GILBERT
ARIZONA

Gilbert

2011-2012 Consolidated Annual Performance and Evaluation Report (CAPER)

September 30, 2011

Additional information related to this report is available upon request at:

Community Services
Town Of Gilbert
90 E. Civic Center Dr.
Gilbert Rd. 85296

(480)503-6893 Voice and Fax
(480)503-6080 TDD
email: Jessica.fierro@gilbertaz.gov

TOWN OF GILBERT, ARIZONA

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT

FISCAL YEAR 2011-12

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Second Program Year CAPER

The CPMP Second Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

The grantee must submit an updated Financial Summary Report (PR26).

GENERAL

Executive Summary

Program Year 2 CAPER Executive Summary response:

Gilbert became a Community Development Block Grant or CDBG entitlement community at the beginning of fiscal year (FY) 1997-98. Gilbert has received HOME Investment Partnership funds as part of the Maricopa HOME Consortium since FY1998-99. This report covers Gilbert's activities between July 1, 2011 and June 30, 2012. These activities were financed with CDBG, HOME Investment Partnership Funds, Gilbert general funds and other resources identified by subrecipients including state, local and private funds. Housing activities reported here are also part of the Maricopa Consortium annual plan and CAPER annual report.

Gilbert received the following allocations from the U.S. Department of Housing and Urban Development in 2011-12:

Community Development Block Grant (CDBG)	$654,792
HOME Investment Partnership Funds (HOME)	$198,087

The Town of Gilbert's Consolidated Annual Performance and Evaluation Report (CAPER) provide a summary of activities and expenditures accomplished with CDBG and HOME funds for fiscal year 2011-2012. The FY 2011-12 CAPER is an evaluation of the second year of the Town's Five Year Consolidated Plan (2010-2015). Also included in this report are other funds expended to help achieve the Town of Gilbert's goals identified in the Five Year Consolidated Plan.

Gilbert's CDBG and HOME program expenditures were combined with other local and private resources including Gilbert general funds in 2011-12. Gilbert spent $1,354,177 in CDBG funds and $152,943 in HOME funds on housing and community development activities and $331,000 in local funds on homeless, special needs, youth, and other social services during 2011-12.

Through the Maricopa HOME Consortium, Gilbert allocated $222,850 in prior years HOME funds and $77,150 of Gilbert's FY 11/12 HOME allocation for a total of $300,000 to the Affordable Rental Movement of Save the Family's Affordable Housing project. In FY 2011/12, the project purchased, rehabilitated and leased two housing units to increase the stock of permanent affordable rental housing in Gilbert. In addition, Maricopa County awarded an additional $300,000 in HOME CHDO funds to the Affordable Rental Movement of Save the Family to expand the affordable housing project in Gilbert. This project produced

two additional permanent affordable rental units in Gilbert adding a total of four affordable housing units in FY 11/12. Since beginning this project in Gilbert, Save the Family has purchased, rehabilitated and leased a total of nine (9) affordable rental housing units.

The following table indicates the total FY 2011/12 CDBG and HOME allocations carry over balances, reallocations, expenditures, and remaining balances as of June 30, 2012.

FY 2011-12 CDBG					Total Allocation: $654,792	
	FY 11-12 Allocation	**Prior Year(s) Project Allocation**	**Total Project Budget**	**Prior Year Project Expenditures**	**FY 11-12 Expenditures**	**Balance Remaining**
Sonora Town Water/Sewer Improvements*	$0	$615,875	$615,875	$88,548	$527,327	$0
Sonora Town Water/Sewer Improvements (CDBG-R)	$0	$179,986	$179,986	$26,675	$153,311	$0
A New Leaf, La Mesita Plumbing Improvements	$15,000	$0	$15,000	$0	$15,000	$0
Home Rehab & Emergency Repairs	$250,000	$250,000	$500,000	$185,987	$256,789	$57,224
Entrepreneur & Job Creation Programs	$100,000	$172,837	$272,837	$33,601	$217,335	$21,901
Public services – Gilbert Senior Center	$98,216	$0	$98,216	$0	$98,216	$0
Administration	$125,000	$0	$125,000	$0	$86,199	$38,801
Unallocated to projects in FY 11/12	$66,576	$339,802	$406,378	$0	$0	$406,378
Total	**$654,792**	**$1,558,500**	**$2,213,292**	**$334,811**	**$1,354,177**	**$524,304**
	FY 2011-12 HOME				**Total Allocation: $198,087**	
	FY 11-12 Allocation	**Prior Year(s) Project Allocation**	**Total Project Budget**	**Prior Year Project Expenditures**	**FY 11-12 Expenditures**	**Balance Remaining**
Affordable Rental Housing	$77,150	$222,850	$300,000	$0	$152,943	$155,536
Unallocated	$120,937	$0	$0	$0	$0	$120,937
Total	**$198,087**	**$222,850**	**$300,000**	**$0**	**$152,943**	**$276,473**

Fiscal year 2011-12 accomplishments are:

Social Services- Homeless, Senior, Disabled, Youth and Special Needs
Gilbert provided $98,216 in CDBG funds and $331,000 in local general funds to local and regional social service providers for youth, homeless, senior and disabled, prevention and intervention, and other social services. Accomplishments include:

Homeless Housing and Support Services:

- 345 homeless Gilbert individuals received emergency and transitional housing, basic needs, and support services to assist them with stabilization and provide the next step towards self-sufficiency. A total of $18,300 in funds were expended for these efforts;

CDBG Public Services and Non-homeless Special Needs:

- A total of 1,510 elderly, disabled and homebound Gilbert seniors received congregate and home delivered meals, senior activities and disability services, transportation, well checks, and education about Alzheimer's disease expending $98,216 in CDBG and $44,221 in Gilbert general funds. These services help Gilbert seniors maintain their independent living and increase their quality of life;

Anti-poverty Services

- 175 Gilbert residents experiencing a crisis received emergency financial assistance for rent, mortgage and utilities expending $128,466 in general funds. Without this limited emergency assistance, families would be faced with utility shut-offs, additional deposits and possibly eviction and homelessness;

Community Services

- A total of 10,475 Gilbert individuals received resource referrals to meet their needs by connecting to non-profit and faith services throughout the valley and some had one of their basic needs met by obtaining food boxes and food support. A total of $5,300 in general funds was expended for these efforts;

Youth Services (Prevention/Intervention)

- 7,212 Gilbert youth participated in a variety of programming designed to prevent juvenile delinquency and to provide intervention techniques for at-risk youth. Services included after school structured activities, mentoring, education and involvement, rewards for good behavior and character and financial literacy. These services expended a total of $134,702 in general funds.

Public Facilities/Infrastructure
In 2009, Gilbert allocated $260,715 in CDBG funds to complete the Sonora Town Water and Sewer infrastructure project. Sonora Town is a small Gilbert community with twenty-three housing units that were built in the 1940's. Homes in the neighborhood have individual cesspool or septic sewer systems, some of which have failed or are inadequate for regular residential use. The project was expanded in early 2009 to utilize $179,986 in CDBG-R, Recovery funds. The expanded project includes replacing water lines, street improvements to reduce localized flooding, and installing street lights. In 2010, an additional $355,160 was added to the project to complete all components of the project.

After multiple delays, the Sonora Town Water/Sewer/Lighting project was finally completed in May 2012. Twenty-three residential dwellings were connected to the Town's water and sewer lines. Proper disconnection of septic lines was completed to prohibit future damage to homes due to the failing septic tanks located underground within the community. In many

cases, homes had more than one septic tank that were leaking and deteriorated contributing to hazardous soil and smell. In addition, repaving of neighborhood streets were completed and new street lights installed. The neighborhood now has the infrastructure necessary to sustain the resident's needs while increasing their safety and values of their homes.

CDBG-R funds were used for this project and the Town was able to expend the funds and complete reports within the specified deadlines for CDBG-R. A total of $26,675 was expended the previous fiscal year and the remaining 153,311 in CDBG-R funds was expended in FY 2011. The CDBG-R grant was closed in June 2012.

The Town also allocated $15,000 to A New Leaf, Inc. a local emergency homeless shelter for families with children to assist in plumbing repairs for the La Mesita Family Homeless Shelter. The Shelter has sixteen (16) units utilized for shelter of families and has plumbing systems over 50 years old. Funds were used to repair plumbing for bathroom fixtures and kitchen fixtures allowing the non-profit to sustain the units while their new homeless shelter facility is being constructed.

Housing

Gilbert continued to provide services to reach the second year housing goals of the Consolidated Plan. Housing services included the Gilbert Emergency and Minor Home Repair Program funded with CDBG funds and increased the stock of permanent affordable rental housing utilizing HOME funds.

Accomplishments included:

- 56 low and moderate income households received emergency and minor home repairs expending $256,789 in CDBG funds. A total of $64,013 in previous year's funds was expended and $192,776 was expended of their $250,000 allocation. These families are new safe from hazardous home conditions that without assistance would still be present and potentially gotten worse.

- Four units were purchased and rehabilitated for use as permanent affordable rental homes expending $152,943 in HOME funds and $283,707 in HOME CHDO funds. All four units have been leased to income qualified Gilbert households.

Entrepreneur/Job Creation

Gilbert's two economic development initiatives in 2011/12 exceeded the expected number of jobs created for low and moderate income. A total of $100,000 was allocated in 2011/12 to the Human Capital Program, which provides support to local Gilbert businesses who have hired, trained and retained low to moderate income employees. A total of $193,915 was expended (includes FY 10/11 allocated funds) in the Human Capital Program to assist four businesses which created a total of 76 jobs for low and moderate income individuals.

The second economic development program offered two 10-week series of educational workshops for small businesses and entrepreneurs. The program is designed to help them sustain their business and retain their current employees or help to expand their businesses and hire additional employees. Businesses who graduated from the 10-week program were offered one-on-one business coaching and technical assistance as well. In FY 11-12 the program expended $23,420 and created 12 full time jobs; 4 part time jobs; 5 full time jobs retained and 2 part time jobs retained which exceeds Federal job creation and retention requirements for allotted funding.

The two economic development programs expended a combined $217,335 to create 92 full and part time jobs and retain seven jobs.

The Financial Summary and complete CAPER Report documenting the CDBG funds available and expended in Gilbert through June 30, 2011 are available on Gilbert's webpage at www.gilbertaz.gov/communitydevelopment. Please contact Maricopa County Community Development at 602-372-1524 for detailed financial reports on Gilbert's HOME funded housing activities.

General Questions

1. Assessment of the one-year goals and objectives:
   a. Describe the accomplishments in attaining the goals and objectives for the reporting period.
   b. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.
   c. If applicable, explain why progress was not made towards meeting the goals and objectives.

2. Describe the manner in which the recipient would change its program as a result of its experiences.

3. Affirmatively Furthering Fair Housing:
   a. Provide a summary of impediments to fair housing choice.
   b. Identify actions taken to overcome effects of impediments identified.

4. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.

5. Leveraging Resources
   a. Identify progress in obtaining "other" public and private resources to address needs.
   b. How Federal resources from HUD leveraged other public and private resources.
   c. How matching requirements were satisfied.

Program Year 2 CAPER General Questions response:

<u>One Year Assessment</u>

The Town of Gilbert met and exceeded the proposed number of individuals and households to be served in FY 11/12 under all goals and objectives identified in the Annual Action Plan. Activities during the year were targeted on a community wide or regional basis when applicable to provide the largest impact to those in need in relation to the activities and goals to be achieved during the year. Below is an assessment of the total accomplishments in relation to the goals set forth under each activity category:

<u>Public Service Goal</u>: Improve services for low and moderate income persons.

The Town of Gilbert funded one program allocating 15% of CDBG public service dollars to Community Services of Arizona to administer the Gilbert Senior Nutrition Program. A total of $98,216 in CDBG funds and $37,821 in general funds were utilized to provide 768 elderly, frail, disabled, and/or homebound Gilbert residents with congregate and home delivered meals. In addition, social and recreational activities were provided to seniors attending the Gilbert Senior Center to promote healthy living and independence.

In addition, the Town of Gilbert also allocated $331,000 in Gilbert general funds to public service activities providing services for homeless, youth, senior, disabled, and other populations. Services were provided in various locations in Gilbert and throughout the metro area. All services were available to eligible residents throughout Gilbert.

Public services activities included:

- Emergency and transitional housing for the homeless
- Support for regional homeless assistance providers

- Basic needs assistance including emergency financial assistance, food boxes, and utility assistance
- Senior and disabled supportive and educational services
- Intervention and prevention activities for at-risk youth

Owner Occupied Housing Goal: Improve the quality of owner occupied housing

Emergency home repair and housing rehabilitation programs helped to maintain existing affordable housing for low and moderate income families and address issues of health and safety concerns as well as barrier removal for the disabled. The Gilbert Emergency and Minor Repair program is available to eligible residents in all areas of Gilbert. The program provided assistance to 56 Gilbert homeowners and expended $64,012 in FY 10/11 CDBG funds and $192,777 in FY 11/12 CDBG funds for a total of $256,789. By assisting Gilbert homeowners with emergency repairs, the program allows the residents to utilize their funds in other ways to stabilize their crisis and help to maintain their stability. In addition, keeping homeowners in their homes helps to maintain stability in the neighborhoods and reduces the amount of vacant and/or foreclosures within the community. The Town wants to keep residents in their homes rather than using their limited resources for emergency repairs which may in turn cause them to fall behind on their mortgage payments or lead to foreclosure.

Affordable Housing Goal: Increase the number of quality affordable housing units for low and moderate income households

Gilbert allocated $300,000 in HOME funds for FY 11/12 and administered a $300,000 HOME CHDO grant from Maricopa County to increase the affordable housing stock in Gilbert by four units. There are now a total of ten (10) affordable housing units in Gilbert which are operated by Affordable Rental Movement of Save the Family. Save the Family purchased, rehabilitated and leased the four units to income eligible families in need of permanent affordable rental housing. Save the Family also provides supportive services to these families to assist them in remaining stable and to help move them from affordable to permanent market rate housing.

Three Low Income Tax Credit rental apartment developments continue to provide additional affordable housing for low and moderate income families in Gilbert. San Clemente opened in South Gilbert in late 2005 and provides 303 one, two and three bedroom apartments and town homes with numerous amenities. The Groves in northeast Gilbert offers one, two, or three bedroom apartments for individuals and families. Page Commons senior housing development opened in 2005 and provides 100 units of 1 and 2 bedroom units for independent seniors at or below 30%, 50%, or 60% of the median income. Page Commons is located next door to the new Gilbert Senior Center that has several senior programs including congregate and home delivered meals.

Public Facility/Infrastructure Goal: Improve quality and quantity of neighborhood facilities for low-income persons and improve infrastructure in low-income neighborhoods

The Sonora Town Water and Sewer Project were finally completed during FY 2011. A total of $153,311 in CDBG-R funds and $527,327 in CDBG funds were expended in FY 11 to install and connect 23 housing units located in Sonora Town to the Town's water and sewer systems. Prior to the connection, houses in this neighborhood were utilizing septic systems which were beginning to fail and cause significant hazards to people's homes residing in that community. In addition, new street lights were installed and street improvements were completed to further stabilize the neighborhood.

The Sonora Town neighborhood at the SW corner of Gilbert Rd. and Warner Rd., a low income neighborhood in Gilbert. Many of the homes located in this neighborhood were built in the 1940's. Many of these homes were built on top of multiple septic tanks located underground. As the systems began to fail, waste was seeping into resident's homes and yards causing other street problems and environmental issues. When the community was connected to the Town's water and sewer systems, the Town ensured proper mitigation of old septic tanks systems to make certain that no further damage would be caused by the septic tanks.

Job Creation / Retention / Entrepreneurship

Gilbert's two economic development initiatives in 2011/12 exceeded the expected number of jobs created for low and moderate income. A total of $100,000 was allocated in 2011/12 to the Human Capital Program, which provides support to local Gilbert businesses who have hired, trained and retained low to moderate income employees. A total of $193,915 was expended (includes FY 10/11 allocated funds) in the Human Capital Program to assist four businesses which created a total of 76 jobs for low and moderate income individuals.

The second economic development program offered two 10-week series of educational workshops for small businesses and entrepreneurs. The program is designed to help them sustain their business and retain their current employees or help to expand their businesses and hire additional employees. Businesses who graduated from the 10-week program were offered one-on-one business coaching and technical assistance as well. In FY 11-12 the program expended $23,420 and created 12 full time jobs; 4 part time jobs; 5 full time jobs retained and 2 part time jobs retained which exceeds Federal job creation and retention requirements for allotted funding.

The two economic development programs expended a combined $217,335 to create 92 full and part time jobs and retain seven jobs.

Agency/Program	Funding Allocated FY 11/12	Expenditures	Funding Source	HUD Outcome	Persons Assisted
Rental Housing Objectives					
ARM of Save the Family	$300,000	$155,536	HOME	DH-2	5
ARM of Save the Family	$300,000	$283,707	HOME CHDO	DH-2	11
TOTAL	**$600,000**	**$439,243**			**16**
Owner Housing Objectives					
CSA Emergency Home Repair	$250,000 ($64,013) Previous Years Funding	$256,789	CDBG	DH-1	56
TOTAL	**$314,013**	**$256,789**			**56**
Homeless Prevention Objectives					
A New Leaf- East Valley Men's Center	$4,500	$4,500	General Funds	SL-1	7
A New Leaf – EMPOWER Program	$1,800	$1,800	General Funds	SL-3	88
A New Leaf – La Mesita Shelter	$1,900	$1,900	General Funds	SL-3	4

Central Arizona Shelter Services	$1,800	$1,800	General Funds	SL-1	25
Save the Family	$7,300	$7,300	General Funds	SL-1	25
Shoebox Ministry	$1,000	$1,000	General Funds	SL-3	196
TOTAL	**$18,300**	**$18,300**			**345**
Community Development: Public Facilities/Infrastructure Objectives					
Sonora Town Infrastructure	$0 ($795,861) Previous Years Funding	$680,638	CDBG CDBG-R	SL-3	23
A New Leaf – La Mesita Shelter Plumbing Improvements	$15,000	$15,000	CDBG	SL-3	69
TOTAL	**$810,864**	**$695,638**			**92**
Community Development: Economic Development Objectives					
Front Runner Program	$0 ($77,500) Previous Years Funding	$23,420	CDBG	E0-1	23
Human Capital Program	$100,000 ($95,337) Previous Years Funding	$193,915	CDBG	E0-1	76
TOTAL	**$272,837**	**$217,335**			**99**
Community Development: Public Services Objectives					
Gilbert Senior Center: Senior Meals	$136,037	$136,037	CDBG/ General Funds	SL-3	768
Anti-poverty Objectives					
Gilbert CAP Office	$123,166	$123,166	General Funds	SL-3	125
The Salvation Army	$5,300	$5,300	General Funds	SL-3	50
TOTAL	**$128,466**	**$128,466**			**175**
Non-homeless Special Needs Objectives Elderly/Disabled					
About Care, Inc	$3,000	$3,000	General Funds	SL-3	322
Alzheimer's Association	$2,400	$2,400	General Funds	SL-3	215
East Valley RSVP	$1,000	$1,000	General Funds	SL-3	205
TOTAL	**$6,400**	**$6,400**			**742**
Community Assistance					
Community Information & Referral	$1,000	$1,000	General Funds	SL-3	5,246
United Food Bank	$4,311	$4,311	General Funds	SL-3	5,229
TOTAL	**$5,311**	**$5,311**			**10,475**
Youth Services Prevention/Intervention					
A New Leaf – Mayfield Alternative Youth Center	$1,000	$1,000	General Funds	SL-3	89
Big Brothers Big Sisters	$1,000	$1,000	General Funds	SL-3	135
Gilbert Boys & Girls Club	$125,000	$125,000	General Funds	SL-3	4,328
Child Crisis Center	$5,700	$5,700	General Funds	SL-3	190
Gilbert Community Action Network	$1,002	$1,002	General Funds	SL-3	560
Junior Achievement	$1,000	$1,000	General Funds	SL-3	1,910
TOTAL	**$134,702**	**$134,702**			**7,212**
TOTAL ALL SOURCES	**$2,426,930**	**$2,038,221**			**$19,980**

HUD Outcome Code Key	Availability/Accessibility	Affordability	Sustainability
Decent Housing	DH-1	DH-2	DH-3
Suitable Living Environment	SL-1	SL-2	SL-3
Economic Opportunity	EO-1	EO-2	EO-3

Affirmatively Further Fair Housing

The Town identified five impediments to fair housing choice in its Analysis of Impediments to Fair Housing Choice. The Town continued to make progress on each of the goals and strategies to address each impediment. Specific activities are explained below.

IMPEDIMENT: Town of Gilbert residents experience housing discrimination and do not realize they are being discriminated against and do not know the resources or processes to file complaints.

GOAL: Prevent Housing Discrimination

Strategy: Dedicate town staff and Council support to publicly acknowledge to the Town's residents efforts to prevent housing discrimination within the Town of Gilbert.

Activity 1: Maintain a Fair Housing Coordinator to facilitate fair housing activities in Gilbert
Implementation period: Ongoing through 5-year Consolidated Planning Period 2010-2015
Status: Completed (April 2011)
Rationale: Upon filling the staff vacancy of the Community Development Specialist, it was clarified in the job description that this position would coordinate all fair housing activities on behalf of the Town of Gilbert.
Proposed Investment: 5% staff time of the Community Development Specialist position, or approximately $2,935 annually.

Activity 2: Adopt a Proclamation declaring April as Fair Housing Month
Implementation period: Ongoing through 5-year Consolidated Planning Period 2010-2015
Status: Completed April 2012 and annually thereafter
Rationale: A Proclamation was issued in April 2011 at a public Council meeting and the Proclamation is hanging in the lobby of the Parks and Recreation lobby, where community development clients may come in for assistance.
Proposed Investment: There is no cost other than staff and Council time to complete a Proclamation.

Strategy: Implement specific and targeted activities to inform Town of Gilbert residents of signs of housing discrimination, how to file complaints, and provide resources and referrals to residents experiencing housing discrimination.

Activity 1: Publish notices about the right to fair housing through website, city publications, and other sources.
Implementation period: Ongoing throughout consolidated planning period of 2010-2015
Status: Website update completed August 2011. City publications (100% complete)
Rationale: A Fair Housing page was always maintained on Gilbert's website, however, the page was updated in August 2011 to provide direct links for complaint filing and updated with a more user friendly format and reduced reading level

language to describe fair housing. The Town has developed two Fair Housing Brochures; 1) 10 Most Common Housing Mistakes developed for landlords, real estate agents, developers, etc. and; 2) Gilbert Fair Housing, developed for tenants, general public, and information/referral resources. The 10 Most Common Housing Mistakes brochure will be sent to every resident that registers their home as a rental with the Town of Gilbert to be implemented by December 2012. In addition, the Town has distributed the Gilbert Fair Housing brochure at new venues including 1,200 flyers distributed during the Gilbert Day's Event and 1,000 flyers distributed at Gilbert's Fall Music & Halloween Festival.
Proposed Investment: Posting and formatting of Fair Housing webpage took two (2) staff hrs estimated to cost $56.00. Brochure development took five (5) staff hrs estimated to cost $140. A total of 1,500 brochures have been printed and distributed in various locations and events costing $525.
It is anticipated that approximately 450 homes are registered annually as rentals – brochure copy and mailing costs is anticipated to be $300.00.

Activity 2: Participate in The Fair Housing Partnership public awareness and activities
Implementation period: On-going throughout consolidated planning period of 2010-2015
Status: Implemented in July 2012
Rationale: The Town of Gilbert has confirmed its partnership with the Arizona Fair Housing Partnership, however, there have not been any meetings scheduled since the time of membership renewal. The Town anticipates participating regularly in meetings when they resume. Gilbert staff will continue to reach out to other fair housing organizations such as the Arizona Fair Housing Center and Southwest Fair Housing Center to begin participating in regional activities and meetings surrounding fair housing in Arizona.
Proposed Investment: It is anticipated that staff time, mileage, and training participation with an Arizona Fair Housing partner coalition will cost $500 annually.

Activity 3: Maintain a call log for fair housing complaints and referrals
Implementation period: Implemented in September 2011 and will be maintained throughout the consolidated planning period from 2010-2015
Status: Completed (September 2011)
Rationale: A call log was created in September 2011 to track any calls received from residents to the Town of Gilbert regarding housing discrimination or any other fair housing issue. The call log records the date, caller information, nature of inquiry, referral/resource provided, and whether a complaint was made. From April 2011 through June 30, 2012, two calls have been received and recorded on the call log.
Proposed Investment: There was no cost to create the call log. Staff time to take calls, record and provide resources and referrals is reflected in the 5% times spent on Fair Housing activities as noted above.

Activity 4: Make fair housing referrals to the HUD Fair Housing hotline and/or Arizona Attorney General's Office
Implementation period: Implemented in August 2011 and on-going throughout the consolidated planning period of 2010-2015
Status: Complete and on-going
Rationale: With the creation of the call log and updates to the website, Town staff has and will make referrals to the HUD Fair Housing Hotline and/or the Arizona Attorney General's office. Of the two calls received from April 2011 through June 30,

2012, one call was referred to HUD and AZ Attorney General's office. The second call was referred to our local legal aid agency for assistance with a landlord/tenant issue, not a fair housing issue.
Proposed Investment: There is no cost to make referrals for fair housing issues.

IMPEDIMENT: Town of Gilbert residents are not familiar with Fair Housing issues and do not understand their rights to fair housing choice.

GOAL: Increase Public Awareness of Fair Housing Issues

Strategy: The Town of Gilbert will utilize various opportunities and mechanisms to provide Town residents with information and referral information regarding fair housing issues.

Activity 1: Annually distribute a flyer about Fair Housing Month through nonprofits, Gilbert offices, and other sources.
Implementation period: Implemented March 2012 and in March annually throughout the consolidated planning period of 2010-2015.
Status: Development of information began in February 2012 with information distributed in March 2012 to notify residents of activities and information during April's Fair Housing Month.
Rationale: While historically the Town has adopted April as Fair Housing Month, there have been little to no activities during the month of April to support Fair Housing. Town staff proposes to utilize April annually as the month to concentrate on the dissemination of fair housing information and to host fair housing activities within the jurisdiction. Anticipated activities include hosting informational seminars for both landlords and tenants (separately), disseminate brochures through the Town's utility bills, and include fair housing and referral information in Town employee publications.
Proposed Investment: Depending on the number of activities to be planned for each April, costs are anticipated to be $4,500 annually.

Activity 2: Annually work with utility services to deliver a brief message on fair housing through the monthly utility bills.
Implementation period: April 2013 and annually in the month of April through the consolidated planning period of 2010-2015
Status: Not complete – to be completed in April 2013 and annually thereafter
Rationale: In order to reach the largest amount of Gilbert residents, Gilbert proposes one of the Fair Housing Month activities to include a short message in the April utility bills. The message will provide a brief statement regarding Fair Housing and will provide the Town's Fair Housing website address and contact information for the Town's Fair Housing Coordinator.
Proposed Investment: It is anticipated that inclusion of the message in the Town's utility bills with cost $1,500 annually. This includes the printing and insertion of the Fair Housing information into the utility bills.

Activity 3: Annually work with other communities to sponsor or put on a fair housing training for area residents on a variety of fair housing issues.
Implementation period: Spring of 2013 and every other year throughout the consolidated planning period 2010-2015.
Status: Not complete. Gilbert will begin discussions during fall of 2012.
Rationale: The Town of Gilbert plans on providing two informational seminars every other year. One seminar will be developed for housing professionals and landlords. The second seminar will be developed for general resident information and tenants.

Gilbert has spoken with the City of Chandler to partner on these events in which Chandler expressed great interest. It is anticipated that concrete discussions will take place during the fall of 2012 with the first of the two seminars planned for spring of 2013.
Proposed Investment: It is anticipated that the Town of Gilbert will host one of the two proposed seminars at an approximate cost of $1,500 every other year.

Activity 4: Display fair housing posters and make fair housing materials available in Gilbert's housing and other public resource offices.
Implementation period: Ongoing throughout the consolidated planning period of 2010-2015
Status: Complete. In October 2011, Town staff distributed 120 copies of the Gilbert Fair Housing brochure in various Town hall locations available to the public, the Town's local senior center, Community Action Program (CAP office), and two libraries. Staff distributed an additional 200 copies of the brochures to the remaining three (3) Gilbert run recreation centers.
Rationale: Town staff proposes to disseminate fair housing materials in a variety of venues and formats to reach a broad range of residents. In addition to keeping fair housing materials stocked at all Gilbert run facilities, staff included an ad regarding fair housing and reference to Gilbert's fair housing webpage in the Town's four annual Recreation Guides. The Recreation Guides are available on-line only but receive on average 15,000 resident views per guide. Staff will be able to begin tracking the number of hits to the fair housing webpage beginning in July 2012. In addition, the Town has televisions located in all recreation facilities with rolling information which runs during facility business hours. The Town placed screen shots of fair housing information and referral to the Town's fair housing webpage on the rolling information screens throughout the year. Rolling screen information was implemented in March 2012 in preparation for April's Fair Housing month.
Proposed Investment: There is no cost to run an ad in the Recreation Guides or include information on the rolling screens as this will be provided in-kind by the Town's Community Services department.

Activity 5: Maintain a fair housing page on the Gilbert website with links to HUD Fair Housing, Arizona Attorney General Civil Rights Division, and other fair housing resources.
Implementation period: On-going throughout the consolidated planning period of 2010-2015.
Status: Completed August 2011 and on-going.
Rationale: A Fair Housing page was always maintained on Gilbert's website, however, the page was updated in August 2011 to provide direct links for complaint filing and updated with a more user friendly format and reduced reading level language to describe fair housing. Staff will be exploring the possibility of converting the webpage to Spanish to be more easily accessed by non-English speaking residents. Currently, Spanish fair housing information is only available in paper copies.
Proposed Investment: Posting and formatting of Fair Housing webpage took two (2) staff hrs estimated to cost $56.00. Ongoing updates to the Fair Housing webpage have no costs other than staff time.

IMPEDIMENT: Town of Gilbert residents are unaware of predatory lending practices and do not know how to prevent foreclosure of their home or resources available to assist with preventing foreclosures.
GOAL: Prevent Foreclosures and Predatory Lending

Strategy: The Town of Gilbert will provide educational opportunities to residents to help identify predatory lending practices and to provide resources and referrals to local nonprofits and agencies that may assist in preventing foreclosures.

Activity 1: Make information and brochures available to the public with information on foreclosure prevention and loan mitigation opportunities.
Implementation period: To be implemented during the fall of 2013 and ongoing thereafter through the consolidated planning period of 2010-2012.
Status: Not complete
Rationale: Staff proposes to develop brochures and make available to the public information on foreclosure prevention and loan mitigation opportunities. This has not been completed to date and is scheduled for completion during the fall of 2013. Dissemination of information will be coordinated through the Town's various resident communication opportunities and will partner with the Town's Neighborhood Services Department through the Congress of Neighborhoods and registered HOA's in Gilbert. This provides the largest opportunity to disseminate information to current Gilbert homeowners.
Proposed Investment: Depending on the number of copies and direct mailings of brochures, proposed costs are anticipated to be $1,000 - $1,200 annually.

Activity 2: Work with Arizona Foreclosure Prevention Task Force and other organizations to encourage loan modifications and discourage predatory lending.
Implementation period: On-going through the consolidated planning period of 2010-2015
Status: Not complete
Rationale: During the previous consolidated planning period (2004-2009), the Town of Gilbert was heavily involved in the Arizona Foreclosure Prevention Task Force and participated in two east valley foreclosure prevention events. Current staff proposes to add links and resources from the Arizona Foreclosure Prevention Task Force webpage to Gilbert's webpage to offer a direct access to information and resources. In addition, staff proposes to explore future partnership opportunities between the Town of Gilbert and the Arizona Foreclosure Prevention Task Force.
Proposed Investment: There are currently no costs associated with referrals to the Arizona Foreclosure Prevention Task Force.

Activity 3: Encourage and refer residents to information and classes on homebuyer education and foreclosure prevention provided by nonprofit agencies.
Implementation period: On-going through the consolidated planning period of 2010-2015
Status: On-going
Rationale: In August 2011, Town staff updated the new homebuyer and homeowner resources webpage located on the Town's website. Staff receives approximately 5-10 calls per month requesting information about first-time home buying opportunities in Gilbert. While the Town does not currently offer a Down Payment Assistance Program or fund any nonprofits providing homebuyer counseling, staff refers callers to non-profit certified homebuyer counseling agencies and emphasizes to callers the importance of becoming fully knowledgeable about the home buying process to avoid predatory lending and reduce the risk of foreclosure in the future.
Proposed Investment: There are currently no costs associated with referrals for home buying education or foreclosure prevention.

IMPEDIMENT: Town of Gilbert residents are unaware affordable housing options with disability accessibility and the rights of tenants in need of accessibility modifications. Disabled residents are also not aware of their housing choice rights in regards to their disability.

GOAL: Increase Disability Accessibility

Strategy: The Town of Gilbert will provide opportunities for residents to become educated about their housing rights in relation to a disability and the Town will provide resources and referrals to residents in need of accessible affordable housing options within Gilbert.

Activity 1: Annually partner with other East Valley cities and nonprofits to sponsor a community event on fair housing and disability issues.
Implementation period: Activities under this goal will take place during the last two years of the consolidated planning period of 2013 and 2015.
Status: Not complete
Rationale: The Town will research activities performed by other East Valley cities and nonprofits relating to fair housing and disability issues. The Town will offer to partner and host community events related to this topic. If no such events exist, the Town will approach other east valley cities and non-profits to host an event in the east valley.
Proposed Investment: Depending on the size of the event and number of east valley city or non-profit partnerships, it is anticipated that a community event could cost $1,000 - $1,500.

Activity 2: Provide information and resources for Gilbert staff on accessibility and the need for accessible units
Implementation period: On-going throughout the consolidated planning period of 2010-2015.
Status: 25% completed. The anticipation completion date is May 2013 and on-going thereafter.
Rationale: Since April 2011 through June 30, 2012, the Town has received two (2) calls from disabled residents inquiring about accessible affordable housing options. The Town has and is still currently assisting these residents with obtaining a viable accessible affordable rental home(s). The Town has placed on its webpage, information pertaining to LIHTC multi-family affordable rental options, but has not obtained information about the number of accessible units available in each complex. Staff proposes to conduct a thorough inventory of accessible housing options to include on the Town's website and to more accurately make referrals for inquiring residents. It is anticipated this task to be completed by the end of March 2013.
Proposed Investment: The proposed investment includes staff time as stated on page 2 above and does not anticipate further costs.

Activity 3: Encourage development of accessible and adaptable housing units on all projects receiving federal funds
Implementation period: On-going throughout the consolidated planning period of 2010-2015.
Status: On-going
Rationale: The Town of Gilbert does not currently have any projects involving the development of accessible housing units. The Town has contracted with a non-profit utilizing HOME funds to purchase and rehabilitate single-family homes for permanent affordable rentals however, only two (2) of the five homes purchased to date can be fully adaptable for accessibility. The Town has had discussions with the Maricopa

HOME Consortium to partner with other jurisdictions on multi-unit dwelling projects to increase the amount of affordable and accessible rental units. The discussions are preliminary but would assist the Town greatly in increasing affordable and accessible housing units by pooling multiple jurisdictions' federal resources. The Town will continue to explore ways to increase and encourage accessible affordable housing choices in Gilbert.
Proposed Investment: No costs are associated with this activity at this time.

IMPEDIMENT: Town of Gilbert residents are unaware affordable housing options with disability accessibility and the rights of tenants in need of accessibility modifications. Disabled residents are also not aware of their housing choice rights in regards to their disability.

GOAL: Improve Public Policies and Public Support for Fair Housing

Strategy: In order to improve public policies and engage public support for fair housing, Town of Gilbert staff must stay educated on fair housing topics to provide the best referrals and resources to residents and to develop or improve the planning and zoning codes consistent with fair housing and disability access requirements.

Activity 1: Provide information on fair housing training to interested Development Services and other Town of Gilbert staff.
Implementation period: on-going throughout the consolidated planning period of 2010-2015.
Status: Complete and on-going
Rationale: Town staff is committed to participating in fair housing training and notifying other interested Town staff of available training opportunities. The new Community Development Specialist attended a HUD sponsored Fair Housing Training on October 25-27, 2011 and will continue to attend available fair housing training opportunities.
Proposed Investment: The fair housing training in October cost $910 in travel and staff time. It is anticipated that annual staff training on fair housing costs will be approximately $1,200

Activity 2: Review Gilbert planning and zoning codes to ensure consistency with fair housing and disability access requirements in the Fair Housing Act.
Implementation period: Fall of 2013 and ongoing throughout the consolidated planning period of 2010-2015.
Status: Anticipated to begin fall of 2013
Rationale: After filling the vacancy of the Community Development Specialist, staff reviewed the Town of Gilbert's current planning and zoning codes and did not identify specific barriers in regards to fair housing and disability access. However, staff proposes to complete a more in depth review of planning and zoning codes and meeting with applicable departments to determine whether additional measures should be taken to increase disability accessibility and further fair housing choice.
Proposed Investment: There is not cost for reviewing planning and zoning codes other than staff time previously described on page 2 above.

TOTAL ANNUAL PROPOSED INVESTMENT: $15,856
TOTAL CONSOLIDATED PLANNING PERIOD PROPOSED INVESTMENT: $47,568
(FY 2011 through FY 2015)

Under Served Needs and Gaps in Service

Due to the amount of resources the Town receives for housing and public assistance, staff must be innovative in creating partnerships to help bridge the gaps in services and meet underserved needs. The Town has partnerships with several grass roots Gilbert organizations such as the Gilbert Community Action Network and For Our City- Gilbert. Both of these organizations support Gilbert and local non-profits by participating in fundraising events, promote volunteer opportunities and disseminate education and outreach material to the general public. In 2011, Gilbert CAN embarked on creating a social service needs assessment in Gilbert to help prioritize limited funding on the most critical services. The results of the needs assessment are anticipated to be available in October 2012. The needs assessment results will be presented to Town Council and other community leaders to educate and encourage informed decision making in regards to funding social services within the Town.

At the end of FY 2011 and beginning FY 2012, the Town began analyzing the contributions to the Neighbor 2 Neighbor program, which allows Gilbert residents to donate through their utility billing. One hundred percent of funds donated through the program are allocated through the Town's annual grant process to non-profits providing services to individuals and families experiencing a crisis. A Council Subcommittee has been developed to address issues specifically related to meeting the needs of the community and this includes developing recommendations to increase awareness and participation of the Neighbor 2 Neighbor Program.

The Town staffs the Community Services Committee which is resident volunteer committee to review funding applications and make annual funding recommendations to Mayor and Council. Funding priorities are developed based on feedback supplied by the community and target funds for services identified as being a high priority.

Finally, the Council Subcommittee for Non-profit Support issued a Request for Qualifications to find a non-profit organization to establish a Gilbert Foundation. The Gilbert Foundation will be the conduit to match residents willing to give with those in need. The objectives of the Foundation are to increase private giving, education and awareness of issues within the community and to analyze on a regular basis the resources available to those in need and gaps in services that need to be addressed. It is anticipated that an organization will be selected in early FY 2012.

Leveraged Resources

Gilbert's 2011-12 allocations of $654,792 in CDBG funds and $198,097 in HOME funds were leveraged with $331,000 in local Gilbert funds. The Gilbert funds are General Funds to support local and regional nonprofit social service providers. Gilbert's CDBG and HOME funds also leveraged an additional $44,639,004 in state, county, local, and private fund sources received by funded nonprofits that provide the services described in this report.

Managing the Process

1. Describe actions taken during the last year to ensure compliance with program and comprehensive planning requirements.

Program Year 2 CAPER Managing the Process response:

The Town of Gilbert has one Community Development position that administers all CDBG and HOME funded projects and contracts. The Town receives CDBG funds as an entitlement community and receives HOME funds as an active member of the Maricopa County HOME Consortium.

A single annual allocation process, facilitated by the Community Development Specialist, assisted the Community Services Committee in developing annual funding priorities, review and evaluate funding applications and create federal and general fund recommendations for Mayor and Town Council. Community Development staff reviewed all federal projects for adherence to 24 CFR part 570.208 with respect to meeting one of the CDBG National Objectives as well as alignment with local priorities and Town General Plan Strategic Initiatives.

Town staff encouraged public participation in both the consolidated planning process as well as the annual planning process through a variety of public hearings at both the Community Services Committee meetings, Town Council meetings, public notices in newspaper publications and on the Town's website.

Most CDBG and HOME funded activities were carried out through non-profit partnerships that entered into a formal contract with the Town. The contract specifies all local, state and federal regulations and performance measures. Staff monitored CDBG subrecipients for compliance and performance criteria. Any deficiencies discovered were supplied in writing to the subrecipient and additional technical assistance was provided to resolve said deficiencies.

In May 2012, the Town was notified that Community Services of Arizona, Inc., the non-profit provider that administers the Town's Senior Nutrition Program, Community Assistance Program (CAP) and the Gilbert Emergency and Minor Home Repair program would not be able to complete their FY 11/12 contract and would not be providing services in FY 12/13. The Town negotiated an emergency contract with Chandler Christian Community Center to complete CSA's scope of work for the remainder of FY 11/12 for the Senior Nutrition Program and the Community Assistance Program. Chandler Christian Community Center was able to immediately step in and hire CSA staff who would have otherwise been laid off to continue providing services in Gilbert resulting in no gap in services. The Town of Gilbert took the Gilbert Emergency and Minor Home Repair Program in house on a temporary basis to ensure that clients with "open" jobs would be completed and any new emergencies would be addressed without a delay in services.

Finally, Community Development staff participated in local and regional collaborations to support local and regional housing and social service initiatives. Staff also participated in HUD sponsored training and other training opportunities related to program administration and federal requirements.

Citizen Participation

1. Provide a summary of citizen comments.

2. In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps

in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.

*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

Program Year 2 CAPER Citizen Participation response:

A draft of the 2011-2012 CAPER was posted on the Town of Gilbert's website on Monday, August 27, 2012 at www.gilbertaz.gov which provided details and contact information for the 15-day public comment period. In addition, a display ad was published in the Arizona Republic on Monday August 27, 2012 notifying the public of the availability of the CAPER for review and how to make public comments. The 15-day comment period ran from Monday, August 27, 2012 through Thursday, September 13, 2012. Documentation of the public notice can be found in the Appendices. CAPER, attachments, and IDIS reports are available to the public, in a variety of formats including electronic formats at no cost.

Public Comments:

Comments will be inserted after the close of the public comment period.

Institutional Structure

1. Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination.

Program Year 2 CAPER Institutional Structure response:

The Town of Gilbert has legal authority and responsibility for determining goals and priorities and for contractual agreements related to CDBG funding for housing and community development. The Town utilized a five member resident volunteer committee to recommend funding priorities and funding allocations for Council to approve. At a public hearing held in January 2011, Town Council approved the recommended funding priorities presented by the Community Services Committee. The funding priorities included services for community assistance, homeless services, elderly and disabled assistance, youth services, emergency home repair, affordable rental housing and economic development.
The Town administered a comprehensive single funding process for social service, affordable housing, and community development activities. This funding process allocated general funds, Neighbor 2 Neighbor funds, CDBG, and HOME funds. In May 2012, the Community Services Committee presented funding recommendations to Town Council which in turn approved a total of $331,000 in general funds, $8,000 in Neighbor 2 Neighbor funds, $588,216 in CDBG funds and $300,000 in HOME funds.

Finally, Gilbert collaborated with local and regional partners to help facilitate solutions and funding for social service and housing issues. As a member of the Maricopa HOME Consortium, Gilbert has ongoing relationships with all the other entitlement communities in the metro Phoenix area. In addition, Gilbert Community Development staff participates in a local initiative, Gilbert Community Action Network (CAN). The Gilbert CAN is an ad-hoc coalition of local non-profit leaders, residents and business owners who meet regularly to discuss and collaborate on local issues and projects.

Monitoring

1. Describe how and the frequency with which you monitored your activities.

2. Describe the results of your monitoring including any improvements.

3. Self Evaluation
   a. Describe the effect programs have in solving neighborhood and community problems.
   b. Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.
   c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.
   d. Indicate any activities falling behind schedule.
   e. Describe how activities and strategies made an impact on identified needs.
   f. Identify indicators that would best describe the results.
   g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.
   h. Identify whether major goals are on target and discuss reasons for those that are not on target.
   i. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.

Program Year 2 CAPER monitoring response:

Monitoring

The Town of Gilbert monitored one-hundred percent (100%) of subrecipients receiving 2011-12 federal CDBG and HOME funds. Site visits were conducted and staff monitored the following to ensure funds were expended accordingly, organizations had system in place, and federal regulations were followed:

- Policies and procedures including but not limited to: personnel hiring practices, procurement, records retention, affirmative marketing, grievance procedures, Limited English Proficiency, Conflict of Interest and more;
- Financial policies and procedures including but not limited to: audits and management letters, accounting policies, payroll registers, reimbursement processes, Match schedules (as applicable) and more;
- Program files including but not limited to: income verification, legal residency, housing policies, demographic information, client's rights and notices and more;
- Performance measurements including but not limited to: quarterly reports, organization reports and annual plans, logic models, etc.

Organizations contracted for services must report activities every quarter identifying program demographics and status of measurable outcomes as specified in their funding contract. In addition, financial reimbursements are required monthly with appropriate back-up demonstrating that expenses were incurred for appropriate line items and that budgetary requirements are being met.

Technical assistance is given on an on-going basis to provide clarification of regulations, answer questions, and offer solutions should a barrier arise during program implementation.

Gilbert also participated with other communities in a team monitoring as part of the Maricopa HOME Consortium monitoring team. Through the Maricopa HOME Consortium, Gilbert has maintained contact with other cities and Maricopa County who fund many of the same agencies as Gilbert. Concerns resulting from their individual on-site monitoring visits, joint monitoring visits with multiple cities, and management of their contracts were shared with the Consortium members.

Self Evaluation

The activities and strategies identified in the Town of Gilbert's five year Consolidated Plan are implemented incrementally over each year during that planning period. FY 11/12 is the second year of the five year plan and the Town has made strides and had to overcome barriers to achieve results. While the Town continues to be one of the top growing communities in the Valley, the Town receives a relatively small amount of federal resources to accomplish community development tasks. The Town must strategically utilize resources in order to make the largest impact for the community and for residents.

In FY 11/12, CDBG funds were utilized for the Gilbert Emergency and Minor Home Repair Program. The program assisted a total of 56 households which is forty-five percent (45%) more residents than in the previous fiscal year. While the Town had been working with the non-profit provider to improve efficiencies and increase outputs of this program, the non-profit provider was unable to complete its contracted services before the end of the fiscal year. The Town took over the program to complete services to residents through the end of the fiscal year and will continue to operate the program in FY 12/13. This was a great accomplishment and the Town worked diligently to implement an emergency solution to ensure there was not a gap in services for residents seeking assistance.

Due to staff vacancies within the Town, many CDBG projects funded in FY 10/11 were not completed and had stalled in progress. During FY 11/12, staff focused efforts to complete not only FY 10/11 projects but to complete FY 11/12 CDBG funded projects as well. This included completing two economic development programs, transition of providers for the Gilbert Senior Meals and the Emergency and Minor Home Repair Program and completion of a large water/sewer project in a low income neighborhood. This places the Town back in alignment with being on target within the strategies of the Consolidation Plan and provides opportunity to address new activities in the next fiscal year.

The Town has also experienced additional barriers on fulfilling the overall vision of the Consolidated Plan during FY 11/12. While the economy has shown signs of slow recovery, the Town continues to receive a large number of inquiries for affordable housing in Gilbert. Gilbert has few affordable housing options and the political climate and lack of other resources and deterred developers from seeking new affordable housing options in Gilbert. While the Town has experienced a huge growth in additional housing, the housing have been in new developments and not particularly available or affordable for some first time homebuyers or those seeking affordable housing.

As mentioned above, the status of grant programs have been steadily lead back on track and at the end of FY 11/12 many have been completed. A more data driven funding process was implemented to better meet the specific needs of residents in Gilbert as well as supporting regional efforts for larger human service and housing issues. In FY 10/11, the Town did not meet its CDBG 1.5 expenditure ratio, therefore, staff adhered to a HUD

approved timeliness schedule to rectify the expenditure status. In FY 11/12, the Town did meet its timeliness expenditure rate on April 30, 2012 and is now in compliance with the HUD Timeliness Statute.

The Town continued to work with other municipalities and local groups to make improvements to strategies and activities to meet the needs of Gilbert more effectively. In FY 11/12, staff began making educational outreach to Town leadership and Council to provide better information on the value of CDBG and HOME funded projects and activities and the impact those programs have in the community. The Town worked with a local non-profit to conduct a grass-roots needs assessment of human service and housing needs within the community. Also, the Town issued a Request for Qualifications in FY 11/12 to select a non-profit provider to establish a Gilbert Foundation. The Gilbert Foundation will act as a one-stop shop for residents and the community to seek assistance, find volunteer opportunities and to connect residents willing to donate time and resources to those who need to receive assistance. It is anticipated that the Gilbert Foundation will be formed and begin work in FY 12/13.

Lead-based Paint

1. Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.

Program Year 2 CAPER Lead-based Paint response:

According to the 2005-2009 American Fact Finder (U.S. Census) there are less than 1,000 housing units in Gilbert that have the potential for lead based paint. However, the Gilbert Emergency and Minor Repair program provides education and information regarding lead hazards to homeowners participating in the program. Lead testing and abatement is conducted as part of the program as necessary. Lead based paint hazard requirements are followed for all housing programs including providing notice to participants and testing surfaces when required. No lead hazards were encountered by the program in 2011-2012.

HOUSING

Housing Needs

*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe Actions taken during the last year to foster and maintain affordable housing.

Program Year 2 CAPER Housing Needs response:

The Town of Gilbert identified three objectives as high priority and two objectives as medium priority to foster and maintain affordable housing in Gilbert's Consolidated Plan. The objectives are as follows:

High Priority:

- Single family housing emergency repair and minor home rehabilitation
- Single family housing major rehabilitation and reconstruction
- Acquisition and/or rehabilitation of rental housing

Medium Priority:

- Homebuyer assistance
- New rental housing

In FY 2011/12, the Town of Gilbert provided CDBG and HOME funding for two of the three high priority objectives. A total of $250,000 in CDBG funds were allocated to single family emergency repair and minor home rehabilitation assisting 56 Gilbert homeowners remedy unsafe and hazardous conditions in their home. This was a forty-five percent (45%) increase to households assisted during the first year of the consolidated plan.

The Town did not allocated federal funds to the second highest priority of single family housing major rehabilitation and reconstruction for several reasons, of which political climate is one. However, the Town has been working with local non-profit organizations such as Gilbert Community Action Network and Gilbert- For Our City to raise awareness and begin coordinating efforts for a community reconstruction program to assist the most dire needs within the community.

The Town allocated $300,000 in HOME funds and administered an addition $300,000 in Maricopa County HOME CHDO set-aside funds to purchase rehabilitate and lease four (4) new permanent affordable housing units in the Town of Gilbert. At the end of FY 11/12, the Town has a total of ten (10) affordable housing units added to its housing stock.

The Town did not invest any federal funds in medium priority housing needs for FY 11/12.

Specific Housing Objectives

1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.

2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.

3. Describe efforts to address "worst-case" housing needs and housing needs of persons with disabilities.

Program Year 2 CAPER Specific Housing Objectives response:

Gilbert's emergency and minor home repair program helps maintain safe, accessible and quality homes for low and moderate income households. In 2011, 56 households received emergency and minor home repair improvements to remedy a health or safety concern, expending $256,789 in CDBG funds.

Gilbert increased the affordable rental housing stock by partnering with ARM of Save the Family who purchased, rehabilitated and leased four rental housing units, expending $152,943 in HOME funds, $283,707 in HOME CHDO funds and assisting 16 individuals.

Activity	Specific Objectives	Outcome/ Objective	HOME $	CDBG $	Other Resources	Annual Expected Number	Actual Number
Rental Housing Objectives						**Units**	
1.1 Acquisition & Rehab of rental units.	Acquisition & rehab of rental units	DH-2	$600,000			4	4
1.2 Acquisition & Development Assistance of new rental housing	New rental housing	DH-2				0	
Owner Housing Objectives						Units	
2.1 Rehab of existing owner units.	Rehab of existing owner units	DH-1				20	0
2.2 Provide homebuyer down payment support.	Provide homebuyer down payment support	DH-2				0	
2.3 Provide emergency repair program support.	Provide emergency repair program support	DH-1		$250,000		25	56
HUD Outcome Code Key		**Availability/Accessibility**		**Affordability**		**Sustainability**	
Decent Housing		DH-1		DH-2		DH-3	

Renters Assisted by Income					
	5 – Year Goal		Year 1 Goal		Percent Completed
	Planned	Actual	Planned	Actual	
0-30% AMI	2	0	1	0	0%
31-50% AMI	10	6	3	3	60%
51-80% AMI	5	3	0	1	60%
Owners Assisted by Income					
	5 – Year Goal		Year 1 Goal		Percent Completed
	Planned	Actual	Planned	Actual	
0-30% AMI	60	28	12	18	47%
31-50% AMI	65	44	13	34	68%
51-80% AMI	25	12	5	4	48%

Gilbert's worst case housing needs are addressed through the County's Section 8 program and low-income tax credit multi-family housing units. The Town of Gilbert has a total of three LIHTC housing complexes for a total of 631 low income units of which 100 are specifically for elderly housing.

Public Housing Strategy

1. Describe actions taken during the last year to improve public housing and resident initiatives.

Program Year 2 CAPER Public Housing Strategy response:

There are no Public Housing or Section 8 programs based in Gilbert. Maricopa County's Section 8 program assists participants located in Gilbert. The Town has no plans to establish a Section 8 program within Gilbert. This is due to the high administrative cost of operating the program compared to the number of units that would be allocated to Gilbert, and no increased benefit from HUD in the form of additional vouchers or funding.

Barriers to Affordable Housing

1. Describe actions taken during the last year to eliminate barriers to affordable housing.

Program Year 2 CAPER Barriers to Affordable Housing response:

In FY 11/12 the barriers to affordable housing in Gilbert were identified as the following:

- Declining Property Values: Gilbert's single family median sales price has declined 49% from the 1st Quarter peak of $331,000 in 2006 to the July 2012 median price of $188,700. Even with this significant decline, $188,700 is still beyond what a moderate income family can afford.

  Gilbert, like many other valley communities, was hit hard during the recession with the decline of property values affecting Gilbert homeowners. In the beginning of 2007, Gilbert experienced a high number of foreclosures causing additional indicators to declining property values. In FY 2011, however, Gilbert experienced fewer foreclosures and began seeing increases in purchases of vacant and foreclosed homes. Various community and volunteer efforts have maintained neighborhoods and vacant homes located within their communities to lessen the impact of declining property values. Even with these efforts, there are many homeowners who chose to purchase homes in new developments within Gilbert rather than purchase and rehabilitate vacant homes for fear that property values would continue to decline.

- Homebuyers: The current foreclosure and financial market is having a negative impact on homebuyers. Many buyers are staying out of the housing market at this time due to the continuing decline in home values. Some first time homebuyers are having more difficulty purchasing a home because their lender is unwilling or unable to finance a first time homebuyer, even though the buyer was working with a HUD approved nonprofit housing counseling agency.
  In FY 11/12 the Town did not offer a down payment assistance or first time homebuyer program to assist buyers with purchase of a new home. The Town did refer to local HUD approved housing counseling agencies and encouraged buyers to become educated about the home buying process and other regional homebuyer resources.

- Create New Affordable Housing: Gilbert is a fairly new city with very few smaller parcels of residential land that are vacant or in need of redevelopment. This provides significant barriers to the creation of new affordable housing.

  The Town of Gilbert has large areas of residential land available in southern Gilbert and many of those areas are being developed for single family residences, however, they have all been master planned communities and many of which are not feasible for low to moderate income homeowners to purchase without significant subsidies or resources. The Town does not have a first time homebuyer program therefore, many looking to purchase a home for the first time are looking to other communities that have federally funded home buyer assistance programs to purchase older homes within their communities.

- Affordable Rentals: There are very few smaller (less than 25 units) multifamily rental developments in Gilbert. This makes it very difficult to acquire existing multi-family housing to convert to affordable and/or special needs housing. Some multi-family rental properties were converted to condos in recent years, providing more affordable homes for purchase but reducing the number of more affordably priced rental units.

  The Town has four apartment complexes built with LIHTC funds and one of those complexes are for elderly residents age 55 and older. However, Gilbert's population continues to grow and the demand for affordable rental housing leaves few openings in these complexes. The Town has funded ARM of Save the Family for the past three years to purchase, rehabilitate and lease vacant homes in Gilbert to increase the affordable housing stock, however, three years of funding have developed ten (10) units, while helpful, is still far below the demand and need for affordable housing.

HOME/ American Dream Down Payment Initiative (ADDI)

1. Assessment of Relationship of HOME Funds to Goals and Objectives
   a. Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.

2. HOME Match Report
   a. Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.

3. HOME MBE and WBE Report
   a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).

4. Assessments
   a. Detail results of on-site inspections of rental housing.
   b. Describe the HOME jurisdiction's affirmative marketing actions.
   c. Describe outreach to minority and women owned businesses.

Program Year 2 CAPER HOME/ADDI response:

In Year 2, Gilbert utilized it's HOME funds to make further progress towards the goal of increasing affordable housing units in Gilbert. The Town allocated $300,000 in FY 11/12 HOME funds to Affordable Rental Movement of Save the Family which purchased, rehabilitated and leased two permanent affordable rental units to income qualified renters. In addition, Gilbert administered a Maricopa County CHDO grant in the amount of $300,000 in FY 11/12 to purchase, rehab and lease and additional two permanent affordable rental units in Gilbert. A total of four units were purchased to increase the overall affordable rental housing stock to ten units utilizing HOME funds. ARM utilized agency staff to complete minor rehabilitation of the units and did not bid rehabilitation work to the community. Therefore, there were no activities in 2011 related to Minority and Women Owned Business Enterprises.

While a monitoring was completed in FY 11 for ARM of the Save the Family, there were no rental units inspected during the fiscal year as many had just been leased to clients.

The Town provided affirmative marketing actions in a variety of ways. Gilbert provided information of the Town's HOME funded rental units to the Town Council which resulted in a newspaper article in the Arizona Republic. While the Town's First Time Home-buyer Program was cancelled in late 2009, the Town maintains information on the Community Development webpage referring residents to other sources of down payment assistance and housing counseling services.

In cases when HOME funded activities have contracting opportunities, the Town provides outreach to minority and women owned businesses by contacting a list of eleven organizations notifying them of such opportunities. Gilbert did not have any contracting opportunities with HOME funds in 2011.

HOMELESS

Homeless Needs

*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Identify actions taken to address needs of homeless persons.

2. Identify actions to help homeless persons make the transition to permanent housing and independent living.

3. Identify new Federal resources obtained from Homeless SuperNOFA.

Program Year 2 CAPER Homeless Needs response:

In FY 11, Gilbert supported regional efforts to combat homelessness and participated in the Maricopa County Continuum of Care through the Maricopa Association of Governments, which includes a Gilbert Town Councilmember. In FY 11, housing needs for homeless individuals was identified by Town Council as an approved funding priority, specifically programs that provide emergency and transitional housing for homeless individuals and families.

While the Town of Gilbert does not have a local homeless shelter within its jurisdiction, the Town allocated $33,500 to six regional homeless services providers that provider emergency shelter, transitional shelter and homeless support services. A total of 345 homeless individuals previously residing in Gilbert were assisted by these six providers. In addition, the Gilbert CAP Office and the Salvation Army were allocated a combined $128,466 in general funds to assist 175 individuals and families at imminent risk of becoming homeless.

Actions to address needs of homeless persons and families			
	Expenditure	**Number**	**Source**
Bed Nights for Homeless	$17,300	9,211	Gilbert General Funds
Shelter Support	$33,500	414	CDBG & General Funds
Homeless Prevention	$128,466	175	Gilbert General Funds

Many of the regional homeless service providers offered a variety of services in addition to basic needs to help homeless persons transition to permanent housing and independent living. Gilbert funds helped to support services such as job preparation and job placement, child care, educational goal attainment, parenting skills, budgeting, health related services, and drug and alcohol dependency issues. Many homeless individuals must overcome a variety of barriers before being able to live independently and transition into permanent housing. Basic necessities include helping homeless persons obtain identification,

Specific Homeless Prevention Elements

1. Identify actions taken to prevent homelessness.

Program Year 2 CAPER Specific Homeless Prevention Elements response:

In 2011, Gilbert provided a total of 161,966 in CDBG and general funds to non-profit organizations to assist in preventing homelessness. Several regional shelters were supported to provide emergency and transitional shelter to homeless individuals and families to avoid them living on the streets or having to double up in other housing units. Gilbert also funded organizations that provided emergency financial assistance to families in crisis and on the verge of being evicted therefore causing homelessness. A total of 175 families received emergency financial assistance to avoid homelessness. Other supportive services were provided such as food, clothing and utility assistance to alleviate the crisis and allow families to utilize their resources towards rent payments and to avoid eviction.

Agency Name	Program Description	Funding Category	Funding Source	Allocation Amount	Outcome/ People Served
A New Leaf- East Valley Men's Center	Homeless shelter for single adult men	Emergency	General Funds	$4,500	7
A New Leaf – EMPOWER Program	Transitional housing and support for young adults aging out of foster care	Transitional	General Funds	$1,800	88
A New Leaf – La Mesita Shelter	Transitional housing and support for homeless families with children	Transitional	General Funds	$1,900	4
A New Leaf – La Mesita Shelter	Plumbing repairs for 23 transitional rental units for homeless families	Transitional	CDBG Funds	$15,000	69
Central Arizona Shelter Services	Homeless shelter and supportive services	Emergency	General Funds	$1,800	25
Community Services of Arizona	Gilbert CAP Office	Supportive	General Funds	$123,166	125
The Salvation Army	Eviction Prevention	Supportive	General Funds	$5,300	50
Save The Family	Transitional housing and support for homeless families with children	Transitional	General Funds	$7,300	25
Shoebox Ministry	Toiletry kits for homeless	Supportive	General Funds	$1,000	196
			TOTALS:	**$161,766**	**589**

Emergency Shelter Grants (ESG)

Gilbert doesn't receive ESG funding.

COMMUNITY DEVELOPMENT

Community Development

*Please also refer to the Community Development Table in the Needs.xls workbook.

Program Year 2 CAPER Community Development response:

1. Assessment of Relationship of CDBG Funds to Goals and Objectives
   a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.
   b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.
   c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.

In FY 11/12 the Town of Gilbert met and exceeded its two year goals and objectives in the areas of public service, economic development and public facilities and infrastructure improvements.

The following table provides an assessment of relationship of CDBG funds to goals and objectives related to the area of Community Development.

Summary of Community Development Accomplishments Town of Gilbert FY 2011-12 Program Year			
Housing	**Priority Need Level**	**Funds Expended**	**Fund Source**
Emergency & Minor Home Repair	High	$256,789	CDBG
Housing rehabilitation	High	$0	CDBG
Creation of affordable rental housing	High	$436,650	HOME/CHDO
Public Facilities/Infrastructure	**Priority Need Level**	**Funds Expended**	**Fund Source**
Sonora Town Water/Sewer	Medium	$680,638	CDBG/CDBG-R
A New Leaf, La Mesita Shelter Plumbing Project	Medium	$15,000	CDBG
Public Services	**Priority Need Level**	**Funds Expended**	**Fund Source**
Senior Services	High	$98,216	CDBG
Economic Development	**Priority Need Level**	**Funds Expended**	**Fund Source**
Entrepreneur & Job Creation Programs	High	$217,335	CDBG