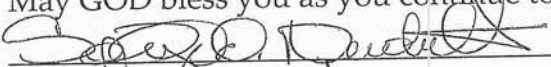
We recommend all non-permanent records be properly destroyed by shredding after being retained for the required period of time. We encourage the Conference to refer to the record retention information attached and contact us if further guidance is needed.
(*separate "pdf" file attached*)

We recommend the Conference President or other officer (but, not the treasurer) regularly (quarterly) select at least three expenses paid to randomly test disbursements and review all source documentation (invoice/client information/etc.). This will help determine the appropriateness of the expense and that proper documentation is retained. Likewise, this process should be performed for receipts by randomly selecting two or three receipts and reviewing the source documentation (deposit slip/check copies/bank deposit receipt) to ensure deposit receipts are retained and donations are properly classified on all ledgers and reports.

We recommend all officers review the records maintained in their homes and bring as many records as possible to be properly stored at the Conference. Maintaining Conference records on-site where officers can access information is essential to the overall works of the Conference. This includes client cards, receipts, and other records.

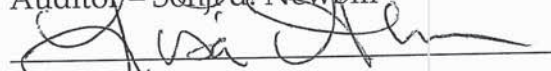
We recommend the Conference consider developing a transition strategy to establish brief written procedures that outline training new officers, transferring keys and Conference records, sharing access to or changing passwords (if applicable), and other areas related to effective officer transitions.

In closing, we are grateful for the opportunity to have visited your Conference again and to continue learning about your Conference works. We are excited to be part of the mission to work together for those we serve. Each of us plays a significant role in fulfilling the mission. We extend our arms of service to you. We are available to provide information, offer suggestions, or answer questions about process improvements for accounting methods and practices, tax credit guidance, and more. Thank you again for working so diligently and patiently to conduct the audit review. May GOD bless you as you continue to bless others working daily for those we serve.

 1-23-18

Auditor - Sonji d. Newbill

Date

 1-23-18

Audit Reviewer - Lisa Ahnen, Controller

Date

e-mailed cc: Richard Jessen (Conference President)
Dolores Witherspoon (District 3 President)
Lisa Ahnen (Controller)



faith, hope, love

SOCIETY of ST. VINCENT de PAUL P. O. Box 13600, Phoenix, Arizona 85002-3600 tel 602.254.3338 fax 602.261.6829 www.stvincentdepaul.net

January 16, 2018

To Whom It May Concern:

I am Jackie Solares, Special Ministries Program Coordinator for the Society of St. Vincent de Paul, Diocese of Phoenix. Among my other duties, I oversee our access to and use of APS Utility Assistance funds and various ACAA grants. In that capacity, I am aware that the Society of St. Vincent de Paul, St. Clare of Assisi Conference in Surprise, AZ, helps many needy families access financial assistance with their utility bills, especially during our hot summer months, as well as with rent assistance.

Most of the money used to help needy families is donated by parishioners at St. Clare of Assisi Parish in Surprise. In addition, we help support their work with APS, SWG, and URRD grants. We support the St Clare of Assisi Conferences request for Community Development Block Grant funds to assist that SVDP conference in their work to assist needy families.

Sincerely,

Jackie Solares

Jackie Solares

Special Ministries Program Coordinator

P: 602.850.6920

F: 602.261.6846

jsolares@svd paz.org



DISTRICT THREE
Our Lady of the Poor Council
Society of St. Vincent de Paul
10107 W. Cumberland Dr.
Sun City, AZ 85351

January 14, 2018

To Whom It May Concern:

On behalf of District Three and the Conference of St. Clare we appreciate the opportunity to apply for grant funds on behalf of St. Clare from your department.

District 3 is the conduit through which six Conferences report, on a monthly and annual basis, the successes of their serving the needy and low income residents within our area. The St. Clare Conference covers a large triangular area that stretches along the east side north along Grand Avenue beginning at Northern to the 303, then south along West 21100 Avenue, to the north side of Northern over to west side of Grand Avenue.

To help with their funding, besides parishioner donations, they have held food and water drives, and have collected turkeys for Thanksgiving and Christmas items for families.

At the end of our fiscal year, September 30, 2017, St. Clare provided shelter, food, utilities, medical, transportation, furniture, Christmas programs and miscellaneous needs in the amount of \$111,527.00. A substantial amount was paid for rent (\$11,590) and utilities (83,208). Volunteers provided assistance to 4,788 individuals, drove 57,189 miles and volunteered 9,689 hours.

The Conference may also expect \$1,000 per month from the McCauley fund to help meet their anticipated needs.

We would be most grateful and blessed to be chosen for any grant funding.

Peace be with you all!

Sincerely in Christ

Dolores Witherspoon
District Three President



THE SOCIETY OF ST. VINCENT DE PAUL

Stephen J. Zabalski
Executive Director

January 23, 2018

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

To Whom It May Concern:

Thank you for your kind consideration of the grant application for our St. Clare of Assisi Conference, located at 17111 West Bell Road in Surprise, for the grant support available in the Community Development Block Grant for Surprise.

This letter is to serve as a reference for the application submitted by our volunteers at St. Clare, in their service to the greater-Surprise community since 2005.

Our St. Clare Conference is comprised entirely of volunteers; its current roster has approximately 115 members. Their regular service to the community includes delivery of food boxes to the homes of disadvantaged community members; providing support for families and individuals needing help with rent and utility payments; funding and support of numerous other charitable endeavors ranging from back-to-school support for young students to holiday and Christmas gifts through a "giving tree" program to benefit needy families; water drives for the homeless; and many other services to citizens in need in Surprise.

Last year, St. Clare's members raised and donated in excess of \$150,000 in goods and services to these and other worthy causes in the greater-Surprise community.

We are fortunate to have 83 "member" Conferences, located in neighborhoods across Central and Northern Arizona, in our St. Vincent de Paul family, under the auspices of the Phoenix Council of St. Vincent de Paul. They focus on serving the poor in their specific areas and are tied to service in their home communities.

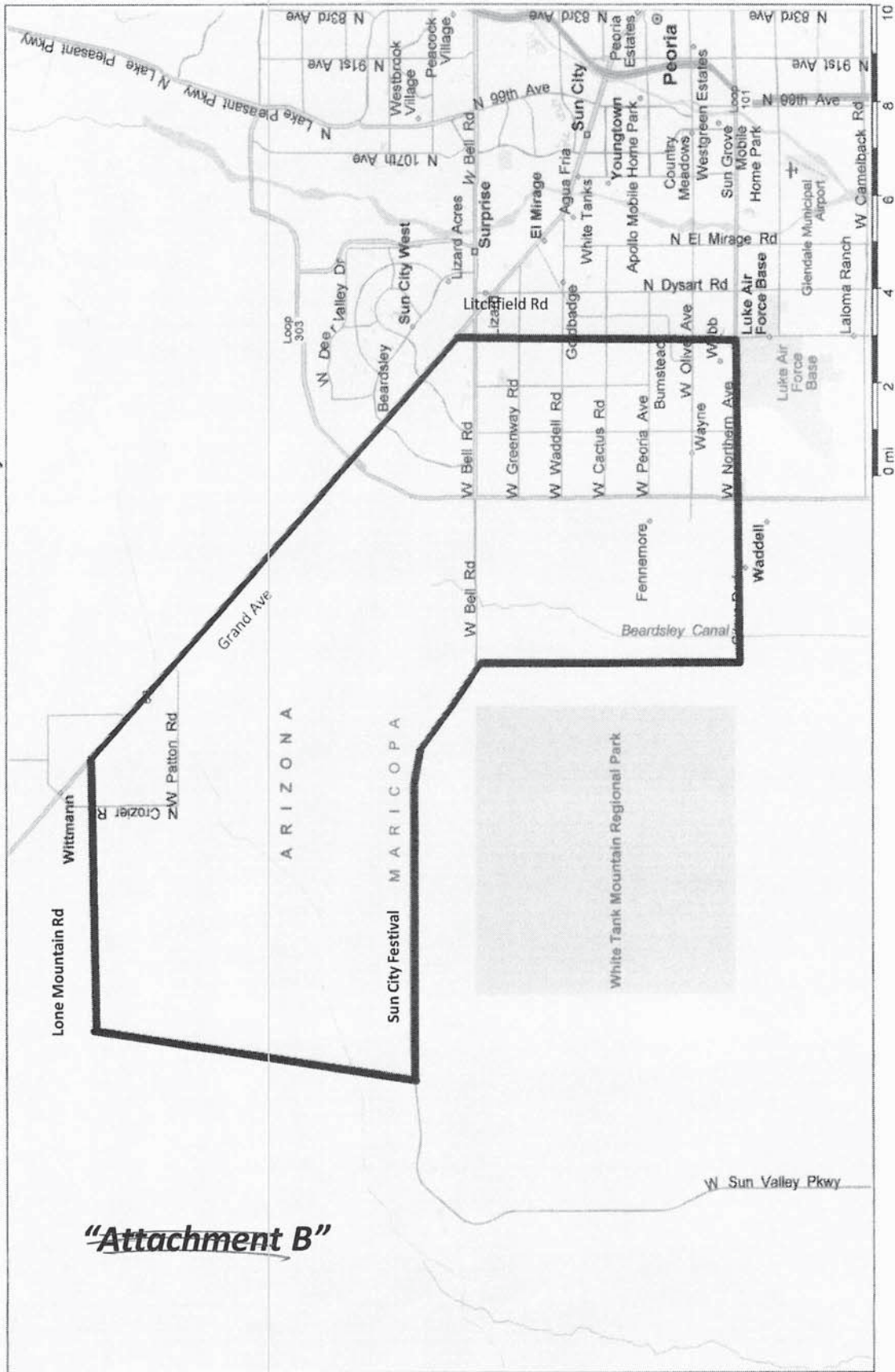
One of the finest of those is our Conference of Charity at St. Clare and its members, who not only serve the poor but also work hard to organize and administer their work carefully and properly. Please know that our Society has earned high marks for charity and efficient administration of resources from national standards organizations such as Charity Navigator. We operate as a 501 (c) (3) non-profit organization under the regulations of the IRS, ID #86-0096789.

Please accept this letter as my strong personal recommendation on behalf of their application.

Sincerely,


Stephen J. Zabalski
Executive Director

Thank you so very much.



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 Certain mapping and direction data © 2012 NAVTEQ. All rights reserved. The Data for areas of Canada includes information from
 Ontario. NAVTEQ and NAVTEQ ON BOARD are trademarks of NAVTEQ. © 2012, Tele Atlas North America, Inc. All rights reserved.
 reserved. Portions © Copyright 2012 by Woodall Publications Corp. All rights reserved.



To Whom It May Concern,

01/18/2018

The Society of SVDP St Clare of Assisi Conference here in Surprise, Az has assisted many of our needy tenants to pay their rent and enabled them to continue living here.

We support the application of the Society of SVDP St. Clare of Assisi Conference's application for a Community Development Block Grant from the City of Surprise to assist them in continuing to assist needy renters.

Thank you,

Villas @ Mountain Vista Ranch
16630 N Reems Road
Surprise, AZ 85374
villasmvr@shelton-cook.com
623-556-2545

To whom it may concern

It is an honor and great pleasure to write this letter of support for Saint Clare of Assisi Conference

Saint Clare passionately works to meet the many needs of Surprise, Arizona community. They are visible, involved and creative. Saint Clare is at the forefront always advocating for those who need a little extra support. Saint Clare has established themselves as caring and compassionate. Their work is vital in reaching the needy in our area.

Saint Clare has built a strong and trusting relationship with Saint Vincent de Paul and receives beds at cost along with an additional 75% off of everything else. With these discounts Saint Clare is able to provide clothing and home goods to families who are unable to afford them. This strong and collaborative relationship with Saint Vincent de Paul is just one example of how Saint Clare is working with others to bridge the gap for the less fortunate.

Saint Clare's members provide much needed support by spending many hours volunteering at Saint Vincent de Paul. On any given day Saint Clare members can be found at Saint Vincent de Paul sorting product, helping to price items at a fair price for those shopping on limited incomes, accepting donations, ringing up sales and providing customer service. Volunteers are compassionate and can frequently be heard engaging in conversations with the shoppers on the topic of Saint Clare's mission, they listen to others hardships with open and caring hearts. The volunteers are reliable and eager to go that extra mile to make another's day a little brighter.

Saint Clare's volunteers touch the lives of many individuals who are often homeless and hungry. They are active and valuable participants in furthering Saint Vincent de Paul's mission to Feed, Cloth, House and Heal.

Please feel free to contact me if you need further information.

Sincerely,

Char Wiedow
1-24-18

Char Wiedow
Saint Vincent de Paul
1-623-875-5004

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:	WHAM – What's Happenin' Arts Movement																
Contact Person:	Connie Whitlock																
Contact Person Title:	Executive Director																
Mailing Address:	16560 N. Dysart Rd. Surprise, AZ 85378																
Street Address (if different from mailing):																	
Phone:	623-584-8311																
Fax:	623-544-1550																
E-mail:	connie.whitlock@wham-art.org																
Website URL (if applicable):	www.wham-art.org																
Legal Status of Applicant: <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	
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Applicant's Qualifications:	Yes	No	NA														
Drug Free Policies	☒																
Fair Housing Policies			☒														
Equal Employment Opportunity Employer	☒																

Project Description																					
Proposed Project Title:	Art: A Path to Healing																				
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Describe the problem or need to be addressed by proposed project. (Please attach an extra sheet if needed) According to the U.S. Census Bureau, Maricopa County alone has a population of over 500 thousand veterans living in the area. As the United States powers down its wars in Iraq and Afghanistan, and an already huge population of Vietnam Vets who have returned home, the significant public health issues related to Post Traumatic Stress Disorder (PTSD) are steadily climbing. Unfortunately, most returning home veterans are left on their own to develop coping skills. Since health is a fundamental personal and social asset, it is essential that outreach and support programs devoted to healing be more fully integrated into the fabric of the community. Therapeutic art is a path to overcoming the trauma of war, and finally being able to move on. If the point of therapy is to get what is bothering a person out into the open, there's possibly no better way to accomplish that goal than to express what one feels through the artistic process. Sometimes a person just can't face the fact that it is okay to leave the baggage of war behind. By expressing how one really feels in the pit of the soul through the use of art, perhaps the mind can begin to let go of the trauma by transferring the images and ideas to another object of their creation through the medium of art. Some who have engaged in the use of art therapy have found that at the very least, it is a helpful tool to take their mind off what is bothering them. Others have realized that art therapy is an avenue that helps them to overcome the stigma often associated with being labeled as having a mental disorder. "Either you control the memory or the memory controls you." Ron Capps – founder of the national Veterans Writing Project. For Veterans with Traumatic Brain Injury, art therapy also promotes fine motor skills. Christine Johnston-Klauschie, Psychologist for VA West Valley Center, states "As counselor and therapists, we are very aware of the healing benefits of art therapy for our Veterans."																					

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

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

WHAM is collaborating with Arizona Art Alliance and 5 other art organizations in the Greater Phoenix Area who all offer their own unique programs to veterans.

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

16560 N. Dysart Rd

A map is included in this packet.

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

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

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

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

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

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

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

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

The City of Surprise is a designated Arizona Veteran Supportive City by The Arizona Coalition for Military Families.

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

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

Urgency Requirement: Five wars in 50 years have created a new at-risk U.S. population: combat-scarred veterans with alarming rates of homelessness, joblessness, addiction, suicide and Post Traumatic Stress. Arizona is home to 527,400 U.S. veterans, including 173,929 from the Vietnam War and 156,610 from the Gulf and Mideast wars. Arizona ranks 9th nationally for veteran suicides. Veterans commit suicide at triple the rate of all other citizens in Arizona. In Arizona, 11,535 veterans have been diagnosed by the Veteran's Administration with PTSD. Only about 50% of those screening positive for PTSD or major depression seek help. Our goal is to ease the lives of veterans, with proven workshops that lead the way to healing and are aligned with our mission.

Organizational Capacity

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

WHAM's mission is to provide innovative, multidisciplinary, arts-inclusive programming, exhibits, and projects to the diverse communities we serve.

Our tagline 'art, create, motivate, impact' summarizes WHAM's objectives to connect people through the arts, to support, advance, and promote artistic awareness, participation, and expression in all areas of Visual Arts and other disciplines, and to bring the arts to people of all ages, race, abilities, and economic status in a range of West Valley cities and towns.

Located in the Old Town Site of Surprise, WHAM began in 2006, with no staff and few members. It has grown to almost 200 members with a wide variety of artistic genres. The membership is artists from all over the West Valley. Currently none Team Managers are employed. The organization was created primarily to support the West Valley of Phoenix Metro. Currently, out of 13 west valley cities, we are the only Community Art Center in the West Valley.

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

In January, 2016 WHAM expanded the visual arts program into Peoria partially funded by a grant from the Peoria Arts and Culture Commission. We began the program at the City of Peoria Community Center - during that 6 month period we had a therapy group of nine veterans from the VA Counseling Services in Peoria. Veterans from both locations attend one or both sites (Peoria and Surprise) and classes. The Surprise classes are on the second Mondays of each month and the Peoria classes are on the third Thursdays of the month.

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

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

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

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?	√ Please note that the Financial Statement is generated by an external accountant but is not a full Audit			
Was there accurate and complete disclosure of the financial expenditures of each federally sponsored program?	√			
Was an audit of the financial records obtained annually (or at least biennially) in accordance with federal regulations and local requirements?				√ We are not at a stage where a full audit is in our budget
Was the audit performed by a licensed Certified Public Accountant?	Our financial statement is issued by an external Accountant			√
Was the latest audit forwarded to the funding agency? Financial Statement	√			
Has a copy of all applicable audits/reviews (including any management letter, if appropriate) been forwarded to the funding agency?	√			

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: FTE on This Project:	Connie Whitlock, Executive Director, is a clay and mural artist with 17 years' experience in creating art, teaching art and promoting art. She has a background in an 18 year career as general manager of an electronics distributorship in Southern California. She founded WHAM Art Association, a non-profit, 501 (c) 3 art organization in 2006, dedicated to promote art. Connie is the only full time staff person on this project. 20 hours per month on this project.												
Name: Title: FTE on This Project:	Marty Wolfe, is the Program Manager. She is part time. Apportioned Salary plus employment taxes \$3600												
Name: Title: FTE on This Project:	Marketing Team: Website / Facebook/Newsletter/Graphics ME Odom, Tony Andrulis, Marion Wishnesfski, Sally Johnson, Jimmy Garcia. All part time.												
Name: Title: FTE on This Project:	Budd Gilbert, Recruiter, a monthly stipend of \$200.												
Project Cost													
Estimated Total Cost of Project:	\$30,481												
CDBG Funding Amount Requested for Project:	\$8,986												
Total Number of Units Served:	20-38, we have 38 registered, but we average 20 at a time.												
Total Cost per Unit	\$802												
Total CDBG Cost per Unit	\$237												
Amount and Source of Other Funds Leveraged for Project: <i>(Please submit proof of other funding sources) Corporations, Foundations, Individuals are all pending WVAC, AAP,</i>	<table border="1"> <thead> <tr> <th>Source</th><th>Year</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>Corporations and Foundations</td><td>2019</td><td>5650</td></tr> <tr> <td>WVAC, AAP, Individual contributions, VFW, businesses</td><td>2018-19</td><td>1486</td></tr> <tr> <td>WHAM</td><td>2018-19</td><td>14359</td></tr> </tbody> </table>	Source	Year	Amount	Corporations and Foundations	2019	5650	WVAC, AAP, Individual contributions, VFW, businesses	2018-19	1486	WHAM	2018-19	14359
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WHAM	2018-19	14359											

businesses and WHAM are confirmed												
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?		WHAM identifies and cultivates financial support for its programs on an ongoing basis through individual solicitations, fund-raising events, board support, sponsorships, and grant-writing. With a growing constituency, we have a modestly growing budget which is balanced. With increased demand on our services, we have recently engaged, for the first time, a professional grantwriter who has identified sources of potential funding for the aggregate of our veterans programs.										
If your project is not fully funded, will your organization be able to implement project with partial funding?		Yes, we will continue to operate the vital program with partial funding. Our request to City of Surprise is for 29% of the total project costs. Our stipend for the creative writing teaching artist may be delayed with partial funding. WHAM leadership and the veterans it serves would be grateful and proud to receive a grant from the City of Surprise which would act as leverage for further support.										
Project Timeline												
Project start date: 11/1/2018 _____ Project completion date: 10/30/2019 _____												
Applicants must provide a schedule for the Program that lists major activities and indicate when they will be executed. Additional information such as contractor selection, final inspection, loan closing, etc. should be included when known.												
Program Schedule												
Major Program Activities:	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter					
	(each box represents one month)											
	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct
Contract with City signed	x											
First City sponsored art classes for vets		x										
Classes continue			x	x	x	x	x	x	x	x	x	x
Publicity continues												
Recruitment continues												
Holiday Sale		x										
Vets public Exhibition of work in West Gallery at WHAM									x			
Activities continue										x	x	x

Proposed Budget				
Specific Cost Item/Description	CDBG Amount Requested \$	Other Funds Source	Other Funds Amount \$	Total Amount CDBG + Other Sources \$
Arts Supplies (275/20 students)	2750	Corporate and Foundation funds (USAA, AZ Lottery, Coyotes, Boeing ECF, Republic Media)	2750	5500
Equipment (Tools, benches, kiln, glazes)		WHAM	1100	1100
Printing	1700	Corporate and Foundation funds (USAA, AZ Lottery, Coyotes, Boeing ECF, Republic Media)	1700	3400
Photography	100			100
Overhead (facility, fees)		WHAM	2002	2002
Volunteer teachers		WHAM	2100	2100
Volunteer assistants		WHAM	1500	1500
Mileage		WHAM	200	200
Office supplies	250	WHAM	250	500
Insurance		WHAM	20	20
Veteran lunches	400	Individual and business contributions	400	800
Veterans exhibits	300	WHAM	300	600
Classroom (\$100 x 12)		WHAM	1200	1200
Staffing (allocations of program manager, executive director and marketing staff)		WHAM		5687
Stipend for instructor (\$50/2hrs/12 months)	1200			1200
Recruiter	1200	Corporate and Foundation funds (USAA, AZ Lottery, Coyotes, Boeing ECF, Republic Media)	1200	2400
Publicity (ads, magazines, flyers, posters, psas)	1086	West Valley Arts Council, Arizona Art Alliance, VFW	1086	2127
Total	\$8986		\$21495	\$30481

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

1/26/2018
Date:

Connie Whitlock
Printed name

Executive Director
Title

WHAM
Organization

➤ January 30, 2018

City of Surprise Human Services
16000 North Civic Center Plaza
Surprise, Arizona 85374

Dear Review Committee:

It is a pleasure to submit a CDBG proposal for consideration for funding the War Veterans services through WHAM arts center, located in Surprise.

"We do a good job of cheering our veterans when they come home. We do not do a good job of helping them once they are back." U.S. veteran of war.



The aspects of the veteran experience typically overlooked are PTSD and Moral Injury. These are now recognized as sources of grave anguish. The good news is that veterans are surmounting their emotional, psychological and spiritual challenges through community-based veterans services - including art programs, and in the process, beginning to let go of their traumatic memories and move toward wholeness.

For three years WHAM has welcomed veterans to a free, yearlong program giving expert and authentic visual art instruction, every month. Our request to the City of Surprise is to continue the program at our Surprise-based location. Our veterans have become their own best advocates by talking to other veterans, telling about their experience and encouraging others to participate. In fact, the VETERAN'S MONUMENT AT GOODYEAR BASEBALL PARK, was created by our artists as a monument to our veterans.

Here's Chuck Felder, drawing, and on the following page you will see Gwen Johnson woodworking, our Vets in class, a Vet working on a pastel, Adela Tejeda woodworking, student Lea in uniform, and finished products by our proud Vets. As you can see, we are not presenting this to the City as a service for seniors, as many of our vets are quite young, having been recently deployed.

I look forward to making an in-person presentation on February 1, 2018. I can be reached any time for questions at 623-640-5229. Thank you for this opportunity.

Sincerely,

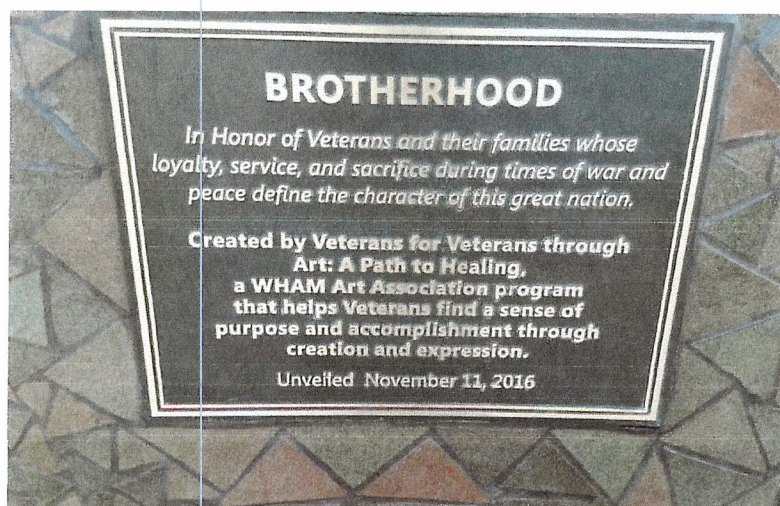
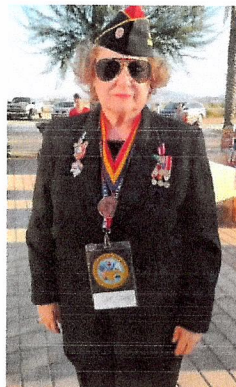
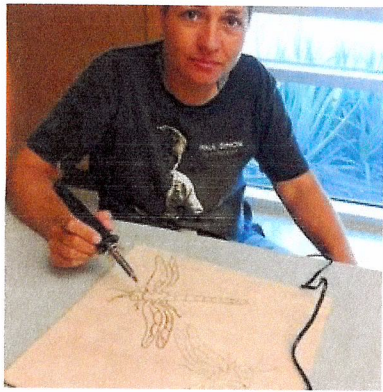


Connie Whitlock, Executive Director



BOARD OF DIRECTORS

Lloyce Robinson, Chair / Eugene Jones, Vice Chair / Connie Whitlock, Executive Director /
Karen Bisko, Member / Zach Brewer, Member / Arden Engmark, Member /
Marleejean Johnson, Member / Mike Woodard, Member
WHAM is a 501(c)(3) non-profit art organization



INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAR 29 2012

WHAM ART ASSOCIATION
C/O CONNIE WHITLOCK
19675 COBBLESTONE CT
SURPRISE, AZ 85374

Employer Identification Number:
36-4697281
DLN:
17053199303021
Contact Person:
CHITRA MAMLATDARNA ID# 52471
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
June 03, 2011
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Lois G. Lerner
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)



To: City of Surprise Human Services
16000 North Civic Center Plaza
Surprise, Arizona 85374

January 16, 2018

RE: Grant Application, "Pathway to Healing", a Veteran Outreach Program provided by the Wham Fine Arts Organization

Dear Review Committee:

It is our understanding the Wham Art Association is to be considered for a grant to further expand their successful Veteran Outreach Program called the "Art: Path to Healing".

The Wham Organization is one of nine locations participating with the Arizona Art Alliance by providing free art instructions to veterans by qualified volunteers. This program has been in effect for four years, starting with 15 veterans referred by the Phoenix VA Hospital has now grown to some 85 veterans per month or nearly 3,000 men and women since its beginning.. Our motto "Enriching Veterans" Lives through Art" is directed toward veterans affected by the wounds of war or military service. A long list of positive testimonials from veterans is the motivation that drive our volunteers. The program continues to expand by participating with Veteran Resource Clinics, active participation in various Veteran Service Organizations and the enthusiasm of the volunteer instructors and their helpers.

The program has been recognized by Congressional Representatives, the VA Hospital and several prestigious organizations; Vietnam Veterans of America Achievement Award, leadership has been recognized by the induction to the Arizona Veteran Hall of Fame, The Alex Simons, Lifetime Achievement Award for contribution to the arts.

The City of Peoria must receive many grants requests for community betterment and all are worthy of consideration. I is our hope the Wham volunteer veteran grant proposal be given full and fair consideration.

Thank you for all you do for your City and the betterment of Arizona.

Respectfully,

John Fontana, Veteran Outreach Manager

10810 North Tatum Boulevard, 102-264, Phoenix, Arizona 85028-6043

I'd like to express my gratitude and appreciation to WHAM Art Studio and Connie Whitlock and Marty Wolfe who put on the free art classes for Veterans. I've been attending these art classes since October 2016 and am so impressed with the supportive energy and compassion these two women have for the veterans. I look forward to these classes which meet several times a month because they offer me a safe, non-threatening, creative outlet that has made my life so much more meaningful and fun.

I personally have benefitted by being able to gather with many other veterans and share a few hours of time where we are fully supportive of each other. Since we know what it means to be a military member and all of the varied experiences and sacrifices that come with military service, there's no pressure to explain our actions or histories with each other. We can just be together sharing our art in a safe, supportive and non-judgmental environment which has become a form of positive, healing therapy - art therapy - that we respond to and allows us to thrive and enriches our lives.

It's hard to put into words but these classes/gatherings work and mean a lot to the vets who attend. It's more than just learning a new art or craft, it's the shared experience with the other vets that make these gatherings meaningful to us.

Thank you Connie and Marty for offering these classes because they are needed and in more ways than you can imagine they really do contribute to each vets healing process!

Sincerely,

Pam Jackson
Retired USAF
602-570-5687

ART A PATH TO HEALING

ART WORKSHOPS FOR OUR VETERANS

WHAM Art Association offers a **FREE** art program for **veterans of all ages**. Each 4-hour session is taught by professional artists and include drawing, painting, and other art mediums. No experience necessary! **Supplies and a light lunch provided.** Please bring your military ID to your first class.

Call **623-584-8311** to reserve a place!

SECOND MONDAYS / 10 AM TO 2 PM **WHAM ART CENER**

16560 N Dysart Rd, Surprise, AZ 85378

January 9 / February 13 / March 13 / April 10 / May 8 /
June 12 / July 10 / August 14 / September 11 /
October 9 / November 13 / December 11

THIRD THURSDAYS / 10 AM TO 2 PM **Peoria Community Center**

8335 W Jefferson Ave, Peoria, AZ 85345

January 19 / February 16 / March 16 /
April 20 / May 18 / June 15 / July 20 /
August 17 / September 21 / October 19 /
November 16 / December 21

Sponsored by



CREATE / MOTIVATE / IMPACT

WHAM-ART.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:	Youngtown Community Fund Inc. Medical Lending Center																
Contact Person:	Madelon Jeffreys																
Contact Person Title:	President of the Board																
Mailing Address:	11215-A West Nevada Ave, Youngtown 85363																
Street Address (if different from mailing):																	
Phone:	623-977-4661																
Fax:	623-224-8806																
E-mail:	info@youngtowncommunityfund.com																
Website URL (if applicable):	youngtowncommunityfund.com																
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Applicant's Qualifications:	Yes	No	NA														
Drug Free Policies	Y																
Fair Housing Policies			NA														
Equal Employment Opportunity Employer	Y																



Project Description			
Proposed Project Title:	Medical Lending Center		
Check applicable priority area(s) that the project addresses: <table border="0"> <tr> <td> ☐ 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> ☐ 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>Serve all ages but mostly seniors</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>Serve all ages but mostly seniors</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>Serve all ages but mostly seniors</u>		
Describe the problem or need to be addressed by proposed project. (Please attach an extra sheet if needed) When people have a knee replacement, hip replacement or other surgery or accident they usually need a walker, shower chair, or even a wheelchair as well as many smaller items. Often a commode chair or bed cane is needed. This equipment is very expensive and many people cannot just go out and buy it, insurance doesn't always cover it and if there is a co-pay it may be too high even as so many folks live pay check to pay check.			
Project Location & Service Area - Describe the area to be served by the project. If possible, include a map. We serve Surprise, El Mirage, Peoria and Youngtown residents.			



Targeted demographic population of the city:

We do not require proof of need, however according to Maricopa Association of Governments American Community Survey 2011-2015 5yr Estimates, of the 45,054 residents 24% or 10,982 have incomes of \$34,999 or less. 31% are 55 or older and are the main group we serve. We are starting to get more in the 45 to 54 age range having knee surgery and hip surgery. These folks are prime candidates for short term loan needs.

In just 3 years service to Surprise residents has grown to 220 residents using the service for the year July 2016 through June 2017.

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

With a portion of the funding, we will advertise the availability of our service. We keep good records of who we service and where they live. We will be able to report the increase in the number of folks we help.

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:

Our seniors are a very important segment of our society. Our assistance to them whether it is a wheelchair to be able to attend to day to day needs especially doctor visits and family functions or personal care items such as shower chairs to assist in a safe shower, helping the seniors is a privilege.

Organizational Capacity

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

The Youngtown Community Fund Inc. has been a registered non-profit for over 50 years. For the first 50 years, we only served Youngtown. In May of 2016, we officially added nearby communities to our Constitution. We had tested the idea for a while before that. The need was for expanding was determined by the many phone calls from Surprise residents asking for help. When we tested it, it proved to be needed and was successful. The year of July 2016 to June 30, 2017 we Served 220 individual residents from Surprise. The number of visits comes out higher as people often come back for more equipment within the same year as well as trips to return equipment. The equipment is loaned for a period of up to four months. We manage \$74,000 worth of equipment. All equipment is identified with a unique number and has a sticker with our information on it. We have lost very little equipment due to people not returning it. Much of the equipment has been in service for many years and we are in the process of retiring some pieces. Safety of the clients is always foremost in our efforts. (See attached sheet)

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

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

Have been receiving an annual grant of \$2000.00 from the Town of Youngtown
Also received a \$1500.00 Facade Improvement Grant from Town of
Youngtown in 2017. Received a \$3000.00 grant from West Valley Lutheran
Thrift Shop for equipment in 2017. This is the 3rd grant from them. Donations
from individuals and businesses in the area as well as fund raising activities.



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: Madelon Jeffreys Title: President of Board FTE on This Project:	Have been of Board of the Youngtown Community Fund Inc. for 7 years. Served first as Treasurer and then as President for the last 4 years. Do grant applications and manage grants we receive. We have no full time employees.
Name: Title: FTE on This Project:	Mary Bok Office Manager. Has worked with us for 2 years and served as office manager for almost a year. Mary works part time.
Name: Title: FTE on This Project:	Ben Todd Office Assistant and Bookkeeper. Part time.
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	



Project Cost													
Estimated Total Cost of Project:	\$ 22,977.00												
CDBG Funding Amount Requested for Project:	\$ 2,000.00												
Total Number of Units Served:	1824												
Total Cost per Unit	\$ 12.99												
Total CDBG Cost per Unit	\$ 1.10												
Amount and Source of Other Funds Leveraged for Project: <i>(Please submit proof of other funding sources)</i>	Source			Year			Amount						
	Town of Youngtown Annual			2017			2,000.00						
	Applied to City of Peoria			2018			2,000.00						
	Donations by Individuals			2016-2017			10,500.00						
	Donations by Businesses			2016-2017			4,600.00						
Fund Raising Projects			2016-2017			3,200.00							
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	Will work to find new sources and do more fund raising projects.												
If your project is not fully funded, will your organization be able to implement project with partial funding?	Yes												
Project Timeline													
Project start date: <u>On going</u> Project completion date: <u>On going</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>												
We loan durable medical equipment every day.	X	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					
Payroll	\$ 1000.00		General Funds			\$ 19,000.00			\$ 20,000.00					
Telephone & Internet	250.00		General Funds			782.00			1,032.00					
Utilities	250.00		General Funds			1,050.00			1,300.00					
Insurance			General Funds			500.00			500.00					
Printing			General Funds			400.00			400.00					
Marketing	500.00		General Funds			0			500.00					
Office Expenses			General Funds			400.00			400.00					
Equipment Repair			General Funds			345.00			345.00					
Replacement Equipment			2017 Grant - WVLTS			1,000.00			1,000.00					
Total	\$ 2,000.00					\$ 22,977.00			\$ 24,977.00					



Required Certifications for CDBG Public Services Activities Application

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

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

Madelon Jeffreys
Signature of authorized agency representative

1-30-2018
Date:

Madelon Jeffreys
Printed name

President
Title

Youngtown Community Fund Inc.
Organization





Exempt Organizations Select Check

[Exempt Organizations Select Check Home](#)

990-N (e-Postcard) filer Information

Tax Period:

2016 (05/01/2016 - 04/30/2017)

Employer Identification Number (EIN):

86-6056167

Legal Name:

YOUNGTOWN COMMUNITY FUND INC

Mailing Address:

11215-A W Nevada Ave
YOUNGTOWN, AZ 85363
United States

Doing Business As:

Gross receipts not greater than:

\$50,000

Organization has terminated:

No

Principal Officer's Name and Address:

Madelon Jeffreys
11215-A W Nevada Ave
YOUNGTOWN, AZ 85363
United States

Website URL:

Youngtown Community Fund, Inc

Additional 990-N (ePostcard) Filings:

If this organization has filed additional Forms 990-N (e-Postcards), link(s) to additional e-Postcard filings are displayed below. Click on the link(s) to see the information included in those filing(s).

[Tax Year 2008](#)

[Tax Year 2009](#)

[Tax Year 2010](#)

[Tax Year 2011](#)

[Tax Year 2012](#)

[Tax Year 2013](#)

[Tax Year 2014](#)

[Tax Year 2015](#)

[Return to Search Results](#)

[Return to Search Page](#)



**Town of Youngtown
12030 Clubhouse Square**

January 29, 2018

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

RE: Youngtown Community Fund, Inc. Medical Lending Center

To Whom It May Concern:

Since 1963, the Youngtown Community Fund has loaned durable medical equipment to area residents, for a short-term care need, at no cost. Many of our residents and the residents of the surrounding communities, are relieved to learn that the Community Fund is there to loan the equipment instead of them having to go out and purchase the equipment, which can be very costly! Many of their customers are on fixed incomes and they cannot afford to pay for this much needed medical equipment.

The Youngtown Community Fund has always operated with a regional mindset. They not only serve the residents of Youngtown, they also serve residents of Surprise, El Mirage and Peoria. During Fiscal Year 2015-2016, the Community Fund served 143 residents in Surprise. During Fiscal Year of 2016-2017, they assisted over 220 residents in Surprise and that number continues to grow.

This significant outreach is accomplished mostly through volunteers and a passion to serve those most in need, when they are going through a difficult time.

We are proud of the work of the Youngtown Community Fund and we hope you will support this organization that continues to make a significant impact to the communities we serve.

Thank you for your consideration!

Sincerely,

Jeanne Blackman
Town Manager

Youngtown AZ
May 4, 2017

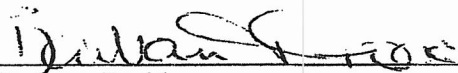
Youngtown Community Fund
11215 W Nevada Ave
Youngtown AZ 85363

Report of Audit

We have audited the accounts and records of the Youngtown Community Fund, Inc. for the period of January 1, 2016 to April 30, 2017 (changed from Calendar Year to Fiscal Year reporting), and have found them to be in proper balance and the records to be in good condition.

Copies of this report will be furnished for the Fund files and for each member of the Board.

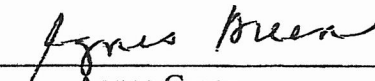
Respectfully submitted:



Barbara Todd



Diane Cordova



Agnes Green

Audit Committee

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 ☐ General Partnership ☒ Non-Profit (non-CHDO) ☐ Limited Partnership ☐ Public Housing Authority ☐ Limited Liability Company ☐ State Agency ☐ Corporation ☐ Local Government ☐ Tribal Government ☐ Council of Government			
Applicant's Qualifications:	Yes	No	NA
Drug Free Policies	X		
Fair Housing Policies			X
Equal Employment Opportunity Employer	X		

Project Description

Proposed Project Title:

Life Enrichment 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>Adults with disabilities</u> | |
| ☐ Fair housing activities | | |
| ☒ Services for senior citizens | | |

Describe the problem or need to be addressed by proposed project. (Please attach an extra sheet if needed): The US Census estimated in 2016 that the city is home to roughly 10,600 children under the age of five and more than 25,000 seniors. Research indicates that the first few years of a child's life are the most critical developmental years, and the quality of child care and/or preschool can play a pivotal role in the healthy development and later success of children. Research also shows that seniors overwhelmingly prefer to stay at home as they age – yet they often need support with basic daily activities in order to do this. And finally, the US Census shows us that poverty is an unmistakable need among so many Surprise residents: about 13,000 people in Surprise are in poverty (9.8% of the population) – which can deepen the challenges mentioned above. (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: A City of Surprise grant will provide assistance to Surprise residents, including Surprise Heritage District residents. Lucy Anne's Place (one of our Life Enrichment Centers), Wirtzie's Child Development Center, and our Home Delivered Meals (HDM) program operate out of Benevilla's headquarters in the Surprise Heritage District (16752 N. Greasewood Street). Our additional life enrichment day programs available to Surprise residents are located in Sun City and Peoria. (See Exhibit 2 for our Service area map.) Wirtzie's has received accreditation through the National Accreditation Commission and Lucy Anne's place is accredited with the Commission on Accreditation of Rehabilitation Facilities.

Targeted demographic population of the city: Benevilla's HDM program and our life enrichment day programs serve senior residents (age 65 and older), as well as adults who are ill or disabled. At our life enrichment day programs, we serve Surprise residents with a wide variety of daily care and medical needs, including those living with dementia/Alzheimer's disease, Parkinson's disease, injuries (from falls, etc.), and/or developmental disabilities. We also serve stroke survivors requiring physical therapy. On the other hand, Wirtzie's serves children ages 1 to 5, along with their parents and/or other caregivers. **Notably, 100% of the Surprise CDBG-funded subsidies will be restricted to low to moderate-income Surprise residents who participate in these programs.**

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

The goal of our **Life Enrichment Day Programs** is to improve the health and emotional well-being of seniors and adults with disabilities, and provide needed respite for their caregivers. Through these programs, we hope to accomplish the following outcomes: 1) Serve 70 Surprise residents at our day programs, five of whom will be the recipients of CDBG-funded subsidies; 2) 95% of day center members surveyed will report that the program's activities provided socialization and education opportunities; and 3) 90% of caregivers will report that their loved one's agitation at home has decreased due to involvement in the program.

Through our **Home Delivered Meals** Program, we will provide healthy and fresh meals to disabled and senior adults' homes in Surprise. We aim to: 1) Serve 380 clients, including 10 from Surprise, 5 of whom will receive CDBG-funded subsidies; and 2) Deliver a total of 17,000 meals, including 2,000 to residents of Surprise. At **Wirtzie's Child Development Center**, we will positively impact the cognitive, emotional, social and academic development of the young children we serve. In particular, we aim to: 1) serve 136 children who reside in Surprise, 25 of whom will receive CDBG-funded subsidies, and 2) provide intergenerational programs in partnership with our life enrichment day programs for a minimum of 4 times per week; and 3) ensure that 100% of the five-year-old children enrolled in our program graduate from Wirtzie's 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 directly 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. As mentioned previously, all of the CDBG provided subsidies will support services to low/moderate income individuals from Surprise, Arizona, and all funds will support the groups mentioned above: First, our Home Delivered Meals program serves seniors and disabled adults, alleviating food insecurity and enhancing nutrition among these groups. Our life enrichment day programs promote the independence of seniors and adults with disabilities by assisting with daily life activities and provide much needed respite to their caregivers. And finally, Wirtzie's reaches children ages 1-5, providing high quality learning experiences. (Exhibit 3 provides a detailed description 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 Sun City's aging residents. Our founders sought to help the community's senior residents obtain locally important services that when lacking can cause premature institutionalization or rapid decline in physical and mental well-being. At the time, the organization, named Sun City Area Interfaith Services, included only a handful of employees and 30 volunteers who helped with errands and home services. Today, our person-centered programs are supported by more than 700 volunteers and 150 employees.

In 2017, Benevilla provided more than 143,000 total acts of service. Benevilla staff: facilitated 160 free caregiver support group meetings with a total attendance of 1,470 individuals; provided information to 4,018 callers looking for assistance. During this same year, our volunteers: delivered 17,016 nutritious meals prepared at Birt's Bistro; shopped and delivered groceries more than 1,240 times; provided more than 2,620 escorted rides to seniors; and provided 29,605 total volunteer hours of service. (See Exhibit 4 for a full listing of our 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		
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 59% of Benevilla's total revenue and 88% 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 2017 donations in Exhibit 5 and funding source references in the attachments section).

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 has worked at Benevilla for 11 years and became our Vice President of Program Operations in 2016. Prior to her promotion to Vice President of Program Operations, she worked in the Life Enrichment Day Programs, first as an activity therapist and then as the Director of Life Enrichment, a position she held for more than five years, and then as the Senior Director of Enrichment for a year and a half. Ms. Allen earned a double Bachelor's degree in Corporate Recreation and Recreation Management and a Master's degree in Recreation Management from Northwest Missouri State University.
Name: Priscilla Tracy Title: Home Delivered Meals Coordinator FTE on This Project: 0.1	Ms. Tracy, who has worked in food services since 2004, has served as Benevilla's HDM coordinator since 2012. Prior to joining Benevilla's staff, she 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.
Name: Gwen A. Shawley Title: Director of Wirtzie's Child Development Center FTE on This Project: 0.25	With more than a decade of experience in the field of early childhood education, Ms. Shawley, who joined Benevilla's staff in 2013, has a wide range of experience in the field from preschool classroom teaching and training preschool teachers to assessing programs and directing nationally accredited programs. Ms. Shawley has a Master's Degree in Early Childhood Education from Grand Canyon University.

Project Cost												
Estimated Total Cost of Project:		\$3,849,975										
CDBG Funding Amount Requested for Project:		\$25,017										
Total Number of Units Served:		670 home delivered meals 25 days of life enrichment day services <u>750 full time childcare and 1,571 part time childcare</u> 3,016 total units of service										
Total Cost per Unit		HDM \$6.00 per unit for \$4,020 Life Enrichment \$40 per unit for \$1,000 Wirtzie's Full time childcare \$12 per unit for \$9,000 Wirtzie's Part time childcare \$7 per unit for \$10,997										
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				
		APS			2018			\$10,000				
		Gila River Indian Community			2017			\$10,000				
		Bank of America			2017			\$8,333				
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?		Each of these programs derive the majority of their funding from fees for service, including government contracts. We also fundraise to augment the budgets and subsidize care. Without City of Surprise 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-incomed 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 2018</u> Project completion date: <u>October 2019</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



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	\$0	Participant fees, government contracts, grants, donations	\$1,812,839	\$1,812,839
Employee taxes and benefits	\$0	Participant fees, government contracts, grants, donations	\$291,283	\$291,283
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

Participant Meals/Food	\$0	Participant fees, government contracts, grants, donations	\$520,016	\$520,016
Building/Equipment Maintenance	\$0	Participant fees, government contracts, grants, donations	\$158,938	\$158,938
Program Supplies	\$0	Participant fees, government contracts, grants, donations	\$48,015	\$48,015
IT/Software	\$0	Participant fees, government contracts, grants, donations	\$28,080	\$28,080
Contract Services	\$0	Participant fees, government contracts, grants, donations	\$26,160	\$26,160
Advertising/Website	\$0	Participant fees, government contracts, grants, donations	\$18,606	\$18,606
Interest Expense	\$0	Participant fees, government contracts, grants, donations	\$14,400	\$14,400
Printing/Postage	\$0	Participant fees, government contracts, grants, donations	\$6,618	\$6,618
Dues/Memberships	\$0	Participant fees, government contracts, grants, donations	\$5,850	\$5,850
Conferences/Education	\$0	Participant fees, government contracts, grants, donations	\$3,578	\$3,578

Travel/Mileage	\$0	Participant fees, government contracts, grants, donations	\$3,500	\$3,500
In-kind Expenses	\$0	Participant fees, government contracts, grants, donations	\$180,696	\$180,696
Depreciation	\$0	Participant fees, government contracts, grants, donations	\$197,268	\$197,268
G&A Allocation	\$0	Participant fees, government contracts, grants, donations	\$509,111	\$509,111
Total	\$25,017		\$3,824,958	\$3,849,975

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

1/29/18
Date:

Joanne Thomsen
Printed name

President/CEO
Title

Benevella
Organization

**Benevilla
City of Surprise CDBG Application
January 2018**

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	2017/18 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

**Benevilla
City of Surprise CDBG Application
January 2018**

**EXHIBIT 1
PROBLEM OR NEED ADDRESSED BY PROJECT**

Life Enrichment Day Programs

Disabled and/or elderly adults often have difficulty with the routine tasks of day-to-day life, such as preparing meals. In addition, they are often homebound, which can lead to a sense of isolation and/or depression. Seniors and individuals living with disabilities also experience diminished well-being when they feel overwhelmed from the daily struggle of dealing with medical conditions requiring ongoing medical assistance. Overall challenges including illness, disability or just aging, make living at home difficult for seniors. Yet the overwhelming majority of seniors want to remain in their homes rather than move to an assisted living facility. *Research conducted by the American Association of Retired People (AARP) shows that nearly 90% of seniors prefer to remain at home as they age.*

And for those who are able to care for themselves in their home, their quality of life often suffers without any human interaction and stimulating activities for long stretches of time. Arizona State University's Program for Sustainable Health at the Biodesign Institute reports that reducing seniors' isolation and loneliness is one of the key ways to improve their lives.

Benevilla's Life Enrichment programs provide the supportive services to elderly adults and individuals with disabilities that make it possible for them to continue living independently; and enriches the lives of those who otherwise may struggle with loneliness and isolation.

It should be noted that caregivers also encounter daily challenges in providing the level of care their loved ones need. Many elderly members' caregivers are also seniors themselves, some of whom have health issues or physical limitations of their own that make caring for their loved one difficult. According to the National Alliance for Caregiving and the AARP, 34% of U.S. caregivers are 65 years old or older and the number of hours dedicated to caregiving increases with the age of the caregiver. The Centers for Disease Control and Prevention (CDC) reports that the impact of providing care for an older adult includes: elevated levels of depression and anxiety, higher use of psychoactive medications, worse self-reported physical health, compromised immune function, and an increased risk of early death. Caregivers need respite and supportive services to help them cope and ensure they are taking care of their own health, so they, in turn, can better care for their loved one.

Providing the crucial and often constant care that their loved ones' need can be taxing emotionally, physically and even financially. The CDC estimates that 25% 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 CDC reports that 27% of caregivers report a moderate to high degree of financial hardship that result from caregiving. This is because without support, caregiving can have a significant impact on the caregiver's ability to work full time. The Caregiving in the U.S. 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.

As mentioned in our main application, 19% of Surprise residents (more than 25,000 people) are aged 65 and older and nearly 10% (13,000) of Surprise residents live below the poverty line. Based on population growth projections and Baby Boomers continued aging, Benevilla projects that our target population of seniors and disabled individuals and their caregivers will continue to grow in the years to come.

Home Delivered Meals (HDM)

"Benevilla really came to my rescue at a time that my right hip had calcified and broken from a 50-year-old auto accident that I couldn't stand or walk, so obviously, I couldn't cook my own meals. I called Benevilla and started their meal deliveries and never regretted it. The meals are balanced and healthy – and the food tastes good too! The volunteers who deliver are all so kind and courteous and always on time. And then once I had my operation and rehab was over, I could cancel the service as I no longer needed it. I hope I never have to go through another health problem, but if I do, I will again use Benevilla's home delivered meals."

– Ann, Home Delivered Meals Client

This quote illustrates not only the need facing so many seniors we serve, but the true impact that the Home Delivered Meals program can have for each person who participates in the program.

The American Association of Retired Persons (AARP) estimates that roughly 175,000 Arizona seniors face hunger every day. Food insecurity can lead to a variety of health issues. Feeding America indicates that food-insecure adults have an increased risk of developing diabetes, and

food insecurity is associated with a range of chronic illnesses such as hypertension, hyperlipidemia, and various cardiovascular risk factors. Meals on Wheels research indicates that among seniors who participate in meal-delivery programs like Benevilla's Home Delivered Meals:

- 81% report improved health;
- 92% indicate it helps them remain living at home; and
- 90% say they feel more safe and secure because of the program

Not only do these programs help improve the lives and independence of clients, but they also cut costs nationwide: seniors receiving meals report fewer falls, saving our nation \$31 billion dollars in medical costs each year. And notably, meal delivery services can provide food to a senior for an entire year for roughly what it costs for one day in the hospital.

Wirtzie's Child Development Center

"The early years of life are crucial for a child's health and development. In fact, 90 percent of a child's brain development occurs before kindergarten. The quality of care that children receive between birth and 5 years old impacts whether they will develop in healthy ways."

— First Things First "Building Bright Futures" Report (2017)

This quote from a report by First Things First – one of the leading local childhood development organizations – demonstrates the importance of the work that Wirtzie's Child Development Center does to foster healthy development in the years leading up to kindergarten. The reason this quality care is so pivotal is simple: First Things First reports that during the first few years of life, "a child's brain develops more, and more rapidly than at any other time." The report describes how genetics may play an important role in childhood outcomes, but research clearly states that the quality of a child's early experiences (good or bad) will shape how their brain develops, having lifelong implications on their health and likelihood of succeeding in school and life.

According to Getting Ready, a multi-state School Readiness Indicators Initiative, research indicates how educational achievement gaps exist early – even at the start of kindergarten – with low-income children falling behind their peers in language skills, as well as experiencing health and emotional problems that impact their ability to learn.

This is why we are so committed to providing quality early childhood experiences, such as preschool and child care, to all children, so that a strong foundation can be established for the future success of the children we serve. Among many important skills, First Things First says

that quality child care and preschool can help young children develop motivation and the ability to focus, and can also promote self-control and self-esteem. In addition, they find that high quality early care reduces the chance that a child will need special education services, and increases their likelihood of graduating high school.

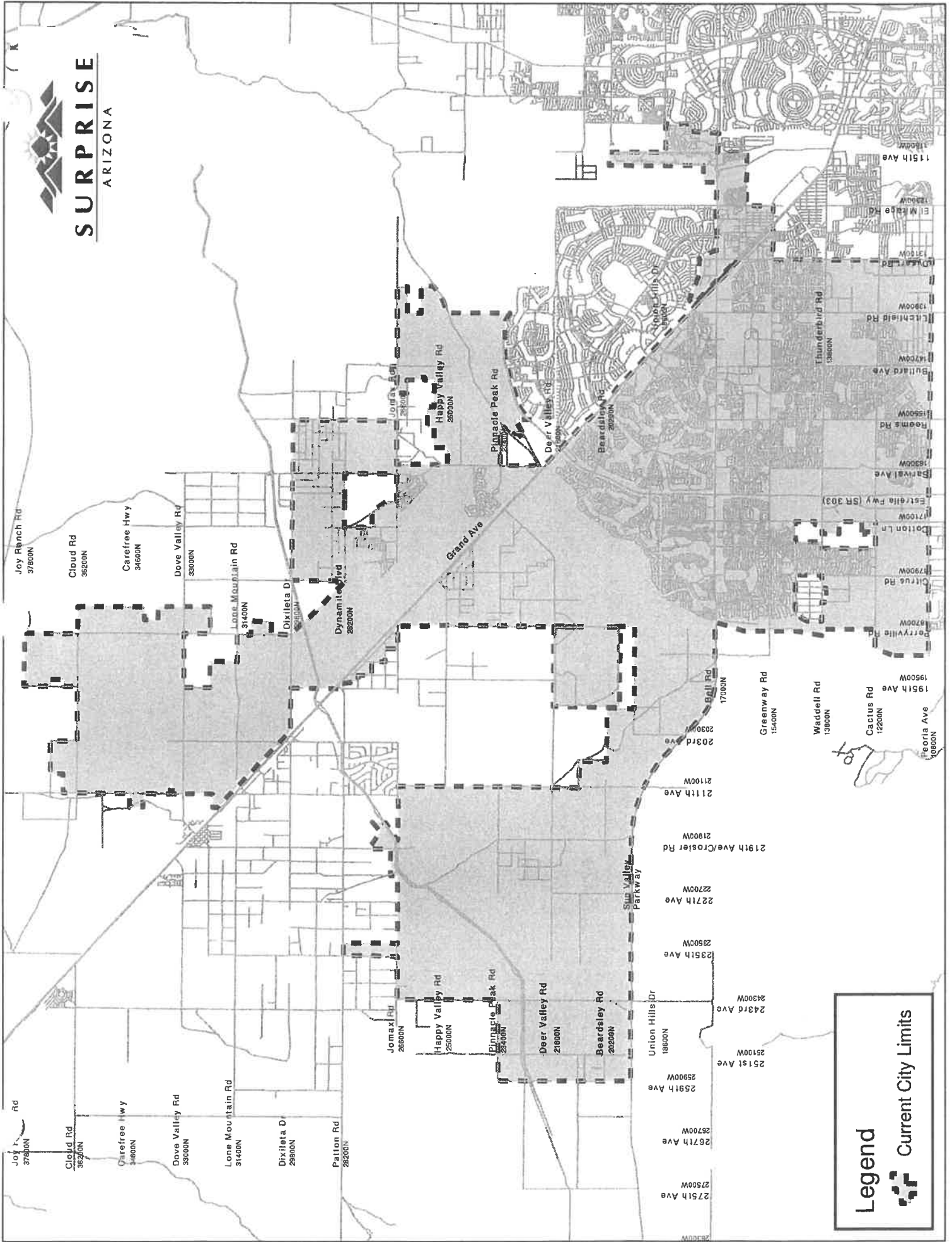
Benevilla
City of Surprise CDBG Application
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EXHIBIT 2
SERVICE AREA MAP



SURPRISE

ARIZONA



**Benevilla
City of Surprise CDBG Application
January 2018**

**EXHIBIT 3
PROGRAM DESCRIPTIONS FOR CDBG REQUEST**

Life Enrichment Day Programs

For more than 35 years, Benevilla has been successfully operating adult daytime care centers in the West Valley. In fact, Benevilla is the only licensed adult day healthcare services provider in Arizona to be accredited by CARF, the national Commission on Accreditation of Rehabilitation Facilities. In 2017, more than 381 individuals attended a Benevilla Life Enrichment Day Program, including 131 Surprise residents.

We currently operate five Life Enrichment Day programs that serve a combined 381 individuals annually. Lucy Anne's Place is located at our headquarters in Surprise, and our other programs are located in Sun City and Peoria. In 2017, our five programs provided more than 194,000 hours of service to the West Valley community.

Benevilla's Life Enrichment programs are daytime programs specially designed to serve the needs of older adults. Several of the program sites focus on individuals with dementia or intellectual and developmental disabilities. The program is also able to accommodate the needs of individuals with a variety of specialized needs, including stroke survivors and older adults with Parkinson's disease. Staff members adapt activities as needed for specific physical challenges to ensure all members are able to experience the program and its benefits. Importantly, these programs also provide much-needed respite for family members caring for their loved one. In fact, the support received through participation in the Life Enrichment programs often enables family members to prolong, or often eliminate, the need to place their loved ones in an assisted living or nursing home facility.

While at one of our Life Enrichment programs, members participate in physical, social and cognitive activities facilitated by our professional, caring and compassionate staff, as well as basic medical care and maintenance. Once enrolled in the program, each member's health and activity goals are determined by the caregiver, member, and our interdisciplinary team. Each day that the member attends our program, progress is made toward achieving their goals.

Life Enrichment program activities include: Group Exercise; Socialization through games, discussion groups, entertainment, outings, arts & crafts; and Cognitive Stimulation through

brain games, cards, puzzles, and more. We provide the latest in proven therapeutic methods for increased levels of happiness and engagement for all members. Programs such as Laughter Yoga, Tai-chi, Creative Aging, and Purposeful Exercise are just a few of the ways we seek to bring enjoyable and meaningful activities to our programs. In addition, members enjoy our unique artist-in-residence program or a visit from a BenePets therapy pet – all in an effort to offer a wide array of enriching opportunities for personal growth and interaction with others. Members receive high-quality, diet-specific (i.e. heart healthy, diabetic), dietician-approved healthy meals each day from our own Birt's Bistro.

Our programs are home-like, friendly and specially designed to best serve member needs. We offer services such as spa-like showers and assisted bathing, so caregivers don't have to handle this sometimes difficult task on their own. The setting for all services of this nature are comfortable and relaxing and all Benevilla Life Enrichment programs are staffed by sensitive, well-trained personnel whose first priority is the comfort of program members.

In addition, Benevilla offers a monthly caregivers' support group in the evening while loved ones are cared for by program staff, to provide caregivers with the encouragement and assistance they need to care for their loved one. Caregivers are also provided with a Caregiver Coach who helps families develop contingency plans and provides additional support to caregivers on a one-on-one basis.

Home Delivered Meals Program

Benevilla's Home Delivered Meals (HDM) program provides healthy, fresh meals to residents in Phoenix's West Valley who have difficulty grocery shopping and/or cooking their own meals. HDM clients are typically seniors or adults recovering from a significant illness, surgery or injury. In 2017, this program delivered 17,016 hot, healthy meals to 387 clients, 38 of which were City of Surprise clients and 8 received funding through Benevilla's City of Surprise CDBG funding.

These meals are prepared by culinary-trained chefs at Benevilla's Birt's Bistro and are approved by a Registered Dietician with a goal to improve the health of local residents. These meals are well-rounded and include an entrée, starch, vegetable, soup or salad, bread, beverage and dessert. Volunteers deliver the meals year-round, Monday through Friday. And to better serve local residents, on November 1, 2017, we began including a daily "Lunch and Dinner Combo" option in which the client receives a regular hot lunch, as well as a cold meal (i.e. a sandwich, wrap or salad with a small side) they can eat later for dinner. Clients can also request meals for the weekend to be delivered on Fridays, and HDM is proud to be the only meal service provider who delivers free dinners to clients on Thanksgiving and Christmas.

HDM is not just a meal delivery service – it is a person-centered outreach designed to provide meaningful, engaging interaction with a caring volunteer. These volunteers spend some time with the recipients, conducting a general well check (they address the client by name, ask how they are doing, and engage in a short social time while observing the client's overall appearance, environment and behavior). While our volunteers are not trained to provide medical assistance, they can call for emergency personnel if needed or call Benevilla's Home Delivered Meals program coordinator to alert to a situation of concern for further follow up. Utilizing volunteers keeps our program budget low as the only cost for delivering the meals is a modest mileage reimbursement to the volunteers. In fact, in 2017, these dedicated volunteers donated more than 5,284 hours of service to the HDM program, which is valued at more than \$127,550 by The Independent Sector. And although this is a fee-based service, clients can request need-based subsidies.

Wirtzie's Child Development Center

In an effort to ensure children living in the West Valley are prepared for kindergarten, Wirtzie's Child Development Center provides quality, education-based, licensed and accredited childcare. This educational program is designed to provide age-appropriate, child-driven activities in an exciting learning environment that inspires children between the ages of 1 to 5 to learn through play. At Wirtzie's, children develop their social, physical, cognitive, and language skills in a safe and nurturing environment, enabling them to succeed in kindergarten and beyond. In 2017, 160 children attended Wirtzie's Child Development Center, including 136 children from Surprise, 26 of whom received City of Surprise CDBG funding.

The curriculum featured at Wirtzie's combines the strongest aspects of Montessori, Creative and Reggio Emilia curricula with current best practices in early childhood education. Wirtzie's has received accreditation through the National Accreditation Commission and is going through the process to become a Quality First program through First Things First.

At Wirtzie's, children receive hot, nutritious meals and snacks daily, and the Center is open from 6:30 a.m. to 6:00 p.m. on Monday through Friday. Our facility features childcare and preschool 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 these classes, children come together with the elderly adult population attending our Lucy Anne's Life Enrichment Day Program for activities, such as working together to maintain a garden, reading, singing, creating art projects, performing plays or playing games.

Inspired by the leading research about the importance of positive, nurturing, enriching care during the early years, we aim to provide each child at Wirtzie's Child Development Center with

a stimulating, developmentally-appropriate learning environment that lays the foundation for a healthy, successful life.

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 intellectual and developmental disabilities in the West Valley. **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.**

Working to be inclusive in all we do and person-centered in every aspect of our organization, Benevilla provides a continuum of care that promotes independence and instills a sense of dignity and self-empowerment. We recognize that caring for the needs of dependents (senior adults, minor children, and individuals with intellectual disabilities) reaches beyond the individual to the entire family. In addition to serving our dependent clients, we also offer a variety of programs to address the ongoing and changing needs of caregivers and families.

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. The program also offers free Caregiver Support Groups to help community members navigate the journey of being a caregiver.

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.

A sampling of the awards we have received that illustrate our success and impact in the community since 2014 include: 12 News Who Care Honoree, Most Admired Business Leader Award from the Phoenix Business Journal, Westmarc Best of the West Award for Quality of Life Enhancement, City of Surprise Chamber of Commerce Legacy Award for Nonprofit of the Year, Virginia G. Piper Charitable Trust's Encore Prizes for Exceptional Organizations, Peoria Chamber of Commerce Nonprofit of the Year Award, and Generations United's America's Best Intergenerational Community.

Benevilla
City of Surprise CDBG Application
January 2018

EXHIBIT 5
2017/2018 GRANTS*

Life Enrichment Programs

- City of Peoria - \$70,000
- Kemper and Ethel Marley Foundation - \$50,000 (new furnishings for the program sites)
- Arizona Commission on the Arts - \$1,500 (creative aging programming)
- Gila River Indian Community - \$10,000 (creative aging programming)
- City of Surprise - \$920

Home Delivered Meals

- APS - \$10,000
- Bank of America - \$8,333
- City of Surprise - \$3,990

Wirtzie's

- City of Surprise - \$10,802

*Please note these grants are for the preceding 12 months. We are just now raising funds for the City of Surprise 2018/19 Fiscal Year.

Benevilla
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January 2018

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

Benevilla

City of Surprise CDBG Application

January 2018

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 2018

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.

Attachment 2

Letters of Commitment for Leveraging Resources



Benevilla®

Cultivating Caring Communities

16752 N Greasewood St | Surprise AZ 85378

PO Box 8450 | Surprise AZ 85374

Phone: (623) 584-4999 | Fax: (623) 546-1589 | TTY: 711

January 30, 2018

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

Dear Ms. Rubio:

Benevilla's Board of Directors and staff works diligently throughout the year to raise much needed funds for our comprehensive set of programs. While some of the donations and grants we receive are designated to a particular program or restricted to providing subsidies, often the donations are unrestricted. This provides Benevilla with the flexibility to allocate the unrestricted funds to the programs that need additional support the most. Each year, Benevilla raises approximately \$1,200,000 in unrestricted funding. As needed and as available, Benevilla pledges to utilize a portion of these funds to support the Life Enrichment Day Programs, Home Delivered Meals and Wirtzie's Child Development Center should the programs earned income and designated donations/grants fall short of the required program funding.

Should you have any questions about this request, please do not hesitate to contact me at (623) 584-4999. I thank you in advance for your thoughtful consideration of this request.

With much appreciation,

Joanne Thomson
President and CEO



City of Peoria

**PLANNING AND COMMUNITY DEVELOPMENT
NEIGHBORHOOD AND REVITALIZATION**

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

October 19, 2017

Joanne Thomson
President/CEO
Benevilla
16752 N. Greasewood Street
Surprise, AZ 85378

Re: Fiscal Year 2018 CDBG Agreement

Dear Joanne:

The City of Peoria recently received Community Development Block Grant funds from the U.S. Department of Housing and Urban Development (HUD). These funds have been awarded to the City to assist local not-for-profit partners in conducting vital activities within the community.

These funds include a budget of \$70,854.00 for Benevilla to provide the Peoria West Valley Life Enrichment Day Program. This is a direct result of both your application for funding and its subsequent review and approval by the City of Peoria's Council Not-For-Profit Community Development Grant Subcommittee. **Please note the funding provided must be expended by June 30, 2018.**

Enclosed please find a copy of the Grant Agreement for your review and signature. Please review, sign and return the agreement to the following address:

**City of Peoria
Planning & Community Development
Attn: Debbie Stone-Muller
9875 N. 85th Avenue
Peoria, AZ 85345**

A copy of the agreement will be sent to you after all signatures are obtained. No funds will be released until the signed agreement has been returned to the City.

VENDOR BER	55854	GROUP CODE	12-SPC	CHECK AMOUNT	10000.00	CHECK NUMBER	32160366
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VENDOR NAME	BENEVILLA	DATE	11/20/2017	PAGE NUMBER	1 of 1
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Invoice Information

Date	Number	Description	Amount	Discount	Net Amount
11/15/2017	20758	HOME DELIVERED MEALS PROGRAM	10,000.00	0.00	10,000.00



P.O. BOX 53940 * PHOENIX AZ 85072-3940

JPMorgan Chase Bank, N.A.
Columbus, OH
56-1544/441Check No: 32160366
Date: 11/20/2017

Ten Thousand Dollars and 0 Cents

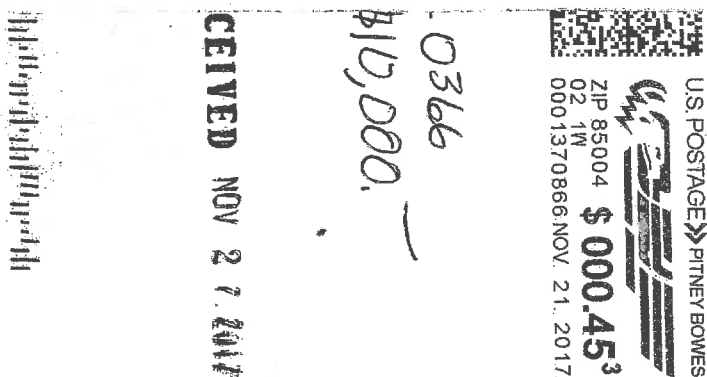
PAY TO THE ORDER OF:

Amount: \$10,000.00
VOID IF PRESENTED MORE THAN 90
DAYS FROM DATE OF ISSUEBENEVILLA
PO BOX 8450
SURPRISE AZ 85374

Authorized Signature

⑈32160366⑈ ⑆044115443⑆

844012914⑈



Total	\$10,000.00
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9 or SVillanueva@benevilla.org if you have questions

GILA RIVER INDIAN COMMUNITY

Executive Office of the Governor & Lieutenant Governor

"Putting Our People First"

Stephen Roe Lewis
Governor



Monica Lynn Antone
Lieutenant Governor

NOTICE OF GRANT AWARD

October 19, 2017

The Honorable Cathy Carlat
Mayor of the City of Peoria
8401 W. Monroe Street
Peoria, AZ 85345

Dear Mayor Carlat,

The Gila River Indian Community is pleased to inform you that your grant application to the State Shared Revenue Grants Program for Benevilla has been approved as follows:

Approval Date:	10/18/2017
Project Title:	Life Enrichment Centers - Creative Aging Programs
Award Amount:	\$10,000.00
Grant Term:	10/18/2017 - 10/17/2018 1 year
Annual Payment Amount:	\$10,000.00

Enclosed for your records is a signed resolution authorizing the approval of this grant by the Gila River Indian Community Council. A check for your 2017 grant amount will be mailed to the municipality under separate cover and required reporting information will be mailed to the organization contact person listed on the grant application.

Congratulations on your award. We are excited about the opportunity to assist you in your efforts to provide meaningful services for the benefit of citizens in the State of Arizona.

Sincerely,

Stephen R. Lewis, Governor
Gila River Indian Community

cc: Joanne Thomson, President and CEO

Sara Villanueva

Subject:

FW: Bank of America Charitable Foundation Application Update

-----Original Message-----

From: do_not_reply@cybergrants.com [mailto:do_not_reply@cybergrants.com]

Sent: Tuesday, June 13, 2017 11:04 PM

To: Michelle Dionisio <US2009-MDionisio@SSBCUSA.local>

Cc: karen.m.kemp@bankofamerica.com; trisha.constas@bankofamerica.com

Subject: Bank of America Charitable Foundation Application Update

June 14, 2017

Ms. Michelle Dionisio
Sun City Area Interfaith Services
16752 N. Greasewood St.
Surprise, AZ 85378-4362

Dear Ms. Dionisio:

The Bank of America Charitable Foundation, Inc. is pleased to provide a grant to Sun City Area Interfaith Services in the amount of \$25,000.00 for the purposes outlined in your grant request dated 02/03/2017.

The funds awarded will be transferred to you via Automated Clearing House (ACH) and will be reflected as BAC_FDN in your account. You should expect to receive this payment within 7-10 business days. Please communicate this gift to the person who manages the bank account you provided for ACH payments.

Bank of America is lending, investing and giving in local communities like yours in order to advance local economies and create positive change. Providing support to organizations like Sun City Area Interfaith Services, that are providing critical services and programs are just one of the ways we are helping improve the quality of life in the communities we serve.

This grant is subject to the terms and conditions accepted through your application. In addition, the Foundation may request further information regarding your organization and this grant as agreed to in your grant application. Thank you for your commitment to the community.

Sincerely,

The Bank of America Charitable Foundation, Inc.

The reference code for this application is Request ID: 32882463

CG/JMAIL/103129325

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:	The Potter's House Surprise																
Contact Person:	Jaime Duarte																
Contact Person Title:	Director																
Mailing Address:	P.O. BOX 7213, SURPRISE, AZ 85374																
Street Address (if different from mailing):	15646 N. VERDE ST, SURPRISE, AZ 85378																
Phone:	623-640-8818																
Fax:	623-218-1209																
E-mail:	pottershousekids.surprise@gmail.com																
Website URL (if applicable):																	
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																



ATTACHED DOCUMENTS PAGE 1

THIS PAGE ADDRESSES PAGE 6 OF 14 OF APPLICATION

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

The most recently adopted plan identifies youth's needs, development and priority concerns for revitalizing Old Town Surprise. Assisting ages 8 to 21. Our concerns also highlight a youth mentoring program, hands on training in audio/visual, carpentry, landscaping and musical instruments. English language classes offered to all ages. We are committed to helping youth and teens that come from broken families such as fatherless and/or motherless homes as well as assisting dual parental working family homes.

- The U.S. Department of Health and Human Services states, "Fatherless children are at a dramatically greater risk of drug and alcohol abuse." There is significantly more drug use among children who do not live with their mother and father.

- Children of single-parent homes are more than twice as likely to commit suicide.

- 71% of high school dropouts are fatherless; fatherless children have more trouble academically, scoring poorly on tests of reading, mathematics, and thinking skills; children from father-absent homes are more likely to be truant from school, more likely to be excluded from school, more likely to leave school at age 16, and less likely to attain academic and professional qualifications in adulthood.

- Being raised by a single mother raises the risk of teen pregnancy, marrying with less than a high school degree, and forming a marriage where both partners have less than a high school degree.

We, as an organization, are focused on revitalizing the community of the original town site of Old Surprise. The D.R.E.A.M team at The Potter's House will assist the city of Surprise meet its long term goals by establishing and providing fundamental programs that are crucial to building a better community and enhancing the future of at risk youth, teens and adults.

The primary area of program delivery is youth services. Keeping youth and teens from becoming at risk and / or keeping them away from situations that would put them at risk. The proposed youth programs will entice youth off the streets and out of situations that would lead them to getting in trouble after school, on weekends and during unsupervised school breaks this will help to develop good habits, and strengthen core values. We will use community outreach and servicing the community to learn new skills, increase healthy behaviors, and develop interests in assisting their families, peers and neighborhoods. Youth and teens will receive after school tutoring, assistance in personal goal setting, planning for the future by furthering education (high school, college), and identifying career interests. D.R.E.A.M will offer educational and hands on training in the video and audio field by setting up audio/video equipment for community presentations and setting up musical instruments for live band concerts. D.R.E.A.M also offers weekly English classes to the community to further language skills for educational and employment advancement.

Studies completed by Dr Randall Grayson, in his book entitled At-risk Youth & Resilience Factors shows the following statistics:

Students from low income, low skill, low education families are twice as likely to drop out as students from affluent families. 77% of 8th graders report having used alcohol. 13.5% have had more than 5 drinks in the last two weeks. 30% of young adolescents have had sex by age 15. According to the ADHS Bureau of Public Health in 2013 there are 1,169 teenagers ages 15-17 who gave birth and 41 teenagers between the ages of 10-14 gave birth in Maricopa County alone.

In addition high school students face a wide range of challenges including limited support and academic struggles which place them at risk of dropping out. The long term effect of dropping out of school is costly to the future of these teens. According to the U.S. Census Bureau, the average income of a dropout is 40% less of than a typical high school graduate and about 60% less than those who graduate college with a bachelor's degree. According to a study completed by Nonwestern University of drop-outs between the ages of 16-24, incarcerations are 63 times higher than those who are college graduates. This is due to the fact that drop-outs are exposed to much more socioeconomic situations that are often gateways to crime. Our programs combine outreach, mentoring, hands on training and leadership and character development that will equip the youth of Old Town Surprise with the habits that will assist them in everyday life, academic progress, and positive attitudes needed for future success. The majority of people serviced to be served reside within Old Town Surprise. The Potter's House already serves a group of students from the area and anticipates that the youth and young adults taking advantage of the proposed project will succeed at in life at a higher rate. Without intervention and assistance to the at risk population will cause increase down turn of the community and affect the futures of the residence of Old Town Surprise.

Providing these programs will help create a foundation of fundamentals as well as help them succeed in academics as well as moral growth and help mold them into successful, independent adults. Without these skills youth will not make conscious decisions, utilize time and skills wisely in or outside of school, at home or in the future.

According to a survey done among a group of parents, lack of funding, time, and resources led to youth and teens failing in school and making sound decisions. Funding to the D.R.E.A.M. program with an emphasis on academics and time management will not solve all of a youth/teens problems but can attribute to bettering one's education, career, and life, laying a foundation of a moral building and decision making with positive repercussions.

ATTACHED DOCUMENTS PAGE 2

THIS PAGE ADDRESSES PAGE 6 OF 14 OF APPLICATION

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

The Potter's House Surprise / D.R.E.A.M. is located within the Old Town Surprise area near Verde Street and Grand Avenue.

The Potter's House serves Any resident of Surprise or surrounding areas (El Mirage, Youngtown, etc..) may attend any services offered. but The Potters House D.R.E.A.M team will advertise heavily within the Old Town Surprise area which is our main focus due the location being our home base and center of service.



Targeted demographic population of the city: According to the 2010 Census, Old Town Surprise has an 88% minority population. 36% of the family population lives in poverty. Less than 75% of the households have a high school diploma or less. The crime rate in Old Town Surprise exceeds the rate of the surrounding Surprise. Majority of the crimes committed were drug or alcohol violations, theft, burglary, substance abuse and property crimes, All which are typical crimes of poverty. Often the last chance a community has to break the cycle is through programs such as mentoring , education assistance, role modeling and character education..

Proposed Measurable Outcomes – Please provide an outcome statement to be achieved through the use of CDBG funding: The Potter's House D.R.E.A.M. team will increase awareness in leadership, develop people and social skills, audio / visual presentation skills, English language and hands on activity skills such as musical instruments, drama, puppets, and community beautification. TUESDAY: Youth and Parent Counseling - all ages
WEDNESDAY: Outreach and Faith Services - all ages
THURSDAY: MUSIC LESSONS (PARTNERING WITH: MUSICAL SURPRISE)
FRIDAY: Mentoring - ages 8 to 21
SATURDAY: Community Outreach Program - all ages
Evening Session Audio Video training puppets show Public Presentations

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

SEE PAGE 3 OF ATTACHED DOCUMENT....

ATTACHED DOCUMENTS PAGE 3

THIS PAGE ADDRESSES PAGE 7 OF 14 OF APPLICATION

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

Consolidated Plan: This plan includes developing additional resources, facilities, and providing public services through The Potter's House non-profit organization with a history of involvement in its community. The D.R.E.A.M. team is excited to continue to provide recreational and educational opportunities to the community. Compliance with CDBG national] Objectives: The Potter's House addresses the youth services objectives of the CDBG National Objectives and impacts two others: Recreation and Education Programs. This is completed by offering free programs (such as educational and supportive classes) rarely offered in the Old Town Surprise area. Evidence suggests that by providing accessible educational and skill learning programs to youth can reduce crime and poor choices by replacing their free time with a structure of supervision and guidance that will further knowledge and experiences rather than place them in at risk situations.

Our first objective will provide youth in this impoverished area a safe, free and enjoyable supervised alternative to unsupervised free that often leads to crime and poor choices. This can be measured by tracking participation rates and comparisons of the times of crimes committed and the scheduled program times.

The second objective is to increase students academic and life skills knowledge. These activities are will help them expand their knowledge with real world experiences. Most students living in poverty do not have access to these specific types of support, including positive interaction and engagement.

Organizational Capacity

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

The Potter's House has been in the community for over 9 years. The Potters House is an affiliate of THE DOOR CHRISTIAN FELLOWSHIP SURPRISE INC, A NON PROFIT. THE POTTERS HOUSE is a place where all those who enter are seen as an opportunity to mold, mentor and guide. It has a steady flow of youth and teens that are involved with the current services offered. We currently provide Mentoring, community outreach, and English language classes.

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)

SEE ATTACHED LETTER....



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: Jaime Duarte Title: Director/Lead Mentor FTE on This Project: 4 years	Pastor, Youth coach, audio visual instructor, and outreach planner.
Name: Audrey Canez Title: Instructor FTE on This Project: 2 years	Drama, puppets show, and live presentations youth mentor...
Name: Elena Duarte Title: Educational Mentor FTE on This Project: 4 years	Sets up Curriculum for classes and plans out activities...
Name: Andrew Gonzalez Title: Coach/ Security FTE on This Project: 1 year	Public safety, retired firemen City of Glendale.
Name: Xavier Canez Title: Youth Mentor FTE on This Project: 4 years	Children's Ministry, Transportation...
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:	\$ 23,500.00		
CDBG Funding Amount Requested for Project:	\$ 18,500.00		
Total Number of Units Served:	150		
Total Cost per Unit	\$ 156.66		
Total CDBG Cost per Unit	\$ 123.33		
Amount and Source of Other Funds Leveraged for Project: (Please submit proof of other funding sources)	Source	Year	Amount
	The Door Fellowship	2018	6500.00
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	Utilize current donations and seek further grants as well as develop sponsoring partnerships to continue program.		
If your project is not fully funded, will your organization be able to implement project with partial funding?	Yes, but with a revised plan.		

Project Timeline												
Project start date: 12/01/2017						Project completion date: 11/30/2018						
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)											
Outreach Community Program	x			x			x			x		
Purchase supplies		x			x			x			x	
Renovations to building							x					
Purchase Van for transport				x								
Musical presentation							x					
Equipment furnishings									x			

		Proposed Budget												
Specific Cost Item/Description	CDBG Amount Requested	Other Funds Source		Other Funds Amount		Total Amount CDBG + Other Sources								
Outreach	\$ 1400.00	The Door		\$ 600.00		\$ 2000.00								
Musical Lessons	\$640.00	The Door		\$640.00		\$1280.00								
12 Passenger Van	\$4000.00	The Door		\$1000.00		\$5000.00								
Building repairs	\$7500.00	The Door		\$1500.00		\$9000.00								
Youth Athletics	\$1000.00	The Door		\$260.00		\$1260.00								
Equipment Furnishings (Instruments) (Audio Video upgrade) (Uniforms) (Props and puppets)	\$3960.00	The Door		\$1000.00		\$4960.00								
Total	\$ 18500.00			\$5000.00		\$ 23500.00								



Required Certifications for CDBG Public Services Activities Application

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

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


Signature of authorized agency representative

01/29/2018

Date:

Jaime Duarte

Printed name

Director

Title

The Potters House/ The Door Christian Fellowship, Surprise
Organization

STATE OF ARIZONA

Department of State



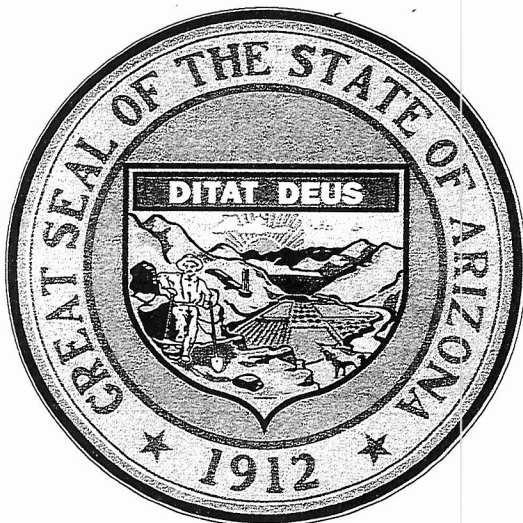
TRADE NAME CERTIFICATION

THE POTTER'S HOUSE, CFM SURPRISE

I, Michele Reagan, Secretary of State, do hereby certify that in accordance with the Trade Name Application filed in this Office, the Trade Name herein certified has been duly registered pursuant to Section 44-1460, Arizona Revised Statutes, in behalf of:

THE DOOR CHRISTIAN FELLOWSHIP, SURPRISE
16836 N. 152ND LANE
SURPRISE AZ 85374-

9/17/2015 Application



Registration Date: 09/17/2015

Expiration Date: 9/17/2020

Date First Used: 8/15/2014

Trade Name No.: 630274

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the State of Arizona. Done at Phoenix, the capitol, this 17 day of September, 2015.

Michele Reagan

MICHELE REAGAN

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

APR 16 2015

THE DOOR CHRISTIAN FELLOWSHIP
SURPRISE
C/O JAIME DUARTE
16836 N 152ND LN
SURPRISE, AZ 85374

Employer Identification Number:
46-5196644

DLN:

17053308370024

Contact Person:

CHITRA MAMLATDARNA

ID# 52471

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

170(b)(1)(A)(i)

Form 990 Required:

Yes

Effective Date of Exemption:

February 28, 2014

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,



Director, Exempt Organizations

Letter 947



The Door Christian Fellowship, Surprise

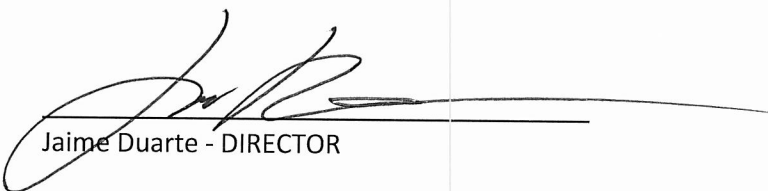
Date: January 29, 2018

To: Whom it may concern
Re: The Potter's House

The letter is in regards to THE POTTERS HOUSE SURPRISE. THE DOOR CHRISTIAN FELLOWSHIP SURPRISE is the funding source for THE POTTERS HOUSE SURPRISE. We as a nonprofit organization pledge resources specifically for the funding of THE POTTER'S HOUSE SURPRISE. We have up to \$5000.00 available to the fund the needs of THE POTTERS HOUSE SURPRISE...

I thank you for your time and efforts if you have any questions please feel free to contact me at (623) 640-8814

Sincerely,



Jaime Duarte - DIRECTOR

15646 N. Verde St. Surprise, AZ 85378 MAILING: PO Box 7213, Surprise, AZ 85374
Phone: (623) 640-8814 - Email: surprise.cfm@gmail.com



Stardust Foundation Campus
2831 N. 31ST Ave.
Phoenix, AZ 85009

Surprise
13050 W. Elm St.
Surprise, AZ 85378

Flagstaff
201 E. Birch Ave. Suite 14
Flagstaff, AZ 86001

January 29, 2018

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

Dear Ms. Rubio,

We are so grateful to City of Surprise for its ongoing support as we work to assist hungry Arizonans. I am writing today to ask the City of Surprise for a grant of \$15,000 to support St. Mary's Food Bank Alliance's (St. Mary's) Emergency Food Box Program. The program is designed to provide food assistance to City of Surprise residents who are experiencing a short-term emergency, like a fire, flood or unexpected layoff.

As you know, 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 the state's largest food bank and 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.

I have enclosed our completed application form, along with the required attachments. If you have any questions or need any additional information, please call Lisa Notaro, Chief Development Officer, at 602-343-3146. Thank you, again, for your ongoing support and cherished partnership.

Warmly,


Tom Kertis
President & Chief Executive Officer

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. 31 st 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:			
☐ 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: <table border="0" style="width: 100%;"> <tr> <td style="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="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>Hunger Relief</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>Hunger Relief</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>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 41 million Americans face hunger every day, including 13 million children and more than 5 million seniors. 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 more than 1 in 10 residents live in poverty. The problem is worse for children in Surprise, with more than 16%, or 4,883, living below the poverty level. Nearly 4%, or 4,695 of all Surprise residents, have incomes that are below 50% of the poverty level. The state's hunger rates also are higher than national averages: 17.1% of Arizonans are food insecure, compared to 15.4% nationally; and 26.8% of Arizona children face hunger, compared to 20.9% 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 Attachment 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 13,250 emergency food boxes to Surprise residents in Fiscal Year 2018/19. Each food box contains a three-day supply of food to people in crisis, so these food boxes will provide at least 119,250 meals to help food-insecure Surprise residents while they recover from their emergency situation. A grant of \$15,000 from the City of Surprise will provide 2,143 of these food boxes or at least 19,287 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 to be served through the Emergency Food Box Program includes these high-priority targeted individuals: veterans, low- and moderate-income individuals, 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 and other residents, disabled adults, in a crisis situation who often use their food budget dollars for crisis-related expenses. The provision of an EFB helps them when they do this and/or supplements their finances by ensuring they do not have to purchase meals when they are in a crisis and their funds are 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, celebrated its 50th anniversary of service in 2017. Started by John van Hengel in December 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 nearly 87,000,000 pounds of food to its partner agencies, which used it to prepare meals and more for thousands of low-income, hungry Arizonans. This was nearly a 18% 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: Tom Kertis Title: President and CEO FTE on This Project: .10	Tom Kertis serves as President and Chief Executive Officer of St. Mary's Food Bank Alliance. He began volunteering at St. Mary's in 2004 and joined the organization's Board of Directors in 2013. As Chairman of the Board Mission and Means Committee, Tom helped shepherd the organization through the economic recession and record food distribution. Tom previously served as the Phoenix division president for privately held U.S. Foodservice, now U.S. Foods, and has 36 years of experience in the food sales and management industry. Originally from Pittsburgh Pennsylvania, Tom earned an MBA degree from the University of Pittsburgh and a bachelor's degree from Indiana University of Pennsylvania. Diminishing the number of Arizona children facing food insecurity is among Tom's highest priorities, as well as accelerating St. Mary's capabilities to fill the increasing need within our community. When not out of the office spending time with donors, clients, agencies and team members, Tom can be found mountain biking or golfing. He has three children and lives in Chandler.
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	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

FTE on This Project: .10	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: Duane Lawson Title: Chief Operating Officer FTE on This Project: .70	Duane Lawson is a diverse, accomplished, energetic, and results-oriented Senior Distribution and Logistics Executive with excellent communication skills and years of success building high-performance organizations driven to optimize service, profit and sustained growth. He has strong people and team leadership skills and the ability to plan, direct, and execute the requirements to meet or exceed the goals and objectives of St. Mary's. He is qualified to manage a wide variety of food distribution facilities including: design and construction, start-ups, shut downs, profit turnaround, rapid growth expansion, and integration of warehouse/transportation system applications. He has been employed by numerous food service companies including Performance Food Group, United Natural Foods, U.S. Foodservice, now U.S. Foods, Shamrock Foods Company and Kraft.

Project Cost			
Estimated Total Cost of Project:	\$126,692		
CDBG Funding Amount Requested for Project:	\$15,000		
Total Number of Units Served:	2,143		
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 2018/19, as it still is raising funds for FY 2017/18. However, it will raise the balance of funds in order to leverage a City of Surprise grant from individual, foundation, and other funders as it successfully has done since the program was operational. While we do not yet have their grant commitments for 2018/19, based on current discussions	Source	Year	Amount
	Bank of America	2018/19	\$30,000
	American Express	2018/19	\$50,000

and relationships, we are confident the two funders to the right will provide grants in FY 2018/19 that can be used to leverage a City of Surprise grant			
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 food that is needed in the EFBs, but is not donated in sufficient quantity, to ensure each has a good balance of food rich in vitamins, minerals, etc. for the people served.		

Project Timeline

Project start date: July 1, 2018 **Project completion date:** June 30, 2019

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

Program Schedule

Major Program Activities:	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
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
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

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	\$10,000	Individual, and other private donations	\$16,535	\$26,535
Vehicle expenses to pick up donated and purchased food and deliver it to the Surprise warehouse	\$5,000	Individual, and other private donations	\$10,352	\$15,352
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	\$15,000		\$116,692	\$131,692
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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

01-30-2018

Date:

Tom Kertis

Printed name

President and CEO

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

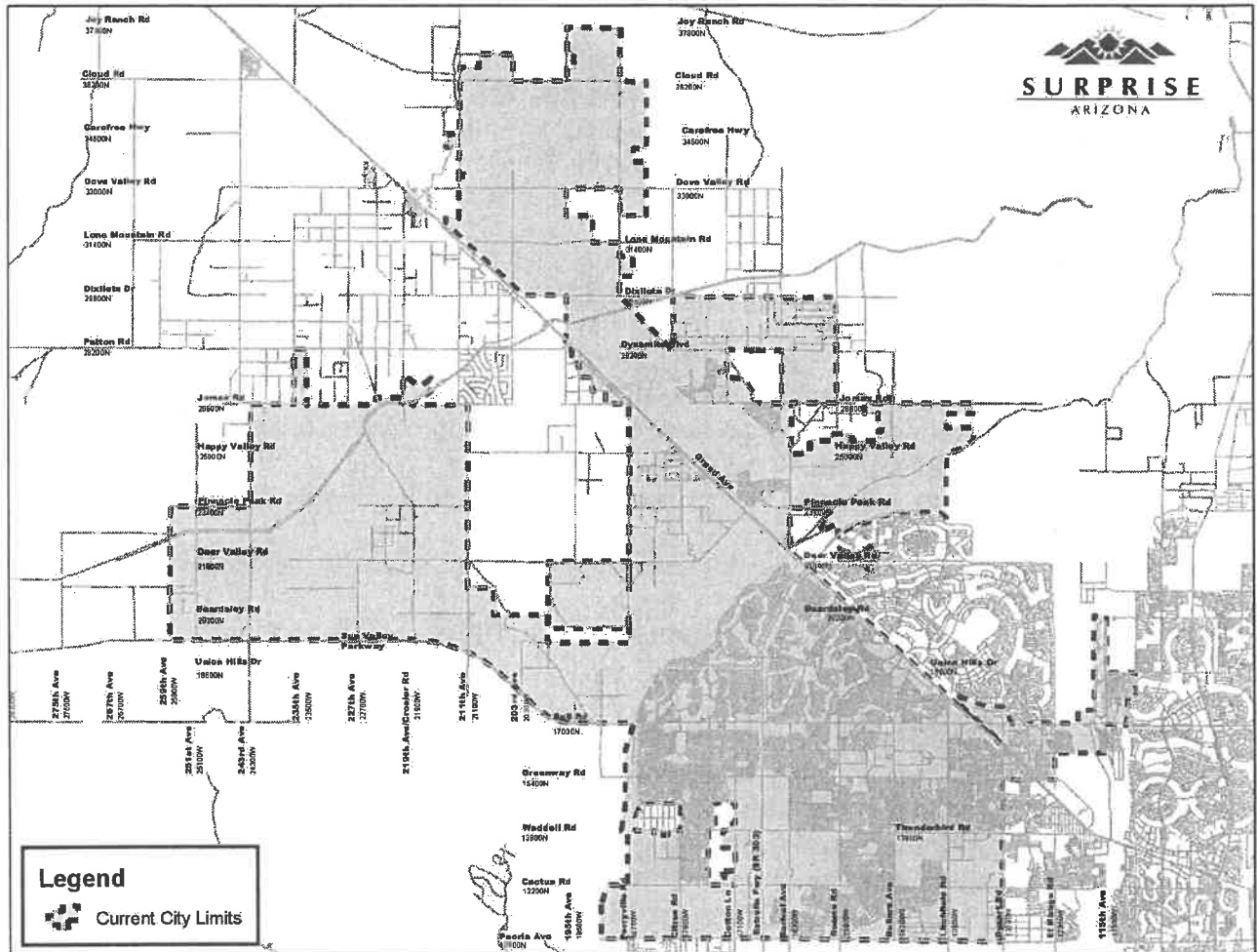
- Served 1,100,000 after school and evening meals at 173 program sites for children who did not have one waiting for them at home.
- Served 115,000 summertime breakfasts to hungry children.
- Distributed 25,100 backpacks, which provided 301,200 meals for very low-income children who were at risk of missing meals on weekends and during school breaks.
- Distributed 597,000 emergency food boxes (EFBs) filled with nutritious food items to people dealing with a crisis, plus 125,000 supplemental EFBs for larger families.

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.

Attachment C



Testimonials of City of Surprise Residents' Support and Appreciation for St. Mary's Emergency Food Box Program 2018

Mae, who has been to the food bank a handful of times, read about St. Mary's in an old food resources booklet. If she didn't have access to St. Mary's, she said her food at home would be very limited. When asked what she would tell someone who donates to the St. Mary's, Mae said, "Lord, have mercy, thank you so much for all you do and may God bless you!"

-Mae Bell, age 77

Kristy, who comes to the food bank once or twice a year, learned about St. Mary's when applying for ACCHS/Food Stamps. "I would probably have to borrow money for groceries for me and my young daughter if I didn't have St. Mary's to go to when I am in need."

-Kristy, age 39

Darrell recently visited St. Mary's for the first time after doing a Google Search for emergency food. "If I didn't have St. Mary's to go to, I would be forced to eat less or buy something that would stretch further until I was able to purchase food again." Darrell gave St. Mary's a thumbs up after receiving an emergency food box and bag of produce. "The food boxes I get from St. Mary's are a great help to me."

-Darrell, age 39

St. Mary's Food Bank Alliance Emergency Food Box Program References

City of Surprise Resource Center
12425 W Bell Rd., #124, Surprise AZ 85378
Seth Dyson, Director
480-798-5162 or seth.dyson@surpriseaz.gov

Salvation Army Sun City
17420 N Avenue of the Arts, Surprise, AZ 85378
Bertha Avila
623-977-1084 or Bertha.Avila@usw.salvationarmy.org

St. Mary's Food Bank Alliance Surprise Emergency Food Distribution
13050 W Elm Street, Surprise, AZ 85374
Duane Lawson, Chief Operations Officer
602-343-2532 or dlawson@firstfoodbank.org

Banner Olive Branch Senior Center
11250 N 107th Avenue, Sun City, AZ 85351
Ivy Glinski, Director
623-974-6797 or jose.salazar@bannerhealth.com



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:	Connie Phillips		
Contact Person Title:	President & CEO		
Mailing Address:	10201 S. 51 st St. Ste. 180 Phoenix, AZ 85044		
Street Address (if different from mailing):			
Phone:	(480) 396-3795		
Fax:	(480) 325-3643		
E-mail:	cphillips@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: Lutheran Social Services of the Southwest City of Surprise Interfaith Homeless Emergency Lodging Program (I-HELP)

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

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

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

Homelessness is an increasingly visible issue in the City of Surprise. In the fall of 2017 Lutheran Social Services of the Southwest (LSS-SW) was invited to apply, and received a Community Outreach Grant from the City of Surprise to assess the feasibility of LSS-SW expanding the Interfaith Homeless Emergency Lodging Program (I-HELP) into Surprise. The grant period is still ongoing so the final report will not be available until April 30, 2018 however, many community partners have identified the need for an emergency shelter program and case management services for homeless individuals in Surprise. As part of the Community Outreach Grant, LSS-SW, in partnership with Seth Dyson and Nicole Lance of the City of Surprise, conducted a meeting with approximately 50 regional partners to identify the needs in the community related to homelessness. The areas of particular concern were identified as parks, washes, and specific areas within Surprise and El Mirage such as the Bell/Grand Bridge, El Mirage, Youngtown, and various ramadas throughout the city that are occupied by homeless individuals during the day. The Point in Time Homeless Count conducted by the Maricopa Association of Governments identified 16 unsheltered homeless individuals in Surprise in 2017, almost double the number (7) identified in 2016. Many regional partners however, have expressed concern that the PIT count does not accurately convey the extent of homelessness in Surprise and the surrounding areas. Many in the field consider a PIT count to be a minimum, with homeless seeking refuge during winter months, some individuals not being easily identified by sight, or living in cars.

The Southwest Valley, including Avondale, Goodyear and Surprise are under-resourced for individuals experiencing homelessness and poverty. In addition, there is a lack of public transportation creating a barrier in the ability to access resources for those experiencing homelessness. What few resources are available in Surprise are directed to families and exclude individuals without children.



During December and January LSS-SW conducted focus groups and outreach to homeless individuals in the West Valley to determine openness to I-HELP. We are currently compiling the responses and preparing for next steps however, out of 15 homeless individuals, 14 expressed openness to emergency shelter and case management services. They identified the primary reasons they were homeless as having a disability or chronic illness, suffering from a mental health issue, or escaping from a domestic violence situation.

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

Currently LSS-SW I-HELP serves Mesa, Avondale, and Goodyear. This project would expand services to churches within the City of Surprise and El Mirage. Specific churches will be identified and interest in the program will be assessed with the goal of securing commitment from most houses of worship by summer of 2018.

Targeted demographic population of the city:

Homeless men and women living in the City of Surprise.

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

I-HELP seeks to offer the first step in a continuum of care from crisis to stability for individuals experiencing homelessness. The ultimate goal is to provide safe shelter and connect participants to homeless ending services. Intended outcomes for FY 2018-2019 include:

- 50% of participants will engage in case management services to take steps towards stability
- 30% will find housing
- 30% will obtain employment
- 40% will be connected & referred to appropriate resources for mental and behavioral health through case management

In the first year of Avondale and Goodyear I-HELP, 62 individuals accessed safe shelter. We anticipate numbers will be similar for Surprise I-HELP but actual numbers will depend on how quickly partnerships with houses of worship are secured.

Case management improves housing stability, removes employment barriers, and reduces substance abuse for individuals experiencing homelessness (de Vet et. al, 2013). I-HELP case managers provide comprehensive support which preserves the dignity of those served and allows them to overcome barriers to self-sufficiency while accessing needed services in the areas of mental health, substance abuse, employment, affordable housing, and domestic violence. Through case management, participants develop and are held accountable to Life Plans that establish realistic goals to move beyond homelessness. The average length of stay in I-HELP is 90 days however, participants who have created and are working on their Life Plans are given priority for shelter.

A unique aspect of the I-HELP model is the opportunity for volunteers from houses of worship to interact and form relationships with guests. This serves the dual purpose of reinforcing the humanity of homeless individuals and increases awareness in the community about the factors contributing to homelessness.

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

The City of Surprise I-HELP expansion meets the City's Consolidated Plan high priority objective of benefiting low and moderate income persons by providing new services to homeless individuals and complies with the CDBG national objective of benefiting low and moderate income persons. LSS-SW seeks to address the needs of the homeless population in Surprise by expanding I-HELP. I-HELP is a unique, low barrier, and cost efficient model that LSS-SW has successfully pioneered in communities throughout Maricopa County to provide overnight emergency shelter and case management out of homelessness for people who have very limited access to resources. I-HELP works in partnership with over 20 faith partners in Mesa, Avondale, and Goodyear. Each night, individuals experiencing homelessness meet at a central intake point and sleep in a house of worship that rotates each evening and shelters them for the night. Many churches provide additional services, such as dinner, a bagged lunch or healthy snacks, showers, hygiene items, and social support that reinforces the humanity of participants. LSS-SW provides the oversight, transportation, volunteer management, fundraising, and a case manager that regularly meets with the guests to create a life plan from crisis to stability.



Organizational Capacity

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

LSS-SW, incorporated in 1970, currently operates seventeen programs in four divisions which provide critical assistance to almost 70,000 Arizonans. LSS-SW implemented the Interfaith Homeless Emergency Lodging Program (I-HELP) in Mesa in 2010 and served 231 women experiencing homelessness last year, providing provisions for their basic needs and assistance toward establishing self-sufficiency. LSS-SW has recently been asked by Mayor Giles of the City of Mesa to participate on the Mayor's Task Force on Homelessness as a leader in emergency shelter and supportive services for the homeless population in the East Valley.

After hearing the success of Mesa I-HELP, the City of Avondale and churches in Avondale and Goodyear approached LSS-SW requesting that we expand I-HELP to the Southwest Valley. With support of the City of Avondale and faith partners in the West Valley, Southwest Valley I-HELP just completed the first year of service providing shelter and case management to 62 individuals.

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)

A local Sun City West church has awarded \$10,000 to the Southwest Valley I-HELP and \$5,000 will go to the City of Surprise. We also anticipate church support in the form of in-kind lodging and food, and additional contributions to fund the program. We will continue to apply for other funding sources and any deficits will be made up through individual giving.



Program Team:

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

Staff Member	Background and Expertise of Personnel
Name: Deborah Hutterer Title: Chief Development Officer FTE on This Project: .03	Rev. Deborah Hutterer, who has been with LSS-SW for the last five years, provides oversight for the program; she is a seasoned administrator with over 40 years of leadership experience. Her responsibilities include setting strategic direction and overseeing implementation of fundraising efforts, volunteer management, communication, congregational partnerships, rent and utility assistance, and I-HELP. Deborah has a B.A in Communications and a Master of Divinity.
Name: Robert Sanders Title: Director of Emergency Services FTE on This Project: .10	The Emergency Services Regional Director, Robert Sanders, has been employed at LSS-SW for the last ten years and has over 20 years of professional experience in social services, specializing in employment and benefits services for underserved individuals and those with disabilities. His responsibilities include overseeing the operations of all program activities and staff and assisting with finding and developing new program resources. He also ensures that all agency activities and operations are carried out in compliance with the local, state and federal regulations and prepares evaluation reports for internal and external purposes. Robert has a degree in Business Administration from the Community College of the Airforce, and has obtained his AZ Dept. of Corrections Offender Employment Specialist Certification and Customer Service Certification.
Name: TBD Title: Emergency Services Manager FTE on This Project: .33	TBD
Name: TBD Title: Surprise I-HELP Case Manager FTE on This Project: .750	TBD
Name: TBD Title: Peer Facilitator FTE on This Project: .375	TBD

Project Cost			
Estimated Total Cost of Project:	\$210,714.20		
CDBG Funding Amount Requested for Project:	\$ 67,075.20		
Total Number of Units Served:	10-12 guests per night or 3000 bed nights		
Total Cost per Unit	\$47.75		
Total CDBG Cost per Unit	\$22.36		
Amount and Source of Other Funds Leveraged for Project: (Please submit proof of other funding sources)	Source	Year	Amount
	Sun City West Church	2018	\$5,000
	Congregation in-kind support	2018	\$67,452
	Other congregation, individual, and foundation support	2018	\$71,187
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	In order to diversify beyond congregational giving and government contracts, LSS-SW is raising our profile in the community by hosting monthly tour events throughout Arizona to educate, inspire and introduce participants to the vital work of our programs. Our Board of Directors and executive staff are leading by example with 100% giving. In addition to building individual giving through direct mail appeals, e-newsletters, the Arizona Tax Credit and Arizona Gives Day, LSS-SW has implemented the Creating Community Society, a multi-year giving society. We are also building a corporate and foundation grants program and working to implement special ask events and planned giving as part of our overall fund development plan. The anticipated costs for the second year are lower than year one as start-up costs such as computers and program supplies. The total cost per unit will decrease in following years (cost per unit does not include in-kind lodging and meals). Additionally, as we secure increased partnership from houses of worship, we will be able to serve more individuals.		
If your project is not fully funded, will your organization be able to implement project with partial funding?	If the City of Surprise I-HELP expansion is not fully funded, LSS-SW will still be able to expand I-HELP into Surprise, but on a limited scale. Decreased funding would reduce the number of homeless individuals that can be served and the number of nights that shelter is provided. Additionally, LSS-SW would have to implement the project in phases as we secure additional support from funding sources, faith communities, and generous donors and volunteers. Although there are start-up costs associated with expanding I-HELP into the City of Surprise, the costs are much less than a brick and mortar shelter would cost to secure, renovate, and pay utilities and upkeep for.		



Project Timeline

Project start date: 7/1/2018 **Project completion date:** 6/30/2019

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

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

Proposed Budget

Specific Cost Item/Description	CDBG Amount Requested	Other Funds Source	Other Funds Amount	Total Amount CDBG + Other Sources
Emergency Services Manager, Case Manager, and Peer Facilitator Salaries	\$49,410		\$43,950	\$93,360
Employee Benefits	\$8,324.40		\$7,911	\$16,235.40
Cellular and Mobile (2 phones and jetpacks)	\$607.57		\$607.57	\$1,215.14
Travel – 300 miles at \$.45/mile	\$33.75		\$101.25	\$135
Conferences & Meetings (HMIS and SPDAT Trainings)	\$500		\$0	\$500
Equipment – (2 laptops and printer)	\$1,000		\$1,000	\$2,000
Employee Background Checks	\$120		\$60	\$180
Client Assistance – Transportation	\$0		\$9,216	\$9,216
Program Supplies (Sleeping mats, sheets, and pillows)	\$0		\$5,300	\$5,300
Indirect costs (LSS-SW approved rate of 11.8%)	\$7,079.49		\$8,041.21	\$15,120.70
In-kind Lodging (\$12.50*365*15) and In-kind Meals (\$2.90*365*15)	\$0	Congregation in-kind support	\$67,452	\$67,452
Total	\$ 67,075.20	Additional individual, congregation and foundation support	\$ 143,639	\$210,714.20



Evangelical Lutheran Church in America
God's work. Our hands.

*Evangelical Lutheran Church in America
Group Exemption Number: 9386*

**CERTIFICATION OF FEDERAL INCOME TAX EXEMPTION
UNDER SECTION 501(c)(3)
for**

Lutheran Social Services of the Southwest
10201 S. 51st St., Ste 180
Phoenix, AZ 85044
EIN: 86-0252302

Lutheran Social Services of the Southwest is an affiliated social ministry organization recognized by the Evangelical Lutheran Church in America (ELCA) as being included under our Group Exemption Ruling. This inclusion establishes that this entity is exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code and is not a private foundation as defined in Code Section 509(a). The four-digit Group Exemption Number 9386 is the same for the ELCA, its synods, its congregations, and its related entities. The nine-digit Employer Identification Number is different for each synod, for each congregation, and for other employing entities. The nine-digit number is used, for example, when federal withholding and Social Security contributions are filed by the employer.

The IRS issued the attached Group Exemption Letters dated April 5, 1988 and July 13, 1988, to the ELCA. In accordance with the terms of the April 5, 1988, letter, entities affiliated with the ELCA, who have provided the ELCA with their federal employer ID number, are exempt from Federal Income Tax under ELCA's Group Exemption Ruling.

December 12, 2014

Very truly yours,

Phillip H. Harris
General Counsel

Attachments

April 5, 1988, ELCA Group Ruling Recognition
July 13, 1988, ELCA GEN Assigned

Internal Revenue Service

Department of the Treasury

District
Director

230 S Dearborn St., Chicago, Illinois 60604

Evangelical Lutheran Church
In America
8765 West Higgins Road
Chicago, IL 60631

Person to Contact:
Peter J. Mazarakos, Jr.
Telephone Number:
(312) 886-1218
Refer Reply to:
EO: 201:PJM
Employer Identification Number:
41-1568278
Effective Date of Group
Exemption Ruling:
January 1, 1988

Date: APR - 5 1988

Dear Applicant:

We have considered your application for a group exemption letter recognizing your subordinates as exempt from Federal Income Tax as organizations of the type described in Section 501(c)(3) of the Internal Revenue Code.

Our records shows that you were recognized as exempt from Federal Income Tax under Section 501(c)(3) of the Code. The exemption letter remains in effect.

Based on the information supplied, we recognize your named subordinates on the list you submitted as exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code.

Additionally, we have classified the organizations you operate, supervise, or control, and which are covered by your notification to us as organizations that are not private foundations because they are organizations of the type described in Sections 509(a)(1) 509(a)(2) or 509(a)(3) of the Code.

Donors may deduct contributions to you and your subordinates as provided in Section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal Estate and Gift Tax purposes if they meet the applicable provisions of Sections 2055, 2106 and 2522 of the Code.

APR 08 1988

ELCA SECRETARY

Evangelical Lutheran Church In America

You and your subordinates are not required to file Federal Income Tax Returns as long as a tax-exempt status is maintained. But under Section 511 of the Code, an organization is subject to tax on its unrelated business taxable income. If you or your subordinates are subject to the tax, you must file an income tax return Form 990-T, Exempt Organization Business Income Tax Return.

You are not required to file Form 990, Return of Organization Exempt from Income Tax, if you meet the exception in Section 6033(a)(2)(A)(i) of the Code. Your subordinates are also not required to file Form 990 if they qualify as churches or integrated auxiliaries of churches or otherwise meet the exceptions in Section 1.6033-2(g) of the Income Tax Regulations.

As of January 1, 1984, you and your subordinates are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more to each of your employees during a calendar year. You and your subordinates are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

A church or a qualified church-controlled organization as defined in section 3121(w)(3) of the Code however, may elect to exclude the wages paid to employees (other than for services performed in an unrelated trade or business) from social security taxes. This election must be made by filing Form 8274 by the day before the date your first quarterly employment tax return would be due under the revised law. If you or your subordinates make this election, your employees who earn \$100 or more during a calendar year become liable for the payment of self-employment tax under section 1402 on the wages that you pay them. Once having made this election, you or your subordinates may not revoke it. For further information regarding this election please contact your Key District Director.

Evangelical Lutheran Church In America

Each year, at least 90 days before the end of your annual accounting period, please send the items listed below to the Internal Revenue Service Center at the address shown below.

1. A statement describing any changes during the year in the purpose, character, or method of operation of your subordinates;
2. A list showing the names, mailing addresses (including Postal Zip Code), actual addresses if different, and employer identification numbers of subordinates that since your previous report:
 - a. Changed names and addresses;
 - b. Were deleted from your roster; or
 - c. Were added to your roster.
3. For subordinates to be added, attach:
 - a. A statement that the information on which your present group exemption letter is based applies to the new subordinates;
 - b. A statement that each has given you written authorization to add its name to the roster;
 - c. A list of those to which the Service previously issued exemption rulings or determination letters;
 - d. A statement that none of the subordinates is a private foundation as defined in Section 509(a) of the Code if the group exemption letter covers organizations described in Section 501(c)(3);
 - e. The street address of subordinates where the mailing address is a P.O. Box; and
 - f. The information required by Revenue Procedure 75-50, 1975-2 C. B. 587 for each subordinate that is a school claiming exemption under Section 501(c)(3). Also include any other information necessary to establish that the school is complying with requirements of Revenue Ruling 71-447, 1971-2 C. B. 230. This is the same information required by Schedule A, Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code.

Evangelical Lutheran Church In America

4. If applicable, a statement that your group exemption roster did not change since your previous report.

The above information should be sent, "Attention: Entity Control Unit," to the following address:
Internal Revenue Service Center
Kansas City, Missouri 64999

This determination does not apply to any of your subsidiaries organized and operated in a foreign country.

We are enclosing a copy of Revenue Procedure 75-50. This sets forth guidelines and recordkeeping requirements for private schools recognized as exempt from Federal Income Tax under Section 501(c)(3) of the Code. You should advise those subordinates that operate schools of the requirement of this procedure.

The Service Center that processes your returns will send you a Group Exemption Number. You are required to include this number on each Form 990, Return of Organization Exempt from Income Tax and Form 990-T, Exempt Organization Business Income Tax Return. Please advise your subordinates of this requirement and provide them with the Group Exemption Number.

The prior group exemption letters of the following subordinates are superseded:

The American Lutheran Church, Lutheran Church in America, and Association of Evangelical Lutheran Churches.

Please notify each of the above subordinates that their exemption letter is superseded.

Sincerely yours,


R. S. Wintrode, Jr.
District Director



First Southern Baptist Church Of Avondale

1001 N. Central Avenue
Avondale, Arizona 85323
Pastor Jack Marslender

Office (623) 932-2723
pastor@fsbca.org
www.fsbca.org

January 25, 2018

Robert Sanders,
Lutheran Social Services of the Southwest
5946 E University Drive
Mesa, AZ 85205

Dear Robert and Others:

I would like to write to commend Lutheran Social Services of the Southwest for their work and to recommend them to others.

Two years ago, we began to talk with our city (Avondale) and other churches in our area to see if we could put together a homeless ministry. The details were overwhelming, and the work required to put together a rotating shelter was more than any church could handle.

Fortunately, we came into contact with Lutheran Social Services. They were already working with the homeless in Mesa and they were very responsive. They worked with us and helped us put together our homeless ministry in the southwest valley. Today, they oversee and coordinate the work of multiple churches and volunteers in an IHELP (Interfaith Homeless Emergency Lodging Program) that shelters and feeds 12 guests each night. Soon, we will expand it to help more people. The guests receive food, shelter, and regular meetings with a case manager to help them deal with the issues that led to their homelessness. In the last year, we have helped many guests and we have seen many "graduate" and become self-sustaining. It is an excellent program and Lutheran Social Services runs it in a professional and caring manner.

Our church is excited about our partnership with Lutheran Social Services. They do an excellent job of recruiting and training volunteers, working with our churches, overseeing the program, providing an administrator and case manager, and meeting needs. We highly recommend them to serve in additional areas of our valley and state.

Sincerely,

Jack Marslender
Senior Pastor

Lutheran Social Services of the Southwest I-HELP references for City of Surprise

Mesa United Way	Mark Young	(480) 834-2121
Save the Family	Laura Skotnicki	(480) 898-0228
Care First	Jennifer Griffin	(623) 333-2761
City of Avondale	Sheryl Steele	(623) 333-2717
First Southern Baptist	Pastor Jack Marslender	(623) 932-2723

**LUTHERAN SOCIAL SERVICES OF
THE SOUTHWEST**

SINGLE AUDIT REPORTS

YEAR ENDED JUNE 30, 2016

LUTHERAN SOCIAL SERVICES OF THE SOUTHWEST

SINGLE AUDIT REPORTS

YEAR ENDED JUNE 30, 2016

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BEACHFLEISCHMAN

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Directors and Management
Lutheran Social Services of the Southwest
Phoenix, Arizona

We have audited, in accordance with U.S. generally accepted auditing standards established by the AICPA Auditing Standards Board and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Lutheran Social Services of the Southwest (the Organization) which comprise the statement of financial position as of June 30, 2016, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated January 18, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Organization's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Organization's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Organization's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly this communication is not suitable for any other purpose.

Beach Fleishman PC

Phoenix, Arizona
January 18, 2017



BEACHFLEISCHMAN

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY UNIFORM GUIDANCE**

Board of Directors and Management
Lutheran Social Services of the Southwest
Phoenix, Arizona

Report on Compliance for Each Major Federal Program

We have audited Lutheran Social Services of the Southwest's (the Organization) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Organization's major federal programs for the year ended June 30, 2016. The Organization's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the Organization's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with U.S. generally accepted auditing standards established by the AICPA Auditing Standards Board; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the requirements of *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Organization's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Organization's compliance.

Opinion on Each Major Federal Program

In our opinion, the Organization's complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2016.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance, which are required to be reported in accordance with the Uniform Guidance and which is described in the accompanying schedule of findings and questioned costs as items 2016-001, 2016-002 and 2016-003. Our opinion on each major federal program is not modified with respect to this matter.

The Organization's responses to the noncompliance findings identified in our audit are described in the accompanying schedule of findings and questioned costs. The Organization's responses were not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control Over Compliance

Management of the Organization's is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Organization's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstance for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the Organization as of and for the year ended June 30, 2016, and have issued our report thereon dated January 18, 2017, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with U.S. generally accepted auditing standards established by the AICPA Accounting Standards Board. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Beach Fleishman PC

Phoenix, Arizona
January 18, 2017

LUTHERAN SOCIAL SERVICES OF THE SOUTHWEST
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JUNE 30, 2016

<u>Federal Grant/Pass-Through Grantor/Program or ClusterTitle</u>	<u>Federal CFDA number</u>	<u>Pass-through entity identifying number</u>	<u>Passed through to subrecipients</u>	<u>Federal expenditures</u>
<u>U.S. Department of Agriculture</u>				
State Administrative Matching Supplemental Nutrition Assistance Program	10.561			
Passed through:				
Arizona Community Action Association		Not available	\$ -	\$ 26,101
Total U.S. Department of Agriculture			-	26,101
<u>U.S. Department of State</u>				
U.S. Refugee Admissions Program	19.510			
Passed through:				
Church World Service		SPRMC016CA1007	-	640,849
Episcopal Migration Ministry		SPRMC016CA1008	-	396,231
Lutheran Immigration and Refugee Services		SPRMC016CA1002	-	1,092,554
Total U.S. Refugee Admissions Program			-	2,129,634
Total U.S. Department of State			-	2,129,634
<u>U.S. Department of Health and Human Services</u>				
<u>Aging Cluster:</u>				
Special Programs for the Aging Title III, Part B Grants for Supportive Services and Senior Centers	93.044			
Passed through:				
Area Agency on Aging		2016-25-LSSS	-	9,110
Bridgeway Health Solutions		Not available	-	2,299,498
Northern Arizona Council		860252302BY /		
Pinal-Gila Council for Senior Citizens		860252302BS	-	79,307
Southeastern Arizona Governments Organization		014-2302	-	2,851
United Healthcare Community Plan		116-16/117-6	-	25,425
Total Special Programs for the Aging Title III, Part B Grants for Supportive Services and Senior Centers		Not available	-	1,703,802
			-	4,119,993
Special Programs for the Aging Title III, Part C Nutrition Services	93.045			
Passed through:				
Pima Council on Aging		Not available	-	349,446
Nutrition Services Incentive Program	93.053			
Passed through:				
Pima Council on Aging		Not available	-	43,564
Total Aging Cluster			-	4,513,003
National Family Caregiver Support, Title III, Part E	93.052			
Passed through:				
Area Agency on Aging - Region One		Not available	-	213
Pinal-Gila Council for Senior Citizens		Not available	-	53,224
Southeastern Arizona Governments Organization		Not available	-	2,034
Total National Family Caregiver Support, Title III, Part E			-	55,471

See accompanying notes to schedule of expenditures of federal awards.

LUTHERAN SOCIAL SERVICES OF THE SOUTHWEST
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONTINUED)

YEAR ENDED JUNE 30, 2016

<u>Federal Grant/Pass-Through Grantor/Program or Cluster Title</u>	<u>Federal CFDA number</u>	<u>Pass-through entity identifying number</u>	<u>Passed through to subrecipients</u>	<u>Federal expenditures</u>
Healthy Marriage Promotion and Responsible Fatherhood Grants	93.086			
Passed through:				
Arizona Youth Partnership		Not available	-	17,922
Refugee and Entrant Assistance_State Administered Programs	93.566			
Passed through:				
Arizona Department of Economic Security		ADES13-038232/ ADES14-050747	-	637,997
Refugee and Entrant Assistance_Voluntary Agency Programs	93.567			
Passed through:				
Church World Service		90RV0120	-	416,280
Episcopal Migration Ministry		90RV0065/02-01	-	221,064
Lutheran Immigration and Refugee Services		90RV0071/02	-	592,090
Total Refugee and Entrant Assistance_Voluntary Agency Programs			-	1,229,434
Refugee and Entrant Assistance_Discretionary Grants	93.576			
Passed through:				
Arizona Department of Economic Security		ADES14-050747	-	194,867
Episcopal Migration Ministry		90RPP0105	-	49,122
International Rescue Committee		Not available	-	18,123
Lutheran Immigration and Refugee Services		90RP0101/03	-	155,565
Total Refugee and Entrant Assistance_Discretionary Grants			-	417,677
Refugee and Entrant Assistance_Targeted Assistance Grants	93.584			
Passed through:				
Arizona Department of Economic Security		ADES14-050747	-	362,337
Social Services Block Grant Program	93.667			
Passed through:				
Area Agency on Aging		Not available	-	47,285
Arizona Department of Child Safety		Not available	-	946,611
Pima Council on Aging		Not available	-	34,921
Pinal-Gila Council for Senior Citizens		Not available	-	156,642
Southeastern Arizona Governments Organization		Not available	-	29,493
Total Social Services Block Grant Program			-	1,214,952
Total U.S. Department of Health and Human Services			-	8,448,793

See accompanying notes to schedule of expenditures of federal awards.

LUTHERAN SOCIAL SERVICES OF THE SOUTHWEST
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONTINUED)

YEAR ENDED JUNE 30, 2016

<u>Federal Grant/Pass-Through Grantor/Program or Cluster Title</u>	<u>Federal CFDA number</u>	<u>Pass-through entity identifying number</u>	<u>Passed through to subrecipients</u>	<u>Federal expenditures</u>
<u>U.S. Department of Homeland Security</u>				
Citizenship Education and Training Direct	97.010	N/A	-	144,137
Total U.S. Department of Homeland Security			-	144,137
Total expenditures of federal awards			\$ -	\$ 10,748,665

See accompanying notes to schedule of expenditures of federal awards.

LUTHERAN SOCIAL SERVICES OF THE SOUTHWEST
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JUNE 30, 2016

1. Basis of presentation:

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal award activity of Lutheran Social Services of the Southwest (the Organization) under programs of the federal government for the year ended June 30, 2016. The information in this Schedule is presented in accordance with the requirements of *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. Because the Schedule presents only a selected portion of the operations of Lutheran Social Services of the Southwest, it is not intended to and does not present the financial position, changes in net assets or cash flows of the Organization.

2. Summary of significant accounting policies:

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following, as applicable, either the cost principles in *OMB Circular A-122, Cost Principles for Non-profit organizations* or the cost principles contained in the *Uniform Guidance*, wherein certain types of expenditures are not allowable or are limited as to reimbursement. The Organization did not elect to use the ten percent de minimis indirect cost rate as allowed under the *Uniform Guidance*.

3. Catalog of Federal Domestic Assistance (CFDA) Numbers:

The program titles and CFDA numbers or federal identification numbers were obtained from the federal or pass-through grantor or the update to the 2016 *Catalog of Federal Domestic Assistance*.

LUTHERAN SOCIAL SERVICES OF THE SOUTHWEST
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED JUNE 30, 2016

SUMMARY OF AUDITORS' RESULTS

Financial Statements

The auditors' report expressed an unmodified opinion on the financial statements of Lutheran Social Services of the Southwest

Internal control over financial reporting:

Material weakness(es) identified?

 Yes X No

Significant deficiency(ies) identified?

 Yes X No

Noncompliance material to financial statements noted?

 Yes X No

Federal Awards

Internal control over major federal programs:

Material weakness(es) identified?

 Yes X No

Significant deficiency(ies) identified?

 Yes X No

The auditors' report on compliance for the major federal awards programs of Lutheran Social Services of the Southwest expressed an unmodified opinion on its major programs.

Audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)

 X Yes No

Identification of major federal programs:

CFDA 19.510 U.S. Refugee Admissions Program

CFDA 93.567 Refugee and Entrant Assistance - Voluntary Agency Programs

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as a low-risk auditee?

 X Yes No

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:	MVP Youth Behavioral Baseball Academy		
Contact Person:	Christopher Nelson		
Contact Person Title:	CEO		
Mailing Address:	15850 W Mercer Lane Surprise, Arizona 85379		
Street Address (if different from mailing):	"same as above"		
Phone:	(623) 330-0057		
Fax:	N/A		
E-mail:	MVPAcademy1@gmail.com		
Website URL (if applicable):	N/A		
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:	Mental Visual Preparation
--------------------------------	---------------------------

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

- | | |
|--|---|
| <ul style="list-style-type: none"> • Child care (X) • Youth Services (X) • Health Care • Job training/job(X)
creation • Literacy programs(X) • Recreation(X)
programs • Education
programs(X) • Public safety
services • Fair housing(X)
activities • Services for senior
citizens | <ul style="list-style-type: none"> • Services for homeless persons • Drug abuse counseling and treatment (X) • 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)

MVP Baseball Academy is a Joint venture between Chris Nelson and Lateef Vaughn. MVP stands for **Mental Visual Preparation**. The academy was started to assist children enjoy the sport of baseball. Though baseball is a major focus of the academy, the academy also places a strong emphasis on *education, life skills, and community involvement*. Through different therapeutic brain exercises we will teach our students how to apply certain techniques for dealing with adversity and conflict resolution, Through different therapeutic exercises we will teach our students on how to view the correlation between the sport of baseball & everyday life. Through a combination of live sports play, mentoring, life skills exercises, and therapeutic mental exercises we prepare our student athletes for success in and out the classroom.

As partners with Big Brother Big Sister of Arizona we have access to 1000 displaced littles, some with a mental psychological disorder or some type of PTSD in the west valley alone. MVP is seeking funding for daily facility fees, Surprise field rentals, transportation, weekly tournaments and leagues, sponsorship for the kids under Big Brother Big Sister who cannot afford to provide the funds for our program but who would like to participate, uniforms including t-shirts/ hoodies, mentors/staff, equipment, nutrition and tutors in our education program.

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

The locations of the facilities are:

It's all in the game : 7797 W Paradise Ln. Peoria, AZ 85382

Gateway Park : 10100 N El Mirage Rd. El Mirage, AZ 85335

All of the City of **Surprise** field locations: Marley Park, Asante Community Park, Bicentennial Park, Floyd Gaines Park

Hours of Operation:

MONDAY: 1230 P.M.- 230 P.M. / 235 P.M.- 435 P.M. (TBD) 440 P.M - 640 P.M. TUESDAY: 1230 P.M.- 230 P.M. / 235 P.M.- 435 P.M. (TBD) 440 P.M - 640 P.M. WEDNESDAY: 1230 P.M.- 230 P.M. / 235 P.M.- 435 P.M. (TBD) 440 P.M - 640 P.M. THURSDAY: 1230 P.M.- 230 P.M. / 235 P.M.- 435 P.M. (TBD) 440 P.M - 640 P.M. (If needed) FRIDAY: 1230 P.M.- 230 P.M. / 235 P.M.- 435 P.M. (TBD) 440 P.M - 640 P.M.

Targeted demographic population of the city:

Our program is designed to assist the youth ages 7 years to 17 years old with behavioral, emotional, and traumatic issues seeking counseling psycho/ therapy. We work with all of our surrounding cities like Peoria, Glendale, Avondale, Goodyear, Phoenix and Buckeye. They would need the proper baseball equipment such as a glove and a bat. We would supply them with shorts, hats, and a shirt/hoodie. While we do have a program for kids without psychological disorders there is a monthly fee for this program of \$300 and it is more of a competitive situation vs therapeutic.

Our goal is to have the kids for at least six months to a year so that our medical staff can evaluate measurable outcomes for each student. After that time if we feel the student is ready to interact with the kids with non psychological disorders then we would put them on the competitive team if they desired to compete in tournaments. The kids will be taught life skills, tutoring, and sports psychology training using audio, kinesthetic, and visual learning techniques..

Our baseball alumni of current and former players are nationwide with over 14,000 members with some working/owning baseball academies. With that being said this could be a very beneficial situation for the youth while creating jobs for former minor league ballplayers who come home after being released without a job skill. Our program is the perfect solution to help fill that void that has been taken away..

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

Through different therapeutic brain exercises we will teach our students how to apply certain techniques for dealing with adversity and conflict resolution. We teach how to view the correlation between the sport of baseball & everyday life through a combination of live sports play, mentoring, life skills exercises, and therapeutic mental exercises our staff prepare the student athletes for success in and out the classroom.

Our medical team, mentors, tutors will determine measurable outcomes thru improvement of grades, improvement of attitude, outlook on life itself and increase or decrease in negative strikes inside the group homes.

MVP Baseball Academy uses the sport of baseball to develop student athletes. We provide our student athletes with a blueprint for the highest levels of personal success in the areas of academic excellence,

athletic achievement, and community involvement. The mission of MVP Baseball Academy is to produce well-rounded citizens in our community and student athletes.

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:

MVP Baseball Academy not only focuses on athletic achievement but also academic achievement of youth. MVP student athletes attend a weekly two (2) hour study session. The study sessions are staffed with volunteer tutors from the high school and university levels, parents, and other volunteers. Tutoring is mandatory for our student athletes. Subjects tutored include, but not limited to math, English, social studies, and science. MVP Baseball Academy mandates academic excellence in the classroom by maintaining a 2.2 GPA and/or showing measurable progress towards a 3.5 GPA.

- Community Involvement
- Athletic Accomplishment
- Comprehensive academic support
- IEP
- Mental and visual mental preparation
- Academic support
- Social therapy class
- Academic Achievement

Organizational Capacity

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

Since 2010 MVP has been in business working with youth ages ranging from 8 years old to 17 years old. We have a staff of mentors with fingerprint clearance cards certified in CPR in addition to volunteer coaches, paid professional coaches, strength/conditioning/nutrition coach and tutors to help assist our youth in academics.

As of January 2017 MVP has evolved to having its own medical team to treat PTSD, behavioral and mental disorders creating and treating our students with assigned treatment plans. Our vision is to become a charter school/ baseball academy in a building we can call a home for our student athletes, littles, staff and community.

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,taxes are up to date - CPA		
Was there accurate and complete disclosure of the financial expenditures of each federally sponsored program?			N/A
Was an audit of the financial records obtained annually (or at least biennially) in accordance with federal regulations and local requirements?			N/A
Was the audit performed by a licensed Certified Public Accountant?			N/A
Was the latest audit forwarded to the funding agency?			N/A
Has a copy of all applicable audits/reviews (including any management letter, if appropriate) been forwarded to the funding agency?			N/A

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

MVP and the Arizona Smashers is funded thru sponsorships, donations and fundraisers since 2010.



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: Chris Nelson Title: CEO FTE on This Project:	Former minor league Oakland A's baseball player (6 years), college at Oklahoma State University (2 years), San Diego Mesa JC (2 years), family man, certified trainer in reasonable parent prudent teaching, active in our community as a youth coach in Surprise little league, Founder of the MVP Youth Baseball Arizona Smashers club baseball in Surprise with over 30 active players and 6 staff members. staff works 6-8 hours a day 5 days a week
Name: Lateef Vaughn Title: COO FTE on This Project:	Former minor league Minnesota Twins (6 years) baseball player, drafted by the Yankees, went to college at Long Beach State, Southwestern JC in San Diego, director and Coach for Gonzalez academy, Coach for Dave Snow and Mike Weathers, Mortgage underwriter, Experience in mortgage over 15 years, CFO of Prestine Image group. Staff works 6-8 hours a day 5 days a week.
Name: Title: FTE on This Project:	Psychiatrist for MVP. Oversees our Psychology department 6-8 hours work 5 days per week
Name: Title: FTE on This Project:	Psychologist for MVP MA Sports & Exercise Psychology, Certified Mental Performance Consultant, CMPC AASP #466 6-8 hours work 5 days per week
Name: Title: FTE on This Project:	

Name: Title: FTE on This Project:	Chad Worthington (clearance card and CPR certified) Mentor/Head Coach for our 10 and 11 year old student/athletes. Awesome character and is great working with our youth. Family man, works for MVP 4-5 hours a day 5-6 days a week.
Name: Title: FTE on This Project:	Blaine Griffin (Certified CPR, clearance card) Driver and Mentor for MVP. Has experience working with struggling youth and is a product of what we teach. Picks up kids from BBBS Az in our van and brings them to our therapy/treatment locations to meet up with the other mentors. works 8 hours a day 5 days a week
Name: Title: FTE on This Project:	Adam Rios Strength/Conditioning and Nutrition coach and mentor. Product of the system we created, work in past group home settings and is certified clearance and CPR certificate. Highly educated in nutrition and strength/conditioning. works 4-8 hours a day 5 days a week.

Project Cost												
Estimated Total Cost of Project:	\$96,000											
CDBG Funding Amount Requested for Project:	\$96,000											
Total Number of Units Served:												
Total Cost per Unit	\$											
Total CDBG Cost per Unit	\$											
Amount and Source of Other Funds Leveraged for Project: (Please submit proof of other funding sources)	Source	Year	Amount									
	Tournaments/Leagues	1 year	24,000									
	Facility Fees/Field Cost	1 year	16,000									
	Medical Department (Psychologist)	1 year	\$33,280									
	Sponsored youth 10 kids	1 year	10,000									
	Uniforms/Transportation	1 year	13,000									
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?	We will continue to receive funding thru sponsorships, fundraisers and donations. We work with youth already pre-diagnosed with a psychological disorder such as PTSD, behavioral and also single parent households in our community.											
If your project is not fully funded, will your organization be able to implement project with partial funding?	Yes, MVP program would function if not fully funded. By adding our medical team to the program MVP is a year round program for ages 7 years-17 years old which is funded thru mental health care.											
Project Timeline												
Project start date: _January 1st, 2018 Project completion date: July 15th, 2019												
Applicants must provide a schedule for the Program that lists major activities and indicate when they will be executed. Additional information such as contractor selection, final inspection, loan closing, etc. should be included when known.												
Program Schedule												
Major Program Activities:	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter					
	<i>(each box represents one month)</i>											
Celebrity golf fundraiser/Christmas Gala												X
Challenger Space center			X							X		
Trips to Arizona Diamondback games thru BBBS		X		X			X			X		
Trips to Arizona Cardinal games thru BBBS											X	
Hang out with a Big Brother once a month	X				X			X		X		

Proposed Budget

Specific Cost Item/Description	CDBG Amount Requested	Other Funds Source	Other Funds Amount	Total Amount CDBG + Other Sources
Tournaments/ Leagues	\$24,000	fundraising, donations, sponsorship	\$	\$
Facility Fee/Field cost	\$16,000	fundraising/ sponsorship, donations		
Transportation	\$8,000	rent or lease vans		
Uniform Cost	\$5,000	donations, fundraising, sponsorship		
Medical Department (Psychologist)	\$33,280			
Sponsorship for littles at Big Brother Big Sister 1 yr	\$10,000	donations, fundraising, sponsorships.		
Total	\$96,000	donations, sponsors	\$	\$

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

1-30-18

Date:

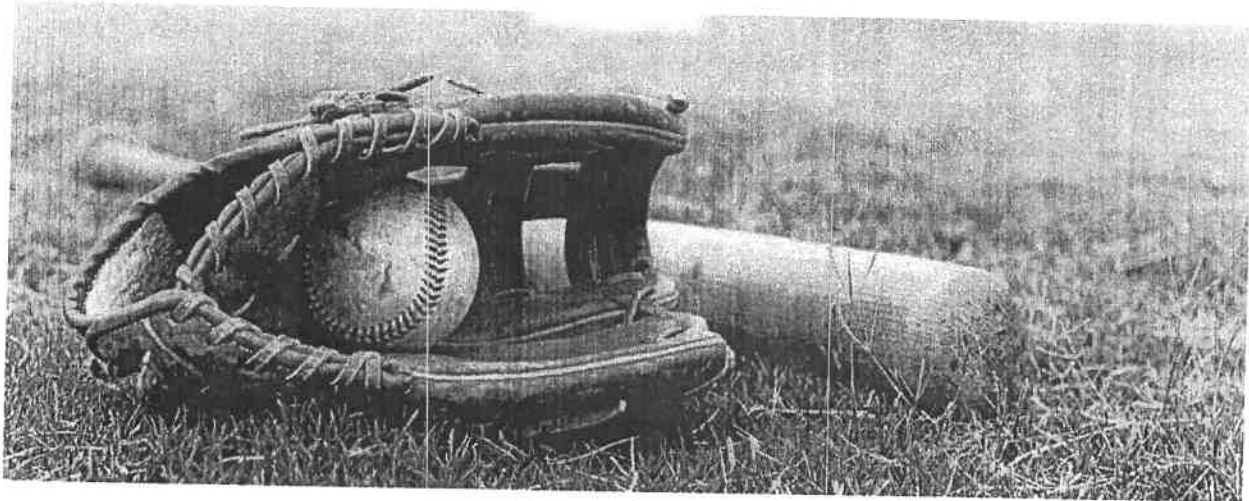
CHRISTOPHER NELSON
Printed name

CEO
Title

MVP Youth Behavioral Baseball Academy
Organization

MVP

Youth Behavioral Baseball Academy



Introduction:

MVP Baseball Academy is a Joint venture between Lateef Vaughn and Chris Nelson. MVP stands for **Mental Visual Preparation**. The academy was started to assist children enjoy the sport of baseball. Though baseball is a major focus of the academy, the academy also places a strong emphasis on education, life skills, and community involvement.

Mental- Through different therapeutic brain exercises we will teach our students how to apply certain techniques for dealing with adversity and conflict resolution.

Visual- Through different therapeutic exercises we will teach our students on how to view the correlation between the sport of baseball & everyday life.

Preparation- Through a combination of live sports play, mentoring, life skills exercises, and therapeutic mental exercises we prepare our student athletes for success in and out the classroom.

Mission, Company Strategies

About

MVP Baseball Academy is a high quality baseball academy operating in cities such as Phoenix, Arizona and San Diego, CA. Through our academy, we expose both the family and student athletes to the proper approach to playing the game of baseball and education. We use practice drills, game situations, and tournament play to teach baseball. We use therapeutic training, life skills training, and teamwork building exercises on how to be successful on and off the field. Through our three-tiered approach, student athletes will develop a strong character not just within baseball, but also in academic achievement and community involvement.

Mission

MVP Baseball Academy uses the sport of baseball to develop student athletes. We provide our student athletes with a blueprint for the highest levels of personal success in the areas of academic excellence, athletic achievement, and community involvement. The mission of MVP Baseball Academy is to produce well-rounded student athletes.

Vision

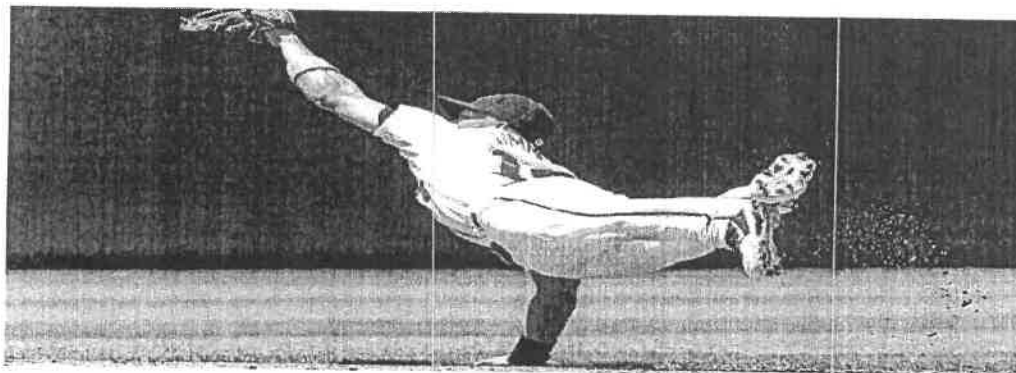
MVP Baseball Academy vision is to produce well-rounded student athletes through our three tier approach. Our vision is to use the sport of baseball to encourage academic and athletic achievement, and community involvement.

Keys to Success

- Academic Achievement
- Community Involvement
- Athletic Accomplishment
- Comprehensive academic support
- IEP
- Mental and visual mental preparation
- Academic support
- Social therapy class

The Education Program

MVP Baseball Academy not only focuses on athletic achievement but also academic achievement of youth. MVP student athletes attend a weekly two (2) hour study session. The study sessions are staffed with volunteer tutors from the high school and university levels, parents, and other volunteers. Tutoring is mandatory for our student athletes. Subjects tutored include, but not limited to math, English, social studies, and science. Additional to tutoring, student athletes and parents attend a monthly college preparatory workshop. Most importantly, once a semester student athlete and parents attend college/university tours. MVP Baseball Academy mandates academic excellence in the classroom by maintaining a 2.2 GPA and/or showing measurable progress towards a 3.5 GPA.



Philosophy

MVP Baseball Academy teaches and emphasizes:

- Education and participation in the classroom
- Dealing with adversity
- Teamwork and sportsmanship
- Proper technique in throwing and receiving a thrown ball
- Proper technique in fielding
- Proper technique in field positioning
- Proper technique in the mental/physical approach of hitting
- Proper technique in base running
- Proper technique in pitching, catching, and field positions
- Pre-game preparation
- Therapeutic strategies dealing with conflict resolution
- Communication
- Strength and Conditioning
- Respect
- Confidence

- Mental approach to baseball

**For scheduling and enrollment into MVP Youth Behavioral baseball Academy please contact:
Chris Nelson MVP CEO at: 623 330-0057 email MVPAcademy1@gmail.com
Arizona Smashers Baseball Academy**

Targeted Public Service Activities

Youth Services

MVP Youth Behavioral Baseball Academy works with kids in our communities with PTSD and or behavioral issues age range between 7-17 years old. We created a medical department which consist of a Psychologist and a Psychiatrist so we are able to treat youth who has been pre-diagnosed with a behavioral issue or PTSD. Using various brain exercises, team builders, teamwork, interaction with peers we help to develop a well rounded citizen in our community.

Job Creation/ Job Training

We also create jobs for the minor league baseball players who have been released and are now sitting at home going thru depression. This program fills that void by keeping the game in their life and also giving back to the community they live in. Our vision is to build 3 fields in Surprise to host tournaments and bring in revenue to the city creating jobs. (currently over 200 teams)

Education Program

The academic and tutoring part of MVP is awesome because we will be supplying tutors to help our littles get thru their day by completing their homework in a timely manner with assistance. These are big confidence builders for our little ones. We all love to feel educated and for the kids this is a win win.

Recreation Program

MVP- Arizona Smashers has 35-40 players and growing. This is our recreational and competitive part of the program which we put kids into leagues and tournaments building teamwork, creating good attitudes, life skills and mentoring while supplying them with a professional skill to use either to go to college or better yet sign a professional contract with a Major League team. These kids are separated by their learning strengths such as audio, visual or kinesthetic.

Fair Housing Activities

Being partners with Big Brother Big Sister there giving us access to reach 1000-1300 kids in the West Valley alone who are displaced and in need of a place to go and activities to do. We are the program! The state required 2 hours a day of PTSD work and MVP fills that void daily. Outreach for children is also working with us enrolling 14 of their group home kids to be a part of MVP program. These kids need us and we are happy to give back as mentors in our community. 70% of our kids will be from group homes, boys clubs, YMCA and state awarded kids.

Drug abuse Counseling and Treatment

MVP medical team has over 40 years of experience. Our Psychiatrist is currently working at a detention center in Phoenix and our Psychologist is currently working for VRC Sports Psychology Performance Consulting Group P. L.L.C and has a MA Sports & Exercise Psychology, Certified Mental Performance Consultant.CMPC AASP #466. Both are highly

qualified and together will create treatment plans for all of our littles living within the group homes, Outreach centers and also BBBSAZ. We are able to offer drug abuse and counseling and treatment.

Transportation/Transit

MVP uses a van to pick up and drop off kids/littles to our facility location. Our driver is a CPR certified mentor who also has a clearance card thru the state. Transportation is an important asset to the program knowing all kids love to play and join in but most cases getting them a ride to the location of the events is a problem in a single parent household.

Most of MVP staff mentors are products of this program. Raised with the odds stacked against we are the prime examples of surviving and prospering. There is always time to change and better your life which is what we pass onto the kids we mentor daily. Look at me.

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Most of MVP staff mentors are products of this program. Raised with the odds stacked against we are the prime examples of surviving and prospering. There is always time to change and better your life which is what we pass onto the kids we mentor daily. Look at me.

To Whom it may concern,

(Arizona Elite Youth Club is MVP Youth Behavioral Baseball Academy non-profit affiliate)

On behalf of MVP Youth Behavioral Baseball Academy and Arizona Elite Youth Club, we would like to extend an invitation to you and your business to become a sponsor for our 2017-2018 season.

The Arizona Elite Youth Club is a non-profit organization that was created to help children develop the fundamentals of sports and to develop them as exceptional citizens and student athletes.

Our student athletes spend countless hours in a physical, mental, spiritual and skill development as we prepare for competition each week. We believe that focus, preparation and discipline, along with a winning attitude, will lead to success not only on the playing field, but also in life. **It is our mission to cultivate a generation of respectful, hardworking individuals that are ready and willing to become the leaders of tomorrow**, and our coaching staff is dedicated and committed to helping further the success of each and every student athlete.

We are looking for sponsors who are willing to donate any dollar amount to assist in covering our major expenses such as paying game film companies to record game footage, league tournaments, skill camps, out of district tournaments, uniforms, and practice equipment. Sponsors who contribute will receive promotional exposure at every game and team event (Facebook, banners, programs, t-shirts, announcements and flyers). You will also be provided with an EIN so that you may write off your generous donation to our organization.

We welcome any comments or questions regarding the details of your donations and look forward to forming a mutually beneficial partnership.

Thank you for your consideration and support of the Arizona Elite Youth Club.

Respectfully,

Anthony Vargas (Organizational Leader)

Chris Nelson (CEO of MVP Youth Behavioral baseball Academy)

Anthony.Vargas@goodwillaz.org

MVPAcademy1@gmail.com

EIN: 81-2312531

12904 W Crittenden Ln.

Avondale, AZ 85395

Outline in detail for:

MVP (Mental Visual Preparation) behavioral baseball academy program

Our program was created in 2017 to assist the youth with behavioral, emotional, and traumatic issues seeking counseling/psycho-educational therapy. To participate they would need the proper baseball equipment such as a glove and a bat. We would supply them with shorts, hats, and a shirt/hoodie. While we do have a program for kids with no psychological disorders; there is a monthly fee for this program of \$250 and it is more of a competitive situation vs therapeutic.

Our goal is to have the kids with behavioral issues for at least six months to a year so that our medical staff can evaluate measurable outcomes for each student. After that time if we feel the student is ready to interact with the kids with non psychological disorders then we would put them on the competitive team if they desired to compete in tournaments. We would see each group of ten students two times a week for two hours. On the first day half of the students will receive psycho educational therapy for an hour while the other half will receive sports training. On the second day of seeing the students they will receive therapy for an hour.

The second hour will consist of life skills, tutoring, and sports psychology training using audio, kinesthetic, and visual learning techniques. Following the training they will receive a nutritional snack for their hard work. We have the capability to start off with twenty to thirty kids four to five days a week. We'd be available to take them out to local sponsored functions for free. We'd like the opportunity to eventually throw a Gala featuring a weekend of a celebrity golf tournament, softball game, and silent auction to raise funds & awareness for the program.

We'd like this pilot program to be a great success with the hopes of partnering with other group home facilities. Our baseball alumni of current and former players are nationwide with over 14,000 members with some working/owning baseball academies in the Phoenix area. With that being said this could be a very beneficial situation for the youth while creating jobs for people.

The locations of the facilities are:

It's all in the game : 7797 W Paradise Ln. Peoria, AZ 85382

Gateway Park : 10100 N El Mirage Rd. El Mirage, AZ 85335.

Hours of Operation:

MONDAY: 1230 P.M.- 230 P.M / 235 P.M.- 435 P.M. (TBD) 440 P.M - 640 P.M. TUESDAY: 1230 P.M.- 230 P.M / 235 P.M.- 435 P.M. (TBD) 440 P.M - 640 P.M. WEDNESDAY: 1230 P.M.- 230 P.M / 235 P.M.- 435 P.M. (TBD) 440 P.M - 640 P.M. THURSDAY: 1230 P.M.- 230 P.M / 235 P.M.- 435 P.M. (TBD) 440 P.M - 640 P.M. (If needed) FRIDAY: 1230 P.M.- 230 P.M / 235 P.M.- 435 P.M. (TBD) 440 P.M - 640 P.M.

Estimated Start Date: TBD

Thank you for taking the time to review our information. If you have any question please give me call. We look forward to meeting with you in the near future.

Chris Nelson (623) 330-0057
MVP



CITY OF SURPRISE
Planning and Zoning Commission

February 15, 2018 @ 6:00:00 PM

Back Print

Board Meeting Date:	February 15, 2018	Contact Person:	Eric Fitzer - Community Development
Submitting Department:	CD Boards and Commissions	District:	5
Staff Recommendations:	None		

Consent	Regular	x	Public Hearing	Report/Discussion
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Agenda Wording:

Discussion and presentation regarding the Surprise Market place and Surprise Town Center monument Signage.

Motion:

N/A

Background:

The purpose of the US-60/Grand Avenue and Bell Road project was to improve traffic operations and safety in the immediate vicinity of the intersection. The Arizona Department of Transportation (ADOT) constructed a new Bell Road bridge over US 60 (Grand Avenue) and the adjacent railroad tracks. With this new interchange, through traffic on Grand Avenue does not stop at Bell Road. Instead, the two roadways were connected via new on- and off-ramps constructed within the Grand Avenue median. In order to reduce the project's length and lessen the overall impacts of construction, ADOT worked with the city of Surprise and local businesses to schedule a full closure of Bell Road between 134th Avenue and West Point Parkway. The City enacted the bell Road Temporary Sign Policy (Resolution 2016-42) in March of 2016 In order to assist businesses during the construction of the Bell and Grand Overpass Project. The project has been completed and all lanes in each direction, Bell Road and Grand Avenue, are fully open for vehicular traffic The City has since received multiple inquires for permanent monument signage to replace signage which was removed due to Right-of-way (ROW) expansion, Public Utility Easement (PUE) relocations along Bell Road, Grand Avenue, and construction of the overpass. The City has approved requests by the owner/operators of two of the centers regarding the replacement of signage which was lost along Grand Avenue because of ROW expansion and PUE relocation due to the project requirements associated with Grand Avenue. Much of the signage being requested, along Bell Road, is to replace the signage removed as part of the project but it is outside of current code requirements thus requiring Comprehensive Sign Programs (CSPs) and Variances to accomplish. Under the current sign code the maximum height for a freestanding monument

sign adjacent to an arterial road (both Bell Road and Grand Avenue are classified as arterials) is 10 feet, 15 feet with the Approval of a CSP; and the base must have a width of at least 50% of the width of the sign. The height per code is defined as "The vertical distance from the top of the highest element of the sign or sign structure to the top of the curb or crown of the roadway where no curb exists." Signage along designated freeways, per the sign code, can be up to 80' in height, with a potential 3' addition for architectural features but have to be located within 50' of a designated freeway and 100" away from residentially zoned property; as stated previously neither Grand Avenue nor Bell Road are classified as freeways. Staff is looking for input from the Planning and Zoning Commission on sign heights, locations and aesthetics to determine how to move forward with regards to signage requests as submitted for the Surprise Market Place and the Surprise Town Center Commercial Centers.

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

☐ [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):

Eric Fitzer, Community Development Director



Surprise Town Center and Marketplace Monument Signage

Planning and Zoning Commission
February 15, 2018



History

- Resolution 2016-42 the Bell Grand Temporary Sign and Temporary Use Permit Policy
 - Began March 15th, 2016
 - Valid until the substantial completion of construction of the Bell Grand Project and the Council repeals the policy (not defined)
 - Amended June 7th, 2016 to allow directional signage
 - April 2016 Bell and Grand Overpass construction starts, Bell Road closed
 - Signage removed due to expansion of Right-of-way and relocation of utilities and easements
 - November 2016 Bell Road reopened
 - February 2017 Temporary Sign Policies Repealed
- 

Location Map





Freestanding Monument

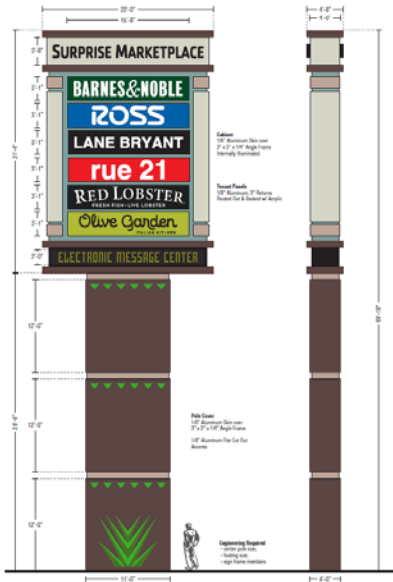
- ARTICLE IV. Zoning District Restrictions. Sec. 113-129. - Nonresidential zones (c) Freestanding signs
 - (2) Maximum number and height of signs allowed. One freestanding sign shall be permitted per single-tenant building or multiple-tenant complex, except on parcels with multiple street frontages. On parcels with multiple street frontages, one sign is permitted on each street. The **freestanding sign shall not exceed a height of ten feet**
- ARTICLE VIII. Comprehensive Sign Program Sec. 113-195. - Regulations. (2)
 - *Size and height.* Signs proposed under the comprehensive sign program shall be no larger than the **maximum of 50 percent of the standards**. The maximum height for freestanding signs is **15 feet with a maximum** aggregate area of 160 square feet.
- ARTICLE III. - Location, Design and Construction Specifications Sec. 113-105. - Sign height. (1)
 - *Freestanding sign.* The height of all signs shall be the vertical distance **from the top of the highest element of the sign or sign structure to the top of the curb or crown of the roadway where no curb exists**. The height of any monument base or other structure erected to support or ornament the sign shall be measured as part of the sign height.

Proposed Signage



Proposed Signage

Pylon Sign Concepts Surprise Marketplace (SMP)
Sign A with EMC Display & Sign C

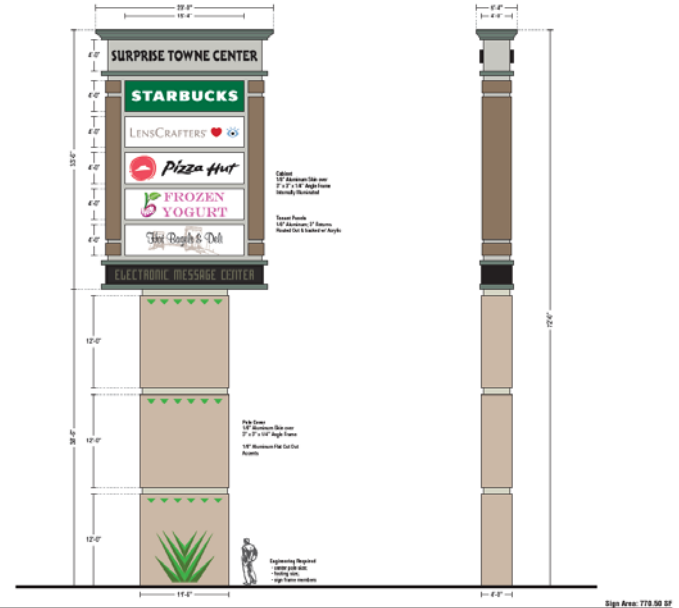


Sign Area: 685.33 SF

Pylon Sign Concepts Surprise Towne Center (STC)
Sign B with EMC Display

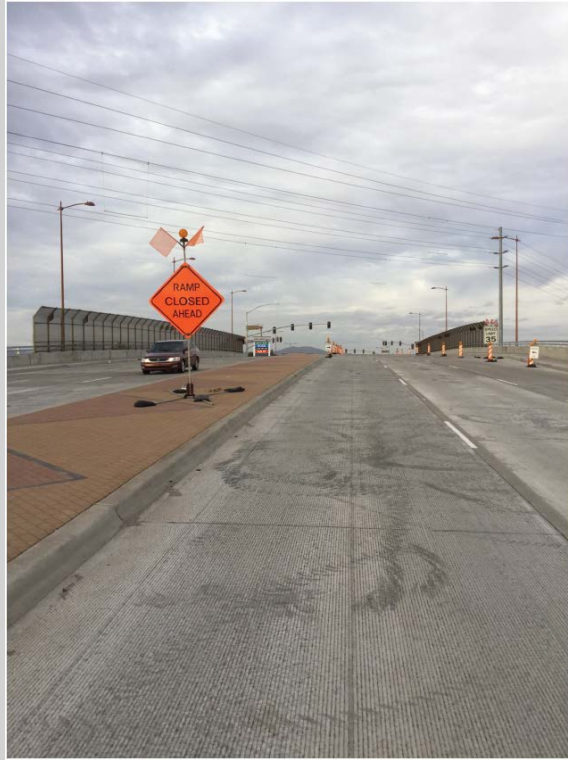


Sign Area: 281.33 SF

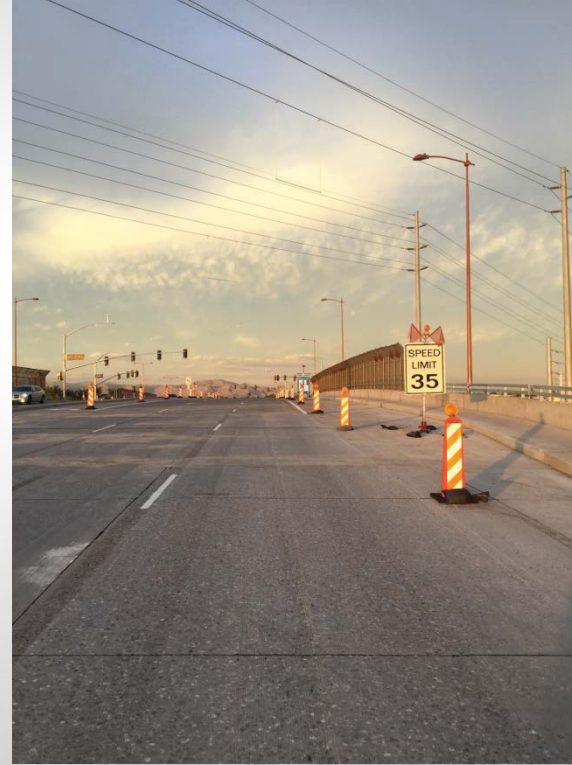


Sign Area: 779.00 SF

Examples of View Shed 69' & 72'



First Sight

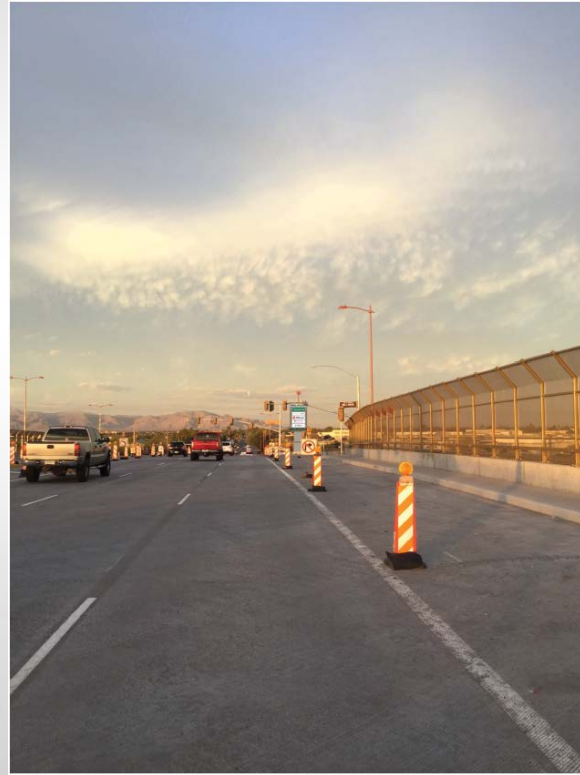


First Sight

Examples of View Shed 69' & 72'



On Top



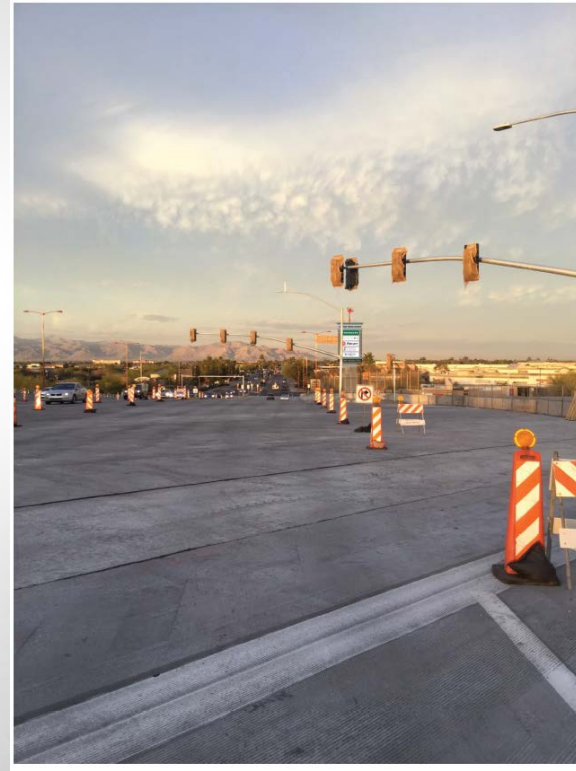
On Top



Examples of View Shed 69' & 72'



Down Slope

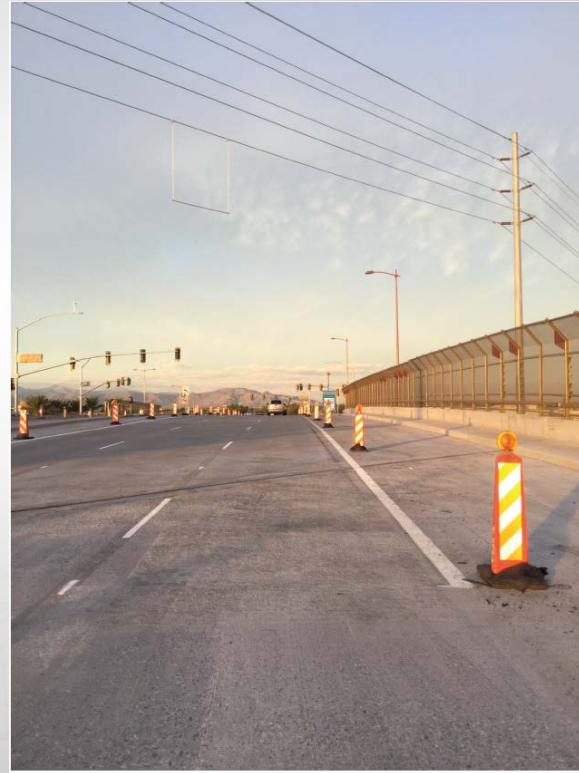


Down Slope

Examples of View Shed 60'



First Sight

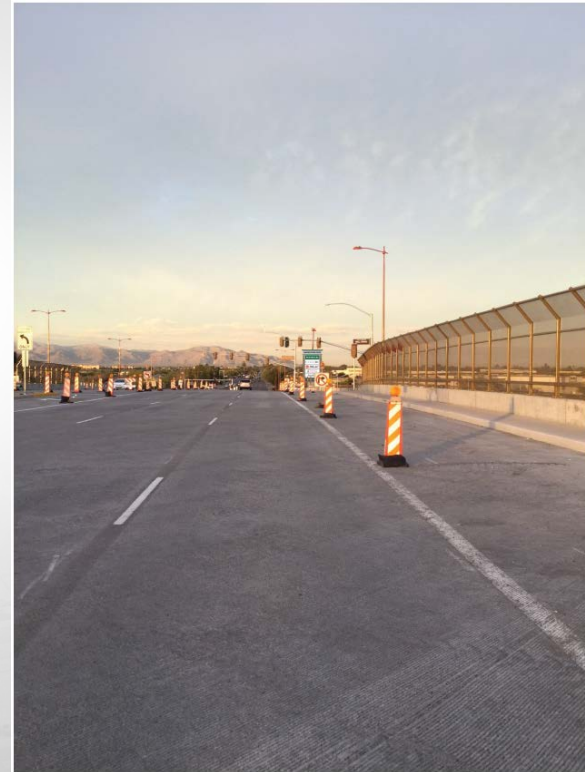


First Sight

Examples of View Shed 60'



On Top

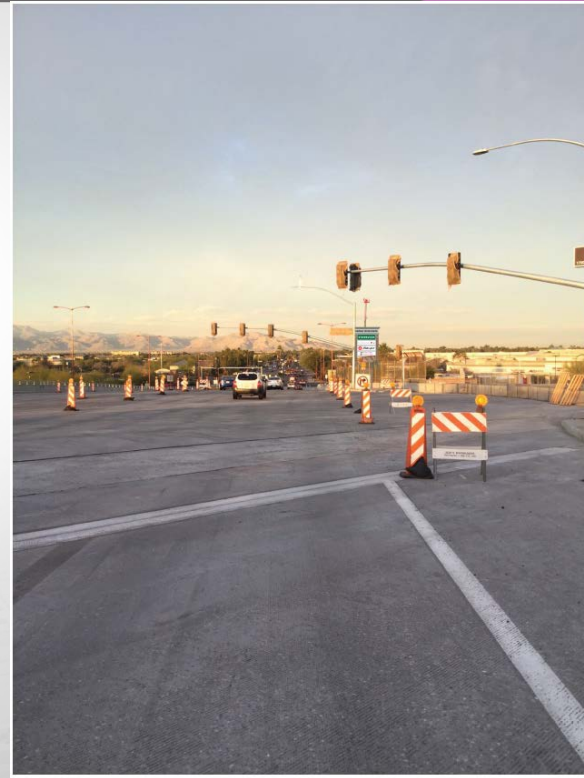


On Top

Examples of View Shed 60'



Down Slope

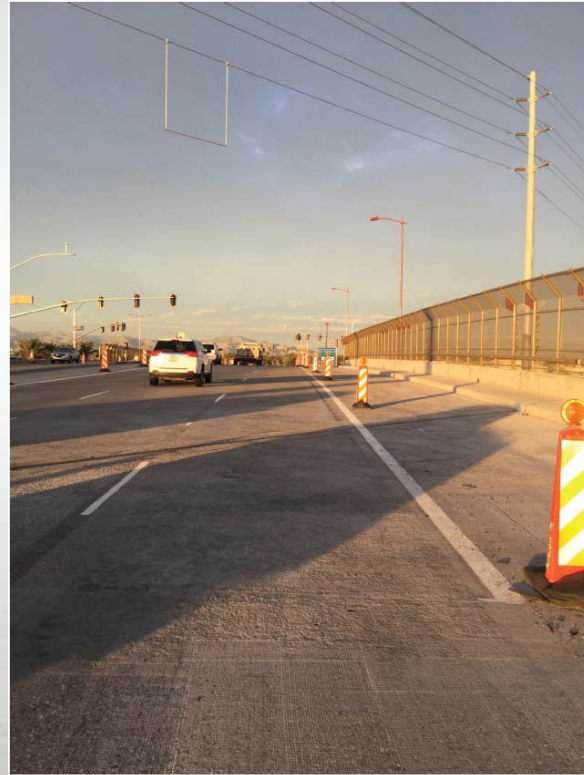


Down Slope

Examples of View Shed 50'



First Sight

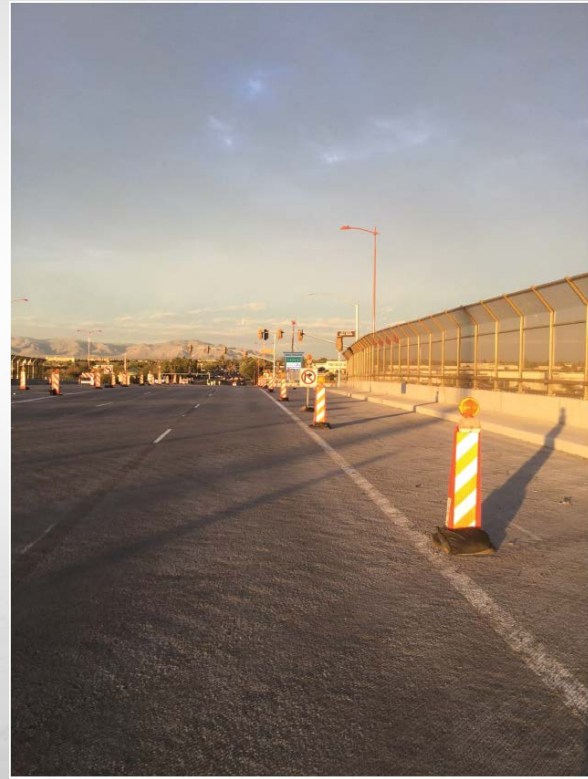


First Sight

Examples of View Shed 50'



On Top

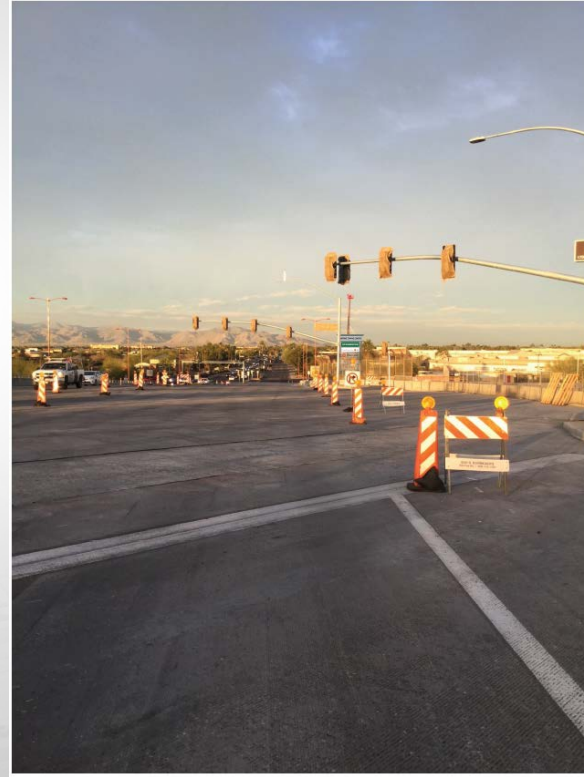


On Top

Examples of View Shed 50'



Down Slope

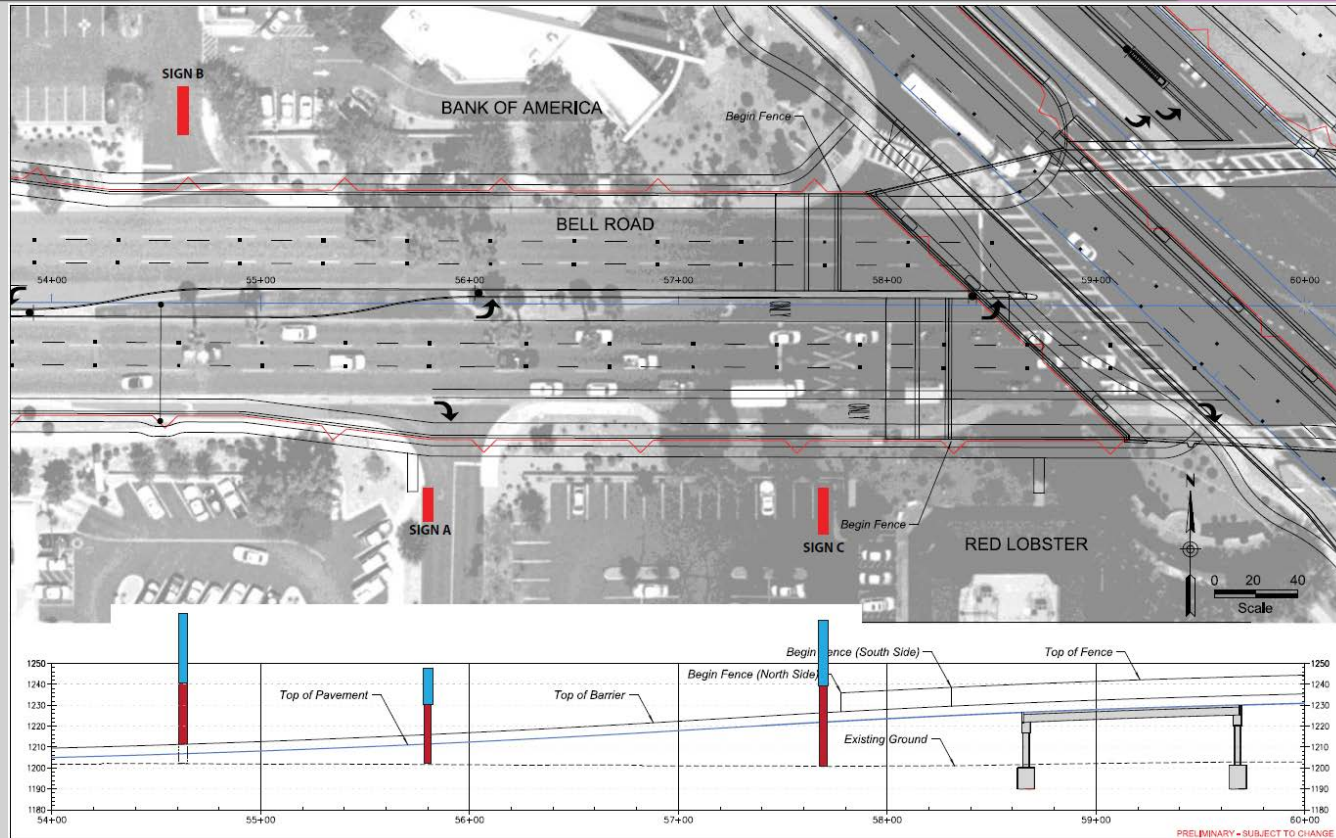


Down Slope

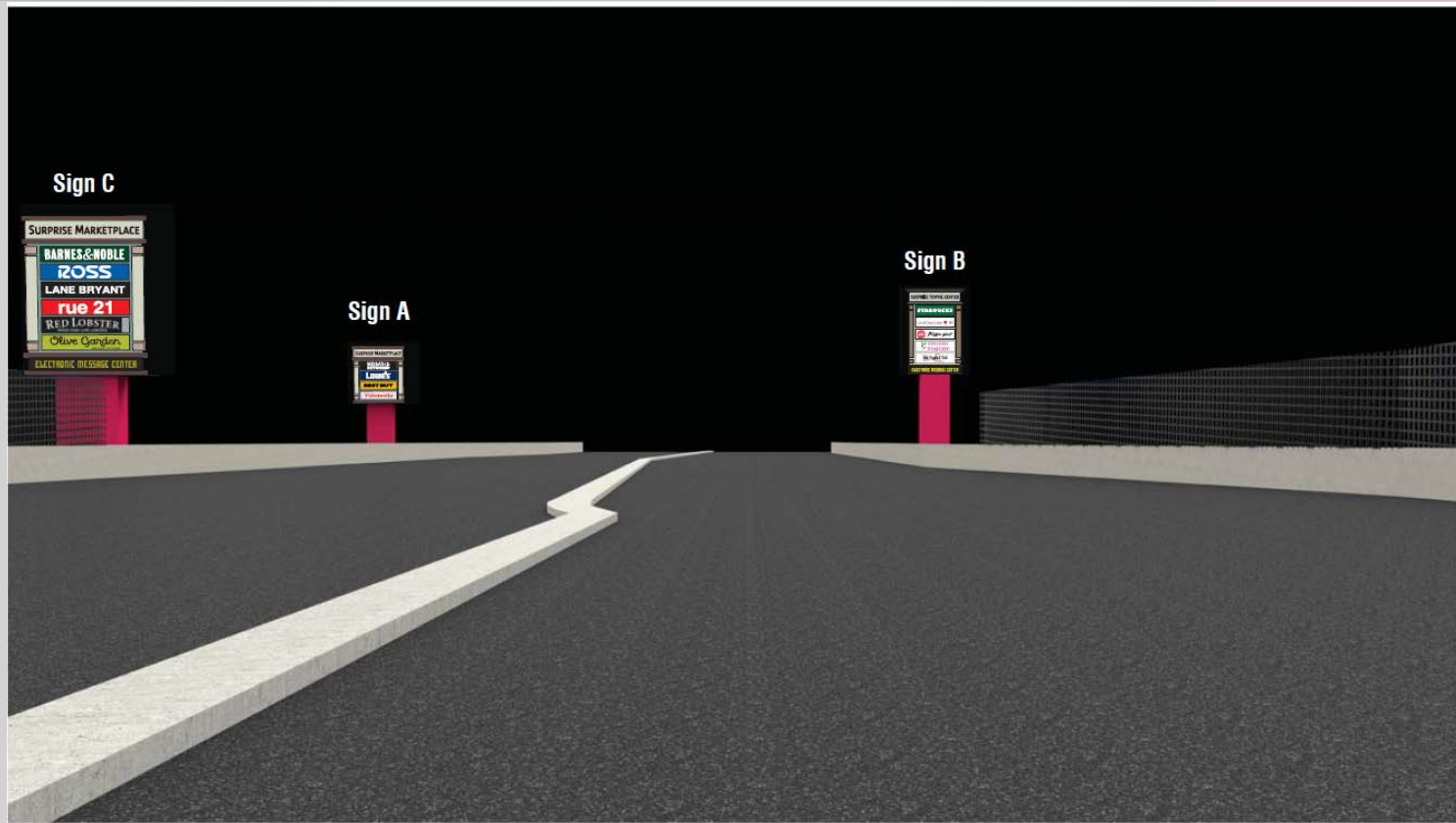
Potential Sign Locations

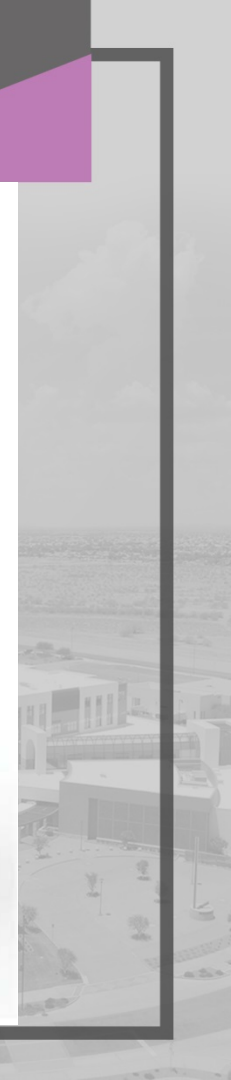


Potential Sign Location Profile



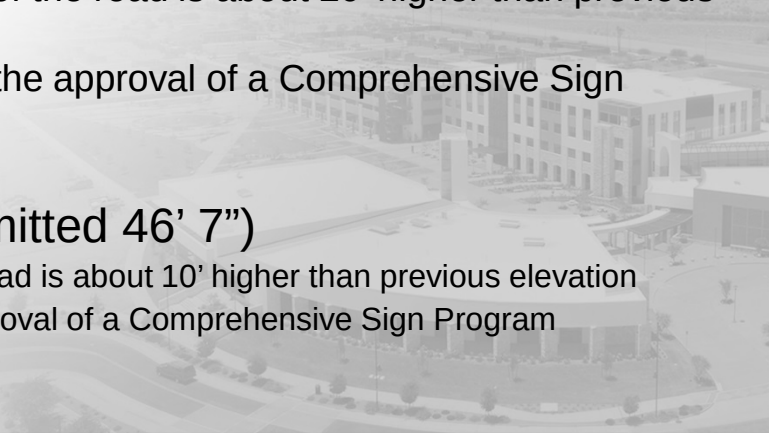
Potential Sign Location Profile







Current Code Requirements

- Town Center Pylon Sign STC-B (as submitted 72')
 - Per the location located STC-B the centerline of the road is about 5' higher than previous elevation
 - Per code would be allowed a 20' tall sign with the approval of a Comprehensive Sign Program
 - 52' discrepancy would require a Variance
 - Marketplace Pylon Sign STC-C (as submitted 68' 10")
 - Per the location located STC-C the centerline of the road is about 20' higher than previous elevation
 - Per code would be allowed a 35' tall sign with the approval of a Comprehensive Sign Program
 - 33' 10" discrepancy would require a Variance
 - Marketplace Pylon Sign STC-A (as submitted 46' 7")
 - Per the location located STC-A the centerline of the road is about 10' higher than previous elevation
 - Per code would be allowed a 25' tall sign with the approval of a Comprehensive Sign Program
 - 21' 7" discrepancy would require a Variance
- 



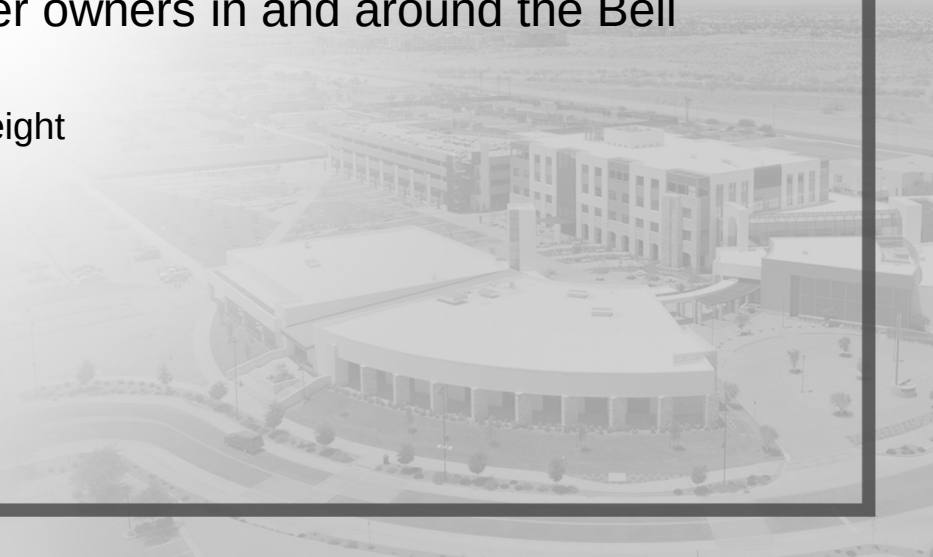
Requests

- **Surprise Town Center Comprehensive Sign Program (CSP)**
 - Sign Area is a one to one request
 - All signage areas being requested is equal the signage area which was lost due to Bell and Grand Project
 - Sign Height proposed along Bell Road is outside of what is allowed by code
 - Allowed at 20' tall
 - Sign Area and Height requests along Grand Avenue is within code requirements and approved CSP
- **Surprise Marketplace Comprehensive Sign Program (CSP)**
 - Sign Area is a one to one request
 - All signage areas being requested is equal the signage area which was lost due to Bell and Grand Project
 - Sign Heights proposed along Bell Road is outside of what is allowed by code
 - Allowed at 35' tall and 25' tall
 - Sign Area and Height requests along Grand Avenue is within code requirements and approved CSP



Processes

- Currently outlined as:
 - Comprehensive Sign Program Major Amendment
 - Planning and Zoning Commission Approval (Design and Location)
 - Council Action
 - Board of Adjustment
 - Height Variance Request
- Staff has received requests from other owners in and around the Bell Grand Overpass Area
 - Other signage requested at about 40' in height





SURPRISE
ARIZONA

Discussion

Thank You



CITY OF SURPRISE
Planning and Zoning Commission

February 15, 2018 @ 6:00:00 PM

Back Print

Board Meeting Date:	February 15, 2018	Contact Person:	Robert Kuhfuss - 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 regarding a Preliminary Plat in the Residential Medium Density (RM-9) PUD zoning district

Motion:

Motion to recommend approval of the requested Preliminary Plat to the City Council subject to stipulations "a" through "c" as listed in the Staff Report.

Background:

Dan Auxier of EPS Group on behalf of Y & M Rayis Trust et. al. requests approval of a Preliminary Plat in the recently approved Residential Medium Density (RM-9) PUD zoning district. The Preliminary Plat includes 117 45' x 110' single-family lots and approximately 4.7 acres of open space. The project will integrate with Rancho Mercado, which surrounds the site on all four sides.

Financial Impact Statement:

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

ATTACHMENTS:

Click to download

- ☐ [00 - FS17-568 - Ranch Del Rey Preliminary Plat - Staff Report](#)
- ☐ [01 - FS17-568 - Ranch Del Rey Preliminary Plat - Vicinity Map](#)
- ☐ [02 - FS17-568 - Ranch Del Rey Preliminary Plat - Case Map](#)
- ☐ [03 - FS17-568 - Ranch Del Rey Preliminary Plat](#)
- ☐ [04 - FS17-568 - Ranch Del Rey Preliminary Plat - Landscape Plans](#)
- ☐ [05 - FS17-568 - Ranch Del Rey Preliminary Plat - Luke AFB Comments](#)

- ☐ [06 - FS17-568 - Ranch Del Rey Preliminary Plat - ADOT Comments](#)
- ☐ [07 - FS17-568 - Ranch Del Rey Preliminary Plat - MWD Comments](#)
- ☐ [08 - FS17-568 - Ranch Del Rey Preliminary Plat - Presentation](#)

External Attachment Links:

Meeting Requirements:

Powerpoint x Video x White Board x Other x

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

Robert H. Kuhfuss, AICP

PRELIMINARY PLAT

REPORT TO THE PLANNING AND ZONING COMMISSION

Case: **FS17-568**

Project Name: Rancho Del Rey

Council District: 1

Meeting Date: **February 15, 2018**

Planner: Robert H. Kuhfuss, AICP

Owner: Y & M Rayis Trust et. al.

Applicant: Dan Auxier, EPS Group, Inc.

Request: Preliminary Plat in the Residential Medium Density (RM-9) PUD Zoning District

Site Location: Generally north of the Happy Valley Road alignment and east of the Bullard Avenue Alignment

Site Size: 24.95 gross acres (approx.)

Density: 4.69 DU/Ac

General Plan Conformance: The proposals advance the goals of the Surprise General Plan 2035.

Support/Opposition: No items of support or opposition received.

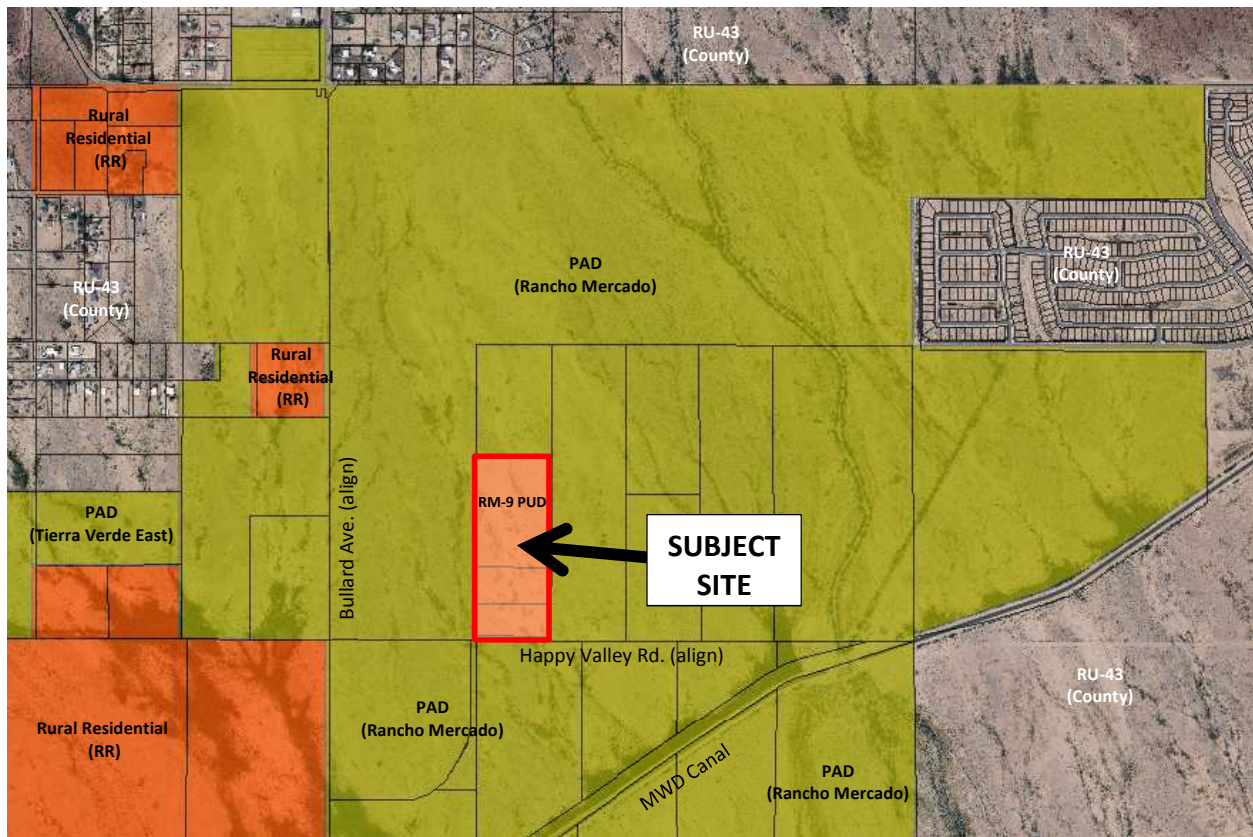
Staff Recommendation: Staff recommends the Commission vote to recommend **approval** of the proposed Preliminary Plat to the City Council, subject to stipulations "a" through "c".

Project Description:

Dan Auxier of EPS Group on behalf of Y & M Rayis Trust et. al. requests approval of a Preliminary Plat in the recently approved Residential Medium Density (RM-9) PUD zoning district. The Preliminary Plat includes 117 45' x 110' single-family lots and approximately 4.7 acres of open space. The project will integrate with Rancho Mercado, which surrounds the site on all four sides.

Existing Zoning:

The following map depicts the existing zoning of the subject site and its surrounds.



BACKGROUND:

July 11, 2006: The Maricopa County Board of Supervisors approved a request for a Development Master Plan (DMP) and associated Zone Change for the Rancho Mercado project in what was then unincorporated Maricopa County.

October 11, 2007: The Surprise City Council approved the Rancho Mercado PAD under case PAD06-276, Ordinance #07-46.

November 10, 2007: The City of Surprise annexed the subject property via Ordinance # 2007-47.

65 **January 5, 2016:** The City Council approved a Preliminary Plat for Rancho Mercado Unit 1 under
66 case FS15-069.

67
68 **June 16, 2016:** The Rancho Del Rey project was discussed at a Concept Review meeting under case
69 CR16-237.

70
71 **November 18, 2016:** The applicant filed a request for a Zone Change from RR to RM-9 PUD for
72 Rancho Del Rey under case FS16-516.

73
74 **December 28, 2016:** The applicant conducted a Citizen Outreach meeting regarding the Zone
75 Change requested under FS16-516.

76
77 **June 6, 2017:** The City Council approved the zone change requested under FS16-516.

78
79 **September 21, 2017:** The applicant submitted a Preliminary Plat under FS17-568, the subject case.

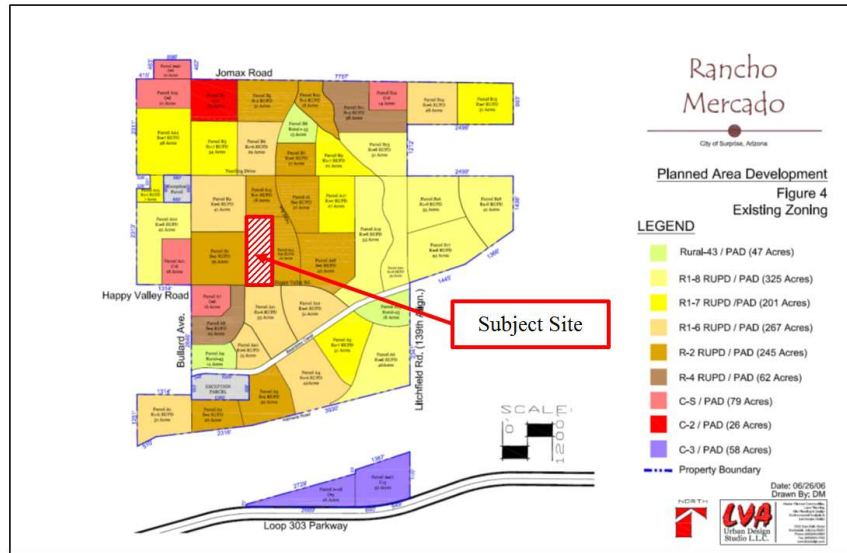
80
81 **Citizen Outreach:**

82
83 The Zone Change that preceded the subject Preliminary Plat was subject to certain notification
84 requirements, which were met during the processing of the Zone Change. While the subject
85 Preliminary Plat is not subject to those notification requirements, the project was discussed in detail
86 during the outreach meetings.

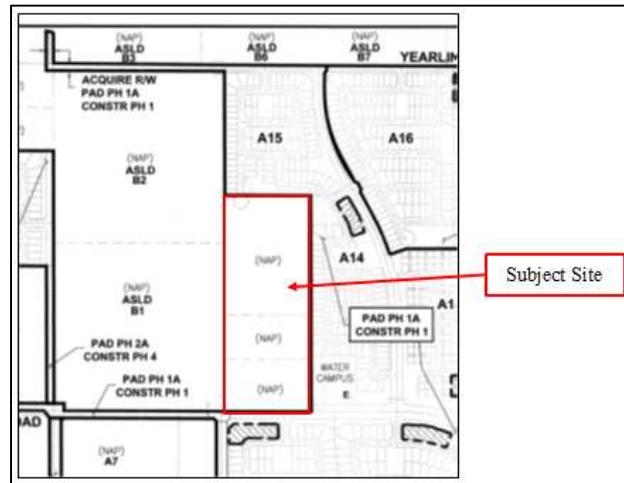
87
88 **Analysis and Discussion:**

89
90 The subject property was an exception to the Rancho Mercado PAD, but is completely surrounded
91 by it. For all intents and purposes, the subject property is an infill project. The intent of the
92 previously approved Zone Change was to allow development of this exception piece to occur in a
93 manner that is consistent with the surrounding PAD. The following Land Use map taken from the
94 Rancho Mercado PAD is annotated to show the location of the subject property relative to the
95 surrounding PAD.

96
97
98
99
100
101 [See image on following page.]
102
103
104
105
106
107

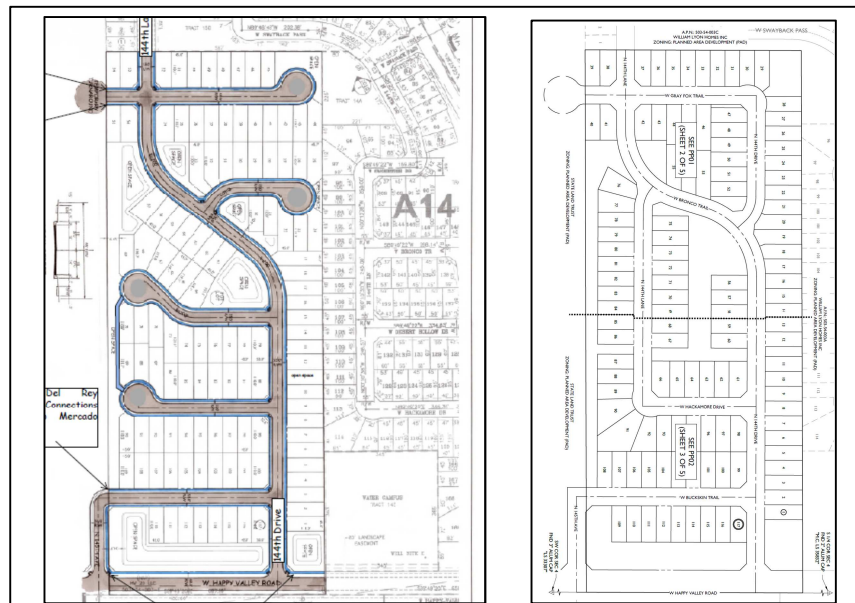


The land to the north, east and south of the subject property was also the subject of a Preliminary Plat for Rancho Mercado Unit 1, which the City Council approved on January 5, 2016. The following snip taken from the Rancho Mercado Unit 1 Preliminary Plat shows the relationship between the subject property and the approved Rancho Mercado Unit 1 Preliminary Plat.



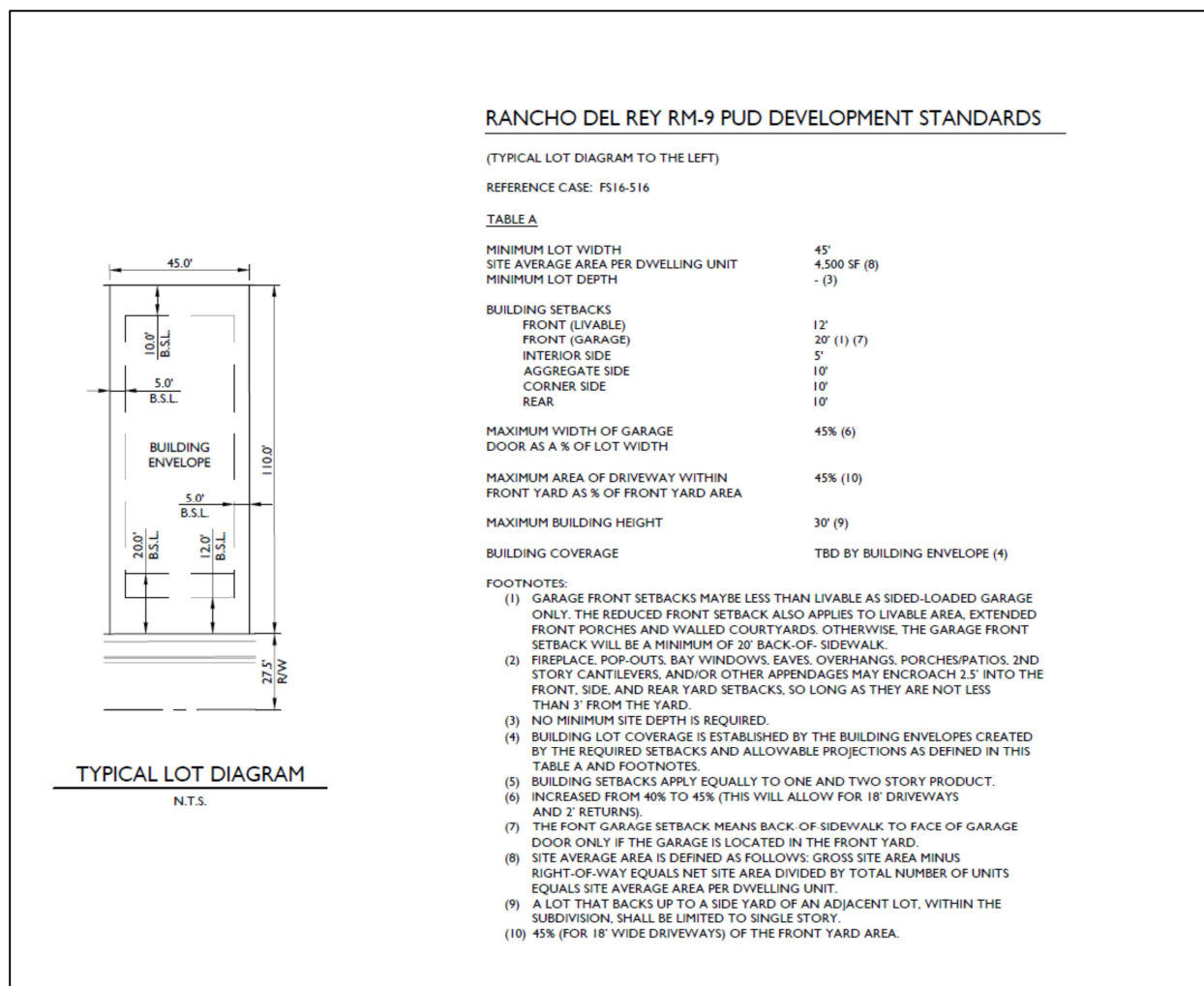
[Continued on following page.]

The following image places Exhibit E of the approved zoning narrative side-by-side with the proposed layout as expressed in the subject Preliminary Plat, both in the context of adjacent parcels within Ranch Mercado Unit 1. In both cases, primary access will be taken from Happy Valley Road via 144th Drive. Secondary access will be through an easement over the neighboring State Trust Land to the west at 145th Avenue. A temporary turn-around will occur at the end of the stub-out on the State Trust Land near the northwest corner of the subject site, which will be removed upon the development of the adjacent property. 144th Lane will connect to Rancho Mercado Parcel A15 to the north. Staff notes the proposed layout differs slightly from the conceptual layout as expressed in the zoning narrative. Staff is comfortable with this change as the proposed layout omits four (4) cul-de-sacs and is a generally more efficient design. Further, the proposed layout meets the density and development standards as approved in the rezone case.



The base zoning is RM-9, which would allow up to 9 dwelling units per acre (DU/Ac) were it not for the PUD Overlay, which caps the density to 4.7 DU/Ac. The PUD Overlay also sets certain development standards as expressed in the following table, taken from Sheet PP04 of the subject Preliminary Plat, which are consistent with those approved under the zoning case.

[See image on following page.]



154

155 The SUDC requires that not less than 20% of the "net residential acreage" be set aside as open
 156 space. The net residential acreage is essentially the total amount of land taken up by the individual
 157 lots combined with the total open space. The applicant proposes 4.68 acres of open space, which
 158 exceeds the 20% requirement set forth in the SUDC. Within that open space will be a pocket park
 159 with playground equipment, ramada, picnic table, trash receptacle, shaded seating, and turf play
 160 areas. A trail will extend along the open space tract located along the west side of the property
 161 thereby connecting the two western cul-de-sacs.

162

Lot Area	609,307 SF	13.99 Acres
Open Space	203,311 SF	4.68 Acres
Net Residential Acreage = Lot Area + Open Space	812,618 SF	18.66 Acres
Open Space as % of NRA	25%	

163

164

165

As with other projects in this region, staff is concerned over the incremental increase in the number of platted lots since this region also suffers from a lack of connectivity to the surrounding area, with the majority of the traffic being funneled to the intersection of 163rd Avenue and Grand Avenue. Increasing the population within that area will only serve to increase the traffic congestion at that intersection until such time as alternative access to the region is established. The City of Surprise is working with another developer to the east, which will extend Happy Valley Road from 163rd Avenue in an easterly direction to connect with existing development occurring within the unincorporated area of Maricopa County; however, the extension of Happy Valley Road will only have minimal impacts to the congestion problem occurring at 163rd Avenue and Grand Avenue. The City is also discussing a future interchange at Litchfield Road and the Loop 303, which will ultimately reduce traffic congestion in the immediate area; however, that interchange might not be constructed until several years into the future. The City is also discussing a grade-separated crossing at Jomax Road and Grand Avenue, but this is well into the future and will have no impacts in the short run.

Having stated this, the City has little in the way of being able to limit development in the area or manage traffic, especially where existing zoning entitlements already grant the rights of the developer to proceed as currently approved. Additional rooftops in the region, however, will have the effect of incentivizing commercial retailers to establish much needed businesses in the area, which will have the effect of altering traffic patterns in the region.

Utility and Services Table:

Electric:	APS
Water:	City of Surprise
Wastewater:	City of Surprise
Refuse:	City of Surprise
Natural Gas:	SWG
Irrigation:	N/A
Schools:	Dysart USD #89

Conformance with Adopted Plans:

Surprise General Plan 2035: The Surprise General Plan 2035 shows the subject property as lying within the Neighborhood Character Area, which supports residential development of up to 8 DU/Ac or more, provided appropriate transitions are made between the various Neighborhood types included within the character area. At 4.69 DU/Ac, the project most closely aligns with the Suburban Neighborhood type and is consistent with the General Plan in this regard. The General plan seeks appropriate buffers and transitions between the various Character Areas; however, since the subject request is consistent with the proposed development of the surrounding area, transition and buffering are not an issue.

200 **Reviewing Agencies:**

201
202 All city reviewing departments have reviewed the request and expressed no issues or concerns.
203 The subject Preliminary Plat was also routed to the standard external reviewing agencies who
204 offered no comments; however, the following comments were offered by these agencies as part of
205 the previous zone change request:

206
207 **Arizona Department of Transportation (ADOT):** in an email dated November 18, 2016 (attached),
208 ADOT indicated no objection to the request.

209
210 **Luke Air Force Base (LAFB):** In a letter dated November 22, 2016 (attached), LAFB indicated the
211 proposed development will not negatively affect operation at the base, but recommends
212 appropriate sound attenuation.

213
214 **Maricopa Water District (MWD):** In an email dated November 21, 2016 (attached), MWD
215 indicated the proposed project is outside their current boundaries.

216
217 **Dysart Unified School District:** The project was also routed to the Dysart Unified School District,
218 who has not offered comment; however, the Rancho Mercado development includes a school site,
219 which is located approximately ¼ mile south of the subject site. While the timing of construction of
220 the school is unknown, children living in the proposed community will have the opportunity to
221 attend school at that location once constructed.

222
223 **Summary:**

224
225 The City Council previously approved a Zone Change for the subject property. The subject
226 Preliminary Plat meets the requirements of that zoning district, in addition to other requirements as
227 set forth in the SUDC. All city reviewing departments have reviewed the request and offered no
228 objections. As an infill, the property is somewhat constrained; however, staff believes the proposed
229 Preliminary Plat is well designed with appropriate amenities. The project is well integrated with the
230 adjacent Rancho Mercado project and advances the goals and policies as established in the
231 currently approved General Plan. While the development of this property will increase traffic
232 congestion in the region, the likelihood of retailers entering the area is dependent upon increased
233 residential.

234
235 **Findings:**

- 236
237
 - The proposed Preliminary Plat is consistent with the Surprise General Plan 2035.
 - The proposed Preliminary Plat is consistent with the RM-9 PUD Zoning District as amended by

238 case FS16-516.

239
 - The reviewing agencies have indicated no concerns.

240
241
242

Recommendation:

Based on the findings noted above, staff recommends the Commission move to recommend **approval** of the subject Preliminary Plat request to the City Council, subject to stipulations 'a' through 'c' as outlined below:

- a. Development and use of the site shall be consistent with the Preliminary Plat entitled "Preliminary Plat for Rancho Del Rey" consisting of five (5) sheets prepared by EPS Group, Inc. dated December 15, 2017 and stamped received December 18, 2017.
- b. Landscaping of the development shall be consistent with the Preliminary Landscape Plans entitled "Rancho Del Rey Landscape Plan", consisting of three (3) sheets prepared by The McGough Group, dated December 15, 2017 and stamped received December 18, 2017.
- c. Non-compliance with the stipulations of approved plan for this case will be treated as a violation in accordance with the provisions of Article XIV of the Surprise Unified Development Code.

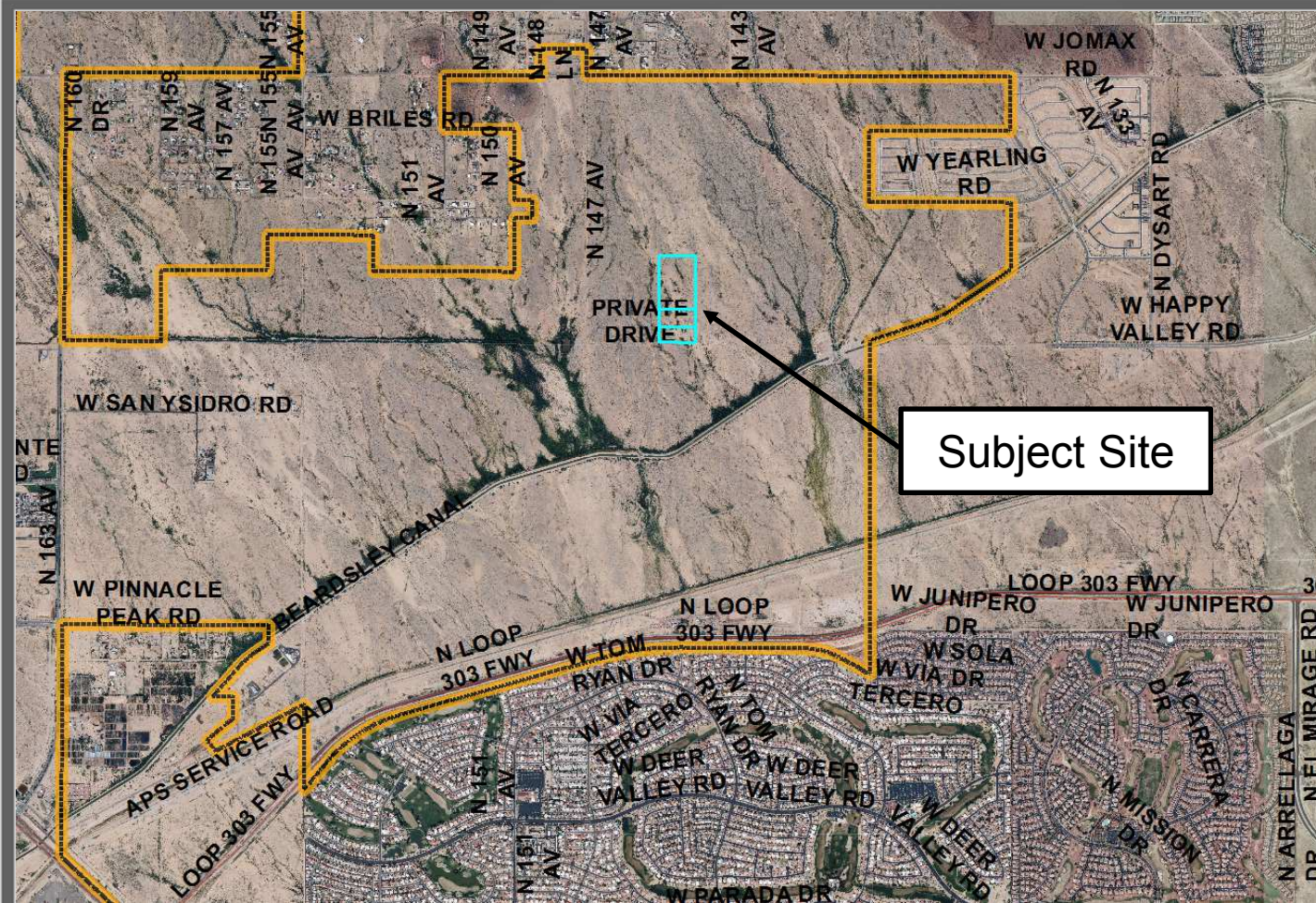
However, should the Commission wish to recommend denial of the request, the Commission should make its own findings and base its decision on those alternative findings.

Attachments:

- 01 – Vicinity Map
- 02 – Case Map
- 03 – Preliminary Plat
- 04 – Preliminary Landscape Plans
- 05 – Luke Air Force Base comments
- 06 – ADOT comments
- 07 – MWD comments

FS17-568
Rancho Del Rey
Preliminary Plat

Vicinity Map

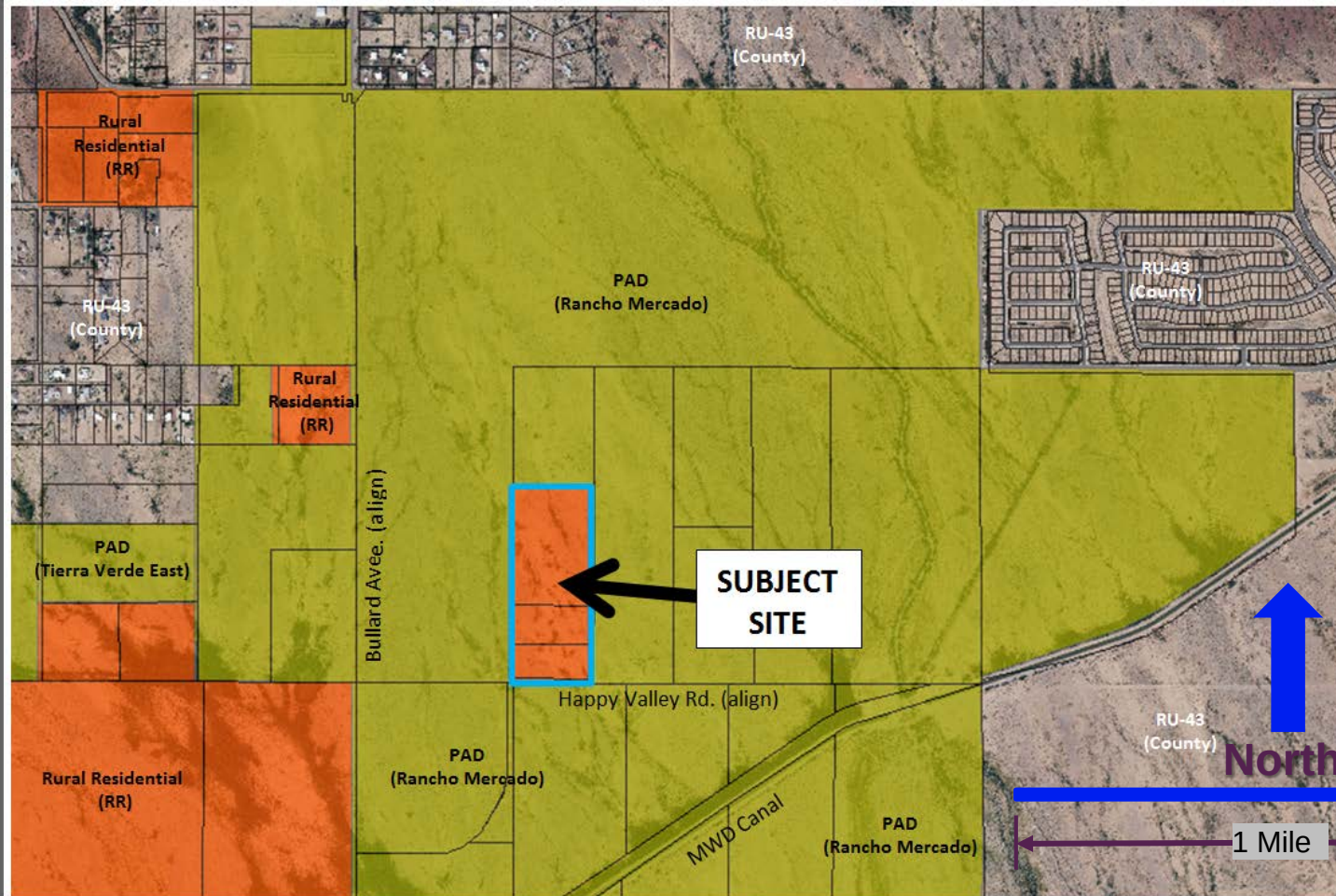


North

1 Mile

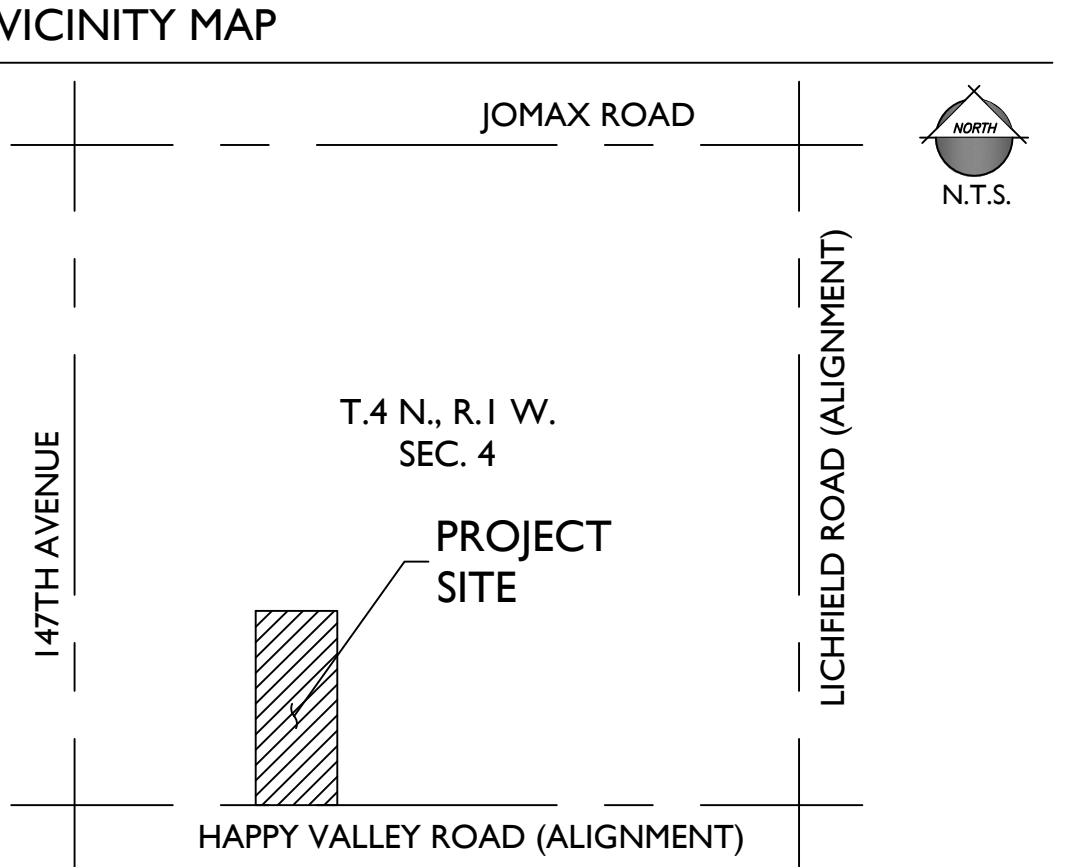
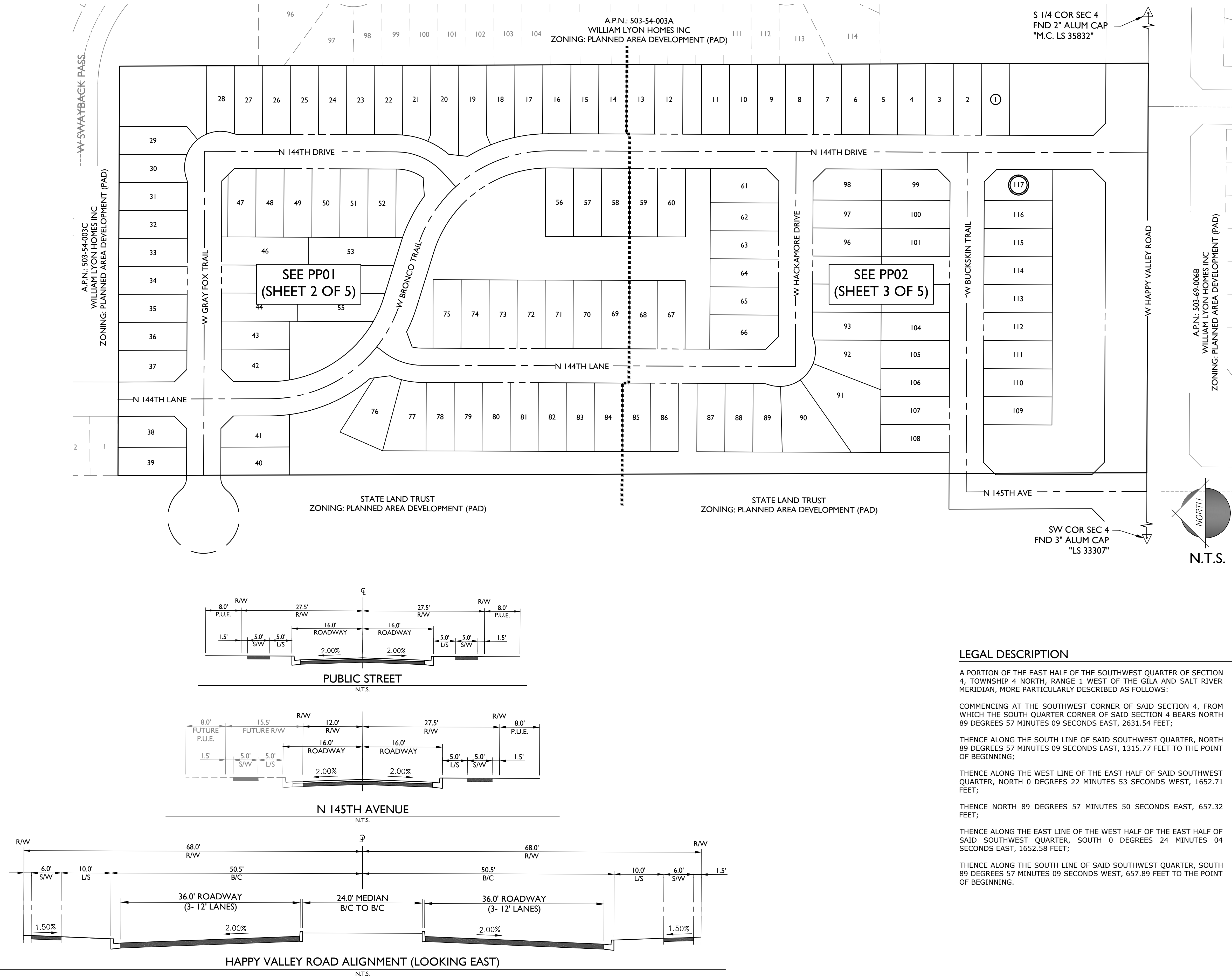
FS17-568
Rancho Del Rey
Preliminary Plat

Vicinity Map



PRELIMINARY PLAT
FOR
RANCHO DEL REY
SURPRISE, ARIZONA

A PORTION OF THE EAST HALF OF THE SOUTHWEST QUARTER OF SECTION 4, TOWNSHIP 4
NORTH, RANGE 1 WEST OF THE GILA AND SALT RIVER MERIDIAN, MARICOPA COUNTY, ARIZONA



PROJECT TEAM

DEVELOPER: KENT A. XANDER 8530 E. VIA DEL SOL DR. SCOTTSDALE, AZ 85255 TEL: 602-499-9305 CONTACT: KENT XANDER	CIVIL ENGINEER: EPS GROUP, INC. 2045 S. VINEYARD, SUITE 101 MESA, AZ 85210 TEL: 480-503-2250 CONTACT: DAN "OX" AUXIER, P.E.
PLANNER: WALSH DESIGN GROUP 6106 E. ROSE CIRCLE DR. PHOENIX, AZ 85018 TEL: 602-619-7581 CONTACT: JOE WALSH	LANDSCAPE ARCHITECT: MCGOUGH GROUP 11110 N. TATUM BLVD, SUITE 100 PHOENIX, AZ 85028 TEL: 602-997-9093 CONTACT: TIM MCGOUGH

PROJECT DATA

A.P.N.:	503-54-003E; 003F; 003D
CURRENT LAND USE:	UNDEVELOPED / NATURAL DESERT
EXISTING GENERAL PLAN:	NEIGHBORHOOD
EXISTING ZONING:	RM-9 PUD
GROSS AREA:	± 24.95 AC.
NET AREA:	± 23.91 AC. (LESS HAPPY VALLEY R/W)
LOT SIZE:	45' x 110'
NO. OF LOTS:	117
GROSS DENSITY:	4.7 DU/AC
NET DENSITY:	4.9 DU/AC
OVERALL OPEN SPACE:	4.68 AC (19.6% OF NET)

GENERAL NOTES

- THIS PLAN IS NOT A CONSTRUCTION DOCUMENT.
- LOT DIMENSIONS ARE APPROXIMATE. FINAL LOT DIMENSIONS SHALL BE PER THE FINAL PLAT.
- ALL PUBLIC STREETS WILL BE CONSTRUCTED TO THE CITY OF SURPRISE MINIMUM STANDARDS AS MODIFIED HEREIN.
- THIS DEVELOPMENT WILL PROVIDE FOR INSTALLATIONS OF REQUIRED STREET LIGHTS.
- THE HOMEOWNERS' ASSOCIATION WILL BE RESPONSIBLE FOR MAINTENANCE OF ALL LANDSCAPE TRACTS.
- THE AREA PLATTED HEREIN LIES WITHIN THE DOMESTIC WATER SERVICE AREA OF CITY OF SURPRISE WHICH IS DESIGNATED AS HAVING AN ASSURED WATER SUPPLY PURSUANT A.R.S. 45-576.

DEVELOPMENT STANDARDS

RANCHO DEL REY SHALL CONFORM TO THE RM-9 PUD DEVELOPMENT STANDARDS APPROVED WITH THE MAJOR ZONING AMENDMENT (F316-516) FOR RANCHO DEL REY BY CITY COUNCIL ON JUNE 6, 2017. SEE SHEET 5 OF THIS PRELIMINARY PLAT.

BASIS OF BEARING

WEST LINE OF THE EAST HALF OF THE SOUTHWEST QUARTER OF SECTION 4, T.4 N., R.1 W., OF THE GILA AND SALT RIVER MERIDIAN, MARICOPA COUNTY, ARIZONA AS RECORDED IN DOC. 20150652453, M.C.R.
BEARING: N 00°22'53" W

UTILITIES

WATER SEWER GAS ELECTRIC TELEPHONE / COX CABLE TV FIRE POLICE	CITY OF SURPRISE CITY OF SURPRISE SOUTHWEST GAS ARIZONA PUBLIC SERVICE CENTURYLINK / COX CENTURYLINK / COX CITY OF SURPRISE CITY OF SURPRISE
--	---

SHEET INDEX

SHEET 1	CS01	COVERSHEET
SHEET 2	PP01	PRELIMINARY PLAT
SHEET 3	PP02	PRELIMINARY PLAT
SHEET 4	PP03	HAPPY VALLEY ROAD TAPER
SHEET 5	PP04	DATA TABLES & LOT DIAGRAM

2045 S. Vineyard Ave, Suite 101
Mesa, AZ 85210
T: 480.503.2250 | F: 480.503.2258
www.epsgroupinc.com

EPS GROUP

Rancho del Rey
Surprise, Arizona

COVER SHEET

Project:
AUGUST 30, 2017 - 1ST PRELIMINARY PLAT SUB.
NOVEMBER 17, 2017 - 2ND PRELIMINARY PLAT SUB.
DECEMBER 15, 2017 - 3RD PRELIMINARY PLAT SUB.

Revisions:

Call all clients prior to the working days
before your begin excavation.

ARIZONA
Division of Land & Water
1000 N. GILBERT AVENUE, SUITE 100
PHOENIX, ARIZONA 85004
(602) 995-1100

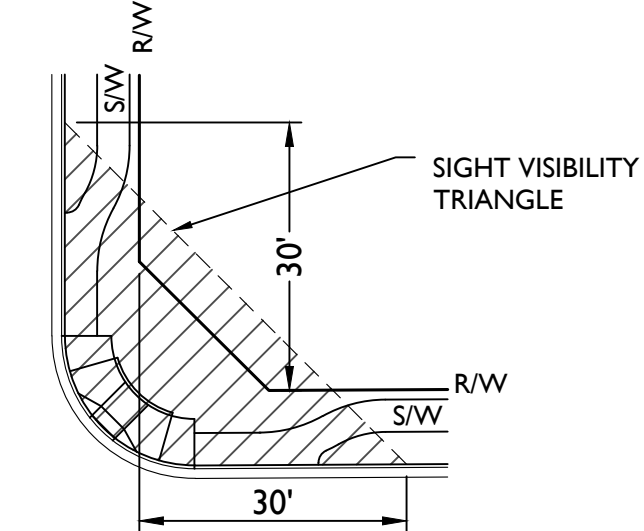
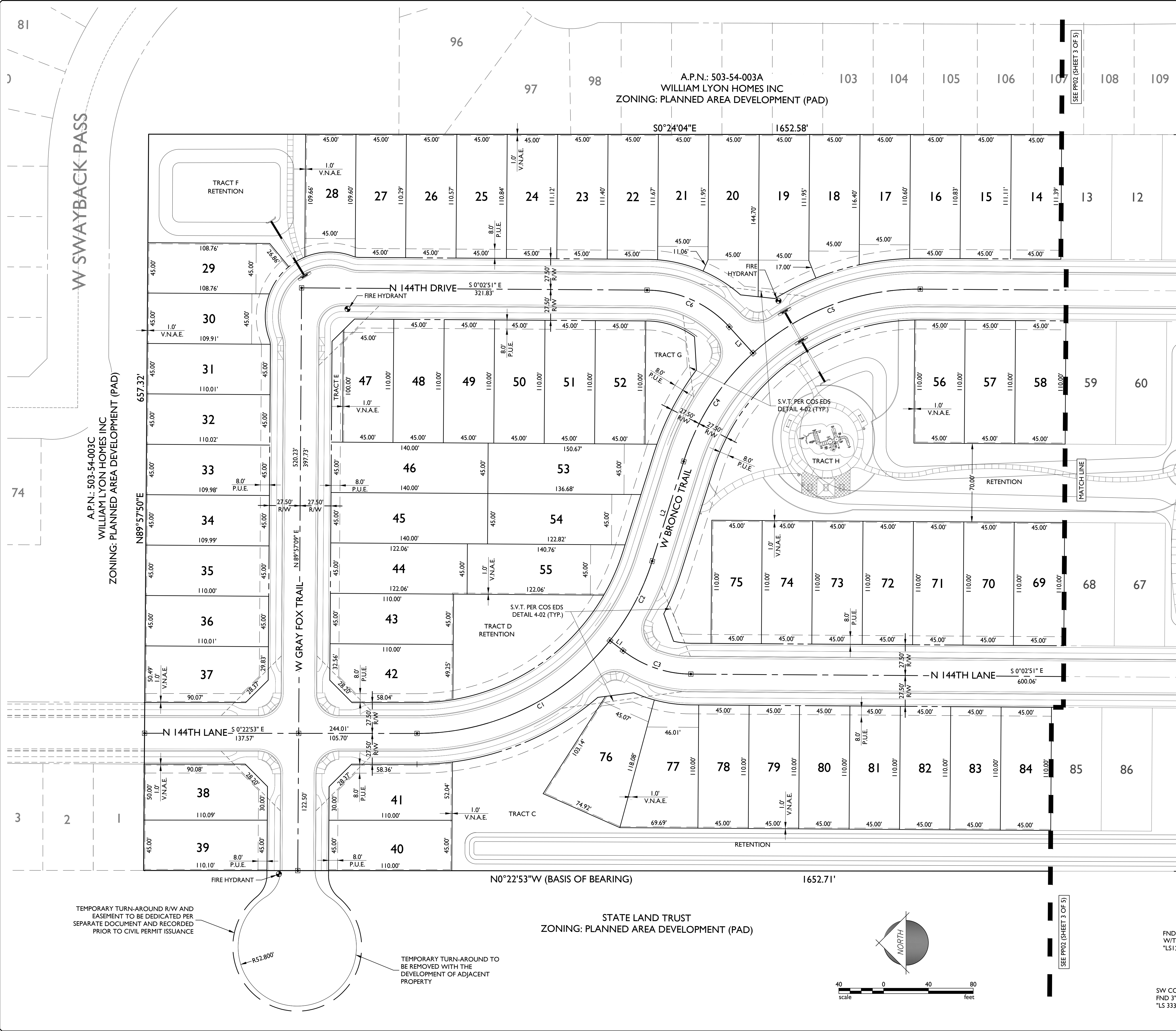
Designer: DMA
Drawn by: DCH

Professional Engineer
DANIEL B. AUXIER
50291
ARIZONA, U.S.A.
Exp: 12/31/2018

Job No.
16-226
CS01
Sheet No.
1
of 5

I6-226 - Rancho del Rey

Dec 15, 2017 9:41am S:\Projects\2016\I6-226\Planning\Drawings\16-226 - Rancho del Rey - PP01.dwg dhughes



TYPICAL S.V.T. EASEMENT
N.T.S.
(PER CITY OF SURPRISE ENGINEERING
DESIGN STANDARDS DETAIL 4-02)

S.V.T. EASEMENT NOTE
THE BUILDING ENVELOPES OF LOTS 37, 38, 41, 42, 61, 66, 98, 99, AND 117 ARE RESISTED DUE TO THE SIGHT VISIBILITY TRIANGLE.

LINE TABLE		
LINE	LENGTH	BEARING
L1	14.77'	S37°31'47"W
L2	93.31'	S72°41'12"E
L3	31.61'	S47°34'56"W

CURVE TABLE				
CURVE	LENGTH	RADIUS	CHORD	DELTA
C1	197.77'	220.00'	191.18'	051°30'21"
C2	80.77'	220.00'	80.32'	021°02'09"
C3	65.17'	100.00'	64.02'	037°20'27"
C4	116.22'	220.00'	114.88'	030°16'08"
C5	163.60'	220.00'	159.85'	042°36'24"
C6	82.72'	100.00'	80.38'	047°23'37"

2045 S. Vineyard Ave, Suite 101
Mesa, AZ 85210
T:480.503.2250 | F:480.503.2258
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Project: Rancho del Rey
Surprise, Arizona

Revisions:

AUGUST 30, 2017 - 1ST PRELIMINARY PLAT SUB.	
NOVEMBER 17, 2017 - 2ND PRELIMINARY PLAT SUB.	
DECEMBER 15, 2017 - 3RD PRELIMINARY PLAT SUB.	

Call at least two full working days before you begin excavation.

ARIZONA

Small Print: Not to be used without the seal of the Professional Engineer in the State of Arizona. In Maricopa County: (002263-1109)

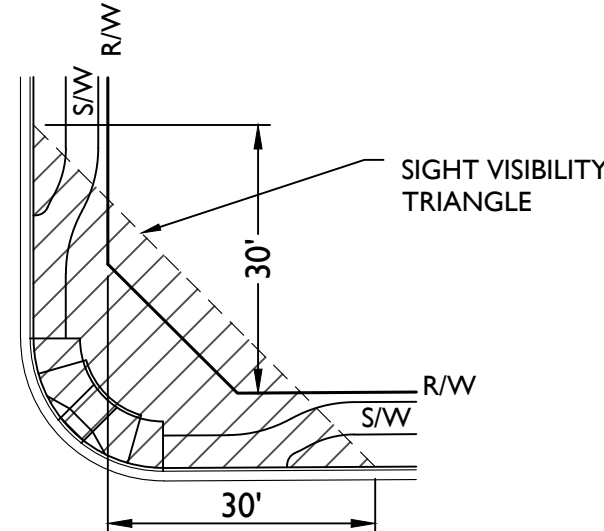
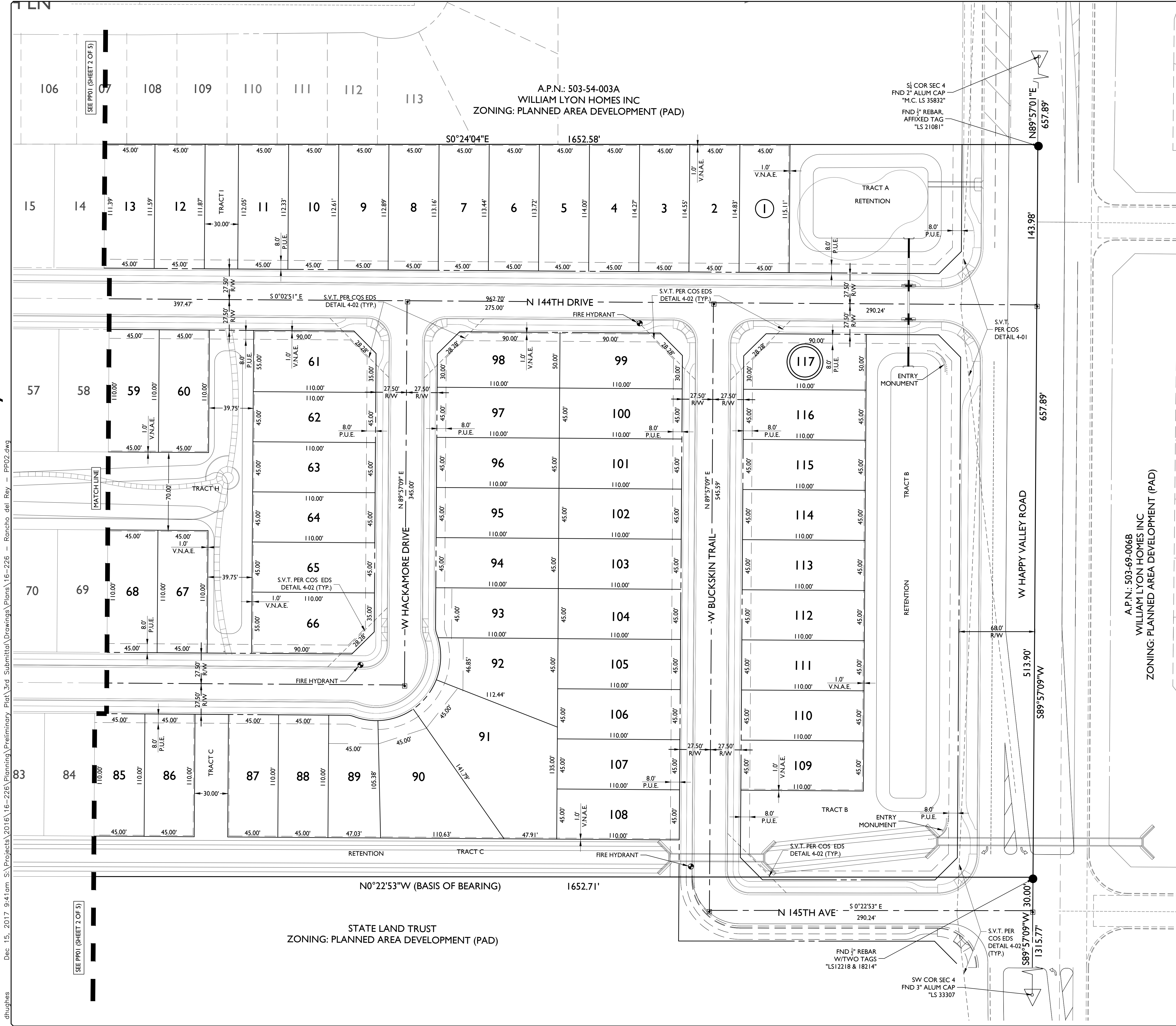
Designer: DMA
Drawn by: DCH

Professional Engineer Seal: Daniel B. Auker, No. 50291, Exp. 12/31/2018

Job No. **16-226**
PP01

Sheet No. **2**
of 5

I6-226 - Rancho del Rey



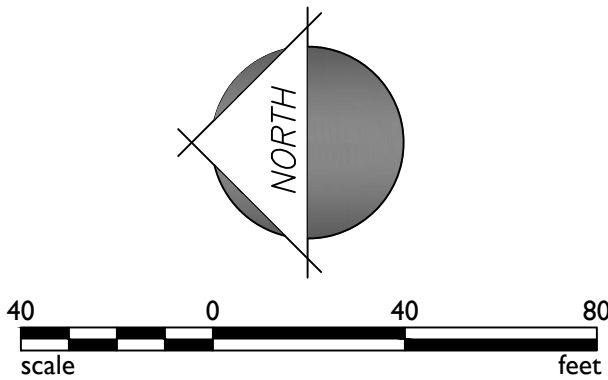
TYPICAL S.V.T. EASEMENT
N.T.S.
(PER CITY OF SURPRISE ENGINEERING
DESIGN STANDARDS DETAIL 4-02)

S.V.T. EASEMENT NOTE

THE BUILDING ENVELOPES OF LOTS 37, 38, 41, 42, 61, 66, 98, 99, AND 117 ARE RESISTED DUE TO THE SIGHT VISIBILITY TRIANGLE.

LINE TABLE		
LINE	LENGTH	BEARING
L1	14.77'	S37°31'47"W
L2	93.31'	S72°41'12"E
L3	31.61'	S47°34'56"W

CURVE TABLE				
CURVE	LENGTH	RADIUS	CHORD	DELTA
C1	197.77'	220.00'	191.18'	051°30'21"
C2	80.77'	220.00'	80.32'	021°02'09"
C3	65.17'	100.00'	64.02'	037°20'27"
C4	116.22'	220.00'	114.88'	030°16'08"
C5	163.60'	220.00'	159.85'	042°36'24"
C6	82.72'	100.00'	80.38'	047°23'37"



A.P.N.: 503-69-006B
WILLIAM LYON HOMES INC
ZONING: PLANNED AREA DEVELOPMENT (PAD)

Project:

Rancho del Rey
Surprise, Arizona

Revisions:

AUGUST 30, 2017 - 1ST PRELIMINARY PLAT SUB.

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DECEMBER 15, 2017 - 3RD PRELIMINARY PLAT SUB.

Designer:

DMA

Drawn by:

DCH

Call at least two full working days before you begin excavation.

ARIZONA

REGISTERED PROFESSIONAL ENGINEER

50291
DANIEL B. AUKER

DESIGNED 02/25/17

ARIZONA, U.S.A.

Expires: 12/31/2018

Job No.

16-226

PP02

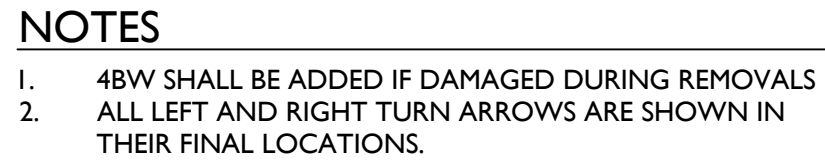
Sheet No.

3
of 5

EPS GROUP

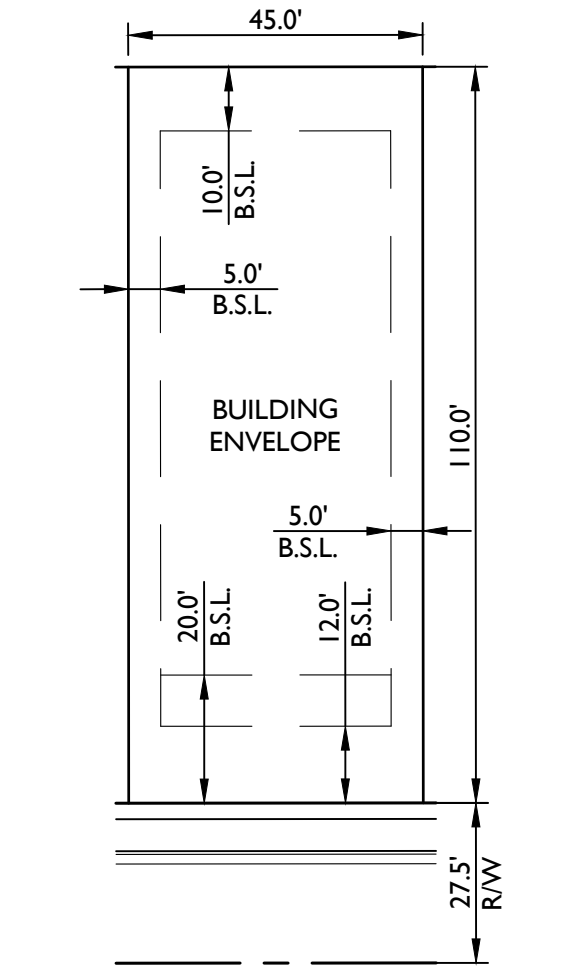
2045 S. Vineyard Ave, Suite 101
Mesa, AZ 85210
T: 480.503.2250 | F: 480.503.2258
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dhughes Dec 15, 2017 9:41am S:\Projects\2016\16-226\Planning\Preliminary Plat\3rd Submittal\Drawings\Plans\16-226 - Rancho del Rey - PP03.dwg



LOT TABLE																	
Lot #	Area (SF)	Width	Lot #	Area	Width	Lot #	Area	Width	Lot #	Area	Width	Lot #	Area	Width	Lot #	Area	Width
1	5173.50	45.00'	21	5215.71	45.00'	41	5321.50	50.00'	61	5850.00	55.00'	81	4950.00	45.00'	101	4950.00	45.00'
2	5161.02	45.00'	22	5016.81	45.00'	42	5518.45	50.00'	62	4950.00	45.00'	82	4950.00	45.00'	102	4950.00	45.00'
3	5148.54	45.00'	23	5003.30	45.00'	43	4950.00	45.00'	63	4950.00	45.00'	83	4950.00	45.00'	103	4950.00	45.00'
4	5136.06	45.00'	24	4990.82	45.00'	44	5492.67	45.00'	64	4950.00	45.00'	84	4950.00	45.00'	104	4950.00	45.00'
5	5123.58	45.00'	25	4978.34	45.00'	45	6300.00	45.00'	65	4950.00	45.00'	85	4950.00	45.00'	105	4950.00	45.00'
6	5111.10	45.00'	26	4965.86	45.00'	46	6300.00	45.00'	66	5850.00	55.00'	86	4950.00	45.00'	106	4950.00	45.00'
7	5098.62	45.00'	27	4952.87	45.00'	47	4900.00	45.00'	67	4950.00	45.00'	87	4950.00	45.00'	107	4950.00	45.00'
8	5086.14	45.00'	28	4797.79	45.00'	48	4950.00	45.00'	68	4950.00	45.00'	88	4950.00	45.00'	108	4950.00	45.00'
9	5073.66	45.00'	29	5241.86	45.00'	49	4950.00	45.00'	69	4950.00	45.00'	89	4942.45	45.00'	109	4950.00	45.00'
10	5061.18	45.00'	30	4802.50	45.00'	50	4950.00	45.00'	70	4950.00	45.00'	90	8058.66	45.00'	110	4950.00	45.00'
11	5048.70	45.00'	31	4950.28	45.00'	51	4950.00	45.00'	71	4950.00	45.00'	91	11060.71	45.00'	111	4950.00	45.00'
12	5027.89	45.00'	32	4950.71	45.00'	52	4950.00	45.00'	72	4950.00	45.00'	92	6285.62	46.82'	112	4950.00	45.00'
13	5015.41	45.00'	33	4951.11	45.00'	53	6463.00	45.00'	73	4950.00	45.00'	93	4931.89	45.00'	113	4950.00	45.00'
14	5002.93	45.00'	34	4951.51	45.00'	54	5838.80	45.00'	74	4950.00	45.00'	94	4950.00	45.00'	114	4950.00	45.00'
15	4990.45	45.00'	35	4951.91	45.00'	55	5961.24	45.00'	75	4950.00	45.00'	95	4950.00	45.00'	115	4950.00	45.00'
16	4978.59	45.00'	36	4952.31	45.00'	56	4949.91	45.00'	76	6461.03	45.06'	96	4950.00	45.00'	116	4950.00	45.00'
17	5075.89	45.00'	37	5320.97	50.00'	57	4950.00	45.00'	77	6121.58	46.01'	97	4950.00	45.00'	117	5300.00	50.00'
18	5467.50	45.00'	38	5304.18	50.00'	58	4950.00	45.00'	78	4950.00	45.00'	98	5300.00	50.00'	TOTAL AREA 609,307.81 SQ. FT.		
19	6391.67	45.00'	39	4954.18	45.00'	59	4950.00	45.00'	79	4950.00	45.00'	99	5300.00	50.00'			
20	6174.77	45.00'	40	4950.08	45.00'	60	4950.00	45.00'	80	4950.00	45.00'	100	4950.00	45.00'			

TRACT USE TABLE			
TRACT	USE	AREA (SF)	AREA (AC)
A	LANDSCAPE / OPEN SPACE / RETENTION	17646	0.405
B	LANDSCAPE / OPEN SPACE / RETENTION	49302	1.132
C	LANDSCAPE / OPEN SPACE / RETENTION	49845	1.144
D	LANDSCAPE / OPEN SPACE	8342	0.192
E	LANDSCAPE / OPEN SPACE	950	0.022
F	LANDSCAPE / OPEN SPACE / RETENTION	14036	0.322
G	LANDSCAPE / OPEN SPACE	3456	0.079
H	LANDSCAPE / OPEN SPACE / RETENTION	56375	1.294
I	LANDSCAPE / OPEN SPACE	3359	0.077
TOTAL TRACT AREA		203311	4.667



RANCHO DEL REY RM-9 PUD DEVELOPMENT STANDARDS

(TYPICAL LOT DIAGRAM TO THE LEFT)

REFERENCE CASE: FS16-516

TABLE A

MINIMUM LOT WIDTH 45'
SITE AVERAGE AREA PER DWELLING UNIT 4,500 SF (8)
MINIMUM LOT DEPTH - (3)

BUILDING SETBACKS
FRONT (LIVABLE) 12'
FRONT (GARAGE) 20' (1) (7)
INTERIOR SIDE 5'
AGGREGATE SIDE 10'
CORNER SIDE 10'
REAR 10'

MAXIMUM WIDTH OF GARAGE DOOR AS A % OF LOT WIDTH 45% (6)

MAXIMUM AREA OF DRIVEWAY WITHIN FRONT YARD AS % OF FRONT YARD AREA 45% (10)

MAXIMUM BUILDING HEIGHT 30' (9)

BUILDING COVERAGE TBD BY BUILDING ENVELOPE (4)

FOOTNOTES:

- (1) GARAGE FRONT SETBACKS MAYBE LESS THAN LIVABLE AS SIDED-LOADED GARAGE ONLY. THE REDUCED FRONT SETBACK ALSO APPLIES TO LIVABLE AREA, EXTENDED FRONT PORCHES AND WALLED COURTYARDS. OTHERWISE, THE GARAGE FRONT SETBACK WILL BE A MINIMUM OF 20' BACK-OF- SIDEWALK.
- (2) FIREPLACE, POP-OUTS, BAY WINDOWS, EAVES, OVERHANGS, PORCHES/PATIOS, 2ND STORY CANTILEVERS, AND/OR OTHER APPENDAGES MAY ENCROACH 2.5' INTO THE FRONT, SIDE, AND REAR YARD SETBACKS, SO LONG AS THEY ARE NOT LESS THAN 3' FROM THE YARD.
- (3) NO MINIMUM SITE DEPTH IS REQUIRED.
- (4) BUILDING LOT COVERAGE IS ESTABLISHED BY THE BUILDING ENVELOPES CREATED BY THE REQUIRED SETBACKS AND ALLOWABLE PROJECTIONS AS DEFINED IN THIS TABLE A AND FOOTNOTES.
- (5) BUILDING SETBACKS APPLY EQUALLY TO ONE AND TWO STORY PRODUCT.
- (6) INCREASED FROM 40% TO 45% (THIS WILL ALLOW FOR 18' DRIVEWAYS AND 2' RETURNS).
- (7) THE FONT GARAGE SETBACK MEANS BACK-OF-SIDEWALK TO FACE OF GARAGE DOOR ONLY IF THE GARAGE IS LOCATED IN THE FRONT YARD.
- (8) SITE AVERAGE AREA IS DEFINED AS FOLLOWS: GROSS SITE AREA MINUS RIGHT-OF-WAY EQUALS NET SITE AREA DIVIDED BY TOTAL NUMBER OF UNITS EQUALS SITE AVERAGE AREA PER DWELLING UNIT.
- (9) A LOT THAT BACKS UP TO A SIDE YARD OF AN ADJACENT LOT, WITHIN THE SUBDIVISION, SHALL BE LIMITED TO SINGLE STORY.
- (10) 45% (FOR 18' WIDE DRIVEWAYS) OF THE FRONT YARD AREA.

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Mesa, AZ 85210
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Rancho del Rey

Surprise, Arizona

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ARIZONA

811

800-488-8746 or 1-800-974-6849
In Maricopa County: (602)263-1100

Designer: DMA
Drawn by: DCH

Professional Engineer

50291
DANIEL B.
AUXIER

Designated 02/25/17

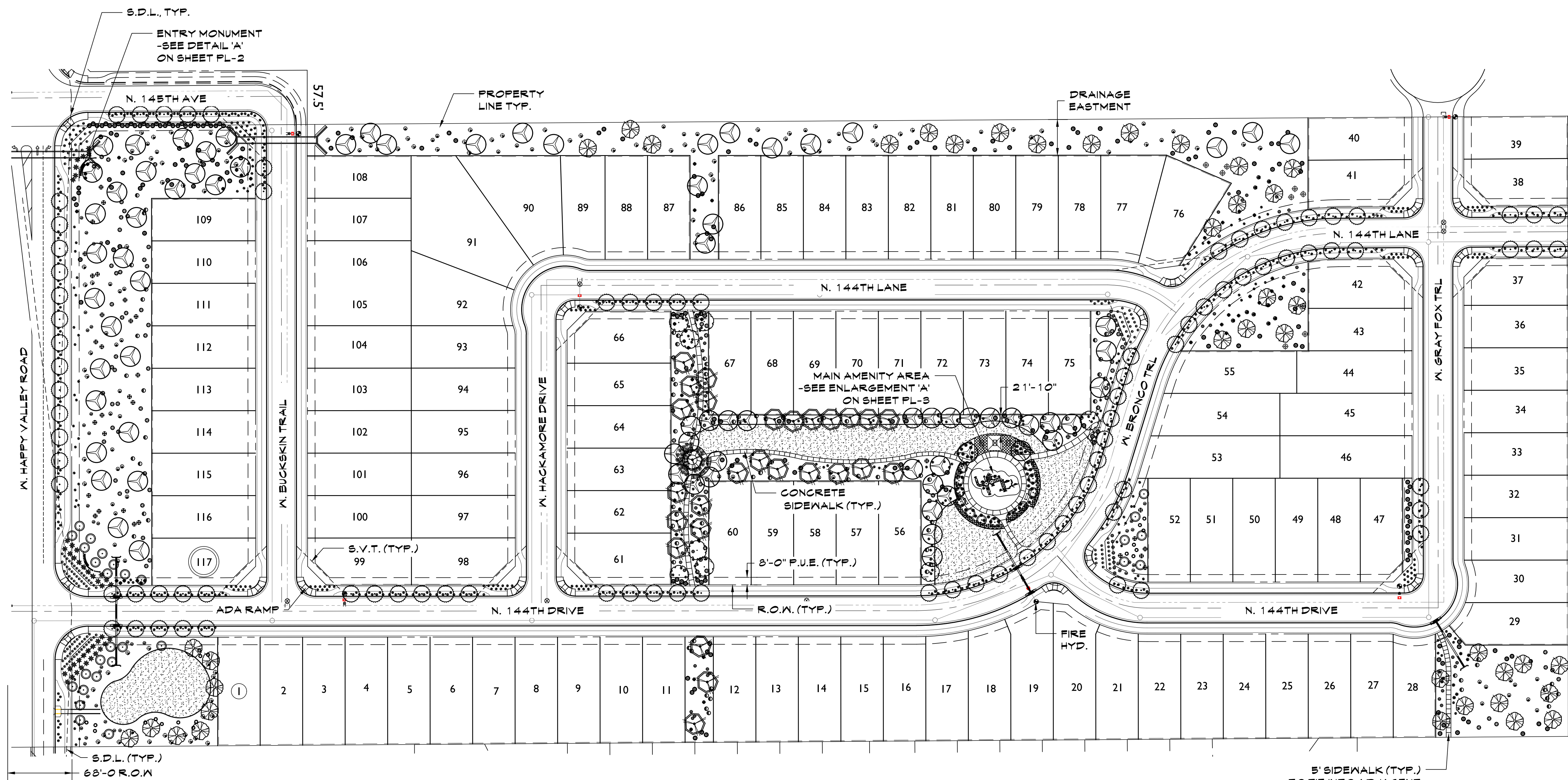
ARIZONA, U.S.A.

Expires:12/31/2018

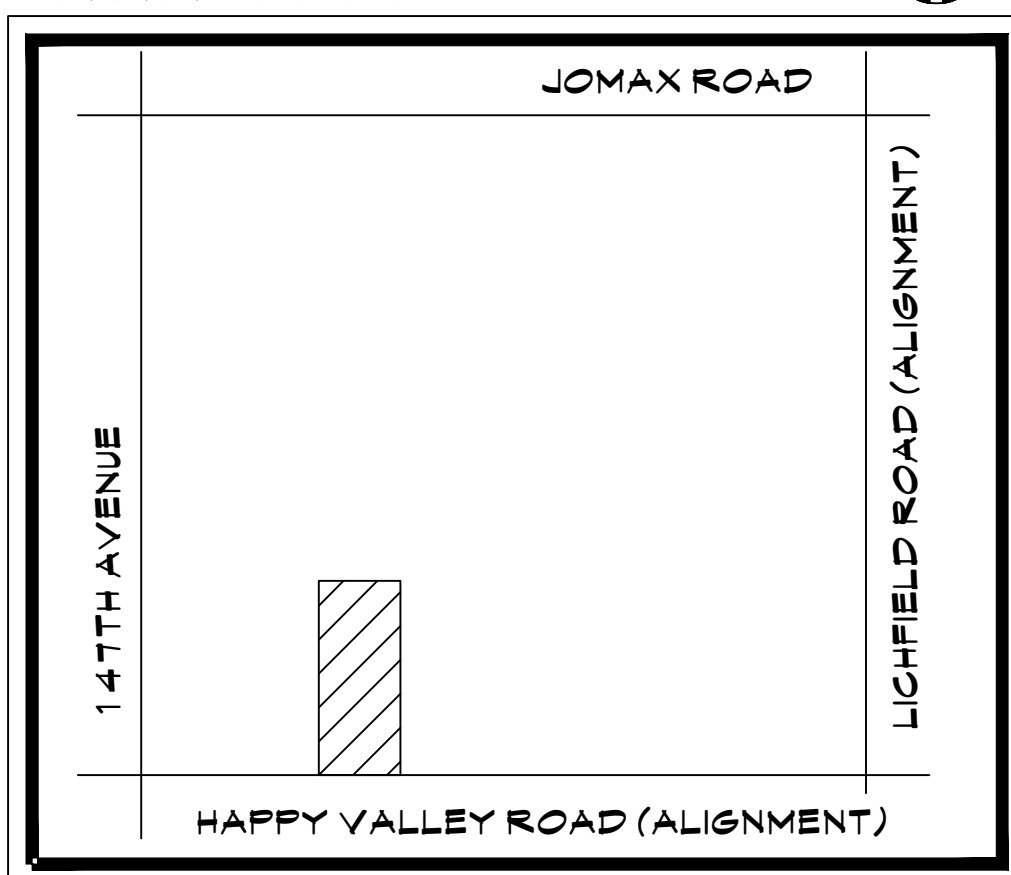
Job No.
16-226

PP04

Sheet No.
5
of 5



VICINITY MAP



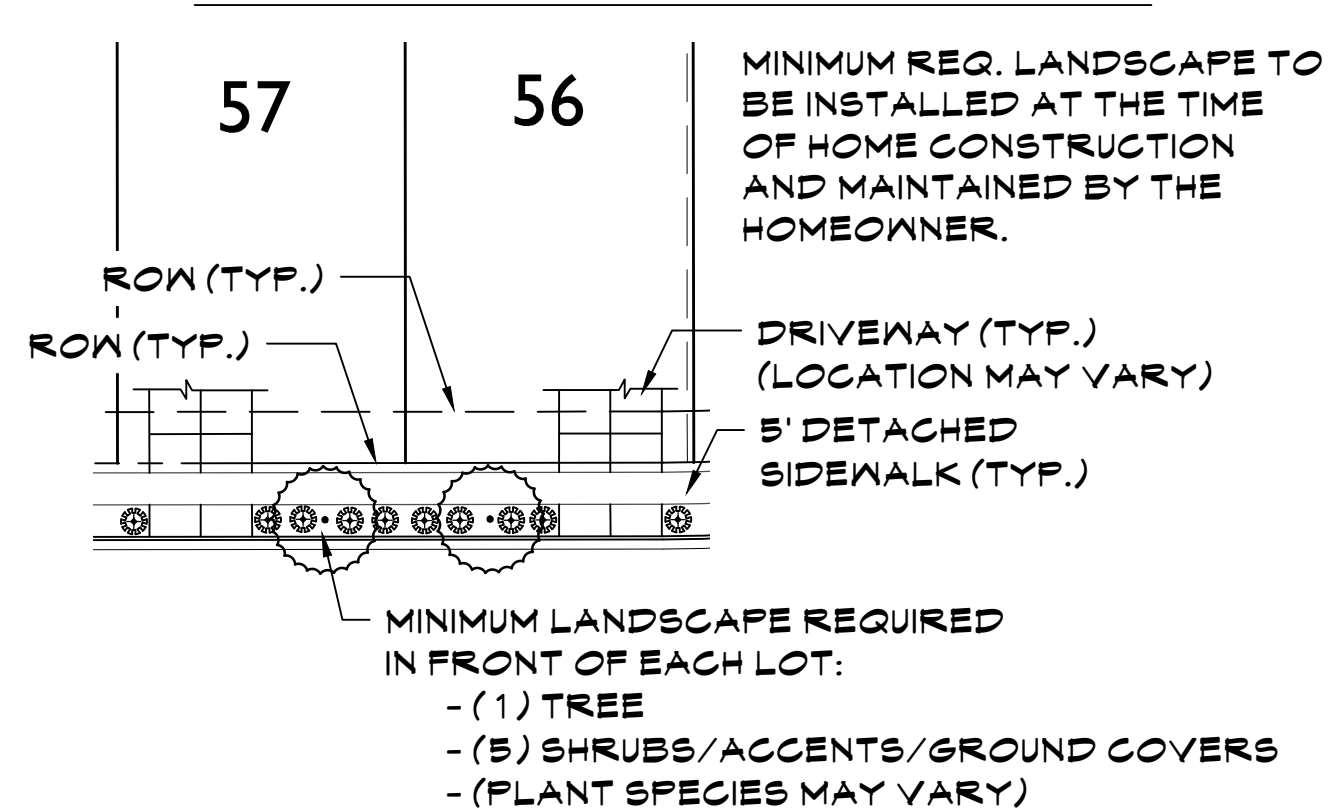
SITE DATA

GROSS AREA: ±24.95 AC
NET AREA: ±23.91 AC
NUMBER OF LOTS: 117
OVERALL OPEN SPACE: 5.67 AC (24% OF NET)

SHEET INDEX

PL-1	LANDSCAPE PLAN
PL-2	WALL PLAN & WALL DETAILS
PL-3	AMENITIES ENLARGEMENTS

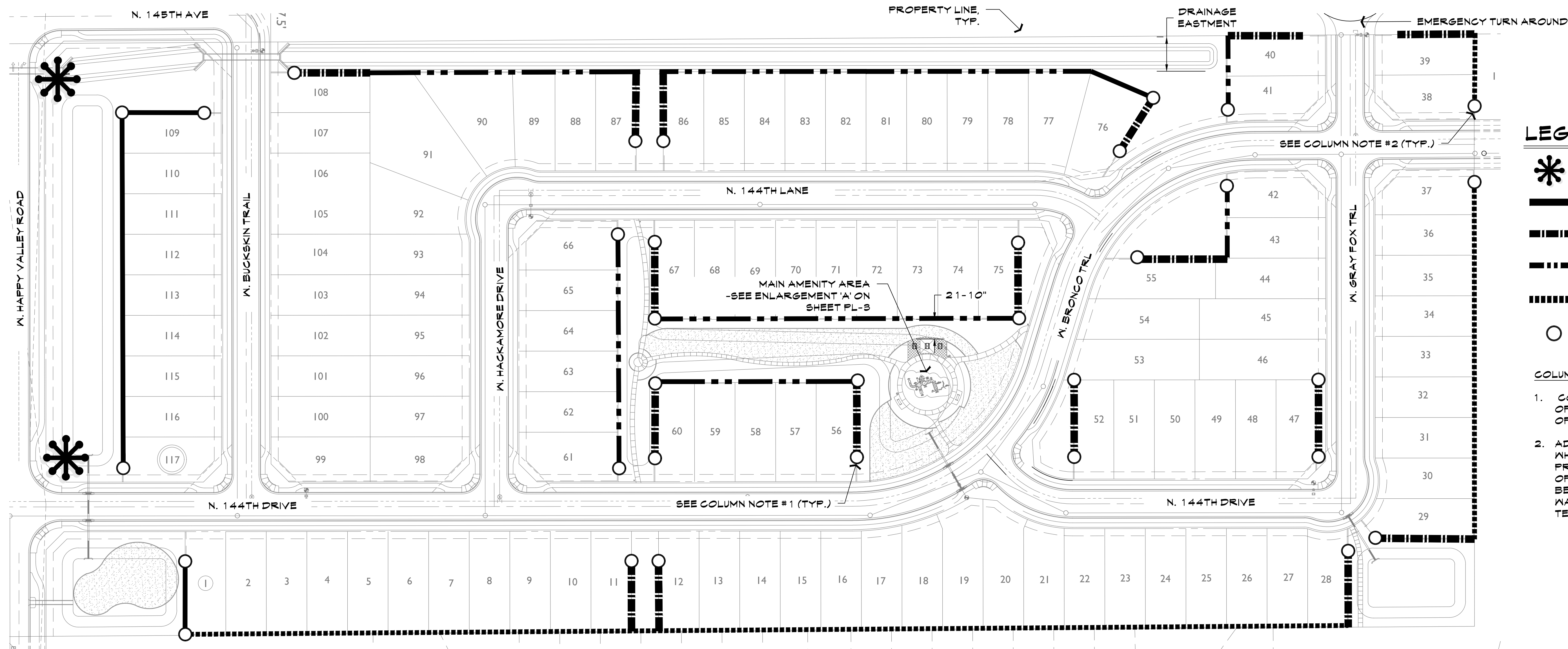
TYPICAL DETACHED SIDEWALK
LANDSCAPE TREATMENT IN FRONT OF EACH LOT



NOTES

- * ANY TREES PLACED WITHIN THREE (3) FEET OF ANY SIDEWALK, CURB, PAVEMENT OR WALL WILL HAVE A ROOT BARRIER PER EDS 8-14.
- * THE MEDIAN LANDSCAPING ALONG 115TH TO BE DETERMINED AT A LATER DATE.
- * ALL IRRIGATION SYSTEMS WILL BE INSTALLED WITH PURPLE PIPE.
- * REDUCED PRESSURE BACKFLOW PREVENTION ASSEMBLIES TO BE INSTALLED PER CITY OF SURPRISE EDS DETAIL 6-13.

SYMBOL	BOTANICAL NAME - COMMON NAME	QTY.	SIZE
TREES			
	QUERCUS VIRGINIANA 'HERITAGE'/'HERITAGE' LIVE OAK	91	24" BOX
	CHITALPA X TASHKENTENSIS/'CHITALPA' TREE	8	24" BOX
	PARKINSONIA HYBRID 'AZT'/'AZT' THORNLESS PALO VERDE	28	24" BOX
	PISTACIA LENTISCUS/'MASTIC' TREE	40	24" BOX
	PROSOPIS HYBRID 'RIO SALADO'/'RIO SALADO' MESQUITE	77	24" BOX
	CHILOPSIS LINEARIS/'DESERT MALLOW'	40	24" BOX
	SALVAGE/REMAIN IN PLACE TREES SEE INVENTORY PLANS	XX	XX
SHRUBS			
	CAESALPINIA FULCHERRIMA/'RED BIRD OF PARADISE'	9	5 GAL
	CALLIANDRA CALIFORNICA/'BAJA FAIRY DUSTER'	9	5 GAL
	DURANTA REPENS/'BRAZILIAN SKY FLOWER'	87	5 GAL
	LEUCOPHYLLUM sp. 'HEAVENLY CLOUD'/'HEAVENLY CLOUD' SAGE	215	5 GAL
	LEUCOPHYLLUM CANDIDUM/'VIOLET SILVERLEAF' SAGE	19	5 GAL
	RUPELLIA PENINSULARIS/'BAJA RUELLIA'	37	5 GAL
	TECOMA sp. 'BELLS OF FIRE'/'BELLS OF FIRE'	79	5 GAL
	TECOMA sp. 'LYDIA'/'LYDIA' YELLOW BELLS	61	5 GAL
	TECOMARIA CAPENSIS/'CAPE HONEYSUCKLE'	91	5 GAL
	EREMOPHILA HYGROPHANA/'BLUE BELLS' EMU	69	5 GAL
ACCENTS			
	AGAVE PARRYI TRUNCATA/'ARTICHOKE AGAVE'	12	5 GAL
	AGAVE WEBERI/'WEBER'S AGAVE'	41	5 GAL
	HESPERALOE FUNIFERA/'GIANT HESPERALOE'	85	5 GAL
	HESPERALOE PARVIFOLIA/'RED YUCCA'	55	5 GAL
	MUHLENBERGIA CAPILLARIS/'PINK MUHLY GRASS'	54	5 GAL
	MUHLENBERGIA RIGENS/'DEER GRASS'	32	5 GAL
GROUND COVER			
	LANTANA sp. 'NEW GOLD'/'NEW GOLD' LANTANA	770	5 GAL
	TEUCRIUM CHAMAEDRY'S/'GERMANDER'	125	5 GAL
	DECOMPOSED GRANITE - T.B.D.	269,503 SQ.FT	
	MID-IRON BERMUDA TURF	25,723 SQ.FT	

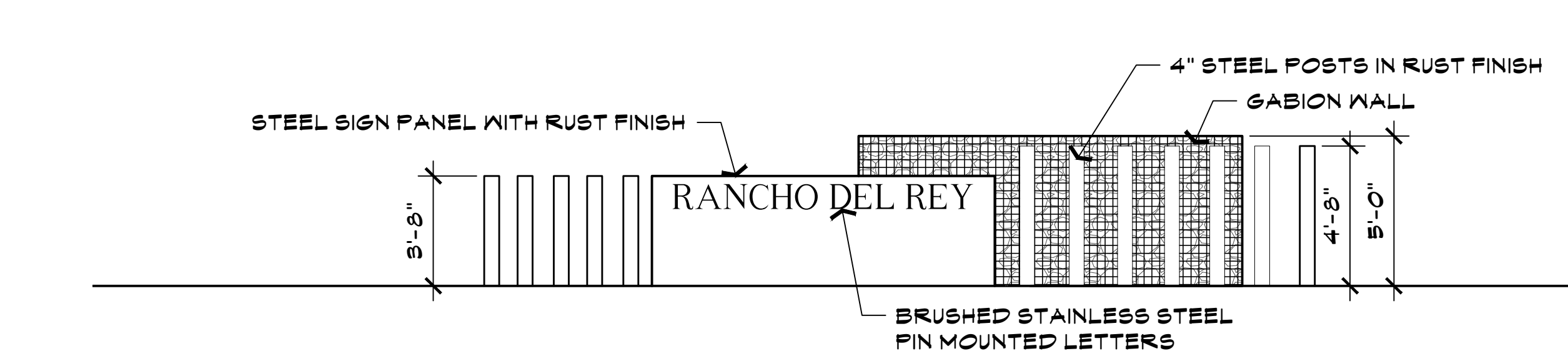


LEGEND

- PRIMARY ENTRY MONUMENT
SEE DETAIL 'A', THIS SHEET
- PRIMARY THEME WALL
SEE DETAIL 'B', THIS SHEET
- SECONDARY THEME WALL
SEE DETAIL 'C', THIS SHEET
- VIEW WALL
SEE DETAIL 'D', THIS SHEET
- BUILDER WALL
- THEME COLUMN
SEE DETAIL 'B', THIS SHEET

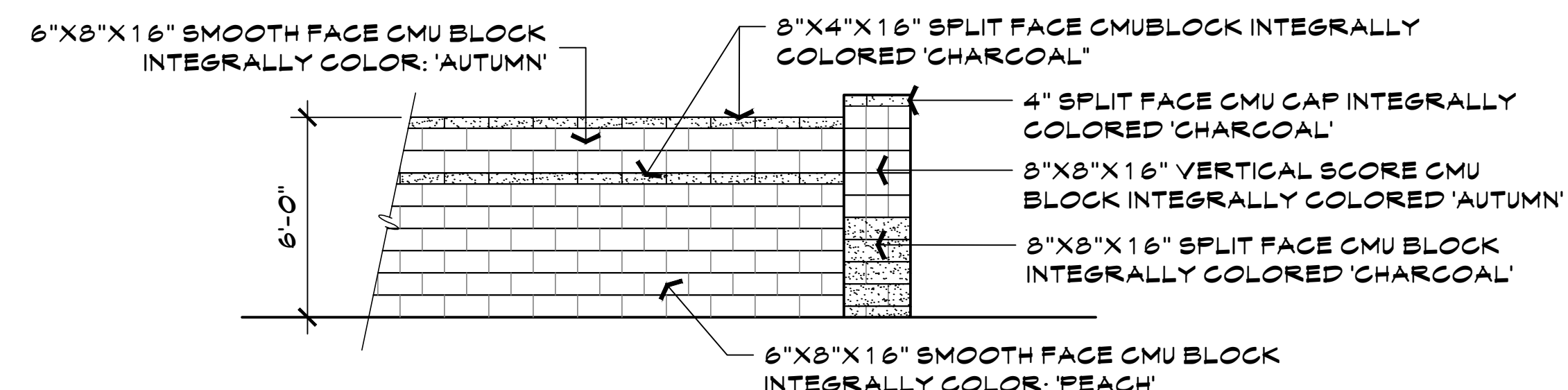
COLUMN LOCATION NOTE:

- COLUMNS LOCATED IN THE FRONT YARD OF LOTS ARE TO BE LOCATED A MINIMUM OF 25' BEHIND THE ROW.
- ADJACENT TO STREET FRONTAGES WHERE NO SIDE YARD WALLS ARE PRESENT, COLUMNS ALONG THE BACK OF THE LOTS ARE TO BE CONSTRUCTED BEHIND THE PUE. THEME WALLS, VIEW WALLS AND BUILDER WALLS TO TERMINATE AT THESE COLUMNS.



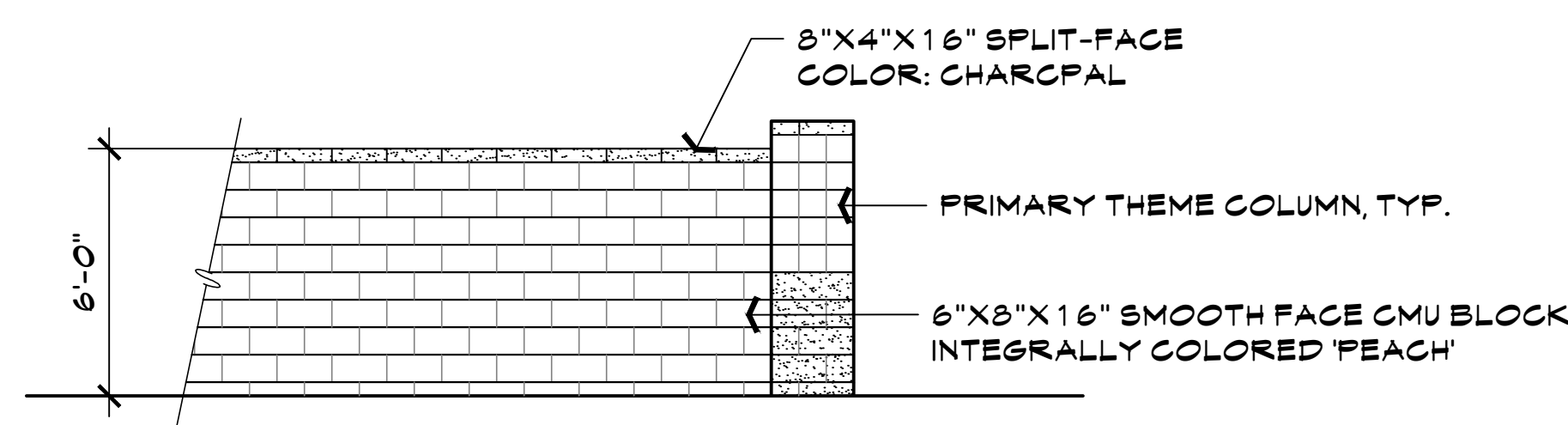
A PRIMARY ENTRANCE MONUMENT

Scale: 1/4" = 1'-0"



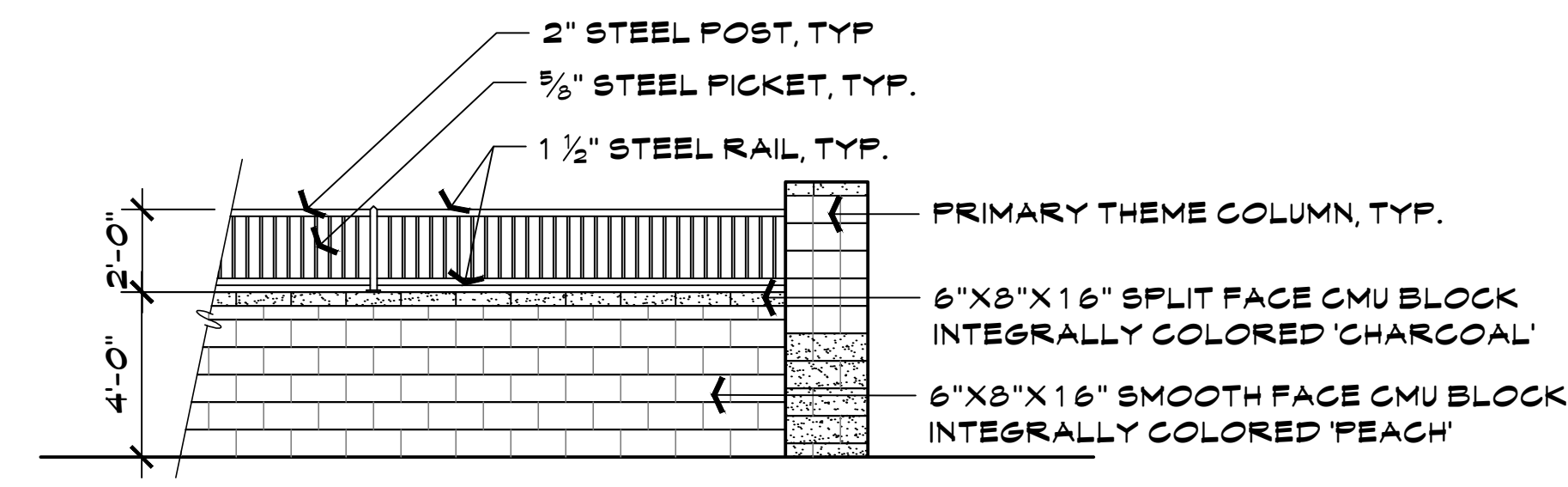
B PRIMARY THEME WALL

Scale: 1/4" = 1'-0"



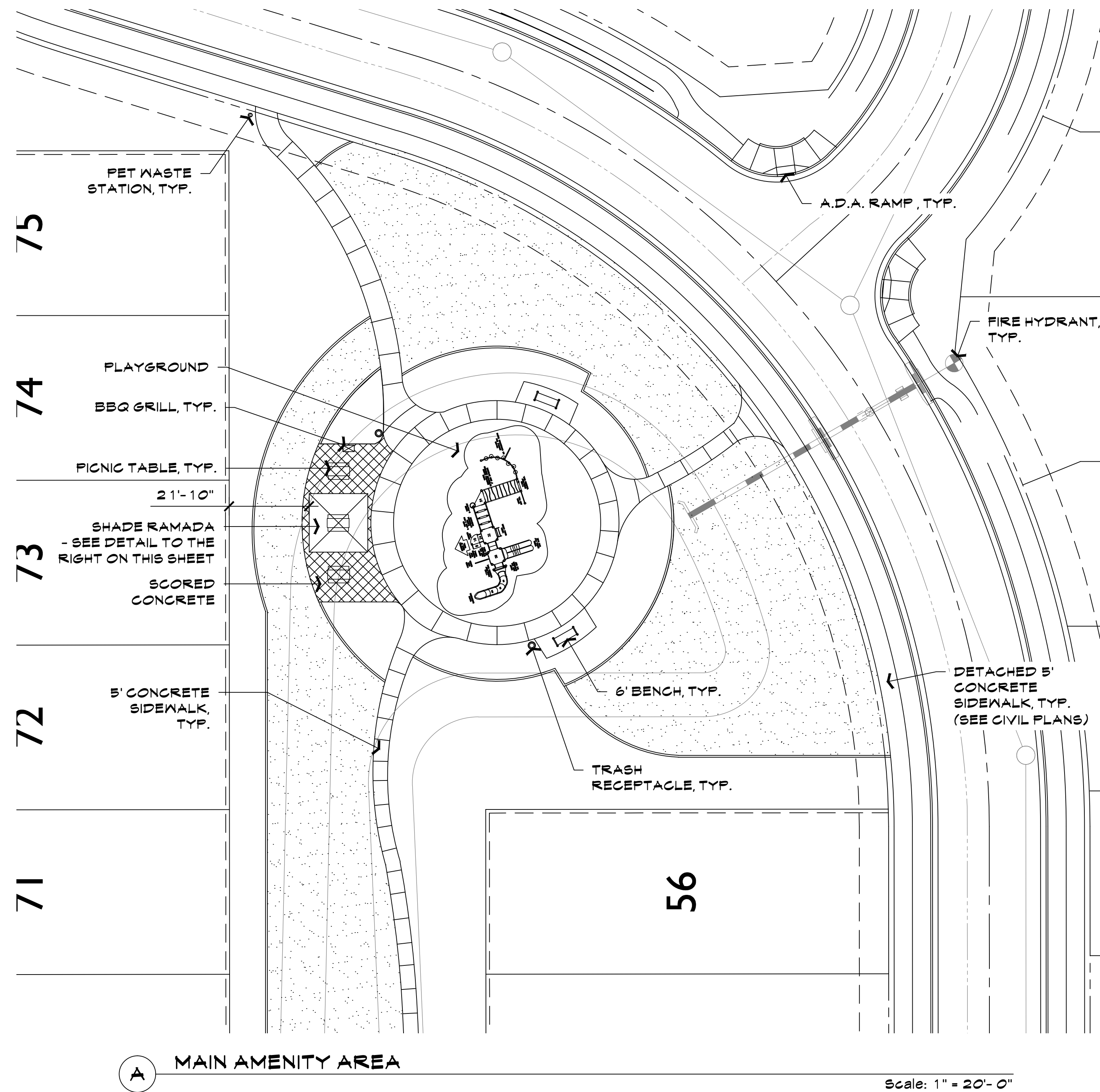
C SECONDARY THEME WALL

Scale: 1/4" = 1'-0"

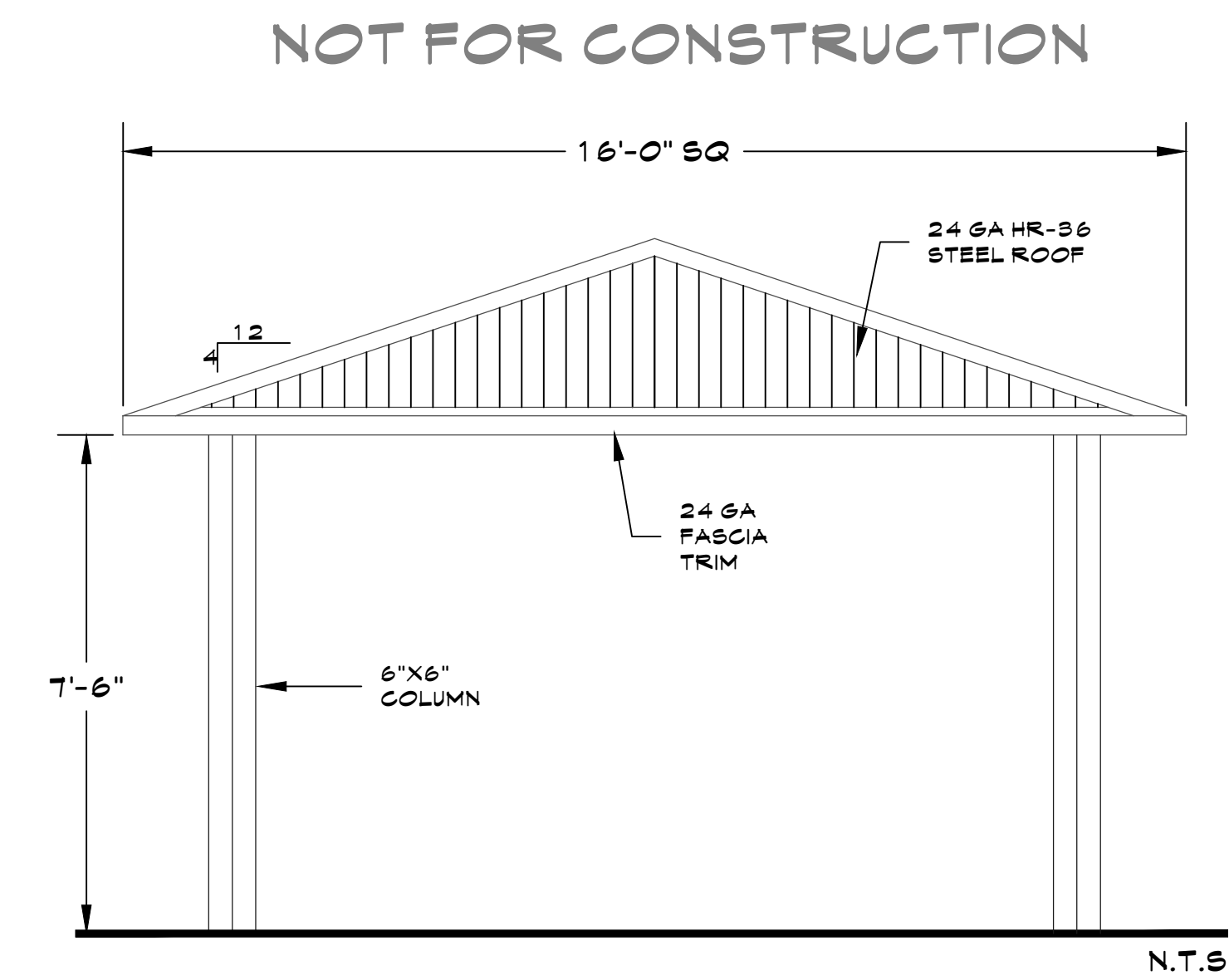


D VIEW WALL

Scale: 1/4" = 1'-0"



ELEVATION DETAIL ON RAMADA
MODEL: MESA SIZE: 16' X 16'
COLOR: TBD





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

22 November 2016

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

Ms. Jamie Sullivan
City of Surprise Planning Department
16000 North Civic Center Plaza
Surprise AZ 85374

Re: FS16-516; Rancho Del Rey

Dear Ms. Sullivan

Thank you for the opportunity to provide comments on the Major Zoning Amendment application for Rancho Del Rey. The site is located on approximately 25 acres at the northeast corner of 145th Avenue and Happy Valley Road. The request is to rezone the land from, which is currently vacant, Single-Family Residential R1-43 to Residential Medium density RM-9 with Planned Area Development Overlay District. The site is located approximately 5.9 miles outside the Luke AFB Auxiliary Field #1 2004 65 Ldn, "high noise or accident potential zone" as defined by A.R.S. § 28-8461 and is inside the "territory in the vicinity of a military airport" also defined by A.R.S. § 28-8461.

As described in the narrative, this request for a zoning amendment will not negatively impact the flying operations at Luke AFB. Since Rancho Del Rey will be located inside the "territory in the vicinity of a military airport," it will be in close proximity to the Luke AFB Auxiliary Field #1 and will be subjected to noise from approximately 13,000 flight operations per year, 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 potential residents about Luke AFB operations.

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

Sincerely

A handwritten signature in black ink, appearing to read "James R. Mitchell", is written over a horizontal line.

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

From: Michael Wilson [mailto:MWilson@azdot.gov]
Sent: Friday, November 18, 2016 1:13 PM
To: Jamie Sullivan
Cc: Vanessa Nunez; Peter Eno; Michael Wilson
Subject: FW: FS16-516 Rancho Del Rey Electronic Submittal

Jamie,

ADOT has reviewed the rezoning submittal (described above) you've forwarded to them for comment. ADOT has no concerns. The rezoning to a denser residential zoning, is neither supported or opposed by ADOT. The development is separated from ADOT's 303 by over a mile, and has no immediate access route to that freeway. The Beardsley Canal and Flood Control District's McMicken FRS are in between. There are future plans for a connection to the 303 along the Beardsley Road alignment, but due to the costs associated with a bridge or major culverts, it's unlikely that connection will occur any time soon. Thank you for the opportunity to comment.

Mike

Mike Wilson, SR/WA

ADOT ROW Project Coordinator
LPA (Local Public Agency) R/W Coordination
Right of Way Agent III
205 S. 17th Ave. MD: 612E
Phoenix, AZ 85007
602-712-7175
WWW.AZDOT.GOV



From: Debbie Trasancos [mailto:DebbieT@mwdaz.com]
Sent: Monday, November 21, 2016 12:08 PM
To: Jamie Sullivan
Cc: Chris Cain; Leslie Jarrell
Subject: RE: FS16-516 Rancho Del Rey Electronic Submittal

Jamie,

Thank you for providing the Electronic Submittal for Ranch Del Rey (FS16-516).

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



FS17-568 Rancho Del Rey Preliminary Plat

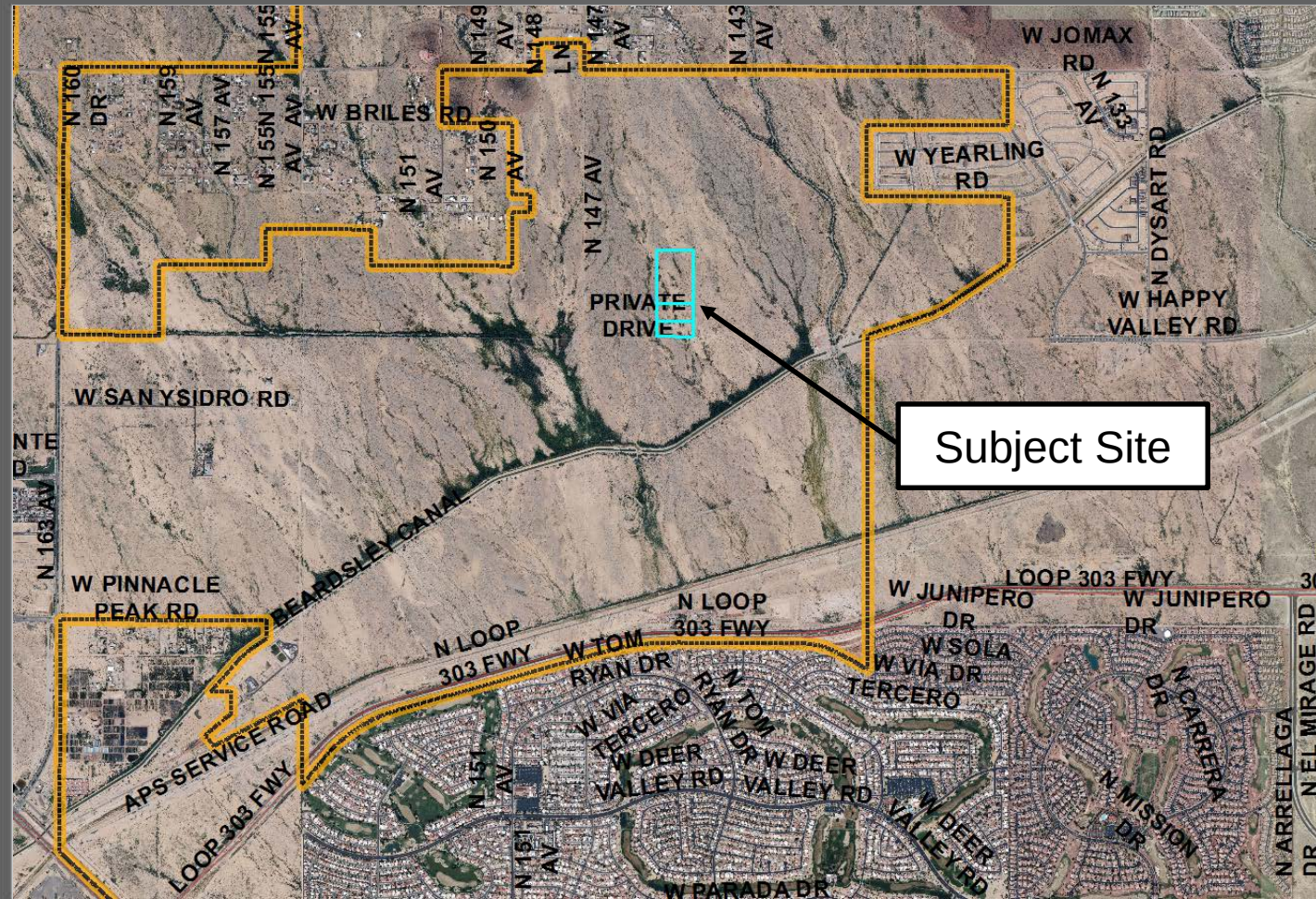
Planning and Zoning Commission
February 15, 2018

Topics of Discussion

- [Vicinity Map](#)
- [Case Map](#)
- [Exhibit A – Rancho Mercado](#)
- [Exhibit D – Trail Connectivity](#)
- [Development Standards](#)
- [Exhibit E - Layout](#)
- [Exhibit F – Open Space](#)
- [Recommendation](#)
- [Questions or Comments](#)

FS17-568
Rancho Del Rey
Preliminary Plat

Vicinity Map



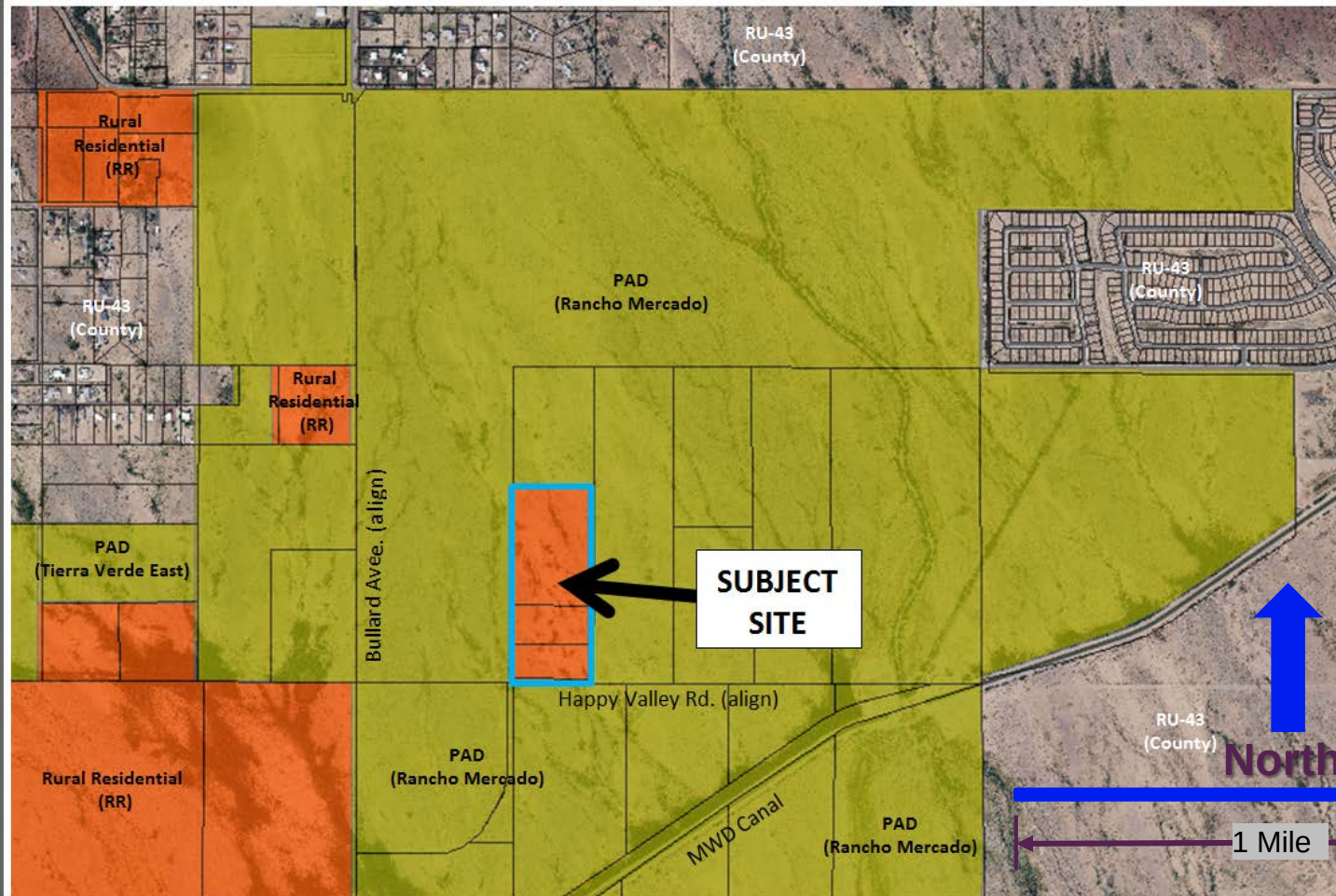
North

1 Mile



FS17-568
Rancho Del Rey
Preliminary Plat

Case Map



Proposed Rancho Del Rey RM-9
(Residential Medium Density) PUD
within Rancho Mercado PAD Existing
Zoning Map



Rancho Mercado

City of Surprise, Arizona

Planned Area Development

Land Use Master Plan

LEGEND

- Low Density Residential (LDR) 0.5-0.8 du/acre
- Low Medium Density Residential (LMDR) 4-10 du/acre
- Medium Density Residential (MDR) 5-8 du/acre
- High Density Residential (HDR) 10-15 du/acre
- Community Commercial
- Commercial / Employment
- Educational / School
- Recreational Open Space
- Open Space / Walk Corridors
- Rail Station
- Proposed Future Looping Interchange
- Neighborhood / Community Trail
- Property Boundary
- Proposed Mini Park
- Classroom TED at base of plat
- Well Site
- Water Campus

Exhibit A, page 2

Date: 06-26-06
Drawn By: MIR
Revised: 02-23-07



FS17-568 Rancho Del Rey Preliminary Plat

Exhibit A



FS17-568 Rancho Del Rey Preliminary Plat

Rancho
Mercado

City of Surprise, Arizona

Planned Area Development
Figure 7
Open Space and Trails
Master Plan

Exhibit D



LEGEND

- Recreational Open Space
- Open Space/Walk Corridor
- Fire Station
- Proposed Future Loop 303 Interchange
- Neighborhood / Community Trail
- Property Boundary
- ★ Proposed Mini Parks (Locations TBA at time of plat)
- Wall Site
- Water Channel
- Measurement Signs

Date: 06-26-06
Drawn By: DM
Revised: 10-06-10

LVA
Urban Design
Studio LLC

Exhibit D

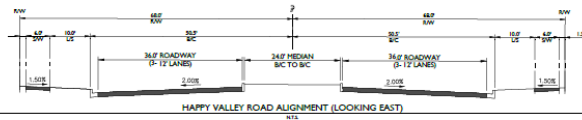
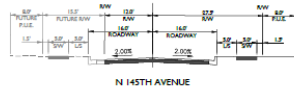
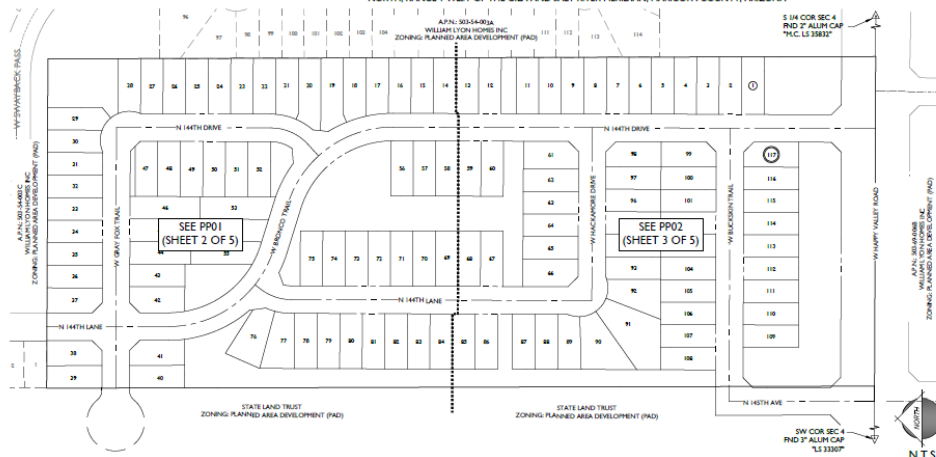


PRELIMINARY PLAT FOR RANCHO DEL REY SURPRISE, ARIZONA

A PORTION OF THE EAST HALF OF THE SOUTHWEST QUARTER OF SECTION 4, TOWNSHIP 4
NORTH, RANGE 1 WEST OF THE GILA AND SALT RIVER MERIDIAN, MARICOPA COUNTY, ARIZONA

APN: 30-14-001A
WILLIAM LYON HOMES, INC.
ZONING: PLANNED AREA DEVELOPMENT (PAD)

S 1/4 COR SEC 4
R1D 2' ALLIUM CAP
"H.C. 15.3832"



LEGAL DESCRIPTION

A PORTION OF THE EAST HALF OF THE SOUTHWEST QUARTER OF SECTION 4, TOWNSHIP 4 NORTH, RANGE 1 WEST OF THE GILA AND SALT RIVER MERIDIAN, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

CORNERING AT THE SOUTHWEST CORNER OF SAID SECTION 4, FROM WHICH THE SOUTH QUARTER CORNER OF SAID SECTION 4 BOUNDS NORTH 89 DEGREES 57 MINUTES 09 SECONDS EAST, 102.14 FEET;

THENCE ALONG THE SOUTH LINE OF SAID SOUTHWEST QUARTER, NORTH 89 DEGREES 57 MINUTES 09 SECONDS EAST, 123.77 FEET TO THE POINT OF BEGINNING;

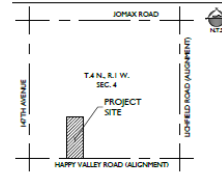
THENCE ALONG THE WEST LINE OF THE EAST HALF OF SAID SOUTHWEST QUARTER, NORTH 89 DEGREES 57 MINUTES 09 SECONDS WEST, 182.71 FEET;

THENCE NORTH 89 DEGREES 57 MINUTES 09 SECONDS EAST, 437.32 FEET;

THENCE ALONG THE EAST LINE OF THE WEST HALF OF THE EAST HALF OF SAID SOUTHWEST QUARTER, SOUTH 89 DEGREES 57 MINUTES 09 SECONDS EAST, 182.38 FEET;

THENCE ALONG THE SOUTH LINE OF SAID SOUTHWEST QUARTER, SOUTH 89 DEGREES 57 MINUTES 09 SECONDS WEST, 182.89 FEET TO THE POINT OF BEGINNING.

VICINITY MAP



PROJECT TEAM

DEVELOPER: WILSON LYON HOMES, INC.
DESIGNER: WILSON LYON HOMES, INC.
LANDSCAPE ARCHITECT: WILSON LYON HOMES, INC.

PLANNER: WILSON LYON HOMES, INC.
ENGINEER: WILSON LYON HOMES, INC.
CONTRACTOR: WILSON LYON HOMES, INC.

PROJECT DATA

APN: 30-14-001A
ZONING: PLANNED AREA DEVELOPMENT (PAD)
GROSS AREA: 8.54 AC
NET AREA: 8.54 AC
INCL. OF LOTS: 117
GROSS DENSITY: 47.00 AC
NET DENSITY: 47.00 AC
ORIGINAL OPEN SPACE: 4.88 AC (56.8% OF NET)

GENERAL NOTES

1. THE PLAN IS A PRELIMINARY CONSTRUCTION DOCUMENT.
2. LOT DIMENSIONS ARE APPROXIMATE. FINAL LOT DIMENSIONS SHALL BE FOR THE FINAL PLAT.
3. ALL PUBLIC UTILITIES SHALL BE CONSTRUCTED TO THE CITY OF SURPRISE. THE CITY OF SURPRISE SHALL BE RESPONSIBLE FOR THE CONSTRUCTION OF ALL PUBLIC UTILITIES.
4. THE DEVELOPER SHALL PROVIDE FOR THE INSTALLATION OF ALL PUBLIC UTILITIES.
5. THE DEVELOPER SHALL PROVIDE FOR THE INSTALLATION OF ALL PUBLIC UTILITIES.

DEVELOPMENT STANDARDS

THE DEVELOPER SHALL CONFORM TO THE CITY OF SURPRISE DEVELOPMENT STANDARDS. THE DEVELOPER SHALL CONFORM TO THE CITY OF SURPRISE DEVELOPMENT STANDARDS. THE DEVELOPER SHALL CONFORM TO THE CITY OF SURPRISE DEVELOPMENT STANDARDS.

THE DEVELOPER SHALL CONFORM TO THE CITY OF SURPRISE DEVELOPMENT STANDARDS. THE DEVELOPER SHALL CONFORM TO THE CITY OF SURPRISE DEVELOPMENT STANDARDS. THE DEVELOPER SHALL CONFORM TO THE CITY OF SURPRISE DEVELOPMENT STANDARDS.

UTILITIES

WATER: CITY OF SURPRISE
SEWER: CITY OF SURPRISE
GAS: CITY OF SURPRISE
ELECTRIC: CITY OF SURPRISE
TELEPHONE: CITY OF SURPRISE
CABLE: CITY OF SURPRISE
FLOOD: CITY OF SURPRISE

SHEET INDEX

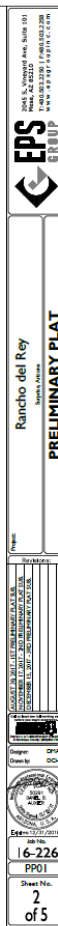
SHEET 1: COVER SHEET
SHEET 2: PRELIMINARY PLAT
SHEET 3: PRELIMINARY PLAT
SHEET 4: PRELIMINARY PLAT
SHEET 5: PRELIMINARY PLAT

16-226
CS01
Sheet No. 5 of 5

FS17-568 Rancho Del Rey Preliminary Plat

Preliminary Plat

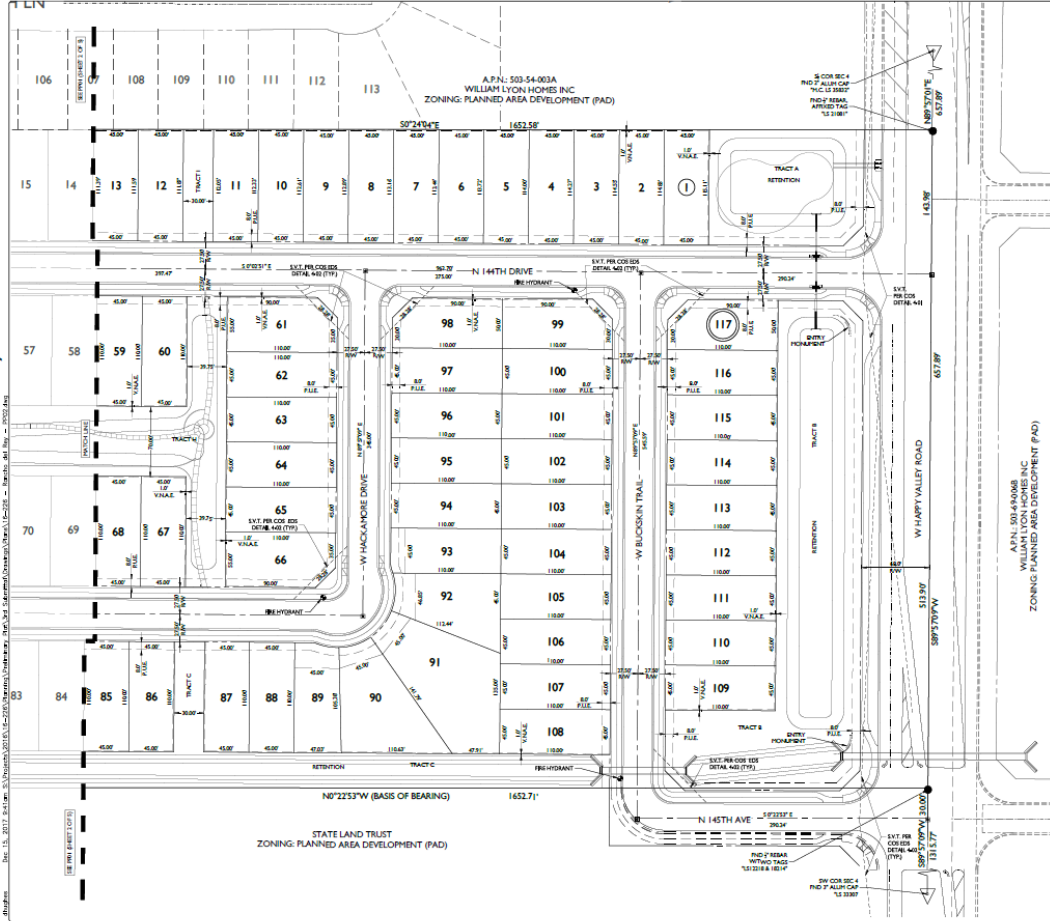




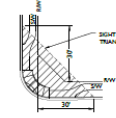
Preliminary Plat



Discussion



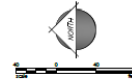
TYPICAL S.V.T. EASEMENT



S.V.T. EASEMENT NOTE
THE BUILDING ENVELOPES OF LOTS 27, 28, 41, 42, 61, 64, 70, 75, AND 117 ARE RESTRICTED DUE TO THE SIGN VISIBILITY TRIANGLE.

LINE TABLE		
LINE	LENGTH	BEARING
L1	14.77'	S37°31'43"W
L2	92.21'	S72°41'12"E
L3	31.61'	S47°34'56"W

CURVE	LENGTH	RADIUS	CHORD	DELTA
C1	197.77	220.00'	191.18'	05°13'02"
C2	80.77	220.00'	80.32'	02°11'02"
C3	65.17	100.00'	64.02'	03°37'02"
C4	116.32'	220.00'	114.88'	00°10'02"
C5	163.66'	220.00'	159.85'	04°23'02"
C6	83.72'	100.00'	80.28'	04°23'02"



cho del Rey

PRELIMINARY PLAT

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FS17-568
Rancho Del Rey
Preliminary Plat

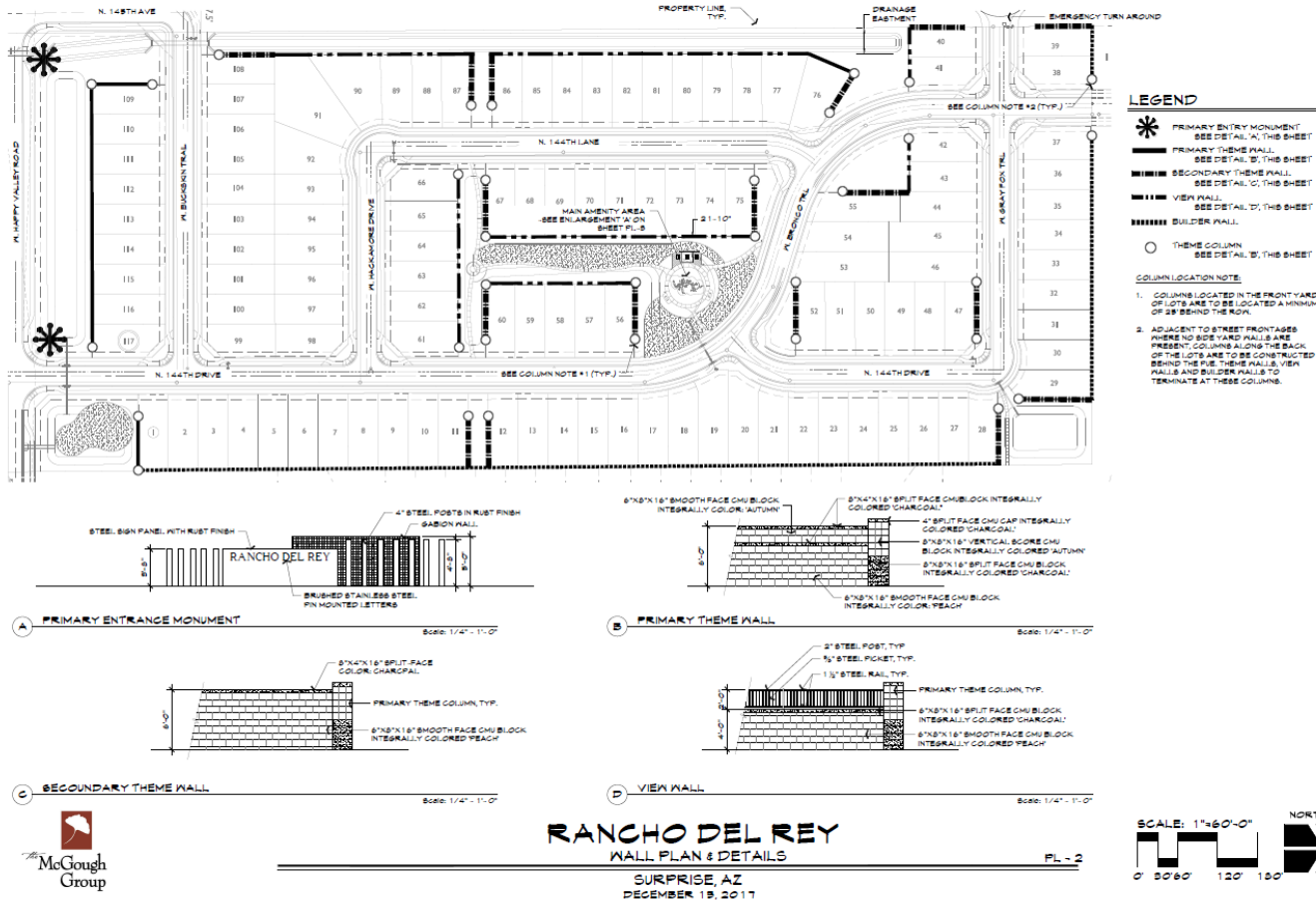
Preliminary Plat





FS17-568 Rancho Del Rey Preliminary Plat

Preliminary Landscape Plans

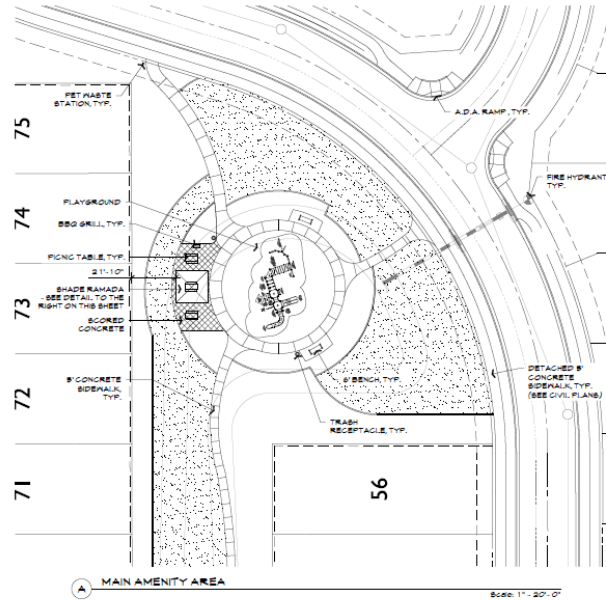


Preliminary Landscape Plans

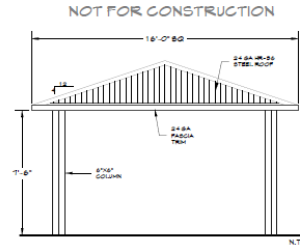


FS17-568
 Rancho Del Rey
 Preliminary Plat

Preliminary
 Landscape Plans



ELEVATION DETAIL ON RAMADA
 MODEL: MESA SIZE: 18' X 18'
 COLOR: TBD



RANCHO DEL REY
 AMENITY ENLARGEMENTS
 SURPRISE, AZ
 DECEMBER 19, 2017

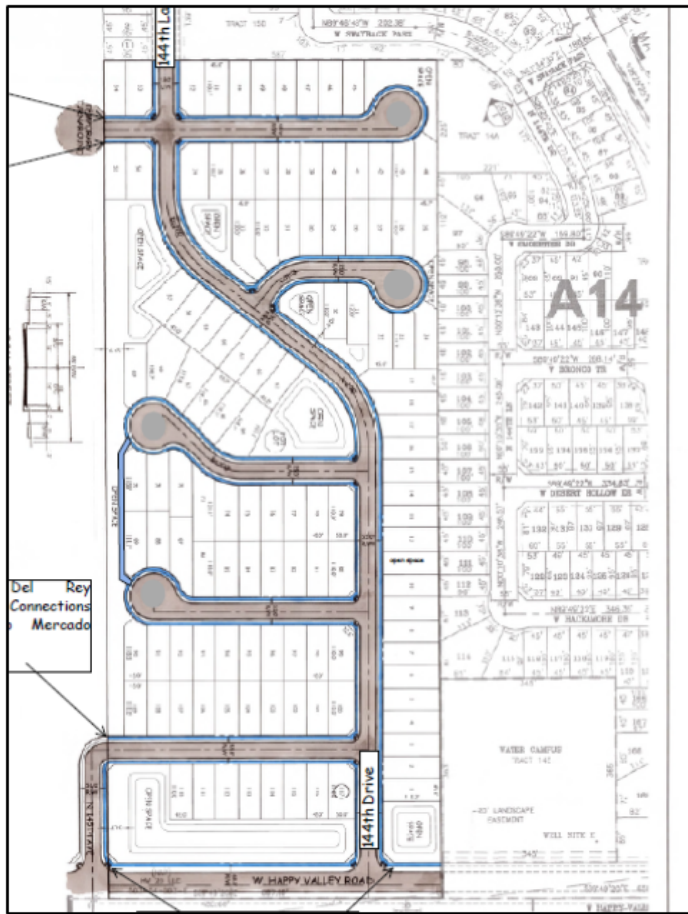
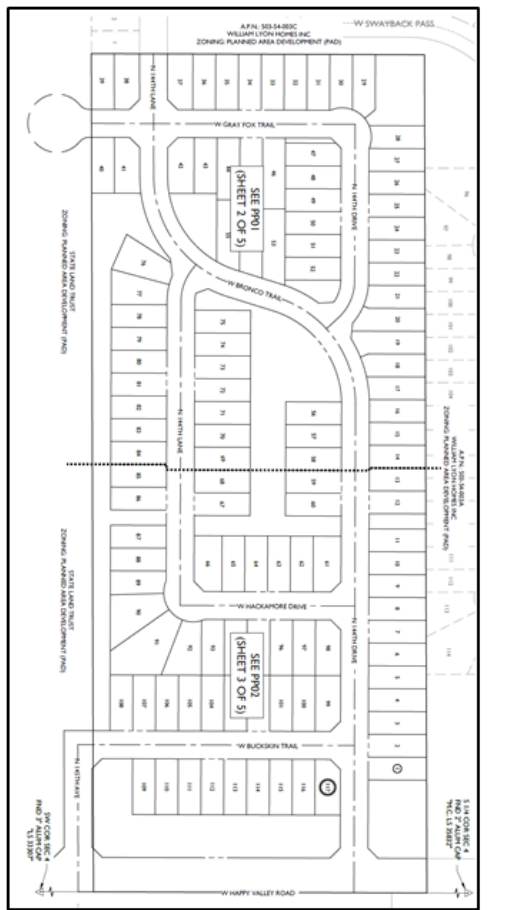
PL - 3

SCALE: 1" = 20'-0"
 0' 10' 20' 40' 80'



FS17-568 Rancho Del Rey Preliminary Plat

Exhibit E vs Current



Del Rey
Connections
Mercado

FS17-568
Rancho Del Rey
Preliminary Plat

Approve
Subject to Stipulations “a” through “c”

**Staff
Recommendation**





SURPRISE
ARIZONA

**QUESTIONS OR
COMMENTS?**

Thank You





CITY OF SURPRISE
Planning and Zoning Commission

February 15, 2018 @ 6:00:00 PM

Back Print

Board Meeting Date:	February 15, 2018	Contact Person:	Eric Fitzer - Community Development
Submitting Department:	CD Boards and Commissions	District:	Internal
Staff Recommendations:	No Action		

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

Agenda Wording:

Discussion and direction pertaining to future agenda items.

Motion:

Background:

Financial Impact Statement:

No Financial Impact

ATTACHMENTS:

[Click to download](#)

No Attachments Available

External Attachment Links:

Meeting Requirements:

Powerpoint x Video x White Board x Other x

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