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**STATE OF ARIZONA
DEPARTMENT OF HOUSING**

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RE: Colonia Certification and Designation

Dear Community Partner:

The State of Arizona Department of Housing has developed a process to certify Arizona Colonias to ensure that they comply with federal legislation at Section 916 of the Cranston-Gonzalez Act of 1990 and HUD issued guidance in CPD notice 11- 001. As you may know, the State is required to set aside 10% of its CDBG funds for projects assisting Colonias with high priority needs. Communities, counties or tribes wishing to obtain funding for colonia set aside projects must first complete the certification process prior to being eligible to participate in a colonia set-aside competitive funding round.

According to Section 916 of the Cranston-Gonzalez Act of 1990, a "colonia" is any identifiable community that:

1. Is located within 150 miles of the border between the United States and Mexico, except within any standard metropolitan statistical area that has a population exceeding 1,000,000; and
2. Is designated by the state or county in which it is located as a colonia;
3. Is determined to be a colonia on the basis of objective criteria, including the lack of potable water supply, lack of adequate sewage systems, and lack of decent, safe, and sanitary housing; and
4. Was in existence and generally recognized as a colonia before the enactment of the National Affordable Housing Act of 1990.

A community, county or tribe wishing to obtain colonia certification must meet all four of the criteria listed above and must demonstrate eligibility thru extensive documentation much of which may be historical in nature.

To certify a colonia, please submit documentation of its eligibility to receive State CDBG set aside funds at least 60 days prior to the application due date for an announced colonia set aside competitive application round. In order to be considered an eligible colonia it is important to recognize and document evidence that water, sewer and/or housing issues were in existence in the community in question, prior to November 1990. Complete the attached form,

and provide the necessary documentation to establish basic eligibility and extent of need. Please note that we have listed examples of acceptable documentation in column three of the attached Colonia Certification form, but other documentation may also be acceptable. The State is required to allocate funding based on the highest need, so carefully completing the form and documenting need will impact funding priorities. To further assist you, a guide to assessing housing quality is attached.

The State is available to answer questions or provide technical assistance. Please contact me at (602) 771-1021 or Kathy.Blodgett@azhousing.gov. You may also contact any available CD&R Staff person at (602) 771-1000.

We appreciate your cooperation in this effort. The Colonias program is important, and this will allow us to better support and serve these communities.

Sincerely,

Katherine E. Blodgett

Katherine E. Blodgett, Administrator
Community Development and Revitalization Programs

Attachments:

Colonia Certification Form
Housing Assessment Guide

NAME OF	COLONIA: _____	
Requirement	Level of Need (community must score at least 2 points to qualify as a Colonia. Higher points establish priority for funding.	Documentation examples
	<i>Check the box that most clearly describes the Colonias condition.</i>	<i>Attach the best documentation available.</i>
Identifiable community with defined boundaries	<input type="checkbox"/> identifiable community (threshold)	Map with location and streets clear. Number of housing units: _____
Met qualifications to be a Colonia prior to 11/28/1990	<input type="checkbox"/> lacked potable water, adequate sewer and/or good quality housing prior to 11/28/1990	j kvqtkecn photos, Board o v minutes, studies, r nu former resolution by Governing Dqf
Located within 150 miles of border	<input type="checkbox"/> boundaries are defined (threshold)	NA
Resolution by Elected Officials	<input type="checkbox"/> 20__ resolution redesignating Colonia	
Lack of potable water	<input type="checkbox"/> Colonia has no public water system, and no permitted private wells. (5 pts) <input type="checkbox"/> Colonia is partially covered with public water system and/or permitted private wells. (3 pts) <input type="checkbox"/> Colonia is fully served with potable water, but system is aging/inadequate. (1 pt) <input type="checkbox"/> Colonia is adequately served with potable water. (0)	Letter from Water Utility official describing service/ map of water infrastructure/ address list of permits.
Lack of adequate sewage systems	<input type="checkbox"/> Colonia has no public sewers or septic tanks. (5 pts) <input type="checkbox"/> Colonia is partially served by public sewers/septic tanks (3 pts) <input type="checkbox"/> Colonia is fully served by public sewers/septic tanks, but system is aging/inadequate. (1 pt) <input type="checkbox"/> Colonia is adequately served with sewage systems (0 pts)	Letter from public official responsible for Sewage system/septic tank permits/other public study or analysis/photos of cesspools.

Lack of decent, safe, and sanitary housing	<input type="checkbox"/> >60% of housing in colonia is in need of substantial repair or suitable for replacement. (5 pts) <input type="checkbox"/> > 30% of housing is in need of substantial repair or suitable for replacement. (3 pts) <input type="checkbox"/> >15% of housing is in need of substantial repair or suitable for replacement. (1 pt) <input type="checkbox"/> <15% of housing is in need of substantial repair or suitable for replacement. (0) pts	Housing assessment/photos/ (guide for housing assessment methodology attached)
	Certifying Official: _____	Date: _____

Name of Official _____

Title of Official _____

**ARIZONA DEPARTMENT OF HOUSING
HOUSING ASSESSMENTS FOR COLONIA DESIGNATION**

Providing documentation of housing quality can be challenging. Census data about housing conditions in small communities is only currently available from the 2000 census. In addition, census tracts often do not coincide with Colonia boundaries. Therefore, most communities rely on locally generated documentation. The most common method of housing assessment is the windshield survey. An alternate approach that would be acceptable would be an occupant survey.

Windshield Survey

A windshield survey is a visual assessment of the condition of a home based on its exterior state. It is by its nature inexact. Its primary usefulness is to compare relative conditions of neighborhoods or area.

General Instructions: Visually assess the general conditions of each housing structure: the condition of roof and walls, structural integrity of building, condition of windows and doors, and exterior paint. Obvious problems with HVAC and/or electrical systems may also be visible. Evaluate permanent conditions, not aesthetics nor clutter. Make no assumptions, but document only what you see from the edge of the property, or from a driveway.

Specific instructions: On a parcel map, mark each housing unit in the Colonia as either Excellent/ Good/ Fair/Poor/ or Dilapidated (suitable for replacement). Treat each property equally. If the number of units in the Colonia is greater than 100, than a sample may be used. An example of an acceptable sample would be every third structure on the parcel map, so that 100 houses are sampled.

Definitions:

EXCELLENT: - Like new condition. \$0 dollars needed to repair.

GOOD: < \$5000 in repairs needed. Typically needs paint, roof patched, caulking, screens repaired or other normal maintenance items.

FAIR: \$5,000 - \$15,000 in repairs needed. Noticeable defects for weather protections, patching to full replacement of systems. May require window and door replacements.

POOR: \$15,000 - \$50,000 in repairs needed. Dwelling has noticeable defects for weather protection, noticeable defects to structural systems, full replacement of system/s required.

DILAPIDATED: Presents a threat to health, safety and welfare of the community. The roof may be gone, walls falling over. Cost to repair exceeds cost to tear down and rebuild.

ASSUMPTIONS ON BUILDING COST, 2011

Assuming a standard single family house, 1200 SF frame construction, single ply or asphalt roof:

Trim and Fascia: \$500

Window replacement: \$1000

Roof Replacement: \$2500

Roof and Sheathing: \$5000

Structural damage repair to house: \$7500

Structural porch repair: \$2000

Occupant Survey

An alternative Method to a Windshield Survey is an Occupant Survey, in which occupants are asked questions that would define their home as substandard, per census definition. The difference is that the surveyor needs to make contact with the occupants of the home. This could be done by telephone, mail, or in person. If you undertake this method, you should contact someone familiar with survey research to conduct it.

The census defines substandard as either:

- 1.) overcrowded (more than one person per room) or
- 2.) lacking a complete bathroom or kitchen facilities.

Definitions:

Overcrowded: Overcrowded means there is more than one person per room. A room is a separate, finished space including kitchens, dining, living, bedrooms, recreations rooms, and enclosed porches. A room is not a room if it is storage or unfinished.

Complete bathroom or kitchen facilities: A complete kitchen includes a sink with piped water, a range or cook top with oven, and refrigerator. They need not be in the same room. A complete bathroom includes hot and cold piped water, a flush toilet and a bath or shower.

HOUSING ASSESSMENT GUIDE PROVIDED BY:

***THE DRACHMAN INSTITUTE, COLLEGE OF ARCHITECTURE AND LANDSCAPE
ARCHITECTURE, UNIVERSITY OF ARIZONA***