Arizona Department of Housing

FORM 1

FY 14/15 COMMUNITY DEVELOPMENT BLOCK GRANT

APPLICATION COVER SHEET

☒	A. Regional Account (RA) COG: CAAG	☐	B. State Special Project (SSP)
☐	C. Colonias	☐	D. NRS: Date approved: / / Approval on page:

1. Applicant and DUNS Number: Gila County 02407139	2. Legislative/ Congressional Districts: 1 / 5

3. Address (with 9-digit zip code): 5515 S. Apache Avenue, Suite 200, Globe, Arizona 85501-4430

Name of County Applicant Located In: Gila

4. Contact Person/Title (Grantee) Malissa Buzan/Director	5. Contact Person/Title (COG/Other): Malissa Buzan/Director
Phone/Fax/Email: 928-425-7631/928-425-9468/mbuzan@co.gila.az.us	Phone/Fax/Email: 928-425-7631/928-425-9468/mbuzan@co.gila.az.us

6. Complete the following information for the activities for which you are requesting funds in a single contract (maximum of 2 including Administration). Complete an additional Form 1 for each additional activity included in the application. Item d: Fund types are (1) Leverage, (2) Program Income, or (3) Other.

a. Activity Name	b. CDBG Funds	c. Non-CDBG Funds	d. Fund Type	e. Total Funds
1. Administration	20,365.02		CDBG	20,365.02
2. OOHR	92,773.98		CDBG	92,773.98

Total CDBG Funds Requested for this Project (Activities #1 and #2): $ 113,139.00

8. List **all other** activities applied for this fiscal year. Indicate by ☒ which application includes the required general information (Certifications, Disclosure Report, etc.) and administration funds. Note that there will be a separate contract for each activity except Administration.

Activity Name	Amount (CDBG $ only)	CDBG USE ONLY - Contract No.
☐ a.		
☐ b.		
☐ c.		
☐ d.		

9. **Total CDBG Funds Requested** (all activities applied for this fiscal year, including administration): $

10. **Certification:** To the best of my knowledge and belief, data in this application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached Certifications if the assistance is approved.

Signature of the Chief Elected Official: Michael A. Pastor	Date: 6-03-14
Name (typed): Michael A. Pastor	Title: Chairman,Gila County Board of Supervisors

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FORM 2
COMMUNITY DEVELOPMENT BLOCK GRANT
GENERAL ADMINISTRATIN SUMMARY

1. **Applicant: Gila County**

ITEM		a. CDBG $	b. Non-CDBG $*	c. Total
2. TAAP. Total costs for COG Technical Assistance and Application Preparation, as per local government/ COG Agreement		500.00		500.00
3. Salaries, Wages, Fringe Benefits	% or Hours			
3.1 Position #1 Title:Director	5%	4,021.00		4,021.00
3.2 Position #2 Title: Housing Admin.	5%	3,187.00		3,187.00
3.3 Position #3 Title: Accountant	6%	3,405.00		3,405.00
3.4 Position #4 Title: Fiscal Manager	5%	4,552.22		4,552.22
4. Professional Services (Contractual)				
4.1 For:				
4.2 For:				
4.3 For:				
5. Travel		200.00		200.00
6. Office Supplies and Equipment		947.80		947.80
7. Advertising/Publications		150.00		150.00
8. Indirect Costs (% documented by cost allocation plan)				
9. Other Operating Expenses *(specify)*				
9.1 Item 1: Rent		3202.00		3202.00
9.2 Item 2:				
9.3 Item 3:				
9.4 Other (Fair Housing, Section 504, etc.)		200.00		200.00
10. **TOTALS**		$ 20,365.02		$ 20,365.02

* **Indicate in parentheses if the amount is Leverage (L), Program Income (PI), or Other (O). If the amount is a mixture of different types of funds, indicate the amount for each type.**

11. a. Indicate who will be in charge of the financial record keeping (give name and title):
Nick Montague, Fiscal Manager

b. Provide the street address for the location of the financial records:
5515 S. Apache Ave., Suite 200, Globe, Arizona 85501- 4430

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FORM 3
COMMUNITY DEVELOPMENT BLOCK GRANT
ACTIVITY BUDGET

1. Applicant: Gila County	2. Activity Name: OOHR		
	a. CDBG $	b. Non-CDBG $	c. TOTAL $
3. Environmental Review Record Check box if included in Administration ☒	$200.00		$200.00
4. Design/Engineering/Inspection (or other Professional Services related to project) Previously Procured ☐ Procure ☐ In-House ☐			
5. Construction Contract Work (include materials and DB wage rates)	$74,712.00		$74,712.00
6. Fixed Asset Equipment			
7. Land Acquisition (includes easements) *(must comply with the Uniform Relocation Act)*			
8. Rehabilitation Services (if this exceeds 20% of total activity costs, attach a rationale) Procure ☐ In-House ☒	$15,599.20		$15,599.20
9. Other (specify or attached as page):			
10. For City/Town, County or Other Construction			
10.1 Purchase of materials			
10.2.a Employees (documentation attached as page regarding number of employees, wages, number of hours, etc.)			
10.2.b Offenders			
10.2.c Volunteers			
10.3 Equipment (Use vs. Purchase) (documentation attached regarding rental rates, number of hours to be used, type of equipment, etc.)			
10.4 Other (attached as page)			
11. **TOTALS**	$90,511.20		$90,511.20

REV. 3-2013

Arizona Department of Housing

FORM 12
COMMUNITY DEVELOPMENT BLOCK GRANT
NATIONAL OBJECTIVE COMPLIANCE
DEMOGRAPHIC/RACIAL DATA

1. Applicant Name	Gila County	2. Project Name	Owner Occupied Housing Rehabilitation

This form should be used to capture demographic/racial data for CDBG-funded projects.

3. **Demographic/Ethnicity Data**

a) Source of Racial/Demographic Data: Waiting List

b) See page(s): 8-10

Demographic Category	Number/ # 4a)	Percentage/ % 4b)	Hispanic/Latino Ethnicity/# 5a)	Percentage/ % 5b)
Single Race Categories				
White	2	100%	0	0
Black/African American				
Asian				
American Indian/Alaskan Native				
Native Hawaiian/Other Pacific Islander				
Multi-Race Categories:				
American Indian/Alaskan Native & White				
Asian & White				
Black/African American & White				
American Indian/Alaskan Native & Black/African American				
Other Multi-Racial				
Non-Hispanic/Latino Ethnicity				
TOTAL 6)	2	100%	0	0

Total Hispanic/Latino Ethnicity 7)				

For reporting purposes, Hispanic is no longer classified as a race, but as an ethnic category. Thus, those collecting data on race must also ask the individual if he/she considers his/herself to be of Hispanic ethnicity. The Hispanic ethnicity has the potential to span across all races. Those who are White, Black, Asian, Pacific Islanders, American Indian, or Other Multi-Racial may also be counted as being Hispanic.

Arizona Department of Housing

FORM 16 - HR
CDBG - MILESTONES FOR PROJECT PLANNING
HOUSING REHABILITATION

1. Applicant Gila County Housing Services

2. Activity Owner Occupied Housing Rehab

Indicate below the initiation and completion dates for activity milestones (i.e. major events that must be accomplished to initiate and implement the CDBG funded activity). Month one is the first month after the effective date of the contract. If a milestone has already been achieved on an item pre-approved by the CDBG program, please note it.

Milestones ↓ Months →	1 Oct '14	2 Nov '14	3 Dec '14	4 Jan '15	5 Feb '15	6 Mar '15	7 Apr '15	8 May '15	9 Jun '15	10 Jul '15	11 Aug '15	12 Sep '15
General ERR												
Marketing				1-15-15	x	x	4-15-15	x	x	8-15-15	x	x
Quarterly Progress Reports				1-15-15	x	x	4-15-15	x	x	8-15-15	x	x
Request for Payment (at least quarterly)												
House(s) #1 & 2												
ERR (Appendix A)	x	x	x	1-5-15								
Initial Inspection & Work write-ups	x	x	12-15-14	x								
Procurement	x	x	x	x	2-15-15							
Construction & Final Inspection					x	x	x	5-15-15				
House(s) #												
ERR (Appendix A)												
Initial Inspection & Work write-ups												
Procurement												
Construction & Final Inspection												

House(s) #												
ERR (Appendix A)												
Initial Inspection & Work write-ups												
Procurement												
Construction & Final Inspection												
House(s) #												
ERR (Appendix A)												
Initial Inspection & Work write-ups												
Procurement												
Construction & Final Inspection												
Milestones ↓ Months →	**13 Oct '15**	**14 Nov '15**	**15 Dec '15**	**16 Jan '16**	**17 Feb '16**	**18 Mar '15**	**19**	**20**	**21**	**22**	**23**	**24**
Marketing												
Quarterly Progress Reports	1-15-15											
Request for Payment (at least quarterly)	1-15-15											
House(s) #												
ERR (Appendix A)												
Initial Inspection & Work write-ups												
Procurement												
Construction & Final Inspection												
House(s) #												

ERR (Appendix A)												
Initial Inspection & Work write-ups												
Procurement												
Construction & Final Inspection												
House(s) #												
ERR (Appendix A)												
Initial Inspection & Work write-ups												
Procurement												
Construction & Final Inspection												
House(s) #												
ERR (Appendix A)												
Initial Inspection & Work write-ups												
Procurement												
Construction & Final Inspection												
CLOSEOUT												
Milestones↓ Months →	25	26	27	28	29	30	31	32	33	34	35	36
Marketing												
Quarterly Progress Reports												
Request for Payment (at least quarterly)												
House(s) #												

ERR (Appendix A)												
Initial Inspection & Work write-ups												
Procurement												
Construction & Final Inspection												
House(s) #												
ERR (Appendix A)												
Initial Inspection & Work write-ups												
Procurement												
Construction & Final Inspection												
House(s) #												
ERR (Appendix A)												
Initial Inspection & Work write-ups												
Procurement												
Construction & Final Inspection												
CLOSEOUT		8-30-15										

RESOLUTION NO. 14-06-02

A RESOLUTION OF THE GILA COUNTY BOARD OF SUPERVISORS AUTHORIZING THE ADOPTION OF OWNER-OCCUPIED HOUSING REHABILITATION GUIDELINES DATED APRIL 5, 2006, IN RELATION TO AN APPLICATION FOR FISCAL YEAR (FY) 2014 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND STATE SPECIAL PROJECT PROGRAM FUNDS FOR A HOUSING REHABILITATION ACTIVITY.

WHEREAS, Gila County is desirous of undertaking an owner-occupied housing rehabilitation program; and

WHEREAS, this program is funded with CDBG and State Special Project program funds provided by the State of Arizona; and

WHEREAS, the CDBG program requires that every local government requesting CDBG funds for housing rehabilitation adopt specific guidelines for such a program; and

WHEREAS, Gila County has developed such Owner-Occupied Housing Rehabilitation Guidelines (OOHRGs) dated April 5, 2006, which have been pre-approved by the CDBG program.

NOW, THEREFORE, BE IT RESOLVED that the Gila County Board of Supervisors hereby adopts such OOHRGs dated April 5, 2006, in order to implement its housing rehabilitation program that will be funded through its application for FY 2014 CDBG and State Special Project program funds; and

BE IT FURTHER RESOLVED that Gila County shall utilize such OOHRGs, without revisions except such authorized by the chief elected official or a person authorized in writing to approve such revisions via the CDBG and State Special Project program's CD-1 form, with such revisions submitted to the CDBG program within a maximum of 10 working days of authorization.

PASSED AND ADOPTED this 3rd day of June 2014, at Globe, Gila County, Arizona

Attest:

Marian Sheppard, Clerk

GILA COUNTY BOARD OF SUPERVISORS

Michael A. Pastor, Chairman

Approved as to form:

Bryan Chambers
Deputy Attorney Principal

Arizona Department of Housing

Applicant: Gila County

CDBG Contract No.(if known):_____ ☒ RA for FFY 14/15 ☐ SSP for FFY _____

CDBG DISCLOSURE REPORT
FEDERAL FISCAL YEAR
10/1/2013- 9/30/2014

This form must be completed and submitted with each application for CDBG funds.

PART I - APPLICANT INFORMATION

1. Applicant, Complete Address with 9-digit zip code, Phone Number:

Gila County Community Services Division

5515 S. Apache Avenue, Suite 200

Globe, Arizona 85501-4430 Telephone: 928-425-7631

2. Federal Employer Identification Number: 86-60000444

3. Indicate whether this is: ☒ Initial Report ☐ Update Report #_____

4. Amount of this CDBG Grant Applied for: $113,139.00

PART II - THRESHOLD DETERMINATION

1. Is the amount listed in 4(above) more than $500,000? ☐ Yes ☒ No

2. Have you received, can reasonably expect to receive, or applied for other HUD assistance (through programs listed in Appendix A of the Instructions) during the current federal fiscal year, which when added to 4. (above) amounts to more than $500,000? ☒ Yes ☐ No

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PART III - OTHER GOVERNMENT ASSISTANCE PROVIDED/APPLIED FOR

Provide the requested information for any other Federal, State and/or local governmental assistance ***either awarded or applied for, which will be used in conjunction with this CDBG grant.***

Name and Address of Agency Providing or Applied to for Assistance	Program	Type of Assistance	Amount Requested or Awarded
Arizona Dep't. of Housing	HOME	OOHR	440,000.00
1110 W. Washington St. Suite #310			$
Phoenix, AZ 85007			$
			$
AZCAA	DOE, LIHEAP	Weatherization	$
2700 North 3rd Street, Suite 3040	SWG/APS	Weatherization	$206,000.00
Phoenix, AZ 85004	URRD		7,000.00
			$
			$
			$

PART IV - INTERESTED PARTIES

Identify any person or entity that has a pecuniary interest in this project that exceeds $50,000 or 10% of the CDBG assistance (whichever is lower). All consultants, developers or contractors involved in the CDBG application or in the planning, development or implementation of the project must be identified as an interested party unless procured through a competitive process.

List of all Persons with a Reportable Financial Interest in the Project	Social Security No. or Employer ID No.	Type of Participation in the Project	Financial Interest in the Project ($ and %)
			$ / %
			$ / %
			$ / %
			$ / %
			$ / %
			$ / %
			$ / %
			$ / %
			$ / %
			$ / %
			$ / %

PART V - EXPECTED SOURCES AND USES OF FUNDS

Identify the ***source and use of all assistance*** (include this CDBG grant and all other governmental and non-governmental sources) that has been or may be used in this contract.

Activity No. and Source	Use
HOME Partnership Program Fund	Housing Rehabilitation
URRD	Minor Repair
DOE/SWG/APS/LIHEAP WAP	Weatherization

PART VI - CERTIFICATION

I hereby certify that the information provided in this disclosure is true and correct and I am aware that any false information or lack of information knowingly made or omitted may subject me to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, I am aware that if I knowingly and materially violate any required disclosure of information, including intentional non-disclosure, I am subject to a civil money penalty not to exceed $10,000 for each violation.

Michael A. Pastor 6-03-14

Michael A. Pastor, Chairman