

NOTICE AND AGENDA

**HOUSING COMMISSION
THURSDAY
MARCH 23, 2023**

**VIRTUAL MEETING
MICROSOFT TEAMS MEETING
1:00 P.M.**

ATTENTION
IN-PERSON AUDIENCES AT HOUSING COMMISSION MEETINGS HAVE BEEN SUSPENDED UNTIL FURTHER NOTICE

[Click here to participate in the online meeting](#)

The public can submit comments to AFisher@Flagstaff.gov. Public comment will be emailed to Housing Commissioners and will be read at the meeting by a staff member.

1. Call to Order

2. Roll Call

NOTE: One or more Commission Members may be in attendance telephonically or by other technological means.

ERIC DAVIS
TYLER DENHAM
KAREN FLORES
SANDI FLORES

JACQUIE KELLOGG
DEVONNA MCLAUGHLIN
MOSES MILAZZO
ADRAH PARAFINIUK

REBECCA PYRZ
ROSS SCHAEFER
GLENN SLIVERS
SEAN SLAWSON
HAYLEY ZOROYA

3. LAND ACKNOWLEDGMENT

The Housing Commission humbly acknowledges the ancestral homelands of this area's Indigenous nations and original stewards. These lands, still inhabited by Native descendants, border mountains sacred to Indigenous peoples. We honor them, their legacies, their traditions, and their continued contributions. We celebrate their past, present, and future generations who will forever know this place as home.

4. Public Comment

At this time, any member of the public may address the Commission on any subject within their jurisdiction that is not scheduled before the Commission on that day. Due to Open Meeting Laws, the Commission cannot discuss or act on items presented during this portion of the agenda. To address the Commission on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.

5. APPROVAL OF MINUTES

- A.** Consideration and Approval of Minutes: Housing Commission Meeting, January 26, 2023
Approve the minutes from the January 26, 2023 Housing Commission Meeting.

6. ACTION AND DISCUSSION ITEMS

- A. American Rescue Plan Act (ARPA) & Community Development Block Grant (CDBG) Funding Allocation Recommendations to Council
Motion to forward the ranking committees' recommendations for ARPA & CDBG funding allocations to City Council with a recommendation for approval.

7. **GENERAL BUSINESS**
None

8. **INFORMATIONAL ITEMS TO/FROM COMMISSION MEMBERS, STAFF, AND FUTURE AGENDA ITEM REQUESTS**

- A. Update from Housing Authority Board Liaison
B. Update from Housing Commissioners and other informational items
C. Update from Housing staff

9. **ADJOURNMENT**

CERTIFICATE OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on _____, at _____ a.m./p.m. This notice has been posted on the City's website and can be downloaded at www.flagstaff.az.gov.

Dated this _____ day of _____, 2023.

Adriana Fisher, Housing Program Manager



Housing Commission

5. A.

From: Adriana Fisher, Housing Program Manager

DATE: 03/23/2023

SUBJECT: Consideration and Approval of Minutes: Housing Commission Meeting, January 26, 2023

STAFF RECOMMENDED ACTION:

Approve the minutes from the January 26, 2023 Housing Commission Meeting.

Executive Summary:

Minutes of Commission meetings are the requirement of Arizona Revised Statutes and, additionally, provide a method of informing the public of discussions and actions taken by the Housing Commission.

Attachments

Draft January 26, 2023 Commission Minutes

DRAFT MEETING MINUTES

**HOUSING COMMISSION
THURSDAY
JANUARY 26, 2023**

**VIRTUAL MEETING
MICROSOFT TEAMS MEETING
1:00 P.M.**

1. Call to Order

The meeting was called to order at 1:03 pm by Chair Tyler Denham.

2. Roll Call

NOTE: One or more Commission Members may be in attendance telephonically or by other technological means.

ERIC DAVIS - Present
TYLER DENHAM - Present
KAREN FLORES - Present
SANDI FLORES - Absent

JACQUIE KELLOGG - Present
DEVONNA MCLAUGHLIN - Absent
MOSES MILAZZO - Present
ADRAH PARAFINIUK - Present until 2:20 pm

REBECCA PYRZ - Present
ROSS SCHAEFER - Present
GLENN SLIVERS - Absent
SEAN SLAWSON - Present
HAYLEY ZOROYA - Absent

OTHERS PRESENT:

Justyna Costa, Assistant Housing Director
Sarah Darr, Housing Director
Adriana Fisher, Housing Program Manager
Khara House, Council Liaison
Jennifer Mikelson, Housing Analyst
Kristine Pavlik, Housing & Grants Administrator
Christina Rubalcava, Senior Assistant City Attorney

3. LAND ACKNOWLEDGMENT

The Housing Commission humbly acknowledges the ancestral homelands of this area's Indigenous nations and original stewards. These lands, still inhabited by Native descendants, border mountains sacred to Indigenous peoples. We honor them, their legacies, their traditions, and their continued contributions. We celebrate their past, present, and future generations who will forever know this place as home.

Land Acknowledgment read by Commissioner Sean Slawson.

4. Public Comment

At this time, any member of the public may address the Commission on any subject within their jurisdiction that is not scheduled before the Commission on that day. Due to Open Meeting Laws, the Commission cannot discuss or act on items presented during this portion of the agenda. To address the Commission on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.

None.

5. APPROVAL OF MINUTES

- A. Consideration and Approval of Minutes: Housing Commission Meeting, November 30, 2022. Approve the minutes from the November 30, 2022 Housing Commission Meeting.

Moved by Karen Flores, **seconded by** Jacquie Kellogg to approve the minutes from the November 30, 2022 Housing Commission Meeting.

Vote: 9 - 0 - Unanimously

6. **ACTION AND DISCUSSION ITEMS**

- A. 10-Year Housing Plan: Consideration and Approval of the 2022 Progress Report & 18-Month Implementation Plan
Approve to recommend the 10-Year Housing Plan 2022 Progress Report & 18-Month Implementation Plan to the Flagstaff City Council.

Ms. Sarah Darr, Housing Director, provided a verbal presentation of the 10-Year Housing Plan 2022 Progress Report and 18-Month Implementation Plan. The presentation included the role of the Housing Commission, as well as the bond's path forward.

Commissioners asked questions regarding how created/preserved units and subsidies are defined for the purposes of counting them, if progress for 2022 will be reported on, funding source for the Housing Navigator position, bond reporting in future 10-Year Housing Plan Annual Reports, clarification on strategies, and about the independent consultant to be hired to review City codes, processes, and fees.

City staff indicated Create 4.3 was omitted from the DRAFT 18-Month Implementation Plan due to the inability to obtain a commitment from the corresponding City division, who will collaborate in the completion of the strategy.

Ms. Darr responded to all questions, with support from Ms. Justyna Costa, Assistant Housing Director, and Ms. Adriana Fisher, Housing Program Manager.

Commissioner Adrah Parafiniuk departed prior to voting on this item.

Moved by Tyler Denham, **seconded by** Ross Schaefer to forward the 10-Year Housing Plan 2022 Progress Report & 18-Month Implementation Plan to City Council with a recommendation for approval.

Vote: 8 - 0 - Unanimously

7. **GENERAL BUSINESS**

- A. CDBG 101: An Overview of the Community Development Block Grant program
Informational item only.

Ms. Kristine Pavlik, Housing & Grants Administrator, presented an introduction and overview of the Community Development Block Grant (CDBG) program and requested volunteers from the Housing Commission to participate in this year's CDBG ranking process.

Commissioner Moses Milazzo asked a question about the scoring rubric for CDBG, to which Ms. Pavlik responded to.

Ms. Pavlik also answered a clarifying question from Council Liaison Khara House regarding the ranking committee process.

8. INFORMATIONAL ITEMS TO/FROM COMMISSION MEMBERS, STAFF, AND FUTURE AGENDA ITEM REQUESTS

A. Update from Housing Authority Board Liaison

Commissioner Milazzo provided a brief update, indicating the Housing Authority Board is now full.

B. Update from Housing Commissioners and other informational items

Chair Denham shared information about the Arizona Housing Coalition's Zoning, Aging & Health Workshop being held on February 8 from 1-2 pm.

C. Update from Housing staff

Ms. Darr provided an update about the Thorpe Park Annex project.

Ms. Pavlik provided an update on the American Rescue Plan Act (ARPA) applications received.

Ms. Fisher gave an update regarding Housing Commission meeting format.

Ms. Jennifer Mikelson, Housing Analyst, provided an update on Habitat's Starter Homes.

Council Liaison House shared information about the White House's release of a "Blueprint for a Renters Bill of Rights" (published Tues/Wed), and a recent article from The Atlantic, "The Obvious Answer to Homelessness (And Why Everyone's Ignoring It)."

9. ADJOURNMENT

The meeting was adjourned at 2:55 pm by Chair Denham.



Housing Commission

6. A.

From: Adriana Fisher, Housing Program Manager

DATE: 03/23/2023

SUBJECT: American Rescue Plan Act (ARPA) & Community Development Block Grant (CDBG)
Funding Allocation Recommendations to Council

STAFF RECOMMENDED ACTION:

Motion to forward the ranking committees' recommendations for ARPA & CDBG funding allocations to City Council with a recommendation for approval.

Executive Summary:

Kristine Pavlik, Housing & Grants Administrator, will provide an overview of the applications received, as well as each of the ranking committee's recommendations for funding, for the available ARPA Local Recovery and CDBG funds.

Attachments

ARPA and CDBG Housing Commission Presentation

City of Flagstaff

American Rescue Plan Act Local
Recovery Funds & Community
Development Block Grant Program

Funding Recommendations

March 23rd, 2023



Kristine Pavlik, Housing & Grants Administrator



Local Recovery Funds



ARPA created the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program to deliver \$350 billion in much needed COVID-19 relief aid.

Key objectives

- Support COVID-19 response efforts
- Replace lost revenue
- Support an equitable recovery and economic stabilization
- Address systemic public health and economic challenges



Local Recovery Funds

City Council Allocations

Housing Section:

- Congregate Care
-\$400,000
- Housing Assistance
-\$1,900,000
- Aid to Victim Services
-\$300,000

EXPENDITURE CATEGORY	ALLOCATION	PROJECT
1: PUBLIC HEALTH		
1.4	\$400,000.00	Congregate care services, such as shelters
1.10	\$2,400,000.00	Alternate care facility/services
1.12	\$75,000.00	Community ambassadors to assist with mental health/substance use
2: NEGATIVE ECONOMIC IMPACTS		
2.2 / 2.5	\$1,900,000.00	Housing assistance programs
2.7 / 2.9	\$350,000.00	Job training assistance and small business grants
2.10	\$150,000.00	Aid to non-profits - Arts and Sciences
2.10	\$300,000.00	Aid to non-profits - Food
2.10	\$150,000.00	Aid to non-profits - Other
2.10	\$300,000.00	Aid to non-profits - Victim Services
2.11	\$200,000.00	Aid to tourism, travel, & hospitality
2.12	\$85,000.00	Local event support, permits & fees
3: SERVICES TO DISPROPORTIONATELY IMPACTED COMMUNITIES		
3.1	\$250,000.00	Education Assistance - Early learning
3.3	\$350,000.00	Education Assistance - Facility construction for education programs (STEAM)
4: PREMIUM PAY		
4.1	\$100,000.00	Support for filling vacancies, promotion of Team Flagstaff
4.1	\$700,000.00	Premium Pay for public safety employees
5: INFRASTRUCTURE		
5.15	\$1,500,000.00	Drinking Water Infrastructure - Cybersecurity
6: REVENUE REPLACEMENT		
6.1	\$3,922,816.00	Revenue Loss Replacement (estimated amount)
7: ADMINISTRATION		
7.1	\$250,000.00	Administration of ARPA Local Recovery

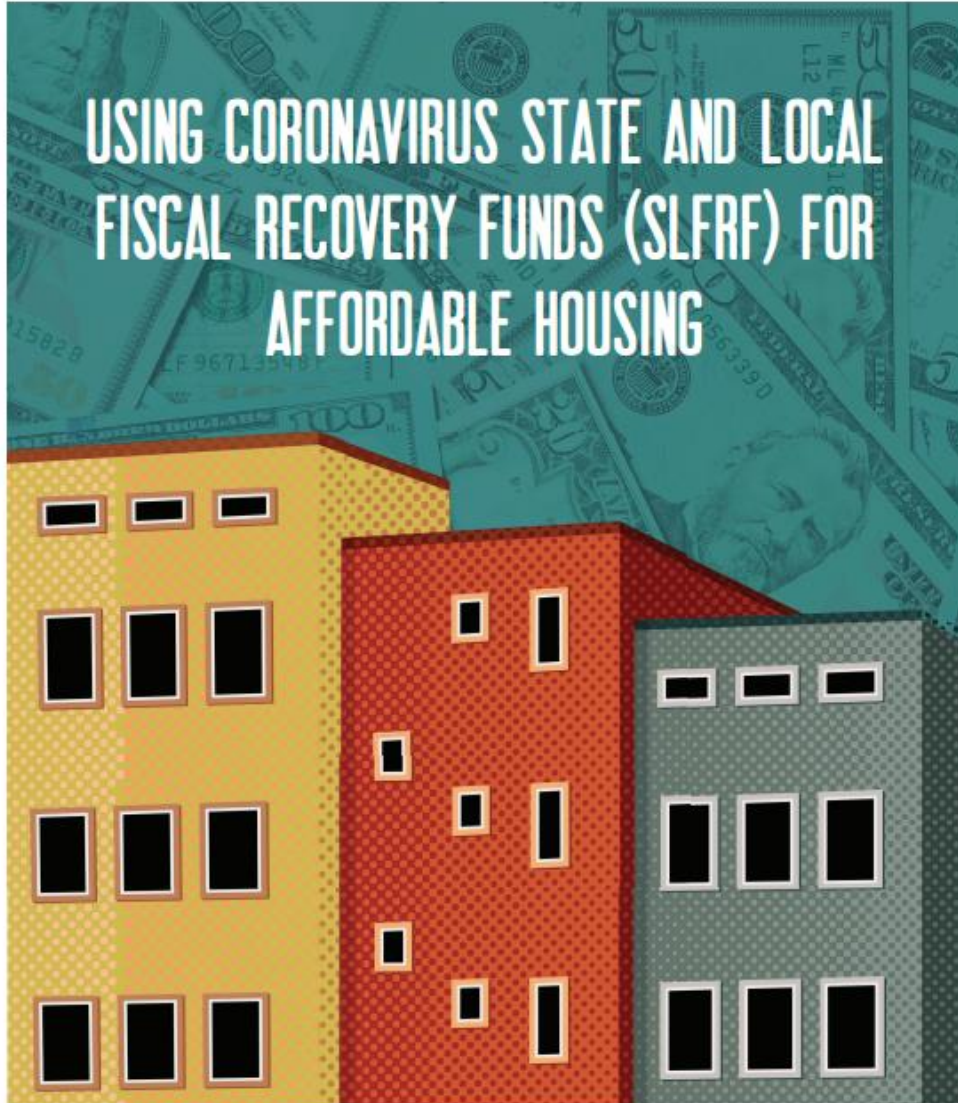


Congregate Care

Flagstaff Shelter Services	Emergency Allocation: ARPA Recovery Funds – Congregate Care Services (Prior Year Payroll & Motel Fees)	\$100,000.00
Northland Family Help Center	Emergency Allocation: ARPA Recovery Funds – Congregate Care Services (Prior Year Payroll & HVAC Improvements)	\$75,873.43
Flagstaff Shelter Services	NOFA: The Crown: Housing as Healthcare – Non-Congregate Shelter Operations	\$135,592.57
Catholic Charities	NOFA: Shelter/group home improvements (HVAC+)	\$88,534.00
Total Allocated = \$400,000.00		



Housing Assistance



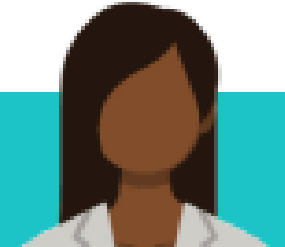
- **Assistance to Households**
 - Rent, mortgage, utility assistance
 - Counseling and legal aid
- **Housing Stability Services**
 - Housing Counseling
 - Outreach to at risk households
 - Housing support services for disproportionately impacted communities
- **Other Services**
 - Services that address homelessness
 - Improving access to affordable housing
 - Affordable housing development
 - Housing Vouchers/Navigation



Housing Assistance



1. What affordable housing activity is being funded? (this will determine whether a household must be "impacted" or "disproportionately impacted" by COVID)



2. Is the household presumed eligible? (is the household either presumed "impacted" or "disproportionately impacted" by COVID?)



3. If the household is not presumed eligible, can the grantee justify a COVID impact?

Impacted Households

Low-or moderate-income households with income at or below 100 percent of the Area Median Income for the City and the size of the household based on the most recently published data.

Disproportionately Impacted Households

Low-income households with income at or below 80 percent of the Area Median Income for the City and the size of the household based on the most recently published data.



Broad Criteria for Evaluation

General

- Falls within eligible expenditure category

Project Feasibility

- Can be completed within program time limits & with reasonable assurance of success

Project Equity

- Meets goals, target population, etc.

Community Leverage/Partnership

- Leverages existing & as many community partners as possible to deliver outcomes

Long-Term Value & Impact

- Ensures high value return for investment
- High level of sustainability where possible



Criteria for Evaluation

Additional Criteria

- 10-Year Housing Plan Goals
- CoC Participation
- Diversity, Equity and Inclusion
- Local Community Need
- Evidence Based Interventions
- Applicant Capacity for Administration



10-Year Housing Plan

- **Impact at least 6,000 low-to-moderate income Flagstaff residents through a combination of unit creation or subsidy provision.**
- **Create or preserve 7,976 housing units by 2031 with a minimum of 10% of them being affordable. This will increase the overall supply of market rate, workforce and affordable housing occupied by local residents.**





Ranking Committee Evaluations

Agency	Project/Program		Funding Requested
Catholic Charities	Homeless Outreach and Support Services	675 Unique Individuals	\$199,999.00
DNA People's Legal Services	Outreach/Legal Aid for Eviction Prevention	Outreach to 10k Households Legal Aid to 85	\$200,000.00
Flagstaff Shelter Services	Hotel Shelter Operations	500 Unique Individuals	\$100,000.00
Habitat for Humanity	Pre-development for Starter Homes at Timber Sky	Pre-development of 24 sites – 6 homes built within 1 year	\$500,000.00
Homeless Youth Connection	Transitional Housing Operations	Support services for 50 youth Staffing 7 transitional housing beds	\$46,250.00
Housing Solutions of Northern Arizona	JoJo's Place Transitional Housing	44 Transitional Housing Units	\$500,000.00
The Salvation Army	Rental Assistance	50 households	\$75,000.00
Villas on Lake Mary	LIHTC Development	76 LIHTC units	\$500,000.00 (loan)
Total Funding Requested = \$2,121,249.00			



Ranking Committee Recommendations

100%



80%



Total Available Funding for Allocation = \$1,900,000

Organization	Project/Program	Average Score	Funding Requested	Recommendation
Housing Solutions of Northern Arizona	JoJo's Place Transitional Housing	193	\$500,000.00	\$500,000.00
DNA People's Legal Services	Outreach/Legal Aid for Eviction Prevention	189	\$200,000.00	\$200,000.00
Flagstaff Shelter Services	Hotel Shelter Operations	188	\$100,000.00	\$100,000.00
Homeless Youth Connection	Transitional Housing Operations	178	\$46,250.00	\$46,250.00
Catholic Charities	Homeless Outreach and Support Services	178	\$199,999.00	\$199,999.00
Villas on Lake Mary	LIHTC Development	165	\$500,000.00	\$397,000.00 (loan)
Habitat for Humanity	Pre-development for Starter Homes at Timber Sky	164	\$500,000.00	\$397,000.00
The Salvation Army	Rental Assistance	164	\$75,000.00	\$59,550.00



CDBG Annual Action Plan



CITY OF FLAGSTAFF





CDBG Overview



National Objectives

To be eligible, an activity must qualify as one of the following:

- Limited Clientele
- Housing Activity
 - Area Benefit
- Job Creation or Retention Activities



CDBG Priorities

2023 and 2024 CDBG Council Priorities

- Housing (rental & ownership)
- Homelessness
- Neighborhood Revitalization
- Workforce Job Training





5-year Consolidated Plan Goals

Activity	Special Population	Priority Level	5-year Goal
Priority Need: Revitalization, Public Facilities & Infrastructure			
Facility Improvements	X	H	500 people
ADA Accessibility Improvements	X	L	500 people
Land Acquisition for Affordable Housing Development		L	5 households
Infrastructure for Affordable Housing Development		L	5 households
Priority Need: Public Services & Economic Opportunities			
Service and Facility Operating Support	X	H	2,000 individuals
Employment & Job Training Support Services		L	5 individuals
Housing Stabilization Services including Eviction/Foreclosure Prevention and Legal Services		H	500 households
Priority Need: Addressing Homelessness			
Service and Facility Operating Support, including Outreach	X	H	5,000 people
Increase number of emergency /transitional shelter beds for families	X	H	20 beds
Increase supply of permanent supportive housing	X	H	15 beds
Priority Need: Decent Affordable Housing			
Owner-occupied Housing Rehabilitation		H	25 units
Rental Housing Construction		H	5 units
Owner Housing Construction		H	2 units
First-time Homebuyer Assistance		H	25 households
Rental Housing Rehabilitation		L	10 units



CDBG 2023 Annual Action Plan

- **A League of Neighborhoods (ALN)**
September 12, 2022 & March 2, 2023
- **CDBG NOFA Release**
February 1, 2023
- **Review of applications**
March 2, 2023
- **Ranking Committee**
March 22, 2023
- **Housing Commission**
March 23, 2023
- **City Council Meetings**
April 11 and 18, 2023

Public Outreach & Participation

**We need your input on the use
of Community Development
Block Grant Funds!**

PUBLIC MEETING

**Thursday,
March 2**

**11:00 am - 12:00 pm
Virtually and at
Flagstaff City Hall**





CDBG Funding Summary

2023 Entitlement Allocation	\$541,191.00
<i>Program Income</i>	<i>\$TBD</i>
<i>Reallocated Funds</i>	<i>\$54,337.50</i>
Total Funding Available PY 2023	\$TBD





Ranking Committee Evaluations

Agency	Project/Program		Funding Requested
Housing/Public Facility/ Infrastructure			
City of Flagstaff	La Plaza Vieja Phase II	500 Households in La Plaza Vieja	\$700,000.00
Housing Solutions of Northern Arizona	Acquisition of Affordable Rental Units	3 Units – Approx 13 households	\$375,000.00
Flagstaff Shelter Services	The Lantern: A Hotel to Housing Project	400 Unique Individuals	\$245,000.00
Northland Family Help Center	Shelter Rehabilitation Project	180 Individuals	\$600,000.00
Roers Flagstaff Apartments, LLC	LIHTC – Woody Mountain Apartments	221 LIHTC Units	\$130,058.00
Public Service			
Housing Solutions of Northern Arizona	JoJo’s Operating Support	44 Transitional Housing Units	\$100,000.00
CATS of Flagstaff	Mobile Shower and Outreach Bus	500 Individuals	\$20,800.00
Total Funding Requested = \$2,224,078.00			



Ranking Committee Recommendations

Organization	Project/Program	Average Score	Funding Requested	Recommendation
Housing/Public Facility/ Infrastructure				
City of Flagstaff	La Plaza Vieja Phase II	TBD	\$700,000.00	TBD
Housing Solutions of Northern Arizona	Acquisition of Affordable Rental Units	TBD	\$375,000.00	TBD
Flagstaff Shelter Services	The Lantern: A Hotel to Housing Project	TBD	\$245,000.00	TBD
Northland Family Help Center	Shelter Rehabilitation Project	TBD	\$600,000.00	TBD
Roers Flagstaff Apartments, LLC	LIHTC – Woody Mountain Apartments	TBD	\$130,058.00	TBD
Public Services				
Housing Solutions of Northern Arizona	JoJo's Operating Support	TBD	\$100,000.00	TBD
CATS of Flagstaff	Mobile Shower and Outreach Bus	TBD	\$20,800.00	TBD
Total Admin (20%) = \$TBD				
Total Public Service = \$TBD				
Total Allocation = \$TBD				

Kristine Pavlik

Housing & Grants Administrator

City of Flagstaff

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