



CITY OF SURPRISE
Regular City Council Work Session Agenda
16000 N. Civic Center Plaza
Surprise, AZ 85374

Tuesday, April 3, 2018 @ 4:00 PM
COUNCIL CHAMBERS

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- A. Call To Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Call To The Public:

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

[Download the Call to the Public form](#) (PDF download requires [Adobe Acrobat Reader](#))

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The Call to the Public form is also available at the front counter.

Note: A.R.S. 38-431.01(H)- During this time members of the public may address City Council only on issues within the jurisdiction of the City Council which are not an item on the agenda. At the conclusion of the open call, City Council 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.

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 City Council. There will be no separate discussion on these items unless a Councilmember requests, in which event the item will be removed from the consent agenda and considered in its normal sequence on the agenda.

E. Regular City Council Work Session Agenda:

Regular Agenda Item - Non-Public Hearing:

- | | | | |
|----|-------------------|---|---|
| 1. | District Citywide | Presentation and discussion pertaining to a Surprise Youth Council update on recent activities and accomplishments. | None
Members of
the Surprise
Youth
Council |
| 2. | District 1 | Discussion pertaining to the Ambulance Enterprise and Sports and Tourism Funds. | None
Lindsey
Duncan,
Tom Abbott,
Kendra
Pettis |
| 3. | District Internal | Discussion pertaining to the funding recommendations for Public | None |

Service Activities for the Community Development Block Grant
Program Year 2018-19.

Seth Dyson,
Human
Service &
Community
Vitality

4. District Citywide Discussion pertaining to the funding priorities for the Community Development Block Grant Program Fourth Year Annual Action Plan for Year 2018-2019.

None
Seth Dyson,
Human
Service &
Community
Vitality

F. Executive Session:

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

- discussion or consideration of personnel matters (A.R.S. §38-431.03 (A)(1));
- discussion or consideration of records exempt by law from public inspection (A.R.S. §38-401.03 (A)(2));
- discussion or consultation for legal advice with the city's attorneys (A.R.S. §38-431.03 (A)(3));
- discussion or consultation with the city's attorneys regarding the city's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation, or in settlement discussions conducted in order to avoid or resolve litigation (A.R.S. §38-431.03 (a)(4));
- discussion or consultation with designated representatives of the city in order to consider its position and instruct its representatives regarding negotiations with employee organizations (A.R.S. §38-431.03 (A)(5)); or
- discussion, consultation or consideration for international and interstate negotiations or for negotiations by a city or town, or its designated representatives, with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city or town. A.R.S. §38-401.03 (A)(6)).
- discussing or consulting with designated representatives of the city in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. §38-431.03 (A)(7)).

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 by agreement of the City Council, or as otherwise ordered by a court of competent jurisdiction.

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

G. Adjournment:

POSTED:

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
Regular City Council Work Session

April 3, 2018 @ 4:00:00 PM

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Council Meeting Date:	April 3, 2018	Contact Person:	Members of the Surprise Youth Council
Submitting Department:	Government & Community Partnerships	District:	Citywide
Staff Recommendations:	None		

Consent	Regular	Public Hearing	Report/Discussion
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Agenda Wording:

Presentation and discussion pertaining to a Surprise Youth Council update on recent activities and accomplishments.

Motion:

Discussion topic only.

Background:

Each year, as the end of the school year approaches, the Surprise Youth Council takes time to share their activities, accomplishments, and plans with City Council, as well as to express their appreciation for the City's support.

Objective Analysis:

N/A

Policy Compliant:

This action is consistent with City and Council Policy.

Financial Impact:

None; discussion only.

Budget Impact:

None; discussion only.

FTE Impact:

There is no FTE impact with this item.

ATTACHMENTS:

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CITY OF SURPRISE
Regular City Council Work Session

April 3, 2018 @ 4:00:00 PM

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Council Meeting Date:	April 3, 2018	Contact Person:	Lindsey Duncan, Tom Abbott, Kendra Pettis
Submitting Department:		District:	1
Staff Recommendations:	None		

Consent	Regular	Public Hearing	Report/Discussion
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Agenda Wording:

Discussion pertaining to the Ambulance Enterprise and Sports and Tourism Funds.

Motion:

No action to be taken.

Background:

This is the fifth in a series of presentations regarding the development of the FY2019 Budget. This presentation will focus on the Ambulance Enterprise Fund and the new Sports and Tourism Fund for the upcoming fiscal year.

Objective Analysis:

The information presented will lead to future discussions around the FY2019 budget and will assist the Mayor and City Council with making informed decisions about future operations.

Policy Compliant:

This presentation is consistent with City and Council policy.

Financial Impact:

The information presented is intended to encourage discussion which may have an impact on future operations.

Budget Impact:

The information presented is intended to encourage discussion which may have an impact on the FY2019 budget.

FTE Impact:

The number of full time equivalents (FTE) is not impacted by this item.

ATTACHMENTS:

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No Attachments Available



CITY OF SURPRISE
Regular City Council Work Session

April 3, 2018 @ 4:00:00 PM

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Council Meeting Date:	April 3, 2018	Contact Person:	Seth Dyson, Human Service & Community Vitality
Submitting Department:	Human Service & Community Vitality	District:	Internal
Staff Recommendations:	None		

Consent	Regular	Public Hearing	Report/Discussion
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Agenda Wording:

Discussion pertaining to the funding recommendations for 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). Per grant guideline, the city has the ability to designate up to 15% of the grant award to fund eligible public services with the intent of serving low to moderate-income persons within the City of Surprise. The anticipated amount under discussion is \$95,784.

Objective Analysis:

This action allows the Human Service and Community Vitality (HSCV) Department to fund needed human services either internally or through non-profit partners for residents of Surprise with Federal grant funding.

Policy Compliant:

The agenda item falls within Council and City policy.

Financial Impact:

CDBG public service grant funds will be utilized to fund the approved applicants. CDBG Public Service funding is limited to 15% of the annual CDBG allocation for the program year (PY). Funding from HUD for PY 2018-19 is not yet determined. The anticipated amount under discussion is \$95,784. This is a federal grant where expenditures will be reimbursed from the grant and there is no city match requirement.

Budget Impact:

This grant will be included in the FY2019 adopted budget.

FTE Impact:

There is no FTE impact as a result of this agenda item.

ATTACHMENTS:

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- ☐ [Staff Report](#)
 - ☐ [Public Engagement Form](#)
-



HUMAN SERVICE AND COMMUNITY VITALTY

Date: April 3, 2018

To: Mayor and Council Members

From: Seth Dyson, Human Services and Community Vitality Director
Jason Hughes, Acting 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 presentation to City Council is discussion only aimed at obtaining funding approval for the CDBG Public Services Activities, which 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 did not exceed \$95,784.00. Anticipated funding from HUD for PY 2018-19 is approximately \$638,560.

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 was awarded \$7,010.50 for human trafficking and domestic violence awareness training.
- St. Mary's Food Bank was awarded \$11,004 for emergency food boxes.
- Sun Health was awarded \$18,960 for health care transition program.
- City of Surprise Resource Center was awarded \$21,010.50 for crisis assistance.

Updated Actions

The Request for Application for CDBG Public Service Activities for PY 2018-19 was released on January 3, 2018. Applications were due January 29, 2018. Staff has evaluated the eligible applications as per the scoring rubric approved by the Planning and Zoning Commission.

Funding recommendations are as follows:

	<u>Staff</u>	<u>Planning & Zoning</u>
St. Mary's Food Bank	\$12,000	\$13,109
City of Surprise-SYEP	\$15,000	\$ 6,453
City of Surprise-Crisis Assistance	\$23,500	\$11,665
Sojourner Center	\$ 5,000	\$ 4,718
Benevilla	\$ 8,000	\$12,177
CASS	\$ 5,000	\$ 5,871
New Leaf	\$ 5,000	\$ 7,071
St. Vincent de Paul	\$ 2,700	\$ 7,000
Sun Health	\$ 8,000	\$ 5,017
Northwest Valley Connect	\$ 5,000	\$10,161
Youngtown Comm. Fund	\$ 1,584	\$ 1,882
WHAM	\$ 3,000	\$ 8,986
Potter's House	\$ 2,000	\$ 1,674
Lutheran Social Services	\$ 0	\$ 0
MVP	\$ 0	\$ 0
Total Public Service Funding		\$95,784
Total Anticipated CDBG Allocation		\$638,560

Future Actions

- 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 only

PUBLIC ENGAGEMENT FORM

PROJECT TITLE:

OVERALL PUBLIC INVOLVEMENT LEVEL:

IDENTIFY STAKEHOLDERS:

OBJECTIVES:

PUBLIC ENGAGEMENT STRATEGIES & TOOLS:

Public Engagement & Project timeline:

Public outreach time frame (when to when)

Future Council Work Session/Meetings target dates

Election dates (if applicable)

Project start/completion dates

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

Press releases

Public meetings (video/photos, poster boards, fact sheet(s) *do you need Spanish version?)

Presentations to boards and commissions, other interested community partners/stakeholders

Third-party consultant/moderator (pending budget)

Survey (online/paper/both?)

Social media

Surprise 11

Notify Me email/ Council newsletters (opt-in audience)

Paid advertising (pending budget)

Surprise Progress (mailed quarterly and tied to print deadlines)

Booth at city events

Paid mailings (pending budget)

Creation of a subcommittee/task force

Youth/adult activities, registration, or orientation (HOA Academy)

Website updates



CITY OF SURPRISE
Regular City Council Work Session

April 3, 2018 @ 4:00:00 PM

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Council Meeting Date:	April 3, 2018	Contact Person:	Seth Dyson, Human Service & Community Vitality
Submitting Department:	Human Service & Community Vitality	District:	Citywide
Staff Recommendations:	None		

Consent	Regular	Public Hearing	Report/Discussion
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Agenda Wording:

Discussion pertaining to the funding priorities for the Community Development Block Grant Program Fourth Year Annual Action Plan for Year 2018-2019.

Motion:

Discussion Only.

Background:

As an entitlement city, Surprise receives a yearly allotment of CDBG funding from the U.S. Department of Housing and Urban Development (HUD).

CDBG Administration, Commercial Property/Building Improvements and Emergency Housing Repairs outlined as the 2018-2019 funding priority will continue to assist with Infrastructure needs identified in the city's Consolidated Plan 2015-2019. The anticipated funding amount under discussion is \$638,560.

Objective Analysis:

This action allows the HSCV Department to fund eligible administration costs and commercial space improvement to support economic growth in the city. This is done using Federal grant funding.

Policy Compliant:

The agenda item falls within Council and City policy.

Financial Impact:

This agenda item will allow for Community Development Block Grant expenditures for up to \$638,560. There is no city match requirement.

Budget Impact:

This grant will be included in the FY2019 adopted budget in the amount of \$638,600.

FTE Impact:

There is no FTE impact as a result of this agenda item.

ATTACHMENTS:

Click to download

- ☐ [Staff Report](#)
 - ☐ [DRAFT - Annual Action Plan 2018-19](#)
 - ☐ [Presentation](#)
 - ☐ [Public Engagement Form](#)
-



HUMAN SERVICE AND COMMUNITY VITALITY

Date: April 3, 2018

To: Mayor and City Council Members

From: Seth Dyson, Director
Jason Hughes, Acting Neighborhood Services Supervisor
Alicia Rubio, Neighborhood Services Coordinator

Re: CDBG- 2018-2019 Annual Action Plan Funding Priorities

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 85% of the grant award to fund eligible administrative, neighborhood improvements and economic development services with the intent of serving low to moderate income persons within the City of Surprise.

Today's presentation to the City Council will provide information to assist the Council in deciding if proposed projects meet grant criteria while filling community needs. Upon approval the CDBG administration, neighborhood improvement activities, and emergency home repair will be submitted to HUD as part of the Annual Action Plan 2018-19.

Background

CDBG administration, neighborhood improvements and emergency home repair activities are carried out by city departments. These projects address the neighborhood infrastructure improvement and economic development needs identified in the city's Consolidated Plan. CDBG administration, neighborhood improvements and economic development will be used to implement projects that will improve the safety and quality of life of the residents living within the Original Town Site of Surprise. Although the Consolidated Plan lists Neighborhood Improvements as a priority, the city wanted to specifically list right of way, streetscape improvements and possible commercial property/building improvements/demolition to the activities as the project funding priorities considered today.

According to HUD regulations, CDBG funds may be used to provide Neighborhood Improvements (including labor, supplies, materials, project management and other costs), provided the service will:

- Serve low to moderate income persons in the City of Surprise through area benefit or serving a particular clientele like seniors, youth and families.
- Increase commercial space and/or improvement availability within the Surprise Heritage District.

Funding Limit

CDBG administration, neighborhood improvement related funding is limited to 85% 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. The funding made available for such projects was approx. \$542,776. Funding from HUD for PY 2018-19 is approximately \$638,560. Recommendation today will be based on anticipated allocation amount of \$638,560 in which a maximum of 15% can be allocated to Public Services in the amount of \$95,784 and 20% allocated to Administration. Therefore the Commission is making project recommendations on an amount of **\$542,776**.

Previous Actions

Past Administration, Rehabilitation and Public Improvements funding levels have been as follows:

2015

- Administration set aside was \$110,262 to cover city salaries
- Street Improvement Project was awarded \$143,998 for improvements to streets in the OTS
- Senior Center Parking Lot was awarded \$50,000 for lot improvements
- OTS Water Feasibility Study was awarded \$164,353

2016

- Administration set aside was \$117,028 to cover city salaries and grant implementation expenses
- Neighborhood Improvement Project – TechCelerator was awarded \$380,341 for improvements to city owned facility in the Surprise Heritage District.

2017

- Administration set aside was \$127,712 to cover city salaries and grant implementation expenses.
- Neighborhood Improvement Project – TechCelerator Phase 2 \$184,653 for improvements to city owned business incubator facility in the Surprise Heritage District.
- Senior Center Improvements – \$20,000 for improvements to include but not limited to refrigerator and stove replacement, and internet / communications / security system upgrade / improvement.
- Business Development Grants Project awarded \$60,000 for business development and retention. The minimum amount to be granted per applicant is \$1,000 with a maximum award of \$20,000.
- Emergency Housing Repair Project – \$150,411 to provide 15 emergency repair projects to owner-occupied residences who meet income guideline of 80% or below of median income.

Year 4

- Public Service
- Affordable Housing
- Emergency Home Repair
- Neighborhood Improvements

Year 5

- Water System Improvements
- OTS Lighting
- Public Service
- Affordable Housing

Updated Actions

Funding recommendations are as follows:

Administration	\$127,712
-----------------------	------------------

Salaries, supplies, compliance needs

Neighborhood Improvement Projects	\$265,064
--	------------------

Infrastructure, right of way and streetscape improvements and possible commercial property /building improvements within the Surprise Heritage District

Emergency Home Repair	\$150,000
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Provide up to 15 grants to address health and safety issues

Public Service Set-Aside (15%)	\$95,784
---------------------------------------	-----------------

Total CDBG Anticipated Funding	<u>\$638,560</u>
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Future Actions

- City Council Public Hearing and approval : 4/17/18
- Submission to HUD as part of Annual Action Plan 2018-19 by May 15, 2018

Recommendations

Discussion only.

CITY OF SURPRISE, ARIZONA
Draft
ANNUAL ACTION PLAN 2018-19
MAY 2018



Fourth Program Year Action Plan

This Fourth Annual Action Plan (FAAP 2018-2019) includes the [SF 424](#) and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations.

ON REQUEST THIS DOCUMENT CAN BE MADE AVAILABLE IN ALTERNATE FORMATS



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Narrative Responses

AP-05 Executive Summary-91.200(c), 91.220 (b)

1. *Introduction*

The Fourth Year Annual Action Plan 2018-19 (AAP4 2018-19) implements the fourth year of activities that will address goals established in the City of Surprise Consolidated Plan 2015-19. The major focus of this AAP4 2018-19 concentrates on creating suitable living environments and providing neighborhood improvement opportunities. The Fourth Year AAP 2018-2019 complies with regulations set by the U.S. Department of Housing and Urban Development (HUD). HUD requires entitlement communities, such as the City of Surprise, to consolidate its planning, application and reporting requirements for HUD programs, including the Community Development Block Grant (CDBG) and the HOME Investment Partnership Grant programs. An Annual Action Plan is prepared each year and is presented to the City of Surprise Planning and Zoning Commission and the Surprise City Council.

The needs of low-income seniors, low-income youth, people in poverty and the community's aging neighborhoods and public infrastructure continue. The Fourth Year AAP 2018-19 will focus on the allocation of CDBG and HOME funds for these services including housing and neighborhood improvement opportunities in order to attract new businesses and business retention. The term of this plan is from July 1, 2018, through June 30, 2019.

To the extent feasible, the narrative for this Annual Plan will attempt to not duplicate the narrative for the Consolidated Plan. However, the outlines for the five-year plan and the annual action plan are very similar, so some repetition is unavoidable. Programs and activities described in this plan are intended to primarily benefit low and moderate income residents of City of Surprise, neighborhoods with high concentrations of low and moderate income residents, and the city as a whole. The City of Surprise CDBG program has been allocated \$638,560 in funding for program year (PY) 2018-2019.

2. *Summarize the objectives and outcomes identified in the Plan*

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

This Fourth Year AAP 2018-2019 identifies the year four activities that will address goals established in the City of Surprise Consolidated Plan 2015-19. Consistent with the established objectives, CDBG funds will be used in the following way:

- Fifteen percent (\$95,784) of the CDBG allotted funds (\$638,560) will be utilized for public service activities through City of Surprise departments or nonprofit organizations
- Twenty percent (\$127,712) will be used for grant administrative expenses, and
- \$415,064 will be utilized for Neighborhood Improvements and Emergency Home Repairs projects. This is in accordance to the regulations set by HUD

3. *Evaluation of past performance*

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City of Surprise evaluates its past performance every year as part of the Consolidated Annual Performance and Evaluation Report (CAPER) as required by HUD. The CAPER provided an estimate of output measures in compliance with HUD's data system. The CAPER includes measures of performance to quantify longer-term goals by incorporating projected outcome measures. Quantifiable results-oriented goals for capital programs are tied to a unified framework for the benefit of low- and moderate-income residents.

- Preserve neighborhoods through infrastructure improvements in the targeted low-income area(s)
- 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
- Preserve neighborhoods through housing rehabilitation assistance to qualified homeowners
- Preserve habitability of owner-occupied housing through emergency home repair assistance
- Preserve affordability of quality rental housing through the Housing Choice Voucher program

**4. Summary of Citizen Participation Process and consultation process.
Summary from citizen participation section of plan.**

The City of Surprise recognizes the importance of citizen participation in the development and implementation of any plan or program. The Fourth Year AAP 2018-2019 was discussed at two separate meetings; the City Council workshop April 3, 2018 and a public hearing April 17, 2018.

The Planning and Zoning Commission held a public meeting February 15, 2018 discussing the Fourth Annual Action Plan Public Service Funding 2018-2019 and a second meeting held March 1, 2018 to discuss year four Annual Action Plan priorities.

These meetings are open to the public in order to encourage individuals and organizations to facilitate a public discussion and provide a means whereby, the public can actively participate in the planning and development of the city's CDBG Program. Citizens were encouraged to submit new project proposals and comments on past and proposed CDBG programs and projects. All dates and times for Commission public meetings were published on the city's website and in the Daily News-Sun local newspaper. The proposed projects and budgets selected by the City Council for CDBG funding were published in the local newspaper for citizen review along with meeting time information.

5. This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The City of Surprise provided its residents many opportunities to provide input on the decision making process.

Table 1: Public Input Timeline

Time	Activity
March 1, 2018	Planning and Zoning Commission Meeting on Annual Action Plan 4 Priorities and Public Hearing
March 5-April 5, 2018	30 day comment period on Annual Action Plan and Consolidated Plan
April 3, 2018	City Council Workshop
April 17, 2018	City Council Public Hearing and action
May 15, 2018	Submission to HUD

6. *Summary of comments or views not accepted and the reasons for not accepting them.*

Public comment period runs from March 5, 2018 to April 5, 2018.

7. *Summary*

The Fourth Year AAP 2018-2019 represents the vision and goals for the neighborhood infrastructure improvements, community and economic development needs and housing activities and the available resources and a strategic plan for meeting those needs. The Fourth Year AAP 2018-2019 also identifies any funds to be used as a leverage to address goals and priorities in the plan through partnerships with local non-profit organizations.

PR-05 Lead & Responsible Agencies - 91.200(b)

1. ***Agency/entity responsible for preparing/administering the Consolidated Plan. The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.***

Table 2. Agency Information

Agency Role	Name	Department/Agency
CDBG Administrator	SURPRISE	Human Service and Community Vitality

Narrative

The lead agency for preparing the FY2018-2019 Annual Action Plan Year 4 was the City of Surprise Human Service and Community Vitality Department – Neighborhood Services Division (NSD). The Department is responsible for the administration of the Community Development Block Grant (CDBG), HOME Investment Partnership Program (HOME), and the Neighborhood Stabilization Program (NSP) grant programs.

Consolidated Plan Public Contact Information

Alicia Rubio, Neighborhood Services Coordinator
Human Service and Community Vitality
16000 N. Civic Center Plaza
Surprise, AZ 85374
623-222-3240
alicia.rubio@surpriseaz.gov

AP-10 Consultation - 91.100, 91.200(b), 91.215(I)

1. Introduction

The City of Surprise is committed to obtaining input from citizens, city staff, non-profit agencies, non-profit developers, private developers, governmental agencies, and the Regional Continuum of Care as part of the Consolidated and Annual Action Plan processes. The 2018 Fourth Year AAP consultation included a combination of public meetings with community stakeholders, two community input hearings, newspaper advertisements, website announcements and placement of hard copies of the plan at two libraries, the local senior center and city hall to solicit comments on the draft Annual Action Plan. Citizen participation was strongly encouraged throughout the processes of short and long range departmental planning, plan implementation, and assessment of plan effectiveness.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I)).

As members of the Maricopa HOME Consortium, the City of Surprise regularly coordinates with private industry, businesses and developers to foster the production of affordable housing and projects for special needs/homeless populations. The consortium also works closely with the real estate, construction and finance industries to implement other ongoing HOME and CDBG supported housing rehabilitation and production activities. The consortium may pursue the receipt of Low Income Housing Tax Credit (LIHTC) resources and associated private mortgage financing support for construction and permanent loans, as well as tax-exempt bond financing where bonds are purchased by both institutional and retail investors. Surprise also allocates 15% of its CDBG allocation for public services.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

As members of the Maricopa HOME Consortium we are committed to addressing the needs of homeless persons and persons at risk of experiencing homelessness. We participate in a regional Continuum of Care plan in collaboration with the all other jurisdictions in Maricopa County. The Maricopa Association of Governments (MAG) plans and administers the Continuum of Care. Jurisdictions work together with the U.S. Department of Housing and Urban Development in support of programming that assists the county homeless and at risk population. The city participates annually in the Point in Time Count.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

As an active member of the Maricopa County HOME Consortium we regularly consult with Maricopa Association of Governments (MAG), the lead agency for the Maricopa Regional Continuum of Care structure. Through consultation efforts with MAG and the Continuum of Care we align our priorities of the County's homeless strategies with Continuum-wide priorities for homelessness. The Maricopa HOME Consortium continues to actively participate in the Continuum of Care and contribute by determining its priorities for homeless persons and those at risk of experiencing homelessness

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 3 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Housing Authority of Maricopa County
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Housing Authority of Maricopa County (HAMC) administers the public housing and Section 8 subsidized housing program within the City of Surprise. Surprise housing activities are planned and reported through the Maricopa Consortium Plan
2	Agency/Group/Organization	CENTRAL ARIZONA SHELTER SERVICES
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The city enters into a sub recipient agreement through the CDBG public service set aside. The agency has been awarded funding for Program Years 2014-2017. The agency has been recommended funding for this program year

3	Agency/Group/Organization	SURPRISE
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Victims of Domestic Violence Services-Health Services-Education Services-Employment Regional organization Grantee Department
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Anti-poverty Strategy Public Services
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Surprise Resource Center is a division within the Human Service and Community Vitality Department. The Resource Center staff provided data to support the need of public services and the lack thereof. The Center offers a variety of services including veteran employment services, job training, veteran job club, domestic violence and support groups & counseling, health education, WIC nutrition program and enrollment services for health insurance programs. The Resource Center also offers financial fitness workshops, credit counseling workshops and tax preparation at no cost to poverty level families and seniors
4	Agency/Group/Organization	Maricopa County – Arizona@Work
	Agency/Group/Organization Type	Services-Employment
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Surprise entered into partnership with Maricopa County "Arizona@Work" program. The "Arizona@Work" program provided employment workshops and career fairs to Surprise residents

Identify any Agency Types not consulted and provide rationale for not consulting

N/A

Other local/regional/state/federal planning efforts considered when preparing the Plan

Table 4 - Other local / regional / federal planning efforts

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Maricopa Association of Governments	The city's needs and activities are planned and reported through the Maricopa Consortium Plan. See the Consolidated Plan for the Maricopa HOME Consortium for a complete description of these activities
City of Surprise Community Policing	Surprise Police Department	The police department in coordination with the Human Service and Community Vitality Department has taken the lead for the homeless point in time count for the last four years. They have helped to identify chronically homeless individuals and locations of abandoned properties where known homeless tend to seek shelter

Narrative

The Maricopa Association of Governments Continuum of Care Subcommittee (MAG Continuum of Care) is the regional body that manages the collaborative efforts of communities and agencies in Maricopa County to plan for the needs of the homeless and access federal funding on behalf of agencies organized to address those needs. The 'Unsheltered Point in Time Count' led by MAG CoC in January 2018 reported that there are 39 homeless persons in the city which represents a 43% increase over the previous year's data. The city will do a periodic assessment of any new homeless person cases in the city and will act accordingly to mitigate the problem by assisting with resource referrals.

All communities participate in the unsheltered homeless count conducted during the last week of January. Numbers for all communities with the exception of Phoenix are a direct census of individuals interviewed by volunteers, law enforcement, and outreach workers. The City of Phoenix conducts a survey using an extrapolation method by which areas are designated "high density" or "low density" areas. Direct counts in those areas are then extrapolated to estimate the number of individuals experiencing homelessness in unsheltered situations within the City of Phoenix geographic boundaries.

Table 5. Unsheltered Street County by Municipality (2013-2017)

Municipality	2017	2016	2015	2014	2013
Surprise	16	6	7	0	0

Source: 2013-2017 POINT IN TIME COUNT | Maricopa Regional Continuum of Care

AP-12 Participation - 91.401, 91.105, 91.200(c)

1. **Summary of citizen participation process/efforts made to broaden citizen participation. Summarize citizen participation process and how it impacted goal-setting.**

The City of Surprise is committed to obtaining input from citizens, staff, non-profit agencies, non-profit developers and other government agencies. The AAP4 citizen participation included a combination of meetings, three public meetings with hearings to solicit comments on the draft plan, which included a 30 day review period. The draft plan was placed at four central locations (2 libraries, senior center and city hall). The FAAP draft was also placed on the city website during the 30 day comment period.

Table 6. Citizen Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	3 public meetings with hearings were held on 3/1/18, 4/3/18, and 4/17/18 to further solicit input	No public comments were submitted at public hearings	N/A	
2	Newspaper Ad	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities	Public notices announcing the public hearings and the draft SAAP were placed in 2 newspapers of record in the City of Surprise. (Daily News-Sun and Surprise Today)	No comments received yet	N/A	

3	Internet Outreach	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Draft fourth Year AAP was made available on the city's internet site for a 30 day public comment period from 3/5-4/5/18	No comments received as of yet	N/A	http://www.surpriseaz.gov/2475/Consolidated-Plan
4	Public viewing	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Draft hard copies were placed in a central, public location for public viewing. Locations included city hall, 2 libraries and the Senior Center	No comments received	N/A	

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

Anticipated resources available includes cash match in the amount of approximately \$415,908 for the HOME program match requirement. Also any anticipated program income will be used towards CDBG eligible projects.

Table 7 - Expected Resources – Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	638,560	20,000	0	658,560	0	Estimated allocation of \$638,560. Prior year rollover of approximately \$957,839.50

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

No matching funds are required for the CDBG program, however the city will leverage with staff time and the technical oversight provided in the form of project management. There is cash match available for the HOME program in the amount of approximately \$415,908 which is utilized as leverage. The Program Year 2018-2019 HOME Allocation is estimated to be \$145,126 based on previous year's allocation. The City of Surprise is a member of the Maricopa County HOME Consortium which administers the HOME grant funds and acts as a pass-through agency.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City of Surprise owns the public right of way to include streets, sidewalks, parks and public facilities such as the Surprise Senior Center and the Surprise Resource Center within the Surprise Heritage District.

Discussion

The primary objective of the City of Surprise CDBG program is to foster the development, revitalization and preservation of neighborhoods to provide decent housing, a suitable living environment and neighborhood improvement opportunities. Surprise' commitment to Neighborhood Improvements are part of the city's overall Capital Improvement Plan managed out of the Engineering Department. The city recognizes the importance and impact of utilizing cash match and any program income as a leverage to eligible projects within the Surprise Heritage District. Surprise is further committed to revitalization efforts by transferring Neighborhood Stabilization Program Income into the CDBG program. These funds will be utilized for neighborhood improvements and housing opportunities.



AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Table 8 – Goals Summary

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Program Administration	2015	2019		Original Town site		CDBG: \$127,712	Homeowner Housing Rehabilitated: 12 Household Housing Unit
2	Public Services	2015	2019	Public Service	Original Town site	Public Services	CDBG: \$95,784	Public service activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted
3	Neighborhood Infrastructure Improvements	2016	2019	Neighborhood Infrastructure	Original Town site	Neighborhood Improvements	CDBG: \$265,064	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 10 Persons Assisted Businesses assisted: 4 Businesses Assisted
4	Emergency Housing Rehabilitation	2015	2016	Affordable Housing	Original Town site	Owner Occupied Housing Rehabilitation	CDBG: \$150,000	Homeowner Housing Rehabilitated: 15 Household Housing Unit

Table 9 - Goal Descriptions

1	Goal Name	Program Administration
	Goal Description	20% of annual allocation of \$638,560 is to be set aside for administration duties to carry forth the CDBG program
2	Goal Name	Public Services
	Goal Description	15% of Surprise annual allocation of \$638,560 will be allocated to public service activities through nonprofits agencies who serve those with special needs
3	Goal Name	Neighborhood Infrastructure Improvements
	Goal Description	Neighborhood Improvements will include right of way improvements and/or park amenities. This project will create an area benefit by creating safe, healthy and decent neighborhoods within the Original Town site of Surprise, a CDBG area-benefit eligible neighborhood
4	Goal Name	Emergency Housing Rehabilitation
	Goal Description	The Emergency Housing Repair Project will provide 15 emergency repair grants to address health and safety issues to owner-occupied homes who meet the income guideline of 80% or below median income within the Surprise Heritage District

AP-35 Projects - 91.420, 91.220(d)

Introduction

This section specifically identifies the projects that will take place during FY 2016-2017 with CDBG and HOME funding to address the priority needs and specific objectives as identified in the Consolidated Plan Strategic Plan section.

- **CDBG Funds:** FY 2018-2019 CDBG Allocation is **\$638,560**
- **HOME Funds:** FY 2018-2019 HOME Allocation is **\$145,126**

Any program income received during the program year will be retained and reported by the City of Surprise and used on CDBG and HOME eligible activities.

Table 10 – Project Information

#	Project Name
1	Neighborhood Improvements
2	2018 Public Services
3	CDBG Administration
4	HOME Housing Rehabilitation
5	2018-2019 Emergency Home Repair

For additional project information, please see Table 11 on the next page.

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The Surprise Heritage District area targeted for HOME/CDBG investment is the lowest income Census Tract in the City of Surprise. Neighborhood improvements will occur in this targeted area.

AP-38 Project Summary

Table 11. Project Details

1	Project Name	Neighborhood Improvements
	Target Area	ORIGINAL TOWNSITE
	Goals Supported	Neighborhood Infrastructure Improvements
	Needs Addressed	Neighborhood Improvements
	Funding	CDBG: \$265,064
	Description	Improvements within the Surprise Heritage District
	Target Date	6/28/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 20 families will benefit from neighborhood improvements
	Location Description	The Surprise Heritage District located with the Original Town site
	Planned Activities	Neighborhood improvements, right of way improvements, commercial demolition
2	Project Name	2018 Public Services
	Target Area	ORIGINAL TOWNSITE
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$95,784
	Description	Public service activities through nonprofit agencies
	Target Date	11/29/2019
	Estimate the number and type of families that will benefit from the proposed activities	TBD
	Location Description	Throughout Surprise
	Planned Activities	Provide public service benefits to youth, seniors, veterans, homeless and special needs population
3	Project Name	CDBG Administration
	Target Area	ORIGINAL TOWNSITE
	Goals Supported	Program Administration
	Needs Addressed	Administration
	Funding	CDBG: \$127,712
	Description	20% of annual allocation set aside for CDBG program administrative duties
	Target Date	7/2018

	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	N/A
	Planned Activities	Administrative duties administered for the CDBG program
4	Project Name	HOME Housing Rehabilitation
	Target Area	ORIGINAL TOWNSITE
	Goals Supported	Neighborhood Infrastructure Improvements
	Needs Addressed	Neighborhood Improvements Owner Occupied Housing Rehabilitation
	Funding	HOME: \$145,156
	Description	Provide substantial rehabilitation for low to moderate income residents
	Target Date	7/2018
	Estimate the number and type of families that will benefit from the proposed activities	5 families will benefit from the housing rehabilitation
	Location Description	Throughout Surprise
	Planned Activities	Substantial rehabilitation up to \$25,000. If home is over 50 years old the city can invest up to \$35,000. The CDBG Emergency Home Repair program can provide up to \$10,000 in grant funding
5	Project Name	2018-2019 Emergency Home Repair
	Target Area	ORIGINAL TOWNSITE
	Goals Supported	Emergency Housing Rehabilitation
	Needs Addressed	Owner Occupied Housing Rehabilitation
	Funding	CDBG: \$150,000
	Description	Provide emergency repair assistance to 15 families who meet income guidelines
	Target Date	7/2018
	Estimate the number and type of families that will benefit from the proposed activities	15 families will be assisted
	Location Description	Throughout the City of Surprise
	Planned Activities	Provide emergency home repair in order to correct health and safety issues for low to moderate income residents



Rationale for the priorities for allocating investments geographically

All area benefit activities included in the 5 Year Strategic Plan will take place in the Original Town Site aka Surprise Heritage District area. The city has a Council appointed resident group - the Planning and Zoning Commission, which monitor the implementation of the Specific Plan for the Revitalization of the Surprise Heritage District. Resources recommended by this commission include CDBG funds and general funds used for the revitalization of the Surprise Heritage District.

Discussion

Although the City of Surprise Heritage District has had higher concentration of low to moderate income residents, our services are income based therefore eligibility can be city wide as long as the income limits are met.

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

Barriers to affordable housing have been identified through the Maricopa HOME Consortium and the City of Surprise. Plans to take to remove or ameliorate the negative effects of public policies will be to affirmatively market fair housing and overcome identified barriers to affordable housing. These efforts in collaboration with the Consortium have resulted in the creation of a Fair Housing Plan. The plan includes development of specific goals and objectives to overcome barriers to affordable housing. The Consortium is in the process of updating the Maricopa County Regional Analysis of Impediments to Fair Housing Choice through consultants further documenting impediments to fair housing choices including lack of accessible housing and housing discrimination against persons with disabilities, lack of awareness of fair housing laws, the cost of affordable housing limiting housing choice, poor financial history of potential homebuyers, lack of transportation options in rural unincorporated Maricopa County, and distribution of resources.

Actions planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment.

During the PY 2018-19, the following actions will contribute to the removal of barriers to affordable housing:

1. Surprise will dedicate resources to preservation and development. Surprise has newly created a specific zoning district to further delineate specific zoning districts in the original town site (OTS) to enhance preservation and development. This district is known as the "Surprise Heritage District" (SHD). The intent of this district is to enhance and protect the historic character of the area. Two overlay districts, "residential

neighborhood overlay” and the “art & entertainment district” is to support the residents to preserve and protect their neighborhood and to promote the local arts and culture business opportunities.

2. The city’s allocation of HOME funds to major rehabilitation. Surprise also utilizes general funds on HOME eligible rehabilitation projects to match HOME expenditures for housing rehabilitation. The city maintains a match log and match is applied at the time of requests for reimbursement from Maricopa County Community Development.

3. City general revenues for beautification. Pride Day activities generally happen twice annually and are paid for with General Funds.

4. Program Income from the Neighborhood Stabilization Program (NSP) funding has been reprogrammed into the CDBG program. This will assist in neighborhood improvements, potential tax credit projects within the Surprise Heritage District and program administration for community development and revitalization efforts located within the Surprise Heritage District-Original Town Site.

Discussion

In furthering the discussion of actions that will be undertaken to remove the barriers of affordable housing, city council adopted the Surprise Heritage District (zoning overlay) in June 2016. This district will allow the flexibility of the type of structures allowed in the new zoning districts to include cottage industries, which allow small individual owned business in a residential area and permit manufactured homes within the neighborhood as another option for diversified housing opportunities in the target area. The adoption of the "SHD" will also offer development incentives such as reduction in setback requirements and 100% waiver of development impact fees. This action will further support Surprise's intent to ameliorate public policies which are barriers to affordable housing.

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

The primary categories of needs to be addressed in the plan are neighborhood improvements to include economic development, public services to eligible populations and emergency housing rehabilitation.

Actions planned to address obstacles to meeting underserved needs

One of the main obstacles to meeting community needs is inadequate resources for programs. The decline in resources across sectors, including government agencies and foundations, due to high demand has negatively impacted the quantity and quality of housing and community development services. Although federal stimulus funding helped mitigate this trend to some extent, resources for these programs are limited.

The City of Surprise has partnered with various social service agencies which are housed at the Surprise Resource Center located in the Surprise Heritage District. The services offered are veteran employment services, veteran job training club, employment workshops, career fairs, services for domestic violence and sexual abuse, Women, Infant and Children (W.I.C) nutrition program, enrollment services for health insurance, programs, access to food and nutrition resource (SNAP, TANF, AHCCCS) and navigation of the Affordable Care Act. The Resource Center also offers financial fitness workshops, tax preparation to poverty level families and credit counseling workshops.

Actions planned to foster and maintain affordable housing

The City of Surprise has an active strategy to promote homeownership and the preservation and management of existing residential property. To offset the increasing cost of housing in the private market, the city has undertaken a number of strategies to preserve and develop new affordable housing. These strategies include:

1. The use of general funds and HOME funds for the preservation of existing affordable owner-occupied housing.
2. Support of for-profit and nonprofit developers in the construction of Tax Credit assisted rental housing for families and seniors.
3. Development of Original Town Site (also known as the Surprise Heritage District) Revitalization Plan which has already resulted in public investment in community facilities, infill construction of mixed income owner-occupied homes and specific zoning districts.

Housing units assisted under any and all programs covered under this Consolidated Plan are inspected and/or tested prior to assistance as follows:

- a. The Housing Authority of Maricopa County inspects all rental units prior to occupancy by households who have Housing Choice Vouchers. For units built before 1978, chipped or peeling paint must be removed prior to occupancy.
- b. For units built before 1978, chipped or peeling paint must be removed prior to occupancy. Renter and owner-occupied units built before 1978 that are being rehabilitated with CDBG or HOME funds must be professionally assessed and abated as part of the assistance contract.
- c. Lead-based paint is not allowed or sold for residential construction after 1978. Newly constructed single-family or multifamily residences assisted with funding from the covered grants will be free of lead paint hazards.

Actions planned to reduce the number of poverty-level families

The Housing Authority of Maricopa County (HAMC) has two public housing developments in Surprise and administers Housing Choice Vouchers in the private rental market. The operations of HAMC in Surprise have not been formalized since Surprise incorporated as a city and an intergovernmental agreement would be beneficial.

The City of Surprise has partnered with various social service agencies which are housed at the Resource Center located in Surprise Heritage District. The services offered are veteran employment services, veteran job training club, services for domestic violence and sexual abuse, Women, Infant and children (W.I.C) nutrition program, enrollment services for health insurance, programs, access to food and nutrition resource (SNAP, TANF, AHCCCS and navigation of the Affordable Care Act. The Resource Center also offers financial fitness workshops, tax preparation to poverty level families and credit counseling workshops.

Actions planned to develop institutional structure

The City of Surprise is the clearinghouse and facilitator for the activities as described by the Consolidated Plan. The Neighborhood Services Division of the Human Service and Community Vitality Development Department oversees the administration of all CDBG and HOME entitlement programs. The department is responsible for:

- Program management and oversight.
- Program evaluation
- Consolidated Plan preparation, monitoring and evaluation
Required reporting to HUD

Divisions within the Human Service and Community Vitality Department include the Resource Center which provides a one-stop-shop for social services. (see above action plan to reduce number of poverty-level families) Other departments and private agencies that participate in the implementation of federal, state and county-funded grants include:

- City Council - formal approving body for policy making and release of funds.

- The Public Works Department - has experience in administering the procurement and Labor Standards requirements of federally funded projects.
- Financial management will be appropriately separated between the Finance Department and Human Service and Community Vitality Department

Actions planned to enhance coordination between public and private housing and social service agencies

The City of Surprise has partnered with various social service agencies which are housed at the Resource Center located in the Surprise Heritage District. The services offered are veteran employment services, veteran job training club, services for domestic violence and sexual abuse, Women, Infant and children (W.I.C) nutrition program, enrollment services for health insurance, programs, access to food and nutrition resource (SNAP, TANF, AHCCCS and navigation of the Affordable Care Act. The Resource Center also offers financial fitness workshops, tax preparation to poverty level families and seniors and credit counseling workshops.

The city is also carrying out public service activities under the CDBG program through an open application process. The city utilizes CDBG and HOME funds for emergency home repair and owner-occupied housing rehabilitation. The city is undertaking discussions at senior management level with Maricopa County and other public private entities in order to create more affordable housing units within the Surprise Heritage District.

Discussion

The city is committed to preserving neighborhoods through neighborhood improvements in the target area. The commitment is evident is the amount of funds allocated to projects located within the Surprise.

AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

Introduction

At the beginning of Program Year 2018-2019 we do not anticipate any program income, however we will budget approximately \$20,000.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	20,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	20,000

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

Discussion

Due to program requirements, we foresee 100% of CDBG funds being used for extremely low to moderate income residents. All activities are deemed eligible for funding and have met environmental clearance in the projects requiring said clearance.

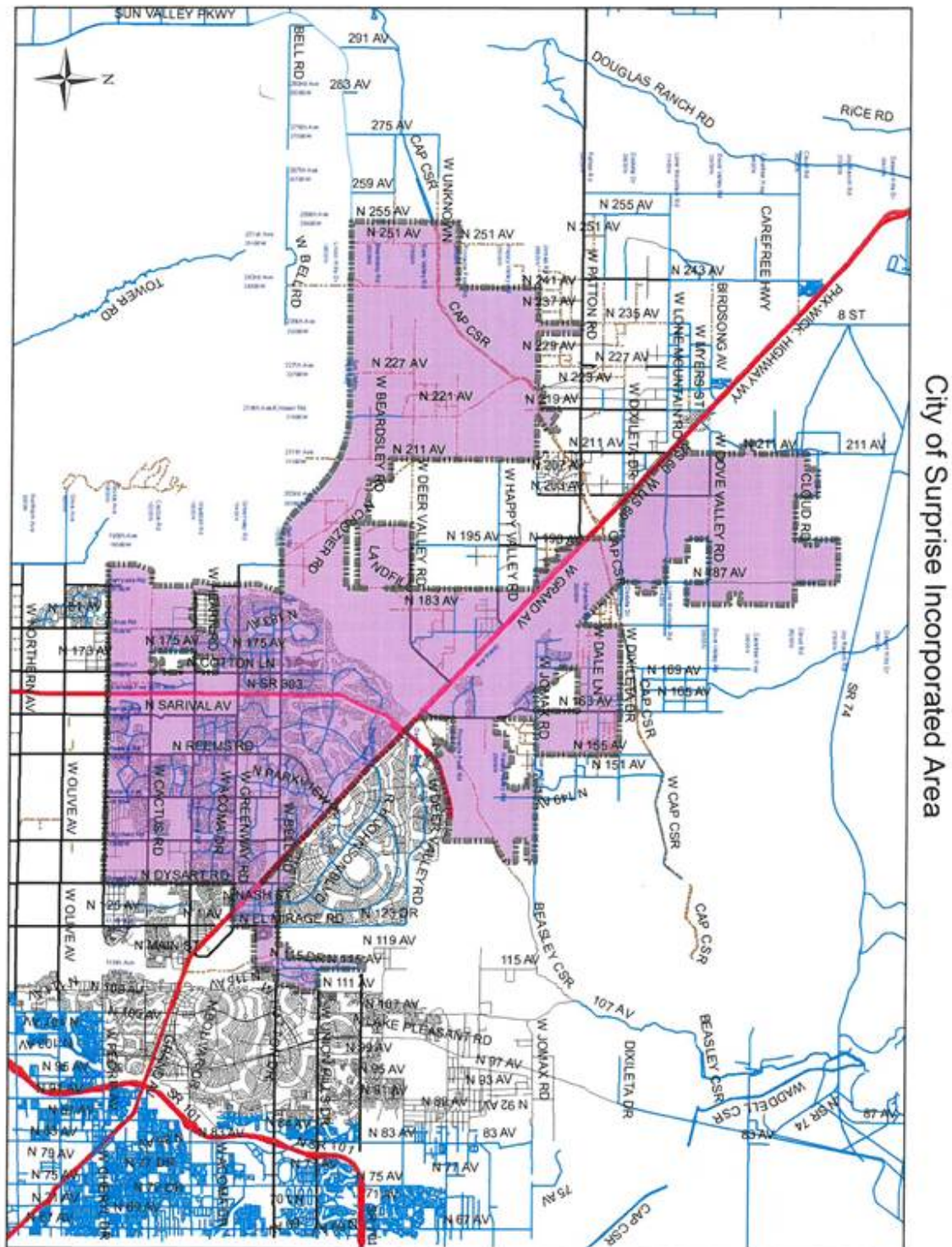
APPENDIX 1 – Public Notice



APPENDIX 1 - PUBLIC NOTICE - CONT



APPENDIX 2 – Surprise City Limits



City of Surprise Incorporated Area



CDBG 2018-2019 Funded Public Services and Annual Action Plan – Year 4

Human Service & Community Vitality | April 3, 2018



Today's Objectives

- Funding Discussion of CDBG Public Service Grant
- Annual Action Plan 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 17, 2018

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.

Funding Recommendation

Organization	Description of Services	Requested Amount	Staff Recommendation	Final PZ Recommendation	City Council Funding Recommendation
BENEVILLA	Day Program, Home Delivered Meals, Wirtzies	\$25,017	\$8,000	\$12,177	
CASS	Regional Adult Emergency Shelter	\$10,000	\$5,000	\$5,871	
COS CRISIS ASSISTANCE	Utility/Eviction Prevention Assistance	\$30,000	\$23,500	\$11,665	
COS SYEP	Summer Youth Employment Program	\$15,000	\$15,000	\$6,453	
LUTHERAN SOCIAL SERVICES	i-HELP Program	\$67,075	\$0	\$0	
MVP	Mental Visual Preparation - Baseball Academy	\$96,000	\$0	\$0	
NEW LEAF	Faith House Women's Crisis Shelter	\$10,000	\$5,000	\$7,071	
NORTHWEST VALLEY CONNECT	Transportation Call Center and Ride Connect	\$20,000	\$5,000	\$10,161	
POTTER'S HOUSE	Developing Resilient Exceptional Accountable Minors	\$18,500	\$2,000	\$1,674	
SOJOURNER	Community Training Human Trafficking and Domestic Violence	\$10,000	\$5,000	\$4,718	
ST MARY'S	Emergency Food Box Program	\$15,000	\$12,000	\$13,109	
ST. VINCENT DE PAUL	Utility/Rent Assistance	\$7,000	\$2,700	\$7,000	
SUN HEALTH	Community Cancer Navigator	\$25,000	\$8,000	\$5,017	
WHAM	Art: A Path to Healing - Veteran Art Programs	\$8,986	\$3,000	\$8,986	
YOUNGTOWN COMMUNITY FUND	Medical Equipment Lending Center	\$2,000	\$1,584	\$1,882	
		\$359,578	\$95,784	\$95,784	\$0



Annual Action Plan 4 2018-2019



Annual Action Plan

Components

Adopted
Consolidated Plan 2015-19



Strategic Plan
(5 Years)



Priorities and Needs

Annual Action Plan
2018-19 (1 Year)



Specific Projects
Public Services Grant



AAP 4 Priorities

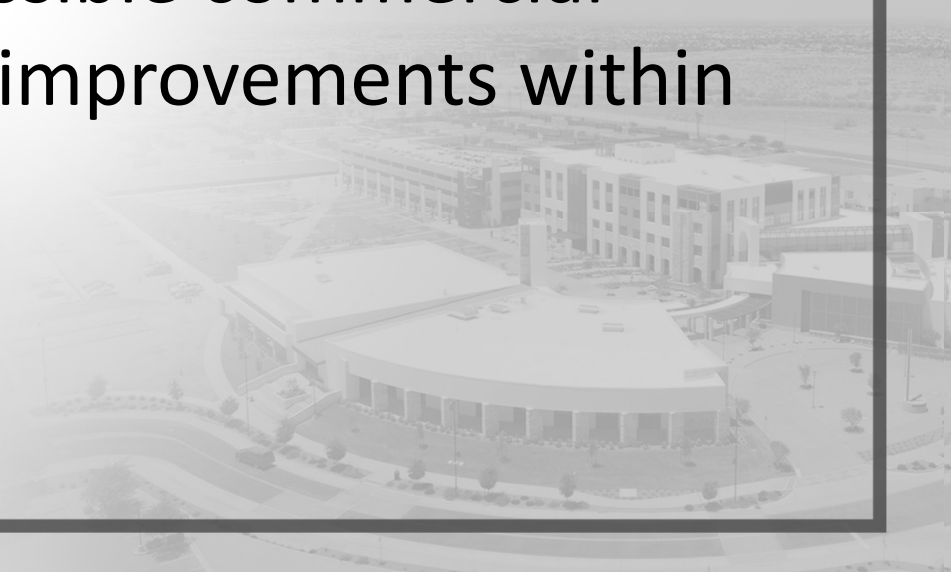
- Public Services
- Neighborhood Improvement Projects
- Emergency Housing Rehabilitation
- Administration





Neighborhood Improvements

Infrastructure, right of way and streetscape improvements and possible commercial property and building improvements within the Surprise Heritage.





Housing

Emergency Home Repair

- Minimum of 15 projects
- Maximum of \$10,000 per project





Administrative

Allowed expenses include salaries, fair housing activities, advertising, and ineligible program costs.

FY18-19 Expenses

Salaries for 1.5 staff persons	\$120,212
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Advertising Expenses	\$ 7,500
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Total -----	<u>\$127,712</u>
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Annual Action Plan Projects

Annual Action Plan 2018-19 Projects

Neighborhood Infrastructure	\$265,064
Emergency Home Repair	\$150,000
Public Services	\$ 95,784
Administrative Allocation	\$127,712
Total -----	<u>\$638,560</u>



S U R P R I S E

A R I Z O N A

QUESTIONS OR COMMENTS?

Jason Hughes
Human Service & Community Vitality
Neighborhood Services Acting Supervisor

Alicia Rubio
Human Service & Community Vitality
Neighborhood Services Program
Coordinator

PUBLIC ENGAGEMENT FORM

PROJECT TITLE:

OVERALL PUBLIC INVOLVEMENT LEVEL:

IDENTIFY STAKEHOLDERS:

OBJECTIVES:

PUBLIC ENGAGEMENT STRATEGIES & TOOLS:

Public Engagement & Project timeline:

Public outreach time frame (when to when)

Future Council Work Session/Meetings target dates

Election dates (if applicable)

Project start/completion dates

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