

CITY OF DOUGLAS



CDBG

DRAFT ANNUAL ACTION PLAN

FOR FY 2018

**Annual Action Plan
2018**

1

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The 2018 Action Plan for the City of Douglas has been prepared in response to a consolidated process developed by the U.S. Department of Housing and Urban Development (HUD) for its formula grant programs.

The City participates in the CDBG program and is required to prepare and submit an action plan for HUD approval in order to receive Community Development Grant Funds.

This Annual Action Plan serves as an application for federal funds under HUD's formula grant programs and provides a basis for assessing performance.

This section constitutes the 2018 Annual Action Plan of the Five-Year Consolidated Plan. It sets forth a description of activities for the use of funds that are expected to become available during the coming Federal fiscal year, determines goals for individuals and households to be served, and describes the implementation plan and geographic location of the activities to be undertaken. The formula allocation for the Community Development Block Grant program is \$158,924.

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.

The needs in the City are numerous and varied. The principal needs are: 1) public improvements to improve/revitalize neighborhoods, 2) housing rehabilitation for both owner and renter units, 3) assisting the homeless, 4) assistance for extremely low-income households threatened with homelessness, and 5) programs for youth and the elderly.

Fiscal years 2014/2015 and 2015/2016 funding was targeted towards Public Improvements and Infrastructure, which included curbing, sidewalks and pavement replacement in several low income areas of the community. Based on this, significant improvements have been made in the quality of life to distressed neighborhoods. Fiscal year 2016/2017 funding focuses on owner occupied housing rehabilitation, emergency home repairs and rental assistance programs. Fiscal year 2017/18 focuses on the replacement of outdated playground equipment in the City's largest and most-utilized park.

Proposed activities for FY2018/2019 include the acquisition and/or rehabilitation of a building located within Census Tract 8 or 9 of Douglas City limits, for the purpose of establishing a Community Center to serve the needs of our youth, elderly and all other underserved populations. The Community Center will offer programs and activities for the community's youth and elderly residents to take advantage of, as well as a computer lab and exercise room that will be available for use by any of its residents during regular operating hours.

3. Evaluation of past performance

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

For the 2014 program year, the City received Community Development Block Grant (CDBG) funds in the amount of \$191,598.00. For 2015, the City received \$180,622.00. Fiscal year 2014 and 2015 funding was targeted towards infrastructure projects, specifically, curbing, sidewalk and pavement replacement/reconstruction in low mod areas designated in the Consolidated Plan. For 2016, the City received \$165,853 and has targeted those funds for home rehabilitation and emergency housing assistance.

The City is currently working from its most recent five-year strategic planning document, which outlines needs and projects for primarily the low- and moderate-income persons in the City. In previous program years, the City implemented the programs outlined in the Consolidated Plan. The activities/projects addressed infrastructure and public facilities activities for low and moderate-income households.

The City feels that it is imperative that the focus remains on the public facility and infrastructure aspects of the plan. The City continues to believe that meeting these basic needs will help build a strong, safe, and healthy community that will, hopefully, encourage a variety of economic opportunities and contribute to an enhanced quality of life for the residents, particularly the low and moderate-income residents.

The City has completed implementing its 2014 and 2015 goals and objectives. 2014 and 2015 goals and objectives consist of infrastructure improvements to include 6,240 linear feet of curbing, sidewalk and pavement replacement in low-mod neighborhoods.

The City is now focused on completing FY 2016/2017 and FY 2017/2018 goals and objectives and has implemented the administration functions required, such as implementing its Consolidated Plan document, and holding public hearings to determine projects to be completed, seeking public input, etc.

The Infrastructure improvements for both FY 2014 and FY 2015 projects are complete. The City intends to draw down the remainder of the project administration funds for FY2015 in order to close out the year. The City is now focusing on implementing the proposed use of funds for FY 2016/2017 and FY2017/2018. FY2016/2017 goals and objectives consist of Housing Rehabilitation , Emergency Home Repair and temporary/emergency rental assistance to approximately 5 families for a period of three months. FY2017/2018 goals and objectives consist of removal and replacement of old, outdated playground equipment in the City's largest park with new, safe and ADA compliant playground equipment.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City employs diverse methods to encourage on-going participation from residents, community service providers, and existing and potential community development partners. The participation process for the Annual Plan included public notices; a 14-day public comment period; two public hearings; and consultation with City staff and elected officials. In the end, the planning process yielded the active involvement and input of citizens, stakeholders, and governmental departments.

The FY 2018 Annual Action Plan does not deviate from the Five Year Consolidated Plan Document and Strategic Plan for 2014-2018.

5. Summary of public comments

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

As described above, the public had opportunities to provide input on the Annual Action Plan

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

N/A

7. Summary

Please see the preceding responses, as they address the key points.

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

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	DOUGLAS	City of Douglas Housing Department

Table 1 – Responsible Agencies

Narrative (optional)

The Housing Department is the lead agency for the implementation of the Annual Action Plan, as well as the responsible party for the processing and distribution of federal funds under the CDBG program, once allocated by the federal government and approved by the City Council.

Other offices and agencies responsible for executing and administering programs covered by the Annual Action Plan include the Finance Department, Leisure Services Department and the Public Works Department.

Consolidated Plan Public Contact Information

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AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The City employs diverse methods to encourage on-going participation from residents, community service providers, and existing and potential community development partners. The participation process for the Annual Action Plan included public notices; a 14-day public comment period; two public hearings; and consultation with City staff and elected officials. In the end, the consolidated planning process yielded the active involvement and input of both governmental departments and citizens.

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(l))

During this Five-year Consolidated Plan period, the City is developing greater coordination between all active agencies in Douglas in an effort to minimize any duplication of efforts. Efforts to enhance coordination between the public and private sector will ensure that needs are being properly addressed and that resources are being maximized.

As needed, the Housing Department will provide technical assistance and information to private and public organizations that seek to provide affordable housing and support services to residents of Douglas.

The City of Douglas, through its Public Housing Authority (PHA), offers Section 8 Housing Choice Vouchers to low income residents. Priority is given to extremely and very low income residents. In addition, preferences are offered to Veterans, Elderly/Disabled, Working Families, Residency and Victims of Domestic Violence.

The Cochise County Housing Authority (CCHA), through collaboration with the Veterans Administration, administers a Veterans Administration Supportive Housing (VASH) program, which is targeted to assist homeless veterans throughout Cochise County.

There are currently 11 affordable housing apartment complexes located within the city limits of Douglas.

The PHA also works in collaboration with the Catholic Community Services, "House of Hope" Domestic Violence Crisis Shelter, by offering a preference on the Section 8 waiting list to women and their children who have been victims of domestic violence.

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.

The City participates in the Balance of State Continuum of Care Meetings that the Arizona Department of Housing hosts on a quarterly basis. Efforts are being made to further build contacts and relationships with local, county, and regional entities to support and implement CDBG programs.

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

Not Applicable

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

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Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	City of Douglas Leisure Services Dept.
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Programs and services for youth and elderly
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Meetings, e-mail, correspondence; better understanding of needs
2	Agency/Group/Organization	City of Douglas Department of Public works
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Public facilities - Programs and services for youth and elderly
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Meetings, e-mail, correspondence; better understanding of needs
3	Agency/Group/Organization	Douglas Police Department
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Programs and services for youth and elderly
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Meetings, e-mail, correspondence; better understanding of needs
4	Agency/Group/Organization	Douglas Fire Department
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Programs and services for youth and elderly

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Meetings, e-mail, correspondence; better understanding of needs
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Identify any Agency Types not consulted and provide rationale for not consulting

To the best of its ability, the City is in contact with all known agencies and organizations involved in activities that are relevant to CDBG activities and programs.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Arizona Department of Housing (ADOH), Special Needs Housing Office	Integrate efforts with State Plan through the Balance of State Continuum
Cochise County Comprehensive Plan	Cochise County Planning Department	Comprehensive Plan provides overall direction for County growth
Table 3 – Other local / regional / federal planning efforts		

Narrative (optional)

As noted above, the City will coordinate with a range of public entities in the development and execution of a range of programs and activities.

AP-12 Participation – 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 considers the involvement of its low- and moderate-income residents and those agencies that serve the low- and moderate-income residents to be essential to the development and implementation of its Annual Action Plans.

Publicized public hearings were held on two occasions – on July 25, 2018 and on August 8, 2018. These sessions were part of a concerted effort to obtain as much public input as possible in the preparation of the Plan. The draft plan was made available for public review and comment on the City website and made available in hard copy at the City offices and in the City library between July 25, 2018 and August 8, 2018. The Annual Action Plan was submitted to the City Council for approval at a regularly scheduled meeting on August 8, 2018.

The City of Douglas has identified Census Tracts 8 and 9 as low/mod Census Tracts, and historically, these areas serve a vast majority of the city's low to moderate-income residents.

The City ensures that all Public Hearings are held at times and locations convenient to potential and actual beneficiaries and with accommodations for persons with disabilities. Upon request, in advance of the meeting, the City will attempt to make accommodations for those individuals in need of special assistance. The City also provides technical assistance workshops for all interested in the programs.

Citizen Participation 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	Non-targeted/broad community	City staff present were: City Manager, Jim Russell; Finance Director, Luis Pedroza; Procurement Specialist, Rene Rios; Chief of Police, Kraig Fullen; and Housing Manager, Xenia Gonzalez	No negative commitments were received. All in attendance agree that our community is in great need of a Community Center.	N/A	

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The Community Development Block Grant (CDBG) program is the source of funds for the following programs and activities.

Anticipated Resources

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: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services				158,924	0

Table 5 - Expected Resources – Priority Table

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

The City will seek to cultivate funding partners who can match the City's investment of CDBG funds. The City administration recognizes that the

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City's annual entitlement and formula allocations are not sufficient to meet all of its needs. The City has also submitted grant applications to other organizations, in the hopes of supplementing funds, materials, equipment, technology and other resources for the proposed project.



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 has identified the building space that will be utilized to serve as the community center and has secured funding for the purchase of the building; however, there are a couple of other very viable options that the City has targeted. Dialogue and discussion has been established with the appropriate agencies and/or individuals in the hopes of acquiring/receiving a location that will be suitable for this project.

Discussion

The City still has CDBG funds left that were allocated for FY 2016 and FY 2017; however, those funds have been allocated for homeowner rehabilitation and emergency housing assistance and the replacement of playground equipment at one of our city parks, respectively. The City intends to expend all allocated funds towards the intended projects and does not expect to have available remainder funds for use towards FY 2018 activities.

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Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Provision of Needed Services	2016	2019	Non-Homeless Special Needs	Citywide	Public Service Programs Public Facilities	CDBG: \$127,139	

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name Goal Description	Provision of Needed Services FY 2018/2019 funding will target the establishment of a Community Center for the use by the City's residents, primarily the City's youth and elderly population. The intent is to designate a building located in an area of the City primarily consisting of low and very low income residents within the low/mod census tracts. The City of Douglas Leisure Services and Public Works departments have the capacity to oversee and implement this project through completion.
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Projects

AP-35 Projects – 91.220(d)

Introduction

FY 2018/2019 funding will be allocated towards the establishment of a Community Center for use by the City of Douglas residents, primarily focusing on programs for the City's youth and elderly population.

The activities were prioritized as part of the Consolidated Plan process, in which public meetings were held, and public needs assessments were conducted. The highest priority needs were determined to be Public Improvements and Infrastructure, Rental assistance, Homeowner Repair, Homeless Assistance and Prevention, Rental Rehabilitation and Community Services for the youth and elderly. The first two fiscal years of the Consolidated Plan focused on Public Improvements. The third year focus was on Owner Occupied Housing Rehabilitation, Emergency Home Repairs and Emergency Rental Assistance programs. Year four targeted the City's focus on Public improvements/public facilities. The fifth and final year of the entitlement will focus on Community Services, primarily focusing on programs for the community's youth and elderly population.

The obstacles the City has encountered with these programs in the past is not having sufficient resources to invest in these programs to provide services for an underserved population.

The City of Douglas has the capacity to oversee the acquisition and/or rehabilitation of an existing structure to convert it to a community center. The City intends on utilizing staff and resources from the Leisure Services and Public Works departments, as well as inmate labor.

Projects

#	Project Name

Table 7 - Project Information

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

These priorities were established through the City's Citizen Participation Plan when identifying priorities for the Five Year Strategic Plan. Public hearings were held on July 25, 2018 and August 8, 2018 to discuss the Annual Plan and priorities.

AP-38 Project Summary
Project Summary Information



AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The target area that has been identified for FY 2018 CDBG funding are Census Tracts 8 and 9, which historically, have been the highest concentration areas of need.

The total population of the target area is 10,922, of which 25.8% of the population in Census Tract 8 and 42.8% of the population in Census Tract 9 live below the poverty level.

Geographic Distribution

Target Area	Percentage of Funds
Low/Mod Neighborhoods	70
Citywide	30

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The program will focus on acquiring and/or rehabilitating an existing structure for the purpose of turning it into a Community Center, to provide programs and activities for the youth and elderly population of the City of Douglas, AZ.

The City has worked closely with the public and civic leaders to ascertain the priority needs within the targeted areas.

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

N/A

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	0

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

AP-60 Public Housing – 91.220(h)

Introduction

The City of Douglas Housing Authority does not own any public housing units.

Actions planned during the next year to address the needs to public housing

N/A

Actions to encourage public housing residents to become more involved in management and participate in homeownership

N/A

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The Housing Authority is not designated as a troubled agency.

Discussion

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

N/A

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

N/A

Addressing the emergency shelter and transitional housing needs of homeless persons

N/A

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

N/A

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

N/A

Discussion

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The most important impediment revolves around the lack of Federal and State resources for affordable housing initiatives. The lack of programs and resources to reduce excessive rent or mortgage burdens to qualified persons is a key factor.

Actions it 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

N/A

Discussion:

AP-85 Other Actions – 91.220(k)

Introduction:

The City will concentrate on completing its FY 2016 and 2017 activities which consist of emergency home repair and rental assistance programs and the removal and replacement of playground equipment at the City's largest park, while continuing to build collaboration opportunities with local social service agencies, towards meeting the goals established in the Consolidated Plan, through its Citizen Participation Process. By working together, the City can continue to reinforce those programs, which benefit low and very low income residents.

Actions planned to address obstacles to meeting underserved needs

The greatest challenge to meeting underserved needs in the coming year will be meeting the increased need for program activities with a limited amount of funding. To overcome this significant challenge, the City will work more efficiently, seek a greater level of collaboration with other agencies and organizations, and aggressively seek opportunities to leverage funds.

Actions planned to foster and maintain affordable housing

The City will continue to operate its Section 8 Housing Choice Voucher program. We will continue to seek other funding sources, such as HOME, State Housing Fund, for housing rehabilitation programs. There continues to be a great need for these programs in the community, and funding sources are scarce.

Actions planned to reduce lead-based paint hazards

The City will incorporate all HUD requirements concerning lead-based paint abatement into its housing rehabilitation programs, will see that program participants are informed about lead-based paint hazards and will see that all abatement work is undertaken by qualified contractors who have completed US HUD and EPA lead training courses.

Actions planned to reduce the number of poverty-level families

Because the nature of poverty is complex and multi-faceted, the City will attempt to allocate CDBG funds for services to very low-income households. CDBG can provide funding for meeting these critical basic needs, but these efforts will be constrained by the amount of funds available and competing priority needs.

Actions planned to develop institutional structure

The City will seek partners in the development of a service delivery system and will seek to enhance the

relationship with existing partners in City departments and social service agencies to coordinate the delivery of programs and services. Also the city will seek opportunities to leverage the limited available resources.

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

The City maintains a close relationship with state, regional, and county organizations that provide assistance to low- and moderate-income persons as well as the homeless.

The City will work closely with local non-profit organizations to actively encourage housing programs for low- and moderate-income persons. Also, the Housing Department will develop and maintain a positive relationship with the builders, developers, and financial institutions in the region. This collaborative approach will assist in the creation and delivery of effective service delivery programs and affordable housing projects.

Discussion:

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(l)(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	0
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:	0

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%

