



# Town of Gilbert Annual Action Plan 2019-2020

## Community Development Block Grant Home Investment Partnership

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# Executive Summary

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

### 1. Introduction

Since 1995, the U.S. Department of Housing and Urban Development (HUD) has required the development of a Consolidated Plan every five years and an Annual Action Plan during each of those five years in order for local jurisdictions to receive federal housing and community development funds under the Community Development Block Grant (CDBG) and HOME Investment Partnership Funds (HOME). The plans serve as a comprehensive strategy to address the needs of low to moderate income residents in the community. The Consolidated Plan and Annual Action Plans serve three main functions: 1) a planning document for the Town of Gilbert; 2) an application for federal funds under HUD's CDBG formula grant program; and 3) it details strategies that will be followed in carrying out HUD programs.

Gilbert's Annual Action Plan will outline the objectives, goals and projected outcomes to be carried out utilizing CDBG funds and HOME funds during the final year of the Five Year Consolidated Plan. Priorities presented in the final year Annual Action Plan were developed during the public process of creating the Five Year Consolidated Plan and also represent any input from the residents during the development of this year's plan.

### 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Although identified as priority needs, not all will be addressed in any one planning year. For Gilbert's final Annual Action Plan period, a minimum of two of the high priority needs will be addressed and include a focus on suitable living environment and infrastructure development.

Gilbert's strategy for suitable living environment includes:

- Preserve neighborhoods through emergency and minor housing rehabilitation assistance to a minimum of 60 qualified homeowners;
- Provide general fund opportunities to organizations assisting seniors, families and individuals in crisis and low and moderate income individuals in maintaining self-sufficiency;
- Continue to work on a regional level to address homeless issues as well as provide homeless prevention assistance;

- Increase the permanent affordable rental housing stock by one, from 16 to 17 dwelling units, through the use of HOME funds.

Gilbert's strategy for Public improvement and infrastructure development includes:

- Utilize CDBG funds to renovate the Heritage Center exterior grounds and parking areas to improve accessibility and become ADA compliant
- Begin design for the repair and replacement of sidewalks in the Heritage Center that are not ADA compliant

CDBG Administration costs will include fair housing activities and consulting costs for the development of a feasibility study focusing on a Family Advocacy Center for domestic violence victims.

### **3. Evaluation of past performance**

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

Annually, Gilbert prepares the Consolidated Annual Performance and Evaluation Report (CAPER) which captures progress toward meeting the needs and achieving strategies established in the Consolidated Plan and Annual Action Plan. Gilbert also monitors performance measures of sub-recipients and staff regularly reviews internal policies and procedures to identify operational improvements, resource allocation issues, and policy questions to be addressed in the upcoming year.

The Town of Gilbert and its partners have been successful in implementing its projects to meet the priorities and goals identified in last year's annual plan and the five year consolidated plan. In regards to preserving and improving the habitability of owner-occupied housing through emergency home repair assistance, Gilbert has exceeded its goal of assisting 58 income eligible participants. To date, 65 homeowners have been assisted with emergency and minor home repairs, alleviating unsafe or hazardous home conditions.

Gilbert also substantially completed the renovation of Page Park Center, now named the Heritage Center. CDBG funds were used to transform the vacant, non-functional building into a resourcing center that is providing much needed services to Gilbert residents including utility and rent assistance, parenting classes, behavioral health services, preventative dental services for children, and nutrition information and assistance. The renovation was an example of successful collaboration between the Town of Gilbert and community non-profits who are actively assisting in serving the low and moderate income residents of the community.

Gilbert strategically balances HUD goals, CDBG's primary objectives, Gilbert's needs as identified in the Gilbert Community Needs Assessment, council and community feedback in order to plan and implement programs/projects utilizing annual CDBG resources.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The annual plan regulations stipulate that Gilbert must meet minimum citizen participation requirements, consisting of public hearings, public comment periods and consultations.

a. Public Hearings: Annually, Gilbert conducts a minimum of one public meeting and a public hearing to allow the community an opportunity to comment on the Annual Action Plan. All public hearings/meetings are posted on Gilbert's website and the draft plan is available for review prior to the public hearing. The first public meeting/hearing to solicit comments on the proposed fifth Annual Action Plan was conducted on Thursday, February 21, 2019, a second was completed on Wednesday, March 13, 2019 and the final public hearing was held on May 16, 2019.

b. Public Comment Period: Gilbert also provides a thirty day public comment period scheduled from February 28, 2019-March 31, 2019. Public comment periods are advertised in a local newspaper of general circulation, posted on social media, on Gilbert's website, noticed through posters/flyers at municipal buildings and placed in targeted locations. Posted flyers in Spanish are also placed in targeted locations.

c. Consultations: The consultation process includes outreach to community partners and stakeholders, service providers, regional service providers, government officials, the faith community, and targeted population groups to obtain feedback and input into making Gilbert's goals and objectives. County-wide outreach during the Maricopa County HOME Consortium citizen participation and consultation process includes public meetings, hearings, outreach and newspaper notification in order to receive broader input regarding HOME funded activities.

#### **5. Summary of public comments**

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

Public comments received at the February 21, 2019 public meeting, the March 13, 2019 and May 6, 2019 public hearing are attached.

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

There were no public comments or views not accepted to date. All public comments have been accepted and incorporated in the annual action plan as appropriate.

## **7. Summary**

The Town of Gilbert is committed to allocating funds that serve the needs of low-income residents. Gilbert will continue to utilize its CDBG appropriations over the next year to address the goals and objectives set forth in the plan. These goals and objectives include targeting aging and non-compliant ADA infrastructure, increasing its permanent affordable rental housing stock, assisting homeowners maintain safe and suitable living environments, educating residents about fair housing, and exploring opportunities to assist domestic violence victims. A majority of CDBG funds will continue to be targeted in the low-income area and neighborhoods of the downtown Heritage District in Gilbert.

In addition, Gilbert will continue to utilize general funds to support public services to low and moderate income people including, but not limited to, health care, food and nutrition programs, education programs, activities and support for seniors, housing assistance, job training, case management and counseling for the homeless, abused children and others.

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

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

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	GILBERT	
CDBG Administrator	GILBERT	Town Manager's Office
HOME Administrator		

Table 1 – Responsible Agencies

### Narrative

The following are the agencies/entities responsible for preparing the Fiscal Year 2019-2020 Gilbert Annual Action Plan and those responsible for administration of each grant program and funding source. The Town of Gilbert is responsible for administering the CDBG Funds. The Town of Gilbert works in collaboration with Maricopa County to administer the HOME funds.

### Consolidated Plan Public Contact Information

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

### **1. Introduction**

The Town of Gilbert consulted with other public and private agencies, Maricopa County HOME Consortium, various Maricopa Association of Governments committees, community groups and local non-profits for preparation of the fifth year Annual Action Plan. Gilbert works with local and regional non-profit organizations regularly to ensure that services are provided within the Town of Gilbert and that quality and measureable outcomes are met. Gilbert provides general funds for many social service providers based in both Gilbert and outside of Gilbert in order to provide a variety of services to meet the needs of Gilbert residents.

**Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).**

Gilbert is focused on the initiatives realized due to the outcomes of the 2014 Gilbert Human Services Needs Assessment by coordinating with public and private providers to discuss and implement actions to address community needs. Specifically, Gilbert is working with the following organizations to meet the needs:

#### **1. Housing**

- ARM of Save the Family - acquisition and rehabilitation of single-family housing units.
- City of Mesa- coordination to support the VASH program in Gilbert which allows for veterans to utilize housing vouchers outside of Mesa.

#### **2. Health**

- East Valley Behavioral Health Coalition- develop information about accessing the system of care, plus identifying and filling the gaps. This group consists of local and regional mental health and substance use providers and professionals, Town departments such as the Gilbert Youth and Adult Counseling and Victim's Advocates, Gilbert Police, Gilbert Fire and community members.
- Heritage Center Providers- Gilbert continues to collaborate with medical, dental and mental health providers, as well as other non-profits who are beginning to provide a variety of resource services at low or no cost to vulnerable and low income individuals and families.



### 3. Other services

- Police Community Partnership meetings- community organizations, boards and residents have an opportunity for open dialogue with the Gilbert Police Department regarding other needs and issues facing the community.
- Community Benefits Committee- assistance in the development of the community health report, sustainable initiatives and review of community grants.

#### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

Gilbert is a participant in the Maricopa County Regional Continuum of Care (CoC) and a member of the Maricopa Association of Governments (MAG). Gilbert provides support to the Maricopa Continuum of Care and regional homeless service providers that provide emergency shelter, transitional housing, and basic needs assistance to homeless individuals and families including chronically homeless, veterans and unaccompanied youth.

The MAG Continuum of Care Regional Committee on Homelessness is responsible for developing a regional plan to end homelessness and the CoC prepares the application for funding to support regional homeless assistance programs. Gilbert participates and contributes data in preparation for the annual funding application by participating in MAG's regional Point-In-Time Homeless Street Count and MAG's annual Heat Relief Campaign.

Gilbert also anticipates utilizing general fund dollars to support the non-profit providers who are serving chronically homeless individuals and families, families with children, veterans, unaccompanied youth and persons at risk of homelessness. In addition, Gilbert has an IGA in place with the City of Mesa supporting the VASH program.

#### **Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The Town of Gilbert does not receive ESG funds.

### **2. Agencies, groups, organizations and others who participated in the process and consultations**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	A New Leaf
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Services - Victims
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization was invited to submit comments related to housing, homeless services and other issues relevant to the third Annual Action Plan. The anticipated outcome was to improve coordination with a regional organization whose mission is to assist individuals and families from homelessness to permanent supportive housing.

2	<b>Agency/Group/Organization</b>	Save the Family Foundation of Arizona
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Services-Education Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	This organization was invited to submit comments related to housing, homeless services and other issues related to the third Annual Action Plan. The anticipated outcome is to improve coordination with a regional organization whose mission is to promote the general welfare and to enhance the quality of life for homeless families with dependent children and those moving from emergency housing to transitional housing.
3	<b>Agency/Group/Organization</b>	Central Arizona Shelter Services, Inc.
	<b>Agency/Group/Organization Type</b>	Housing Services-homeless

	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	This organization was invited to submit comments related to housing, homeless services and other issues relevant to the third Annual Action Plan. The anticipated outcome is to improve coordination with a regional organization whose mission is to assist in moving as many people as possible from homelessness to housing. The agency provides basic needs and emergency housing for single adult men and women. This organization is also a member of the local Coc.
4	<b>Agency/Group/Organization</b>	AZCEND
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Elderly Persons Services-Victims of Domestic Violence Services-Education Services-Employment Services - Victims
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Anti-poverty Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	This organization was invited to submit comments related to housing, homeless services, non-homeless special needs and other issues relevant to the third year Annual Action Plan. The anticipated outcome is to improve coordination with a local organization whose mission is to assist low to moderate income persons and families with food through the local food pantry, emergency financial services through the Community Action Programming (CAP) offices, and independent living through senior and disabled congregate and home delivered meals.
5	<b>Agency/Group/Organization</b>	Catholic Charities Community Services
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Victims of Domestic Violence Services - Victims
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	This organization was consulted for services to victims of domestic violence and their dependent children as well as the anti-poverty strategy. Catholic Charities provides emergency and transitional shelter for domestic violence victims and their children. Additional services include basic needs, employment assistance, child care assistance and case management.

**Identify any Agency Types not consulted and provide rationale for not consulting**

N/A

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Maricopa Association of Governments	Goals and strategies for the use of federal funds to address homelessness are consistent

**Table 3 - Other local / regional / federal planning efforts**

**Narrative**

**AP-12 Participation - 91.401, 91.105, 91.200(c)**

**1. Summary of citizen participation process/Efforts made to broaden citizen participation  
Summarize citizen participation process and how it impacted goal-setting**

According to Gilbert's Citizen Participation Plan, residents and stakeholders are given multiple opportunities to comment on the plan during the plan development and the completed plan. A 30 day comment period is posted on Gilbert's website and three public meetings were scheduled to provide opportunities for public comment. The public meetings are posted on social media and Gilbert's website, noticed through posters/flyers at municipal buildings and placed in targeted locations as well as being advertised in a newspaper with local circulation. Notices provided information about alternative formats and accommodations for disabilities and were also provided in Spanish.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	Discussion on sewer, drainage issues, paint program, feral cats and marketing.3 Attendees	Comments received are included as a separate attachment to this report	All comments were accepted and included in the plan as applicable	<a href="http://www.gilbertaz.gov/housing">www.gilbertaz.gov/housing</a>
2	Public Hearing	Non-targeted/broad community	1 Attendee. Discussion on sewer, drainage issues, and fair housing workshop.	Comments received are included as a separate attachment to this report	All comments were accepted and included in the plan as applicable	<a href="http://www.gilbertaz.gov/housing">www.gilbertaz.gov/housing</a>
3	Flyers	Non-English Speaking - Specify other language: Spanish	None	None	None	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Newspaper Ad	Non-targeted/broad community	NA	NA	NA	<a href="http://www.gilbertaz.gov/housing">www.gilbertaz.gov/housing</a>
5	Internet Outreach	Non-targeted/broad community	62 unique CDBG webpage views; Facebook: 1 Facebook Event Reach: 1,562 Engagements: 39 Twitter: 3 Posts Impressions: 5,771 Engagements: 80	None	None	
6	Public Hearing	Non-targeted/broad community	Public hearing at open council meeting, no public comment, 2 councilmember comments	1 councilmember requested to vote separately; 1 councilmember had some concerns but supported overall package. Discussed that the regulations may impact affordable housing and Town efforts in reviewing land development code may see improvement.	All comments were accepted and included in the plan as applicable	<a href="https://www.gilbertaz.gov/departments/clerk-s-office/draft-final-meeting-minutes">https://www.gilbertaz.gov/departments/clerk-s-office/draft-final-meeting-minutes</a>

**Table 4 – Citizen Participation Outreach**



## Expected Resources

### AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

#### Introduction

The following are the expected resources available to the Town of Gilbert for use during the fourth annual action planning period of July 1, 2019 through June 30, 2020.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	924,318	0	212,077	1,136,395	1,136,395	

**Table 5 - Expected Resources – Priority Table**

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

The Town of Gilbert anticipates committing resources from its general fund and from citizen donations through the Neighbor 2 Neighbor/Share My Stamp program (water bill), to assist 26 programs from non-profit agencies that provide services to homeless and domestic violence shelters, programs designed to assist the working poor, those individuals with disabilities, and programs designed to assist youth and seniors. Partnering with these local and regional non-profit partners to implement and administer many of the housing and human services programs in Gilbert allow the non-profits to leverage Gilbert funds with other private, state, and local funds to provide additional services and support for Gilbert residents receiving assistance through the program. If a non-profit partner is a recipient of Gilbert HOME funds, they are required to provide the non-federal Match before receipt of HOME funds. Match funds are documented and monitored to ensure federal regulations are followed.

**If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The renovation of the exterior areas and parking lots of the Heritage Center are owned by Gilbert and are located in the Gilbert Downtown Heritage District. The renovation project provides an opportunity Gilbert to provide improvements in an income eligible area. In addition, if funding allows all sidewalk improvements related to ADA compliance are also owned by Gilbert and located in the Heritage District.

**Discussion**

The Town of Gilbert will utilize CDBG and HOME funds for housing and community development activities that are in line with the goals of the 2015-2020 Consolidated plan. Gilbert will allocate the 2019-2020 funds as follows:

- \$324,000 for Emergency and Minor Home Repair program
- \$184,000 for CDBG Administration (including funds for fair housing workshop and family advocacy study)
- \$400,000 for the infrastructure exterior renovation project at the Heritage Center
- \$228,395 ADA sidewalk design and repairs in the Heritage District

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Emergency & Minor Home Repair	2015	2019	Affordable Housing	Town-wide	Affordable Housing	CDBG: \$324,000	Homeowner Housing Rehabilitated: 60 Household Housing Unit
2	Public Facilities, Improvements and Infrastructure	2015	2020	Non-Housing Community Development	Heritage District	Non-housing Community Development	CDBG: \$628,395	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 5000 Persons Assisted

**Table 6 – Goals Summary**

#### Goal Descriptions

<b>1</b>	<b>Goal Name</b>	Emergency & Minor Home Repair
	<b>Goal Description</b>	In Fiscal Year 2019-2020, the fifth year of the Consolidated Plan, Gilbert will utilize \$324,000 for the Emergency and Minor Home Repair program to alleviate health and safety hazards for sixty (60) Gilbert homeowners. Emergency and minor home repairs include repairing or replacing HVAC systems, repairing plumbing or electrical hazards, roof leaks, broken glass, installing fire detectors, and repairing trip hazards. Repairs may also include removing ADA accessible barriers in the home such as bathtub to roll in shower conversations, widening doorways or building wheelchair ramps.

2	<b>Goal Name</b>	Public Facilities, Improvements and Infrastructure
	<b>Goal Description</b>	<p>Gilbert will allocate \$400,000 in FY 2019-2020 to renovate the exterior areas of the Heritage Center. The project focus in FY19-20 will include the design of improvements and construction. Specifically the focus will be to provide better access, lighting, signage and required Americans with Disabilities Act (ADA) upgrades.</p> <p>Gilbert completed an accessibility evaluation in 2018 which identified a variety of ADA compliance issues including parking signs, curb ramp slopes, accessible paths of travel between the building and parking lot, companion bench seating availability, and playground transfer station concerns.</p> <p>The National Objective being met with the exterior improvement is to benefit a low and moderate income area. The target area is within the census tract within Gilbert’s Heritage District where over 76.67% of the individuals have incomes of 80% of the median income or less.</p> <p>Gilbert will also allocate \$228,395 in FY 2019-2020 to design and as possible begin the repair of sidewalks in the Heritage District. The project focus in FY19-20 will include the design of improvements of those areas identified in the 2018 study as being out of compliance with the Americans with Disabilities Act (ADA).</p> <p>Gilbert completed a sidewalk accessibility evaluation in 2018 which identified seven zones in the Heritage District that were in need of upgrades.</p> <p>The National Objective being met with the exterior improvement is to benefit a low and moderate income area. The target area is within the census tract where up to 76.67% of the individuals have incomes of 80% of the median income or less.</p>

## AP-35 Projects - 91.420, 91.220(d)

### Introduction

The Gilbert Five Year Consolidated Plan outlines proposed strategies for the expenditures of Gilbert's CDBG funds with the mission to provide suitable living environments by revitalizing low- to moderate income neighborhoods, to assist disadvantaged, low-income and homeless persons by providing adequate public facilities and services and generating affordable housing opportunities. Gilbert will utilize CDBG funds during the fifth year of the Five Year Consolidated Plan to assist low to moderate income residents with emergency and minor home repairs to alleviate health or safety hazards in their home, implement renovations to the exterior area of the Heritage Center in the Heritage District in order to provide adequate accessibility to public services and begin design and possible construction to meet ADA compliance on sidewalks in the Heritage District.

#	Project Name
1	FY20 Emergency and Minor Home Repair
2	FY20 Heritage Center Exterior Renovation
3	FY20 ADA Sidewalk Repairs- Phase 1
4	FY20 CDBG Administration

Table 7 – Project Information

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

The projects identified to be completed during the final year of Gilbert’s consolidated plan directly align with the strategies in the five-year plan that recognize obstacles to meeting underserved needs.

Obstacles to meeting underserved needs within Gilbert include the following:

- The areas of the built environment in the northern part of the community will require on-going maintenance and replacement costs due to age compared to the new and larger master-planned areas of central and southern Gilbert;
- The aging of homes in north Gilbert;
- Increased need for services due to population growth;

To address some of the identified obstacles, Gilbert will:

- Continue to target capital improvements and services in the Heritage District but improving the accessibility to the Heritage Center that offers social services;
- Continue to use general fund dollars to non-profits with who are providing supportive services to low- and moderate-income residents;
- Provide emergency and minor home repairs to all Gilbert homeowners;
- Based on a completed study that researched the ADA compliance of sidewalks, design and repairs will be started in the downtown neighborhood areas.

## AP-38 Project Summary

### Project Summary Information

1	<b>Project Name</b>	FY20 Emergency and Minor Home Repair
	<b>Target Area</b>	Town-wide
	<b>Goals Supported</b>	Emergency & Minor Home Repair
	<b>Needs Addressed</b>	Non-housing Community Development
	<b>Funding</b>	CDBG: \$324,000
	<b>Description</b>	Gilbert Emergency & Minor Home Repair will assist 60 households with health or safety related issues within the home for income eligible homeowners.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	60
	<b>Location Description</b>	Town wide
	<b>Planned Activities</b>	The Gilbert Emergency and Minor Home Repair program will address health and safety hazards in owner-occupied income eligible Gilbert homes. Activities may include repair and replacement of HVAC systems, electrical, plumbing, roof repairs, and glass replacement or removed ADA accessibility barriers.
2	<b>Project Name</b>	FY20 Heritage Center Exterior Renovation
	<b>Target Area</b>	Heritage District
	<b>Goals Supported</b>	Public Facilities, Improvements and Infrastructure
	<b>Needs Addressed</b>	Non-housing Community Development
	<b>Funding</b>	CDBG: \$400,000

	<b>Description</b>	CDBG funds will be utilized to renovate the exterior of the Heritage Center to provide better accessibility to the building, meet Americans with Disabilities Act (ADA) compliance for parking, the playground, and seating. In addition, wayfinding signage and lighting and will be improved for safety. The National Objective being met with the exterior improvement is to benefit a low and moderate income area. The target area is within the census tract within Gilbert Heritage District where over 76.67% of the individuals have incomes of 80% of the median income or less.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The Heritage Center provides access to social services for residents of Gilbert in a low-moderate qualifying area and is serving uninsured, underinsured and income eligible families and individuals. It is estimated that the annual attendance at the facility will be 5,000-6,000 visits.
	<b>Location Description</b>	The Heritage Center is located in Gilbert's Heritage District on the northwest corner of Oak Street and Bruce Ave, address 132 W Bruce Ave, Gilbert AZ 85233. Heritage Center is adjacent to the Gilbert Boys and Girls Club, Gilbert Community Center-Home of the Gilbert Senior Center and Page Commons, a 55 and older apartment complex.
	<b>Planned Activities</b>	The project focus in FY19-20 will include the design of improvements and construction. Specifically the focus will be to provide better access to the building, improved area lighting for nighttime safety, sidewalk improvements, wayfinding signage, playground replacement and required Americans with Disabilities Act (ADA) upgrades.  Gilbert completed an accessibility evaluation in 2018 which identified a variety of ADA compliance issues including parking signs, curb ramp slopes, accessible paths of travel between the building and parking lot, companion bench seating availability, and playground transfer station concerns.
<b>3</b>	<b>Project Name</b>	FY20 ADA Sidewalk Repairs- Phase 1
	<b>Target Area</b>	Heritage District
	<b>Goals Supported</b>	Public Facilities, Improvements and Infrastructure
	<b>Needs Addressed</b>	Non-housing Community Development
	<b>Funding</b>	CDBG: \$228,395

	<b>Description</b>	This project will focus on design and repair of the areas found out of ADA compliance in the Heritage District. Gilbert completed a study in 2018 that identified seven zones in the Heritage District that are in need of updates. The project will need to be completed in multiple years and phase 1 will focus on completing any necessary design, prioritizing the areas of repair, and beginning construction.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that all 714 households in the Heritage District would benefit, including all businesses and visitors to the area. The target area is within the Heritage District which has census tracts 422401.2 (76.67%), 422402.3 (55%), 422401.1 (44.93%) and 442401.2 (35.17%) where as noted between 76.67% and 35.17% of the individuals have incomes of 80% of the median income or less.
	<b>Location Description</b>	The focus of the project will be within CDBG eligible areas in the Heritage District.
	<b>Planned Activities</b>	The planned activity for phase 1 is to design, prioritize and begin repairs of sidewalks in the Heritage District as identified in the 2018 study as being out of compliance with the Americans with Disabilities Act (ADA).
4	<b>Project Name</b>	FY20 CDBG Administration
	<b>Target Area</b>	Town-wide
	<b>Goals Supported</b>	Emergency & Minor Home Repair Public Facilities, Improvements and Infrastructure
	<b>Needs Addressed</b>	Affordable Housing Non-housing Community Development
	<b>Funding</b>	CDBG: \$184,000
	<b>Description</b>	Funding for administering programs in the Town of Gilbert.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	50 for Fair Housing workshop
	<b>Location Description</b>	NA



	<b>Planned Activities</b>	Administration of Town CDBG programs, funding for a fair housing workshop and funding to support the completion of a feasibility study for a Family Advocacy Center.
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## **AP-50 Geographic Distribution - 91.420, 91.220(f)**

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

Gilbert will direct CDBG assistance to the areas of Gilbert which have the oldest housing stock, low-income and minority concentration as well as reaching out to income eligible residents scattered throughout town limits. U.S. Census Tracts 422401.2 and 422401.3 which includes Gilbert's Downtown Heritage District contains Gilbert's highest concentration of low- to moderate-income residents and are two of the census block groups that exceeds the HUD exception threshold for Gilbert. HUD typically defines a low- and moderate-income area as an area (often a Census Tract) where at least 51 percent of the residents are low and moderate income. However, in some communities, there are no or very few areas in which 51 percent of the residents are low and moderate income. For these grantees, the CDBG regulations authorize an exception criterion in order for such grantees to be able to undertake area benefit activities. The Town of Gilbert is one of the communities where the exception criteria apply. In the case of the Town of Gilbert, the threshold is 29.1% of the total population in an area. Gilbert has 30 census block groups that have low to moderate income residents that meet the exception criterion.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
Heritage District	65
Town-wide	35

**Table 8 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

Gilbert's Downtown Heritage District has approximately 714 residential units which includes congregate care and consist of housing units built in the 1930's and 1940's. Of the 15,009 individuals residing within a mile radius of the Heritage District, the average household size is 2.73 and 11.3% have annual household incomes between \$15,000 and \$24,000. Investments in this area, including infrastructure improvements such as accessibility to the social services available, help stabilize the area, provide opportunities for the residents and can attract businesses which in turn offer new employment opportunities to local residents. Low income households often experience multiple housing problems to a much greater degree than the population in general. Therefore, Gilbert will offer emergency and minor home rehabilitation services to low income households regardless of their specific geographic location in Gilbert. These repairs can make the difference in a low-income household's financial stability by reducing hazards within the home and allowing the households to utilize their limited resources toward other areas to maintain stability.

## **Discussion**

During the 2019-2020 funding year, CDBG and HOME funding will focus on meeting the needs of our top priorities which are improving aging infrastructure, increasing permanent affordable rental housing stock, and assisting homeowners maintain safe and suitable living environments. The majority of the CDBG funds are focused on improving aging infrastructure and HOME funds will be utilized to provide affordable decent housing.

## **AP-75 Barriers to affordable housing -91.420, 91.220(j)**

### **Introduction**

With the high cost of housing impacting the East Valley, Gilbert is committed to exploring opportunities to meet housing needs. Staff will continue to research and identify public/private partnerships in the construction and development of affordable housing. The Town will also continue to look for opportunities to leverage its HOME funds and affordable housing options through the Maricopa County HOME Consortium.

In the final year of the Consolidated Plan, Gilbert will help maintain affordable housing by assisting Gilbert homeowners with emergency and minor home repairs. The program is designed to assist immediate health and safety needs within the home to allow homeowners to utilize their limited resources in other areas of stabilization while allowing the resident to maintain their homeownership.

Gilbert will also focus on affordable housing during this year using HOME funds. Gilbert will partner with a non-profit organization to purchase, rehabilitate and rent an affordable housing unit to income eligible residents.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

In a review of local building codes, no obvious issues were found to discourage the development of affordable housing nor does there appear to be significant barriers to affordable housing with regard to public policy.

Gilbert is continuing to explore a partnership with Maricopa County in which a portion of allocated home funds could be utilized for a TBRA program in Gilbert. Gilbert also met with a company interested in developing a facility for veterans. Finally, Gilbert has seen an increase in allowable residential density and permits for multi-family residential uses. Last fiscal year the planning commission approved over 1678 units for development and it is anticipated that multifamily units will continue to be developed in Gilbert as is showcased by the 240 pending permits this fiscal year.

In order to reduce any potential barriers to affordable housing, Gilbert has identified the following areas where action could assist in limiting such barriers:

- Provide resources and connections to homebuyer education and financial literacy classes through non-profit providers;
- Review town owned and privately-owned parcels to determine if any are suitable for affordable

- housing; and
- Work with organizations receiving funds through the Community Development Housing Organization (CHDO) to determine if there are areas within Gilbert that could satisfy the necessary requirements for development.

## **Discussion**

In the fifth year Annual Action planning period, Gilbert will continue to utilize general funds to support emergency and transitional housing for homeless, non-homeless and special needs individuals and families from Gilbert. In addition, Gilbert will continue to utilize general funds to support the Gilbert CAP office which provides emergency financial assistance to help individuals and families avoid eviction and prevent homelessness. Finally, Gilbert will partner with a non-profit organization to purchase and rehabilitate one single family dwelling unit to be used as permanent affordable rental housing which will increase Gilbert's affordable rental housing stock from 16 units to 17 units.

## **AP-85 Other Actions - 91.420, 91.220(k)**

### **Introduction**

The Town of Gilbert will continue to utilize findings from the 2014 Human Service Needs Assessment, public comments, and coordination with local service providers to identify the needs, gaps in services and prioritize local and federal resources to meet those needs. During the final year of this annual action planning period, Gilbert will continue to implement programs and projects to meet the underserved needs in the community, address housing issues for low- and moderate-income households, support regional homelessness efforts, and support anti-poverty programming.

### **Actions planned to address obstacles to meeting underserved needs**

The largest obstacle Gilbert faces in meeting underserved needs is the limited funding available from federal, state, and local sources. With limited funding, Gilbert must rely on community partners to leverage resources to address priority needs. The town will continue to identify additional funding resources and community partners to assist with prioritized needs. In addition, the town will continue the collaborative efforts with other jurisdictions to improve serving these needs.

### **Actions planned to foster and maintain affordable housing**

The high cost of housing in Gilbert, as similar in the nation, continues to be a challenge in meeting the housing needs of all income levels. Staff will continue to research and explore public/private partnerships in the construction and development of affordable housing. The Town will also continue to look for opportunities to leverage its HOME funds and affordable housing options through the Maricopa County HOME Consortium.

In the fifth year of the Consolidated Plan, Gilbert will help maintain affordable housing by assisting Gilbert homeowners with emergency and minor home repairs. The program is designed to assist immediate health and safety needs within the home to allow homeowners to utilize their limited resources in other areas of stabilization while allowing the resident to maintain their homeownership.

Gilbert will also focus on affordable housing during the final year through the use of HOME funds. Gilbert will partner with a non-profit organization to purchase, rehabilitate and rent an affordable housing unit to income eligible residents.

### **Actions planned to reduce lead-based paint hazards**

Gilbert has newer housing stock of which over 95% of Gilbert's housing stock was built after 1980. Approximately 44 housing units are pre-1940 construction. This older housing stock is often occupied by low and moderate income families. Significant CDBG and HOME investment has been made over the years to rehabilitate much of this older housing. Emergency home repair and minor housing

rehabilitation will continue as the program mechanism utilized by Gilbert to address lead based paint hazards.

The Town of Gilbert administers an Emergency and Minor Home Repair Program which may, at times, occur on a Gilbert home built prior to 1978. In addition, other programs such as acquisition and rehabilitation may occur with homes that are at risk for lead based paint or hazards. Each home that utilizes CDBG or HOME funds is researched to obtain the year in which the home was built. Each home is also inspected by a certified Lead Based Paint Inspector to ensure there are no hazards appearing on the property. If such hazards are present, Gilbert will contract with a consultant to test the level of lead based paint hazard to determine the appropriate mitigation techniques.

The Town of Gilbert administers an Emergency and Minor Home Repair Program which may, at times, occur on a Gilbert home built prior to 1978. In addition, other programs such as acquisition and rehabilitation may occur with homes that are at risk for lead based paint or hazards. Each home that utilizes CDBG or HOME funds is researched to obtain the year in which the home was built. Each home is also inspected by a certified Lead Based Paint Inspector to ensure there are no hazards appearing on the property. If such hazards are present, Gilbert will contract with a consultant to test the level of lead based paint hazard to determine the appropriate mitigation techniques.

### **Actions planned to reduce the number of poverty-level families**

The Town of Gilbert will continue to support various public service programs such as the Community Action Program (CAP) through a non-profit funding process. Essential services aimed at helping to reduce the number of poverty level families include supporting programs that meet the critical needs of families such as food and medical care, emergency financial assistance to prevent eviction and utility shut-offs, employment training and job search, child care assistance, and case management. In addition, with the Heritage Center open, new services have become available to residents including the volunteer income tax assistance (VITA) program which will allow for additional education. These vital services are needed to assist persons and households maintain housing, employment, and stable environments for their dependents.

### **Actions planned to develop institutional structure**

One of the institutional gaps identified previously was that very few service providers are physically located in the Town of Gilbert so residents have to travel to receive services. With the addition of the Heritage Center, Gilbert has the opportunity to work with service providers within the Town limits. In addition, the building has been renovated in a manner in which additional community organizations and groups will be able to utilize the community room within the facility at no cost to provide satellite services to Gilbert residents.

Gilbert will also continue to work together with other local jurisdictions and non-profit organizations to maintain an institutional structure. The Community Resources division of Gilbert will work on behalf of

the Town to administer the CDBG and HOME funding and will be working closely with other departments, such as Public Works, Parks & Recreation, Planning & Zoning, and Economic Development. Non-profit organizations are also an important component of the institutional structure therefore 26 non-profit organizations providing 28 programs will receive general funds from Gilbert and each of these organizations offers a unique service to the Gilbert community.

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

Gilbert will continue to collaborate with public and private housing and social service agencies to meet the goals and objectives of the Consolidated Plan. This may include ongoing meetings, special meetings and/or participation on relevant tasks forces.

### **Discussion**

The actions are primarily the continuation of what Gilbert is currently doing in various areas. Gilbert is satisfied with its efforts to coordinate with social service agencies.



## Program Specific Requirements

### AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

#### Introduction

The Town of Gilbert does not project to receive any program income for FY 2019-2020. However, if program income is received, Gilbert will allocate those funds in the same program year. Gilbert does not intend to spend any CDBG funds on urgent need activities.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

## **Discussion**

The purpose of this document is to inform the Housing and Urban Development (HUD) Department and the citizens of Gilbert what the Town intends to do with the funding that we will receive for the 2019-2020 funding year. The Town of Gilbert is a service organization with a new mission to "Anticipate, Create, and Help People and Businesses". With this in mind, Gilbert recognizes it cannot accomplish the goal of helping people, all people, until we are able to provide the same services and resources to our low to moderate income residents, including a focus on providing access to resources, reliable infrastructure, and safe and affordable housing options. The funds that are received from HUD directly help the Town enhance these opportunities for our low income residents.

## Attachments

## Citizen Participation Comments

**Town of Gilbert  
Community Development Block Grant (CDBG)  
Annual Action Plan 2019-2020**

**Public Meeting**

**February 21, 2019 5:30 P.M.**

**Heritage Center, 132 W. Bruce Avenue  
Gilbert, Arizona 85233**

**TOWN OF GILBERT STAFF PRESENT:**

Melanie Dykstra, Community Resources Program Supervisor  
Amanda Elliott, Heritage District Liaison

**MEMBERS OF THE PUBLIC PRESENT:**

Doraise Liddel, Resident  
Jeremy Conkle, Resident

- 1. CALL TO ORDER:** The meeting was called to order by Melanie Dykstra at 5:30 p.m.
- 2. PURPOSE OF MEETING:** The Town of Gilbert is in the process of preparing the draft Community Development Block Grant (CDBG) Annual Action Plan for Fiscal Year 2019-2020, as required by the US Department of Housing and Urban Development (HUD) in order to receive federal funds under the CDBG program and HOME Investment Partnership Funds. The one-year action plan is based on the priority needs defined in the 5-year Plan. Overall, the strategy continues to focus on the general priorities for assisting lower-income Gilbert residents and neighborhoods.

This meeting will provide an overview of the eligible range of activities, anticipated potential resources, possible priorities, identified needs, and proposed activities. There will be an opportunity for the public to ask questions and provide feedback regarding the Annual Action Plan.

Last year, Mrs. Liddel suggested looking at the sidewalks, and Mrs. Dykstra was able to redirect funds for a sidewalk study. We are open to ideas from community members as it will make a difference in how these funds are utilized.

**CDBG FUNDS MUST MEET NATIONAL OBJECTIVES:**

- Benefit low and moderate income persons
- Area benefit (sidewalks, water lines, neighborhood facilities, etc.)
- Qualified populations (Homeless, elderly, domestic violence victims, etc.)
- Housing
- Jobs
- Address slums/blight
- Meet urgent community development need (flood, earthquake, contagious disease)

For example, CDBG funds were used to renovate the Heritage Center building in order to provide social service activities. A project to replace water lines under Linda Lane went out to bid using these funds.

**CDBG ELIGIBLE AREAS**

The map has changed significantly from last year as the 2010-2015 census data is being used, which goes into effect April 1. The map shows areas that automatically qualify based on the census data. Gilbert is an exception community. Normally 51% or more of the residents of an area need to qualify. Gilbert was given an exception that 29.1% of an area needs to qualify.

The Heritage District is within that exception area, although it is changing over time. The next mapping will come out in 2023. When considering a project or program, if the area does not qualify, the people need to individually income qualify for assistance.

#### **ANTICIPATED RESOURCES**

- The town cannot be certain what funding HUD will award
- Funding in final year of 5-year plan is expected to be equal to the prior year at \$947,837 (2018-19).
- Funds remaining from prior year \$247,076.99
- Total anticipated funds \$1.1 Million
- Funds do not need to be expended all in one year. Some projects may be multi-year.

#### **PRIORITIES (Based on current 5-year plan)**

- Housing repairs
- Increased access to public facilities
- Public improvements and infrastructure
- Page Park improvements
- ADA accessibility

#### **IDENTIFIED POTENTIAL NEEDS**

**Housing: Emergency & Minor Home Repair Program** for income eligible homeowners (roofing, heating/cooling, plumbing). For the current program year, 54 homeowners have received this assistance, 8 of which were in the Heritage District. This is a town-wide program and the homeowner income qualify individually. CDBG funding is used, however one of the national objectives is to assist low- and moderate-income persons. Targeted outreach is done in eligible areas identified by the map through door to door visits and PSA announcements.

#### **Increased Access to Public Facilities:**

- Heritage Center – Accessibility for parking lot and playground, wayfinding, lighting, and security.
- ADA accessibility for sidewalks in the Heritage District in general. Locations that are out of compliance were identified through the sidewalk study.

#### **2019-2020 PROPOSED PROJECTS**

##### **Emergency Minor Home Repair**

Assist 60 Gilbert homeowners  
\$324,000 (includes administration)

##### **Heritage Center Exterior Renovation**

ADA accessibility, lighting, signage, landscape, drainage, sidewalk & playground updates  
\$400,000 (includes design and construction as a CIP project)

##### **Sidewalk Repairs**

ADA compliance of sidewalks in Heritage District, Phase I of multi-year project  
The study determined a potential cost of \$2 million

##### **Administrative**

Staffing, Fair Housing Workshops, Family Advocacy Center  
\$189,000

Mrs. Dykstra advised that up to 20% of the overall allocation can go to administration. Those funds could be used for a needs assessment for a family Advocacy Center, which would provide comprehensive services for domestic violence victims all in one facility in Gilbert. Currently, victims are sent elsewhere.

**3. PUBLIC COMMENT:** Melanie Dykstra opened the floor to members of the public for questions or comments regarding the Annual Action Plan.

**Meeting Notification** - Mrs. Liddell asked if the neighborhoods in need according to the map are notified of these meetings and how much of the budget is allocated for advertising of meetings? Many of her neighbors are not aware of these meetings and some only speak Spanish. Mrs. Dykstra stated the meeting notification is published in newspapers, on social media, and through flyers at town facilities, including flyers in Spanish. The administration budget includes marketing and legal notices.

**Drainage and Sewer Issues in Heritage District** - Mrs. Liddell has brought up issues with the drainage in the Tracy Tract in prior annual meetings. It is an infrastructure issue that needs to be addressed in the Heritage District. She has been told that a drainage study needs to be done and that the problems in her neighborhood may affect other areas. She felt no funds should be expended for the Heritage Center exterior improvements until that drainage study has been done and all drainage problems in the area are fixed.

Mrs. Liddell knows of four properties in her neighborhood in which the sewer collapsed. Only the main line has been replaced. Her next-door neighbor needs the sewer tap replaced. Many people in the area may not qualify for funding and don't even know that they have sewer issues. It is a big expense for the homeowner. She felt money needs to be set aside for these repairs as they should have been done in the past. The sewer connections and taps were part of the scope of the new sewer line project.

The infrastructure in the Heritage District is poor and these issues will continue to increase. The drainage problem has become a safety issue with water in the parking lots and on the sidewalks. When the Heritage Center building was remodeled, it changed the slopes in the area, which is now affecting the neighborhood. The elderly and the disabled are unable to use the sidewalks due to drainage issues.

Amanda Elliott advised that there is a Capital Improvement Project (CIP) for a town-wide drainage study. Due to the Vaughn Ventilator, staff has asked for a contingency to proceed with a stormwater and water study for the entire Heritage District. It was her understanding that the study would proceed sooner than July, 2019. Once the study is done, the potential funding of repairs could be addressed as a priority in the next 5-year plan.

Mrs. Dykstra advised that the Heritage Center improvements would focus on parking and accessibility. She understood the need to be aware of the drainage issues in the entire area. There was a question as to how the town can assist in cases where a homeowner does not income qualify. This is handled on a case by case basis.

Mr. Conkko noted that residents have called their HOA board for assistance with sprinkler system issues. Mrs. Dykstra acknowledged that people do reach out for assistance on issues.

**Painting Assistance** - Mrs. Liddell asked if there have been or could be expenditures for painting a house or condo for a resident who income qualifies. Mrs. Dykstra advised that there was a paint program that is now being redesigned to be more efficient and cost-effective through community partnerships and volunteers. The new program would assist a certain number of homeowners a year (not rentals). There are discussions with a paint company to oversee the project. In the past, the town did not have painting contractors on our list, and general contractors are cost prohibitive. There is the potential to partner with Sherwin-Williams to supply the paint at cost. The town has worked with an HOA to identify income qualified homeowners for the program.

Mrs. Liddell stated in a slum and blighted area, the focus should be on those who income qualify. Mrs. Dykstra suggested homeowners in Mrs. Liddell's neighborhood come into the CAP office and fill out an application. The Paint program is still being developed with partnerships and community support to lower the expenses in order to help as many people as possible. Gilbert Cares has done painting for one or two houses a year and the town is working with them on the new program. If that partnership falls through, the town will need to coordinate with another group. The town has reached out to painting companies and the Chamber of Commerce, but still needs a few more painting contractors to join the program as qualified vendors. On the website [www.gilbertaz.gov](http://www.gilbertaz.gov) under Community Resources there is a link on how to become vendor for the Emergency and Minor Home Repair Program. Once the program is developed, funds will be set aside to assist a certain number of homes a

year. The Emergency and Minor Home Repair Program will help up to 60 Gilbert homes, and the Painting program will assist up to 6 Gilbert homes per year, initially.

Mrs. Liddell suggested an outreach program to identify houses that need painting services. Robert Kropp, Housing Rehabilitation Coordinator, visits people in the area quite often and hands out information. Once the Paint program is established, there will be outreach and a brochure. The program is now on hold because the expenses were too high. There are already five homes on a wait list.

**Heritage Center Improvements / Revenue** - Mr. Conkle asked if the Heritage Center facility offers room rentals to generate income? Mrs. Dykstra explained that the Community Center does offer rentals as part of their mission. The Heritage Center is focused on non-profit organizations providing services to the community. Dignity Health offers dental services for children and had their first patients this week. Many of the non-profit organizations partner with AZCLIND which is the lead operator at the facility. Dignity Health will be offering chronic disease management, hearing and vision screenings, and immunizations. Non-profits may use the space at no charge for training or community programs.

Mr. Conkle understood how important it is to get the infrastructure at this facility taken care of. He asked if a survey has been done for this area. There have been meetings with town internal staff and stakeholders to evaluate the needs in terms of accessibility, lighting, signage, etc. The facility needs a better access point and a better way to structure pedestrian traffic to the entrance. The playground is old and need to be upgraded.

Mr. Conkle asked if the playground was on the Parks Department list of playgrounds to be replaced. Mrs. Dykstra stated this playground would be part of the renovation for the Heritage Center. It will continue to be geared towards 2 to 5-year-olds. The footprint cannot be expanded, but we can update the structure and bring it into compliance for ADA accessibility. Rubber surfacing could be an option instead of the mulch.

**Feral Cats / Feeding** - Mrs. Liddell advised that there is a feral cat colony in the area and people are feeding the cats. It is a health hazard with cats defecating in the parks as well as the playground. She asked if funds could be set aside for the cat issue at this facility to pay for the removal of the animals. It is a health and safety issue, especially for children at the playground and for the elderly in the area coming into contact with the cat feces on wheelchairs and walkers. There is poor fighting in the park and the oleanders are overgrown.

Mr. Conkle had worked for Parks and tried to get people to stop feeding cats at Freestone Park. Some people feel it is their mission to help these animals. He noted it is difficult to get rid of all of the cats in an area. One apartment complex got rid of all but one cat in each area in order to keep out the rest. He suggested trapping most of the cats and only keeping two or three in the area.

Mrs. Liddell noted that studies suggest the trap, neuter, and release program does not work.

Mrs. Dykstra will check if that would be an eligible activity for funding. Feral cats are an issue in every city.

**Rental Assistance** - Mrs. Liddell has a low-income neighbor waiting for an opening at the retirement community. Are there any programs to assist people with their rentals to bridge that gap? Mrs. Dykstra advised that the mission of the CAP office is to help those with financial difficulties with assistance for rent or utilities for a short term. As far as using CDGB funds for that purpose, a potential use would need to be identified toward social services in order for more money to be allocated to the CAP office. There is a program for rental assistance through housing vouchers through the Maricopa County Housing Authority. The landlords need to be willing to take housing vouchers. The Town of Gilbert has just formed an Intergovernmental Agreement (IGA) with Mesa for a Veteran Assistance Housing Voucher (VASH). We are exploring a tenant-based rental assistance program working with Maricopa County, as Gilbert is not a housing authority. The CAP office does receive funds from Gilbert through the non-profit funding process to provide rental and utility assistance.

Mrs. Liddell asked if her neighbor could be subsidized for another room at the retirement community while she is waiting for her low-income qualified room. That would keep residents in Gilbert rather than having to relocate. Mrs. Dykstra stated the person would need to qualify for a housing voucher through Maricopa County. There are limited vouchers and the County does not open up the program very often. That is a federally funded program. HOME funds can also be utilized in that type of program. The town purchases one house a year to

create an affordable housing opportunity partnering with Save the Family. There are 16 of those homes in Gilbert now. Mrs. Dykstra can explore whether those HOME funds can be used for tenant-based rental assistance. Page Citizens is a low-income tax credit property that received special funding under that program to build the facility. There are requirements that the location must be accessible to major services, such as a grocery store.

**Domestic Violence Facility** - Mr. Conkle asked about the domestic violence facility. Mrs. Dykstra stated a study would be conducted to look at the feasibility and the need for a facility to treat victims of domestic violence in Gilbert to include all services under one roof. The study would explore building or renting a facility and what the needs are in terms of space and the cost. Funds to build such a facility could potentially be included in the next 5-year plan.

Mr. Conkle stated he would support that.

**Storage Unit** - Mrs. Liddell asked if any funds were being used for a storage unit. Mrs. Dykstra stated no funds were being used for that purpose.

**Designated Projects** - Mrs. Liddell noted that last year, there were projects designated prior to the annual public meeting. Mrs. Dykstra stated there are scheduled items in the 5-year plan. We anticipated that the water line project would take two years of funding, although it may be completed in this fiscal year. Projects have been proposed based on public feedback regarding needs. At this time, we are looking for public comment on this proposal, which may change the Annual Action Plan.

#### 4. CONCLUSION:

**Next steps:** The draft document will be available online under Community Development for public comment, and a physical copy will be available at the Gilbert offices, the Southeast Regional Library, and the Heritage Center. As soon as we hear what funding the town will receive, we will finish the process, possibly by May, 2019. It is required to be submitted to FDOT by mid-August in order to be eligible.

With no further public comments or questions, Mrs. Dykstra thanked the public for their participation and closed the public meeting at 6:29 p.m.

The next Public Hearing will be held on March 13, 2019 from 6-7 p.m. at the Southeast Regional Library, 775 N. Greenfield Road, Gilbert, 85234.

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Melanie Dykstra  
Community Resources Program Supervisor



**TOWN OF GILBERT**  
**Community Development Block Grant (CDBG)**  
**Annual Action Plan 2019-2020**

**PUBLIC HEARING**

**March 13, 2019 6:00 P.M.**

**Southeast Regional Library**  
**775 N Greenfield Road, Gilbert, Arizona 85234**

**TOWN OF GILBERT STAFF PRESENT:**

Melanie Dykstra, Community Resources Program Supervisor  
Mary Goodman, Deputy Town Manager

**MEMBERS OF THE PUBLIC PRESENT:**

Doralise Liddell, Resident

1. **CALL TO ORDER:** The meeting was called to order by Melanie Dykstra at 6:06 p.m.
2. **PURPOSE OF THE MEETING:** The Town of Gilbert is in the process of preparing the Annual Action Plan for Fiscal Year 2019-20. The Annual Action Plan is the specific one-year outline for the use of Department of Housing and Urban Development's CDBG formula grant funds and HOME Investment Partnership Funds. The one-year Action Plan is based on the priorities established over the last five years and the available resources. This year's Annual Action Plan reflects the final year of the Five-Year Consolidated Plan. The Consolidated Plan is used to guide the allocation of resources for projects that will help meet the established goals. The overall strategy is focused on general priorities for assisting Gilbert residents and neighborhoods.

The purpose of this Public Hearing is to solicit citizen views and comments regarding the draft of the Annual Action Plan. The draft document is still being edited, although it is available to review online and a physical copy is available at the Southeast Regional Library, the Heritage Center, and the Town of Gilbert offices for viewing. Public comments will be accepted through March 31, 2019.

Mrs. Dykstra advised that one of the anticipated funding amounts presented in the prior public meeting has changed slightly. The funding for the ADA sidewalk project is now listed at \$211,000 instead of \$281,000. There have been a lot of calls for roof repairs with the recent rain and some funding is being reserved to support those requests through the Emergency and Minor Home Repair Program.

In the last public hearing, Mrs. Liddell had asked about the potential to use these federal funds for the feral cat issue. Mrs. Dykstra has since conducted some research and the initial results show that would not be an accepted use of those funds. She is still working to verify that as it is an issue especially in the Page Park area.

3. **PUBLIC COMMENT:** Melanie Dykstra opened the floor to members of the public for questions or comments regarding the draft Annual Action Plan for FY 2019-2020.

*Are the CDBG and HOME funds consolidated?*

Mrs. Dykstra stated that Maricopa County is the lead agency for the HOME Consortium and the allocation of those funds. The dollar amount predicted for the annual allocation reflects only CDBG funds. The HOME funds are from a different pot of money, which is used for affordable housing.

Fair Housing Workshop/Administrative Funds:

*How much of the Administrative funds will be utilized for the Fair Housing Workshops and how much was spent on the previous workshop?*

A specific amount has not been dedicated, as quotes will be obtained based on what type of workshop would be most effective. We want to have funds set aside to offer that opportunity in the best way possible. The prior workshop was grant-funded as part of a contract through the non-profit funding process and did not utilize CDBG funds. We are in the process of determining the scope of work in order to get quotes. Mrs. Dykstra will try to get an answer before the public comment period ends.

*Mrs. Liddell had attended the prior workshop and commented that there was little participation. She felt it may not be a good use of funding. She suggested an ongoing advisory rather than paying for an event.*

Mrs. Dykstra stated the agency that the Town previously contracted with did not live up to expectations in terms of marketing, advertising, and communicating with our community and residents. The goal is now to take different steps in order to highlight the opportunity. A workshop that was held a few years ago utilizing CDBG funds had over 100 attendees. There have been a lot of calls and questions and there is a potential need for an educational service to the community. There are additional resources on the Town's website, although there still might be an opportunity to provide that service to the community.

*Mrs. Liddell felt the Fair Housing Workshop should be free as it is a government service that has already been paid for.*

Mrs. Dykstra stated we could explore different ways to present that information. A few years ago, there was a good turnout at the workshop with some different informational speakers. Mrs. Dykstra asked if there would be value in holding separate sessions for landlords and tenants?

*Mrs. Liddell felt that if someone owns a business, they should take it upon themselves to know the law just as a renter should know their rights. The government should not pay for their education as landlords and tenants. There are plenty of places to find that information. She would rather see the money used for roof repairs.*

Heritage Center Renovations:

*The Heritage Center exterior renovation project includes ADA accessibility, lighting, signage, and playground updates. Why is that estimated at a cost of \$400,000?*

Some of the expense will go to the design and a playground structure can cost between \$70,000 and \$100,000. The existing play structure is old, although the shade structure is new. There was a Parks project to shade the playgrounds. The issue with the Heritage Center is the access from the parking lot to the building as the front door location has changed from what was originally designed. Now there is a need to redesign the access and include lighting and sidewalks so people can access the facility. The playground will be updated as it is used by families as well as the Heritage Center and the Community Center preschool classes. The parents prefer to have some type of barrier to prevent kids from running into the parking lot.

*Mrs. Liddell felt the playground should be open to everyone and the chain link fence was not inviting to people.*

Mrs. Dykstra advised that the playground access would be explored as part of the process to determine if there could be a cost-effective change. The intent is to make the whole area attractive and accessible so that everyone feels invited and welcomed.

Drainage Issues in Lacy Tract:

*Mrs. Liddell spoke about major drainage problems in the Lacy Tract, in particular from 114-122 West Park Avenue. This is an infrastructure issue that she has brought up over the past few years. The ADA sidewalk at her property cannot be accessed as it becomes flooded. She felt the ADA sidewalk project in the area and the*

*Heritage Center renovations should not be done until the drainage issues have been fixed, or those funds will have been wasted. She also noted an addition being built onto the Senior Center. When that facility was originally built, it changed the drainage pattern.*

Mrs. Dykstra advised that the Senior Center addition is for a pop-out from the existing building that will be interior to the courtyard. The CIP project for the ADA accessibility will look at the design and any impacts to the area, keeping the drainage issues in mind. Those impacts may need to be addressed through the town-wide drainage plan.

*Mrs. Liddell has been told that her drainage issues cannot be fixed until a drainage plan is developed, as any changes to one property may affect drainage for other properties. It would be the same for any modifications to sidewalks or Town buildings in the area, as those changes may affect the drainage to other areas.*

Mrs. Dykstra believed the last communication she received stated that would be determined through the CIP project regarding the drainage plan which is expected to move forward over this next fiscal year. She understood that money should not be put into something that will not result in a final solution.

#### Sewer Tap Issues in the Lucy Tract:

*Mrs. Liddell stated over \$1 million in funding was utilized to replace the sewer taps in the Lucy Tract area. According to the as-builts, the clay taps were to be replaced with PVC pipe where it goes from the main line and ties in beyond the property line. There was excavation done on one of the properties in her neighborhood and the clay tap was not on the personal property, but in the alleyway. At Mrs. Liddell's property, the existing tap was also a clay pipe within the alleyway. She stated three taps were missing and the clay taps were not replaced with PVC as per the as-builts for the project. This leads her to believe that the taps going to the neighboring properties were also not replaced, as should have been done in the original project with the federal grant funding in 2005 or 2006. The property owners should not have to spend money to replace those taps.*

Mrs. Dykstra stated when this issue was explored previously, it was determined that if there is a situation where final work was not done correctly, the Town would address that on a case by case basis. The Town cannot bank or sit on CDBG funds as project timelines need to be identified and the work needs to be done within that timeframe. If those funds are not spent within that timeframe, HUD will issue a finding. An inspection was done and Public Works believes the majority of the project was done properly. There may have been a few misses, and if and when any issues arise, the Town will address them.

Mrs. Dykstra felt there may have been a misunderstanding as to what the original project entailed. She stated the area where the clay taps are located was not part of the project. The PVC has been installed in the correct spot and the inspection determined that the sewer connection is appropriate and meets code. The portion on the residents' property can be clay.

*Mrs. Liddell stated the clay sewer taps are in the alley which the Town owns and those should have been replaced with PVC as stated in the project. Excavation was done on her property at her expense and a clay tap was found in the alley which had to be replaced. All of that clay infrastructure in the alley should have been replaced as part of the original project. Mrs. Liddell reviewed the language in the as-builts regarding the sewer connections from the main line and lateral connections extending to the right-of-way line.*

Mrs. Dykstra advised that the inspection report verified a PVC stub-out off of the main for the service connection to the existing clay pipe at the property address. The CDBG sewer project did not go onto private property. She will follow up to make sure there was not a miscommunication between departments regarding the project.

*Mrs. Liddell stated it cost her thousands of dollars to figure out what the problem was. The camera inspection did not extend out into the alley or town right-of-way where the issue was. The same issue has been found on six properties in her neighborhood. The other residents do not have that kind of money and they are afraid to ask*

*for help. It would be unfortunate if the Town made improvements to the alleyways without first resolving the sewer tap issue, resulting in the need to tear up the alleyways in the future when problems arise.*

*A lot of money will be spent on the Heritage Center renovation when a new building could have been constructed. The ADA issues should have been resolved prior to the original Heritage Center project. There are funds that could have been better spent to help a lot of people. The federal funds are from taxpayer money.*

Mrs. Dykstra will follow up with the departments as to the specifications of the original sewer project.

- 4. CONCLUSION:** The Draft Annual Action Plan is available to review online and a physical copy is available at the Southeast Regional Library, the Heritage Center, and the Town of Gilbert offices for viewing. Information on the CDBG Grant funding is also provided in Spanish on the Town's website under Community Resources. Public comments may be submitted online or by e-mail to [Melanie.Dykstra@gilbertaz.gov](mailto:Melanie.Dykstra@gilbertaz.gov) through March 31, 2019.

With no further comments or questions, Mrs. Dykstra thanked the public for their participation and closed the Public Hearing at 6:51 p.m.

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Melanie Dykstra  
Community Resources Program Supervisor

**MINUTES OF THE GILBERT TOWN COUNCIL, IN REGULAR MEETING OF THURSDAY, MAY 16, 2019 AT 6:30 PM, MUNICIPAL CENTER, COUNCIL CHAMBERS 50 E CIVIC CENTER DRIVE, GILBERT, ARIZONA**

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**COUNCIL PRESENT:** Mayor Jenn Daniels, Vice Mayor Eddie Cook, Councilmembers Scott Anderson, Brigitte Peterson, Jordan Ray, Jared Taylor, and Almee Yentes

**COUNCIL ABSENT:** None

**STAFF PRESENT:** Town Manager Patrick Banger, Town Clerk Lisa Maxwell, Deputy Town Clerk Chaveil Herrera, Town Attorney Christopher Payne, Economic Development Director Dan Henderson, and Assistant Town Attorney John Baird

**AGENDA ITEM**

**CALL TO ORDER**

Mayor Daniels called the meeting to order at 6:30 p.m.

**PRESENTATION OF STUDENT CITIZEN OF THE MONTH AWARD**

Mayor Daniels and the Council presented Student Citizen of the Month Awards for April to (presented *alphabetically by school*):

Emerie Grantham, Know Rawlings, Rustin Bingham, Ryker Aeschlimann, Jayden Olcott, Michael Hagert, Corey Allen, Logan Reber, Abigail Upshaw, Lillian Cluff, Sage Romey, Joshua Kelley-McCarty, Kennedy Ochoa, Cyndi Romero-Jackson, Anthony Rotunda, Adam Bevell, Brienna McCormick, Aliyah Taylor, Audrienne Joiner, Charlotte Brandenburg, Matthew Hanaen, Mia Zamora, Cotton Cagle, Priscilla Murphy, Jesselin Laster, John Davis, Halley Green, Jenna Jacobs, Mikala De Boer, Haely Crew, Allison Rost, Sydney Mosher, Sophia Warren, Marcus MacDonald, Robert Blum, Laxi Marie Atkin, Joshua Bush, Ashlee Davis, McKay Hartman, Kate Montgomery, and Noah Lopez.

**INVOCATION AND PLEDGE OF ALLEGIANCE**

Councilmember Yentes introduced the scouts in attendance who led the Pledge of Allegiance and introduced themselves. Pastor Adam Bailie of Christ Church of Gilbert gave the invocation.

**ROLL CALL**

Town Clerk Lisa Maxwell called roll and declared a quorum present.

## **PRESENTATIONS; PROCLAMATIONS**

### **1. PROCLAMATION - Proclamation declaring Phoenix Wushu Academy as Ambassadors of Gilbert to Leshan, China.**

Councilmember Peterson read a proclamation declaring Phoenix Wushu Academy as Ambassadors of Gilbert to Leshan, China; and presented the proclamation to Instructor Jane Ho and the following members of Phoenix Wushu Academy: Kelley Chau, Jordan Mai, Lucas Tam, Mathew Wang, and Brad Wu. The martial art students gave a demonstration of the skills they would perform at the 8<sup>th</sup> World Wushu Kungfu Championship in China.

## **COMMUNICATIONS FROM CITIZENS**

Caroline Foote, Gilbert resident, discussed issues regarding cat overpopulation. She stated there were individuals who would be willing to help control the overpopulation of cats and hoped the Council would reconsider its stance on the issue.

Victoria Stallings, Gilbert resident, discussed Ordinance No. 2664 which prohibits the feeding of feral animals on Town property and its effects on the Trap, Neuter and Release program.

Paul Rodriguez, Gilbert resident, discussed the shared objective of working together to control the feral animal population and shared a story.

Doralise Machado-Liddell, Gilbert resident, spoke in support of Ordinance No. 2664. She said feeding feral cats caused problems for residents living near parks and Town property.

## **CONSENT CALENDAR**

A MOTION was made by Vice Mayor Cook, seconded by Councilmember Ray, to approve Consent Items 2, 3, 3A, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, and 14; and remove Item 2A from the Consent Calendar. *Motion carried 7-0.*

**2. AGREEMENT – consider approval of Operation and Maintenance Agreement No. 319001126 with Inframark for the operation and maintenance of the Neely Wastewater Reclamation Plant for a period of four (4) years commencing July 1, 2019 through June 30, 2023, with the option to renew for three (3) additional two (2) year terms and authorize the Mayor to execute the required documents.**

This item was approved with the Consent Calendar vote.

**2A. DEVELOPMENT AGREEMENT/CONTRACT – consider and authorize the Mayor to execute the required documents for:**

a) adoption of a Resolution approving a Development and Disposition Agreement with Heritage North Partners, LLC related to the sale and development of property in the Town; and

b) approval of Purchase Contract No. 319001147 with Heritage North Partners, LLC with a minimum payment to the Town of \$5,332,000 for approximately 9.1 acres located south of Juniper Avenue, east of Ash Street, and west of Gilbert Road.

Economic Development Director Dan Henderson summarized the property history, location details, price, and timeline. He discussed the Request for Quotation (RFQ), Request for Proposal (RFP), and Interview process. He highlighted the project inspiration, conceptual design plans, expected mixed uses, and development phases.

Doralise Machado-Liddell, Gilbert resident, stated the proposed development agreement went against the Redevelopment Plan. She voiced concerns that the proposed agreement would give control to the developer or property owner. She said the Redevelopment Plan should be implemented as-is. She requested that the Council pause on the Item, allowing time for the public to review and digest it.

Attorney Charles Huellmantel offered to answer questions on behalf of the applicant, Heritage North Partners, LLC. He noted there would be an ongoing, public design process as the project continued.

Councilmember Ray asked for confirmation that any developer requests that were outside of current building standards would require the normal public process and would be brought before the Council. Assistant Town Attorney John Baird confirmed that such items would require going back through the public process and be brought before the Council in order to make changes against any current regulations.

Councilmember Scott Anderson requested a brief summary of the public hearing process that was executed for this project. Economic Development Director Dan Henderson summarized public outreach efforts including studies, stakeholder meetings, surveys, community meetings, Council study sessions, door-to-door engagements, social meeting outreach, and public workshops dating back to 2015.

Councilmember Taylor asked for information regarding the current readiness of the needed infrastructure and the analytic processes for water and traffic. Economic Development Director Dan Henderson stated the infrastructure would be assessed during the project to review its capacity to accommodate growth and density, but noted that specific information would require assistance of staff from the Public Works Department.

Councilmember Anderson stated he would like to assure the public that there would be opportunity for further input during the project, noting there had been an exhaustive process that led to the current status of the agreement. He discussed specific guidelines that he affirmed had not yet been decided upon, but would be discussed in the future. He said he looked forward to the project as it would further enforce the viability, liability, and vibrancy of the Heritage District.

A MOTION was made by Councilmember Anderson, seconded by Vice Mayor Cook, to approve Item 2A; adding that the email of Sandra Reynolds be added to the public record. Motion carried 7-0. Resolution No. 4052 was adopted.

**3. CONTRACT – consider approval of:**

a) Professional Consulting Services Contract No. 319001116 with Speedle and Associates in an amount not to exceed \$51,250 for the review and revisions to Maricopa Area Governments (MAG) Supplemental Specifications and authorize the Mayor to execute the required documents;

b) a Contingency Transfer from the Roadway and Maintenance Contingency Fund in FY2019 in the amount of \$51,250; and

c) a Contingency Transfer from the Roadway and Maintenance Contingency Fund in FY2020 in the amount of \$51,250.

This Item was approved with the Consent Calendar vote.

**3A. CONTRACT – consider approval of:**

a) Construction Management Services Contract No. 319001160 with Kenew, LLC in an amount not to exceed \$13,445 for the emergency repairs of a 30" reclaimed water main, Project No. WW1232, and authorize the Mayor to execute the required documents;

b) Task Order No. 021 to Job Order Contract (JOC) No. 319000402 with B&F Contracting Inc. in an amount not to exceed \$161,661.08 for Reclaimed Water Main repair and related construction services, Project No. WW1232, and authorize the Mayor to execute the required documents;

c) a Contingency Transfer from the Wastewater Replacement Fund in the amount of \$181,110 in FY2019; and

d) a Contingency Transfer from the Wastewater Replacement Fund in the amount of \$181,110 in FY2020.

This Item was approved with the Consent Calendar vote.

**4. CONTRACT – consider approval of the following Cooperative Purchase Agreements in an amount not to exceed \$2,163,100 for water/wastewater treatment chemicals and authorize the Mayor to execute the required documents for:**

a) Cooperative Purchase Agreement No. 319001060 with Hill Brothers Chemical Company utilizing City of Chandler Cooperative Purchasing Contract No. WAB-885-3868;

b) Cooperative Purchase Agreement No. 319001117 with Solenis LLC (formerly BASF Corporation) utilizing City of Chandler Cooperative Purchasing Contract No. WAB-885-3868;

c) Cooperative Purchase Agreement No. 319001118 with Thatcher Chemical Company utilizing City of Mesa Cooperative Purchasing Contract No. 2017128; and



d) Cooperative Purchase Agreement No. 319001129 with Thatcher Chemical Company utilizing Omnira Partners (NIPA) Cooperative Purchasing Contract No. 150063.

This item was approved with the Consent Calendar vote.

5. **CONTRACT** – consider approval of a Cooperative Purchase Agreement No. 319001077 with WESCO Distribution doing business as (DBA) Brown Wholesale utilizing Maricopa County Cooperative Purchasing Contract No. 180249-C in an amount not to exceed \$100,000 annually for street light poles and traffic signal supplies with a term beginning July 1, 2019 and renewing automatically every year coterminous with the Maricopa County contract and authorize the Mayor to execute the required documents.

This item was approved with the Consent Calendar vote.

6. **CHANGE ORDER** – consider approval of and authorize the Mayor to execute the required documents for:

a) Change Order No. 1 to Contract No. 319000530 (Eden No. 2018-2106-0323) with Overland Pacific and Cutler increasing the contract amount by \$35,288.54 for Germann Road improvements from Mustang Road to Val Vista Road, Project No. ST1450 and

b) Change Order No. 1 to Contract No. 319000796 (Eden No. 2018-2106-0193) with Overland Pacific and Cutler increasing the contract amount by \$14,910.58 for Lindsay Road improvements from Pecos Road to SR202, Project No. ST1170.

This item was approved with the Consent Calendar vote.

7. **BUDGET** – consider approval of a Contingency Transfer from the Special Revenue contingency fund utilizing Local Transportation Assistance Funding (LTAF) as the designated revenue source in the amount of \$96,700 for Regional Transportation Services.

This item was approved with the Consent Calendar vote.

8. **BUDGET** – consider approval of a Contingency Transfer from the General Fund in the amount of \$390,000 for Public Safety Personnel Retirement System (PSPRS) Tier 1b DROP contribution refund and interest payments.

This item was approved with the Consent Calendar vote.

9. **ABANDONMENT** – consider adoption of a Resolution of abandonment for approximately 3,666 square feet of Public Utility Easement located in the Copper Bend subdivision near the intersection of 172nd Street and Hunt Highway.

This item was approved with the Consent Calendar vote. *Resolution No. 4053 was adopted.*

10. **FINAL PLAT S17-1008** – consider approval of the final plat for Mosaic at Layton Lakes

located on the southwest corner of Lindsay Road and Layton Lakes Boulevard.

This item was approved with the Consent Calendar vote.

**11. FINAL PLAT S1814** - consider approval of the final plat for Bellamy located at the southeast corner of Greenfield Road and Germann Road.

This item was approved with the Consent Calendar vote.

**12. FINAL PLAT SP1685** - consider approval of the final plat for Gilbert and Warner Town Center located at the southeast corner of Warner Road and Gilbert Road.

This item was approved with the Consent Calendar vote.

**13. BOARDS AND COMMISSIONS** – consider:

a) removal of Joleen Fleck from the Town of Gilbert Judicial Selection Committee; and

b) appointment of a member to the Town of Gilbert Judicial Selection Committee.

This item was approved with the Consent Calendar vote. *Organization Development Manager Nathan Williams was appointed to serve on the Gilbert Judicial Selection Committee.*

**14. MINUTES** – consider approval of the minutes of Study Session of April 18, 2019, Special Meeting of April 18, 2019 and Regular Meeting of April 18, 2019.

This item was approved with the Consent Calendar vote.

#### **PUBLIC HEARING**

Mayor Jenn Daniels opened the public hearing for Items 15, 16, 17, 18, 19 and 21. No one wished to speak and Mayor Jenn Daniels closed the public hearing.

A MOTION was made by Vice Mayor Cook, seconded by Councilmember Anderson, to approve Public Hearing Items 15, 16, 17, 18, 19 and 21. *Motion carried 7-0.*

**15. LIQUOR LICENSE** – conduct hearing and consider approval of a Series 7 Beer and Wine Liquor License for Postino Winecafe located at 302 North Gilbert Road.

This item was approved with the Public Hearing Vote.

**16. LIQUOR LICENSE** – conduct hearing and consider approval of a Series 12 Restaurant Liquor License for Alamo Drafthouse Cinema located at 5478 South Power Road.

This item was approved with the Public Hearing Vote.

**17. LIQUOR LICENSE** – conduct hearing and consider approval of a Series 12 Restaurant Liquor License for Carabbas Italian Grill #5310 located at 2709 South Market Street.

This Item was approved with the Public Hearing Vote.

**18. LIQUOR LICENSE** – conduct hearing and consider approval of a Series 12 Restaurant Liquor License for Dog Haus located at 2224 East Williams Field Road, Suite 107.

This item was approved with the Public Hearing Vote.

**19. PROPERTY ACQUISITION** – conduct hearing and consider approving the acquisition of right-of-way and easement on Parcel No. 304-55-016J for the Germann Road - Gilbert Road to Val Vista Road Improvements, Project No. ST1450.

This Item was approved with the Public Hearing Vote.

**20. COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS** – conduct hearing and consider authorizing the Mayor or her designee to execute and submit the Town of Gilbert FY2020 Annual Action Plan for Community Development Block Grant (CDBG) Activities to the United States Department of Housing and Urban Development (HUD).

Councilmember Taylor noted he had previously expressed opposition on the item and wanted to vote separately.

Councilmember Yentes stated though she had some concerns, she supported the overall package. She discussed requirements of the United States Department of Housing and Urban Development (HUD) regarding regulations for affordability of development and housing. She stated it may be beneficial for the Town to include some of its efforts to “roll back some of those land uses” in the Land Development Code (LDC), as the LDC was currently being reviewed and rewritten.

Mayor Daniels asked Town Manager Patrick Banger to carry that information forward as the Town prepares the applications.

A MOTION was made by Vice Mayor Cook, seconded by Councilmember Peterson, to approve Public Hearing Item No. 20. Motion carried 6-1; with Councilmember Taylor casting the dissenting vote.

**21. CODE OF GILBERT** - conduct hearing and consider adoption of an Ordinance amending the Code of Gilbert, Arizona, by amending Chapter 42 Offenses and Abatement of Public Nuisances, Article VI Offenses against Public Authority, by amending Section 42-179 Interfering with a Police Officer, and Enacting Section 42-180 Refusal to Provide True Full Name or Proof of Identification when Lawfully Detained; related to the preservation of Public peace, health and safety.

This Item was approved with the Public Hearing Vote. Ordinance No. 2710 was adopted.

## **ADMINISTRATIVE ITEMS**

**22. BOARDS AND COMMISSIONS** – consider adoption of a Resolution creating a 2020 Census Complete Count Committee.

A MOTION was made by Councilmember Peterson, seconded by Councilmember Taylor, to approve Item 22. Motion carried 7-0. Resolution No. 4054 was adopted.

**23. BOARDS, COMMISSIONS, AND COMMITTEES** - reports from Council Liaisons for the:

- a) Subcommittee on Board and Commission Application Screening, Interview, and Selection
- b) Subcommittee on Building Code
- c) Subcommittee on Land Development Code
- d) Ad Hoc
- e) Regional Meetings
- f) Industrial Development Authority
- g) Judicial Review Committee
- h) Mayor's Youth Advisory Committee
- i) Parks and Recreation Board
- j) Planning Commission
- k) Redevelopment Commission
- l) Town of Gilbert, AZ Public Facilities MPC
- m) Town of Gilbert, AZ Water Resources MPC
- n) Town of Gilbert, AZ Self-Insured Trust Fund for Health Benefits
- o) Utility Board

## **POLICY ITEMS**

None.

## **FUTURE MEETINGS**

Requested Agenda Items and Projected Meeting Dates:

6/6/2019 - Allow Development Services to Increase the credit card fee to up to 4%. Contact K. Mieras (J. Ray, A. Yentes, E. Cook)

There was no discussion.

## **COMMUNICATIONS**

Report from the TOWN MANAGER on current events.

Town Manager Patrick Banger stated Gilbert was rated the 6<sup>th</sup> Healthiest Valley Employer in the mid-size category by the Phoenix Business Journal, moving up from 9<sup>th</sup> place last year. He stated Gilbert also received the Platinum Level Award for Healthiest Arizona Worksite Program, moving up from the Gold level last year.

Report from the COUNCIL on current events.

Councilmember Taylor noted the upcoming graduation season, congratulated this year's graduates, and asked them to be safe and smart in their celebrations.

Report from the MAYOR on current events.

Mayor Daniels wished Vice Mayor Eddie Cook a happy belated birthday.

**ADJOURN**

Mayor Daniels adjourned meeting at 8:03 p.m.

**ATTEST:**

\_\_\_\_\_  
Jenn Daniels, Mayor

\_\_\_\_\_  
Lisa Maxwell, MMC, Town Clerk

**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the Town Council of the Town of Gilbert held on the 16th day of May, 2019. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this \_\_\_\_ day of \_\_\_\_\_.


\_\_\_\_\_  
Lisa Maxwell, MMC, Town Clerk

Grantee SF-424's and Certification(s)

CMS Number: 4343-004  
 Expire Date: 12/31/2019

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision * (Revise and attach appropriate letter(s) <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>		4. Applicant Identifier: <input type="text"/>
5c. Federal Entity Identifier: <input type="text"/>		5c. Federal Award Identifier: <input type="text"/>
State Use Only:		
6. Date Received by State: <input type="text"/>		7. State Application Identifier: <input type="text"/>
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: <input type="text" value="Town of Gilbert"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="88-603246"/>		* c. Organizational DUNS: <input type="text" value="142672570000"/>
<b>d. Address:</b>		
* Street1:	<input type="text" value="303 Civic Center Dr"/>	
* Street2:	<input type="text"/>	
* City:	<input type="text" value="Gilbert"/>	
* County/Fort:	<input type="text"/>	
* State:	<input type="text" value="AZ: Arizona"/>	
* Province:	<input type="text"/>	
* Country:	<input type="text" value="USA: UNITED STATES"/>	
* Zip / Postal Code:	<input type="text" value="85234 3463"/>	
<b>e. Organizational Unit:</b>		
Department Name: <input type="text" value="Town Manager's Office"/>		Division Name: <input type="text" value="Community Resources"/>
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
* First Name:	<input type="text" value="Melissa"/>	
* Middle Name:	<input type="text"/>	
* Last Name:	<input type="text" value="Bykstra"/>	
* Suffix:	<input type="text"/>	
* Title:	<input type="text" value="Community Resources Program Supervisor"/>	
Organizational Affiliation: <input type="text"/>		
* Telephone Number:	<input type="text" value="480-503-6985"/>	* Fax Number: <input type="text"/>
* Email:	<input type="text" value="melanie.bykstra@gilbertaz.gov"/>	

Application for Federal Assistance SF-424	
<b>* 8. Type of Applicant 1: Select Applicant Type:</b> <input type="text" value="City or Township Government"/>	
<b>Type of Applicant 2: Select Applicant Type:</b> <input type="text"/>	
<b>Type of Applicant 3: Select Applicant Type:</b> <input type="text"/>	
<b>* Other Agency:</b> <input type="text"/>	
<b>* 10. Name of Federal Agency:</b> <input type="text" value="Department of Housing and Urban Development"/>	
<b>11. Catalog of Federal Domestic Assistance Number:</b> <input type="text" value="14.218"/>	
<b>CFDA Title:</b> <input type="text" value="Community Development Block Grant Program"/>	
<b>* 12. Funding Opportunity Number:</b> <input type="text" value="2015-2014-001"/>	
<b>* Title:</b> <input type="text" value="Community Development Block Grant"/>	
<b>13. Competition Identification Number:</b> <input type="text"/>	
<b>Title:</b> <input type="text"/>	
<b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b> <input type="text"/> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>Add Attachment</span> <span>Delete Attachment</span> <span>View Attachment</span> </div>	
<b>* 15. Descriptive Title of Applicant's Project:</b> <input type="text" value="CDBG administration and program implementation in the town of Gilbert"/>	
Attach supporting documents as specified in agency instructions <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>Add Attachments</span> <span>Delete Attachments</span> <span>View Attachments</span> </div>	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: <input type="text" value="1"/>	* b. Program/Project: <input type="text" value=""/>
Attach an additional list of Program/Project Congressional Districts (if needed): <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
17. Proposed Project:	
* a. Start Date: <input type="text" value="07/01/2019"/>	* b. End Date: <input type="text" value="05/30/2020"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="\$24,319.96"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value=""/>
* d. Local	<input type="text" value=""/>
* e. Other	<input type="text" value=""/>
** Program Income	<input type="text" value=""/>
* g. TOTAL	<input type="text" value="\$24,319.96"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text" value=""/>	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes," provide explanation and attach <input type="text" value=""/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
21. "By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1401)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications with assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: <input type="text" value=""/>	* First Name: <input type="text" value="Patricia"/>
Middle Name: <input type="text" value=""/>	
* Last Name: <input type="text" value="Barger"/>	
Suffix: <input type="text" value=""/>	
* Title: <input type="text" value="Town Manager"/>	
* Telephone Number: <input type="text" value="380-502-5059"/>	Fax Number: <input type="text" value=""/>
* Email: <input type="text" value="pabarger@berlinnj.gov"/>	
* Signature of Authorized Representative: 	* Date Signed: <input type="text" value="05/22/2019"/>



**CERTIFICATIONS**

In accordance with the applicable statutes and the regulations governing the consolidated plan, regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701a) and implementing regulations at 24 CFR Part 135.

  
\_\_\_\_\_  
Signature of Authorized Official

5-22-19  
\_\_\_\_\_  
Date

Town Manager  
\_\_\_\_\_  
Title

## Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

**Following a Plan** -- It is following a current consolidated plan that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. **Overall Benefit.** The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2017, 2018, 2019 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

**Compliance with Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

**Compliance with Laws** -- It will comply with applicable laws.

  
\_\_\_\_\_  
Signature of Authorized Official

5-22-19  
Date

TOWN MANAGER  
Title

**OPTIONAL, Community Development Block Grant Certification**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(e):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

NA  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## Emergency Solutions Grants Certifications

The Emergency Solutions Grants Program recipient certifies that:

**Major rehabilitation/conversion/renovation** – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation.

If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion.

In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the recipient serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal, State, local, and private assistance available for these individuals.

**Matching Funds** – The recipient will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The recipient has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the recipient undertakes with assistance under ESG are consistent with its consolidated plan.

**Specific HOME Certifications**

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

**Eligible Activities and Costs** -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

**Subsidy layering** -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.



Signature of Authorized Official

5-22-19

Date

Team MANAGER

Title

**Discharge Policy** – The recipient will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

NA  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**Housing Opportunities for Persons With AIDS Certifications**

The HOPWA grantee certifies that:

**Activities** -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

**Building** -- Any building or structure assisted under that program shall be operated for the purpose specified in the consolidated plan:

1. For a period of not less than 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For a period of not less than 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

NA  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title



**APPENDIX TO CERTIFICATIONS**

**INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:**

**Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.