



Town of Gilbert  
Second Year Annual Plan  
2011 - 12

Community Development Block Grant  
Home Investment Partnership

June 24, 2011

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# Gilbert Arizona Second Program Year Action Plan

The CPMP Second Year Annual Action Plan includes the SF 424 and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

## GENERAL

### **Executive Summary: Program Year 2 Action Plan**

Gilbert is a rapidly growing suburban community located in the larger Phoenix, Arizona metropolitan area. Citizen participation was encouraged through numerous notices, invitations, announcements and presentations. Comments were incorporated in the planning process. The Town Council determines priorities and allocates funds after receiving recommendations from staff and the Community Services Committee advisory board. Staff monitor contract performance and provide technical assistance as necessary to ensure community needs and federal requirements are met. Applications and contracts require providers to report performance measurement including outcomes and indicators.

Gilbert's Community Development Block Grant (CDBG) and HOME Investment Partnership activities for 2011-12 are summarized below. This includes all affordable housing, homeless, supportive housing and community development strategies. Gilbert participates in the Maricopa HOME Consortium and takes a regional approach to plan and report housing and homeless activities. The Consortium's Annual Plan includes a complete description of Gilbert's 2011-12 HOME and CDBG funded housing and homeless activities.

### **Housing**

Housing needs assessment and activities are coordinated with the Maricopa HOME Consortium. Gilbert supports the following housing activities:

- Emergency and minor repair program- \$195,000 in FY 10/11 carryover CDBG funds to assist 38 low and moderate income, owner occupied households. It is anticipated an additional \$50,000 in CDBG funds will be allocated to this activity during FY 11/12.
- The Sonora Town Major Housing Rehabilitation and Reconstruction program will be cancelled this plan year and rescheduled for fifth year activity. The Sonora Town Sewer Project needs to be completed before any rehabilitation and/or reconstruction in this neighborhood can begin. Funds will be reallocated to another activity this plan year.
- Gilbert has allocated \$300,000 in FY 10/11 and FY 11/12 HOME funds to acquire and rehabilitate 2-3 single family units for permanent affordable rentals for low-income families.

**Homeless Prevention**

Gilbert participates with the Maricopa HOME Consortium and the Maricopa Association of Governments Continuum of Care to support regional solutions to homelessness. See the Housing and Community Development categories for information. Gilbert will support the following homeless prevention activities:

**In Gilbert:**

- \$146,766 in Gilbert General Funds, allocated to 8 local and regional social service organizations assisting the homeless, individuals and families at risk of becoming homeless and providing homelessness prevention service.

**In the East Valley and metro Phoenix area:**

- Emergency shelter and support services
- Supportive services for the elderly and disabled

**Community Development****Public Services - \$98,216 in CDBG funds**

- Senior Center operation and nutrition program for elderly and disabled persons, \$98,216 in CDBG and \$37,821 in General Funds.
- \$184,234 in General Funds allocated to 13 social service organizations assisting the youth, elderly, disabled, and other low income persons.

**Economic Development**

- Front Runner Entrepreneur Program- \$58,512 in FY 10/11 carryover CDBG funds for technical assistance to help entrepreneurs and small businesses over a 1 year period to create or retain at least 3 low/moderate income jobs by growing their business.
- Human Capital Job Training Program- \$95,337 in FY 10/11 carryover CDBG funds and \$100,000 in FY 11/12 CDBG funds to provide new or expanding Gilbert businesses with a grant to increase the quality of workforce through job retention and new job creation. This does so by providing job training to new employees (must have been previously unemployed or underemployed and income qualify by HUD's 2011 guidelines). Training is also available to current employees (also must income qualify) who are in need of retooling their skill set in order to retain their job due to the business expansion.

**Barrier Removal - \$195,000 in carryover FY 10/11 CDBG funds**

- Emergency home repair- \$195,000 to assist 38 Gilbert homeowners
- Education and technical assistance on meeting the Americans with Disabilities Act standards

**Public Facility/Infrastructure Improvements - \$566,575 in CDBG Funds**

- Reallocate \$300,000 from Sonora Town Housing Rehabilitation and Reconstruction Project and \$266,576 in unallocated FY 11/12 CDBG funds to low and moderate income area public facility and infrastructure improvements. Activities and amounts will be determined during a mid-year allocation process (Begins late 2011).

- A New Leaf, La Mesita Homeless Family Shelter Plumbing Improvements - \$15,000 in materials and supplies to assist in replacing plumbing fixtures for 26 homeless family shelter units.

### **Antipoverty Strategy**

The Town of Gilbert addresses poverty by assisting programs that promote independence and self sufficiency for low and moderate income persons. \$98,216 in CDBG, approximately \$328,000 in Gilbert General Funds, and \$8,000 in Gilbert Neighbor 2 Neighbor Funds (Gilberts utility donation program), have been allocated to these activities. See the Anti-Poverty section, the Housing, Homeless Prevention and Community Development sections for more information.

- Affordable rental housing
- Emergency and transitional shelter
- Emergency financial assistance for homeless prevention
- Basic needs assistance for homeless and low to moderate income residents
- Emergency and minor home repairs and rehabilitation
- Job creation activities

### **Non-Homeless Special Needs**

Approximately \$328,000 in Gilbert General Funds, and \$98,216 in CDBG funds have been allocated to the general activities listed below. See the Non-Homeless Special Needs section and the Housing and Community Development sections for more information.

- Self sufficiency counseling
- Nutrition program and other supportive services for elderly and disabled
- Emergency assistance and homeless prevention
- Information and referral assistance
- Classes and counseling for parents at risk of family violence

### **Performance Measurement System**

A Performance Measurement System has been established to report and monitor accomplishments. Goals and objectives for 2011-12 include:

#### **Public Services**

Persons will be assisted with the goal of affordability for the objective of creating suitable living environments.

#### **Housing Programs**

Persons will be assisted with the goal of availability/accessibility for the objective of creating decent housing.

#### **Economic Development**

Persons will be assisted with the goal of sustainability for the objective of creating economic opportunities.

### **Evaluation of Past Performance**

Gilbert made significant progress towards meeting Annual Plan and Consolidated Plan Goals in 2009-10.

- Completion of the design stage of Sonora Town sewer/water/lighting project was completed and will utilize \$500,000 in prior year CDBG funds to complete upgrade and repairs to this low income Gilbert neighborhood.
- The maximum amount of CDBG allowed was expended to provide public services for 339 persons
- \$203,340 was expended providing emergency and minor rehab assistance to 30 homeowners.

See the 2009-10 CAPER for more information.

### **Summary of Funded Activities - Second Year Action Plan**

<b>CDBG and HOME Funds</b>	<b><u>2011-12 CDBG</u></b>	<b><u>2010-11 2011-12 HOME</u></b>	<b><u>General Funds * Neighbor 2 Neighbor</u></b>	<b><u>2010-11 Carry Forward</u></b>	<b><u>Leverage</u></b>	<b><u>Total</u></b>
<b><i>Housing</i></b>						
Community Services of AZ: Emergency / Minor Repair	\$50,000**			\$195,000	\$12,000	\$257,000
ARM of Save the Family: Affordable rentals		\$300,000				\$300,000
<b><i>Public Facility/Infrastructure Improvements</i></b>						
Activities to be determined Nov 2011	\$266,576**			\$300,000**		\$566,575
A New Leaf: La Mesita Plumbing Project	\$15,000				\$975,000	\$990,000
<b><i>Public Services: CDBG- max. of 15%, \$98,216</i></b>						
Boys & Girls Club: Gilbert Project Learn			\$125,000		\$454,000	\$579,000
Community Services of Arizona: Gilbert CAP			\$123,166		\$200,208	\$323,374
Community Services of AZ: Gilbert Senior Center	\$98,216		\$37,821		\$372,810	\$508,847
Other Activities: Homeless, youth, disabled, etc.			\$50,013		\$43,208,769	\$43,253,782
<b><i>Economic Development:</i></b>						
Town of Gilbert: Front Runner Entrepreneur Program				\$58,512		\$58,512
Town of Gilbert: Human Capital Program (job training)	\$100,000			\$95,337		\$195,337
<b><i>Administration and Planning:</i></b>						
Town of Gilbert: Administration and Planning	\$125,000					\$125,000
<b>Total Allocation</b>	<b>\$654,792</b>	<b>\$300,000</b>	<b>\$336,000</b>	<b>\$648,849</b>	<b>\$45,222,787</b>	<b>\$47,157,428</b>

\*\*NOTE: These are estimated amounts. Final funding amounts and projects are expected to be approved after a mid-year RFP process in late 2011.

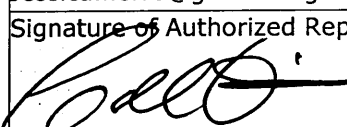


# Gilbert Arizona First Program Year Action Plan

The CPMP First Annual Action Plan includes the SF 424 and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

Complete the fillable fields (blue cells) in the table below. The other items are pre-filled with values from the Grantee Information Worksheet.

Submitted	Applicant Identifier	Type of Submission	
Date Received by state	State Identifier	<b>Application</b>	<b>Pre-application</b>
Received by HUD: 06/24/11	B-10-MC-04-0511	<input type="checkbox"/> Construction	<input type="checkbox"/> Construction
		<input checked="" type="checkbox"/> Non Construction	<input type="checkbox"/> Non Construction
<b>Applicant Information</b>			
<b>Town of Gilbert</b>		AZ40180 Gilbert	
50 E. Civic Center Dr.		Duns #: 142672570	
		City: Gilbert, AZ	
Gilbert	AZ	Community Services	
85296	Country U.S.A.		
<b>Employer Identification Number (EIN):</b>		Maricopa County	
<b>86-6000246</b>		7/5	
<b>Applicant Type:</b>		<b>Specify Other Type if necessary:</b>	
Local Government: City		Specify Other Type	
<b>Program Funding</b>		<b>U.S. Department of Housing and Urban Development</b>	
Catalogue of Federal Domestic Assistance Numbers; Descriptive Title of Applicant Project(s); Areas Affected by Project(s) (cities, Counties, localities etc.); Estimated Funding			
<b>Community Development Block Grant</b>		14.218 Entitlement Grant	
CDBG Program - Entitlement		Description of Areas Affected by CDBG Project(s): Town of Gilbert	
\$654,792	\$Additional HUD Grant(s) Leveraged \$0	Describe	
Additional Federal Funds Leveraged		\$Additional State Funds Leveraged \$0	
Locally Leveraged Funds \$43,862,977 (incl. State and Federal funds)		\$Grantee Funds Leveraged \$336,000	
Anticipated Program Income \$0		Other (Describe)	
Total Funds Leveraged for CDBG-based Project(s) \$1,359,810			
<b>Home Investment Partnerships Program</b>		14.239 HOME	
HOME Project Titles		Description of Areas Affected by HOME Project(s)	

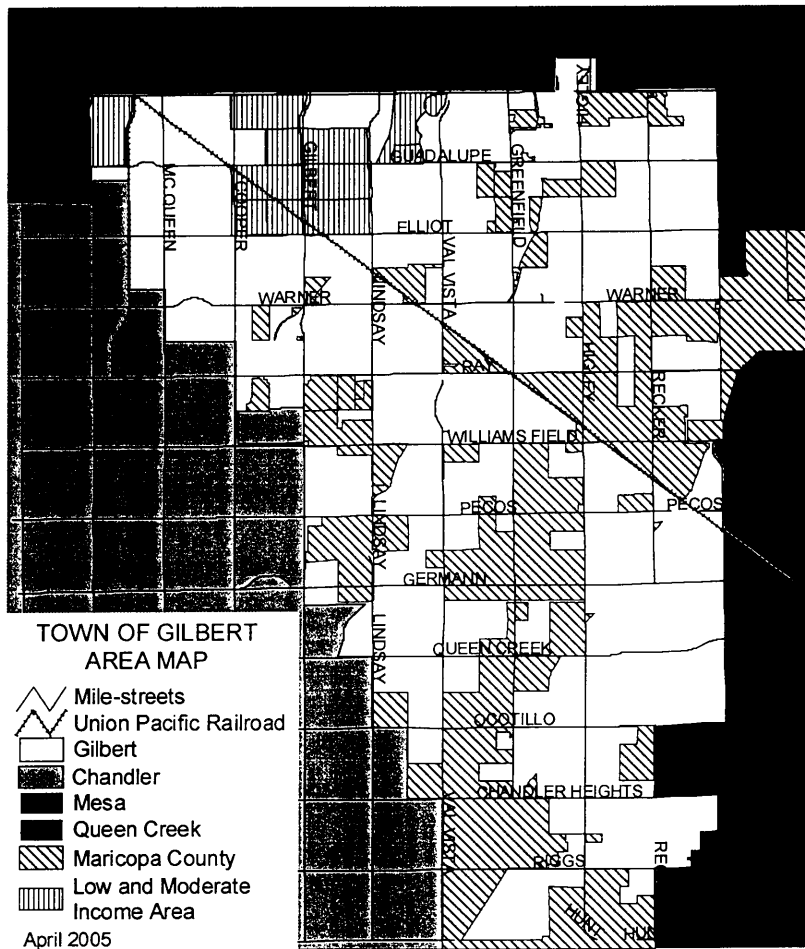
\$HOME Grant Amount		\$Additional HUD Grant(s) Leveraged		Describe	
\$Additional Federal Funds Leveraged			\$Additional State Funds Leveraged		
\$Locally Leveraged Funds			\$Grantee Funds Leveraged		
\$Anticipated Program Income			Other (Describe)		
Total Funds Leveraged for HOME-based Project(s)					
<b>Housing Opportunities for People with AIDS</b>				14.241 HOPWA	
HOPWA Project Titles				Description of Areas Affected by HOPWA Project(s)	
\$HOPWA Grant Amount		\$Additional HUD Grant(s) Leveraged		Describe	
\$Additional Federal Funds Leveraged			\$Additional State Funds Leveraged		
\$Locally Leveraged Funds			\$Grantee Funds Leveraged		
\$Anticipated Program Income			Other (Describe)		
Total Funds Leveraged for HOPWA-based Project(s)					
<b>Emergency Shelter Grants Program</b>				14.231 ESG	
ESG Project Titles				Description of Areas Affected by ESG Project(s)	
\$ESG Grant Amount		\$Additional HUD Grant(s) Leveraged		Describe	
\$Additional Federal Funds Leveraged			\$Additional State Funds Leveraged		
\$Locally Leveraged Funds			\$Grantee Funds Leveraged		
\$Anticipated Program Income			Other (Describe)		
Total Funds Leveraged for ESG-based Project(s)					
Congressional Districts of: Dist. 1				Is application subject to review by state Executive Order 12372 Process?	
Applicant Districts		Project Districts			
Is the applicant delinquent on any federal debt? If "Yes" please include an additional document explaining the situation.				<input type="checkbox"/> Yes This application was made available to the state EO 12372 process for review on Not applicable- No State office <input checked="" type="checkbox"/> No Program is not covered by EO 12372 <input type="checkbox"/> N/A Program has not been selected by the state for review	
<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No			
Person to be contacted regarding this application					
Jessica		E.		Fierro	
Community Dev. Specialist		480-503-6893 Voice		480-503-6170 Fax	
Jessica.fierro@gilbertaz.gov		www.gilbertaz.gov			
Signature of Authorized Representative				Date Signed	
				Collin DeWitt Town Manager 480-503-6864 June 24, 2011	



## General Questions

1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.
2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.
3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.
4. Identify the federal, state, and local resources expected to be made available to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.

: Program Year 2 Action Plan General Questions response:



Gilbert is a rapidly growing suburban community that had its start as an agricultural center. The jurisdictional boundaries for the planned activities include the geographic areas incorporated in Gilbert. Population, needs and other information is included in the Five Year Strategic Plan. All funds for FY 2011-12 have been allocated to activities that improve conditions for low and moderate income persons or households.

Most regional activities are planned in other areas of Maricopa County such as shelter services and other programs for the homeless. Gilbert uses

General Funds to support these activities. Support is based on the number of Gilbert residents accessing the services.

All proposed activities are available to eligible residents in Gilbert. None of the activities are targeted to a specific area except the Sonora Town Water and Sewer project, funded in 2009 and to be completed this program year. There are no minority concentration areas in Gilbert.

The Town of Gilbert utilizes federal CDBG, HOME, and general funds to assist low-income persons. General funds are used to leverage federal funds to support regional shelter services, food assistance, educational activities, recreation activities, support services, mentoring, eviction prevention and other services for low income residents.

<b>Resource</b>	<b>Dollar Amount</b>
CDBG*	\$1,303,641
HOME**	\$422,340
Local General Funds	\$336,000
<b>TOTAL</b>	<b>\$2,056,981</b>

\*Includes \$300,000 in reprogrammed CDBG funds and \$348,849 in FY 10/11 CDBG carry forward funds.

\*\* Includes \$224,253 in FY 2010-11 HOME funds

## **Managing the Process**

1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.
2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.
3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

: Program Year 2 Action Plan Managing the Process response:

Gilbert distributes Gilbert's Community Development Block Grant funds to eligible programs that benefit low and moderate income persons or address slums or blight. The Manager and Council are the contract authority with staff providing administration and oversight. Staff of the Community Services Division have primary responsibility for planning and implementation of programs and activities. Jessica Fierro, the Community Development Specialist, can be reached at 480-503-6893 or [jessica.fierro@gilbertaz.gov](mailto:jessica.fierro@gilbertaz.gov).

The Community Services Committee held public hearings and provided citizen involvement in establishing funding recommendations for Town Council. The Gilbert Town Council also held public hearings, approved funding priorities, took action on the Committee's funding recommendations, and allocated funding to the activities described in this Plan.

Gilbert receives HOME funds through an intergovernmental agreement with the Maricopa HOME Consortium of Entitlement Communities. Gilbert participates with the Maricopa HOME Consortium to identify and support affordable housing priorities on a regional basis. Staff participate in monthly planning and coordination activities as well as technical assistance and program oversight. The lead agency is Maricopa County Community Development. The staff liaison, Renee Ayers-Benavidez, Program Coordinator, is available at 602-372-1524.

The Housing Authority of Maricopa County provides public housing program assistance in Gilbert. The Housing Authority can be contacted at 602-744-4500 for information regarding Section 8 housing in Gilbert and other parts of the County including cities and towns that don't have their own Section 8 program.

### **Citizen Participation**

1. Provide a summary of the citizen participation process.
2. Provide a summary of citizen comments or views on the plan.
3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.
4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

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

: Program Year 2 Action Plan Citizen Participation response:

Gilbert invited participation in the planning process through newspaper advertisements, website announcements, a presentation, and public hearings. Newspaper and website announcements provided information about funding priorities, announced public hearings, and requested comment in writing via e-mail, through the Gilbert website, and at public hearings. Public hearings were held at the Community Services Committee meetings and Gilbert Town Council meetings.

- Public presentations were made for CDBG, HOME, and Gilbert General Fund applicants on April 26, 2011 and April 27, 2011.
- A public hearing was held at the Community Services Committee meeting on May 9, 2011.
- A public notice of the availability of the draft Second Year Annual Action Plan and an opportunity for public comment was published in the East Valley Tribune on May 23, 2011.
- A public hearing before Town Council was held on May 19, 2011 to approve the CDBG, HOME and general fund allocations.
- A public hearing before Town Council will be held on June 23, 2011 to approve the submission of the Second Year Annual Action Plan.

No public comments were received.

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## **Institutional Structure**

1. Describe actions that will take place during the next year to develop institutional structure.

: Program Year 2 Action Plan Institutional Structure response:

The Gilbert Town Council has legal authority and responsibility for determining goals and priorities and for contractual agreements related to CDBG funding for housing and community development. The Community Services Committee is appointed by the Council and recommends priorities and funding allocations for action by the Council. The CDBG program is administered by Community Development staff, ultimately reporting to the Town Manager. Public services, housing services and public facilities are provided under contract to local non-profit organizations on a reimbursement basis for costs incurred.

HOME funds are administered by Gilbert under the terms of an intergovernmental agreement with Maricopa County and suburban entitlement communities. Under this agreement, Maricopa County serves as the lead agency and contracts with HUD. The County Board of Supervisors has legal authority and responsibility and is assisted by staff of the County Community Development office as well as designated staff of participating municipalities. Gilbert manages its pro-rata allocation of HOME funds and assists in monitoring activities in cooperation with the Consortium.

The Section 8 Housing Program is administered by the Maricopa County Housing Authority and serves the Gilbert area.

## **Monitoring**

1. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

: Program Year 2 Action Plan Monitoring response:

Award letters are sent to organizations that receive funding. Environmental reviews and contractual agreements are completed with providers by June for projects beginning on July 1. Gilbert's program monitoring activities include:

- Contracts with providers specify performance expectations and timelines.
- Staff reviews applications and monitors providers to assure funded programs are in compliance with national objectives, the Annual Plan, and 5 year Consolidated Plan.
- Staff reviews invoices and quarterly reports and authorizes reimbursement of costs according to and in compliance with contract and program requirements.
- Support and technical assistance are provided as necessary to assure community needs and program requirements are met.
- On-site monitoring visits are made annually to insure compliance with

program and affordability requirements and review program policies, procedures, financial information and service records.

- Activities are coordinated with other municipalities and agencies to eliminate duplication of effort and improve the efficient use of resources.
- Staff provides close oversight and technical assistance to any agency with findings or concerns stemming from monitoring.

## **Lead-based Paint**

1. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.

: Program Year 2 Action Plan Lead-based Paint response:

Gilbert has a very small segment of the housing stock over 20 years old. Approximately 50 housing units are pre-1940 construction and approximately 250 additional units are pre-1960 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. Minor housing rehabilitation is continuing in 2011-12 and includes testing for and addressing any identified lead-based paint and asbestos problems according to established standards and practices.

## **HOUSING**

### **Specific Housing Objectives**

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

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

: Program Year 2 Action Plan Specific Objectives response:

The Town of Gilbert is a member of the Maricopa HOME Consortium through an intergovernmental agreement. Federal regulations (91.405) require that the housing needs assessment be consolidated for the entire Consortium service area.

Gilbert's HOME funded activities are planned and reported regionally through the Maricopa Consortium. Please refer to the Maricopa Consortium Plan for a complete description of these regional activities. Gilbert's housing activities include:

Community Services of Arizona, Inc., \$195,000 in FY 10-11 carry forward CDBG funds to operate the Gilbert Emergency and Minor Home Repairs to assist 38 Gilbert low and moderate-income owner occupied households with emergency home repairs and minor rehabilitation including health, safety, and accessibility problems in their homes. It is anticipated that additional CDBG funds may be allocated to this activity mid program year.

The Sonora Town Major Housing Rehabilitation and Reconstruction Program was allocated \$300,000 in 2010-11 CDBG funds for owner occupied major housing rehabilitation and reconstruction in the Sonora Town neighborhood. This project will be cancelled this program year and rescheduled for fourth and fifth year program activities. Funds will be reallocated to Public Facility and Infrastructure Improvements in low-moderate income areas.

Gilbert Town Council allocated \$222,850 in 2010-11 HOME funds and \$75,747 in FY 2011-12 HOME funds to Affordable Rental Movement of Save the Family to acquire and rehabilitate 2-3 permanent affordable rental housing in the Town of Gilbert.

In addition, ARM of Save the Family received \$300,000 in CHDO funds from Maricopa County to be administered by the Town of Gilbert to acquire and rehabilitate 2-3 permanent affordable rental housing units in Gilbert.

### **Needs of Public Housing**

1. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.
2. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

: Program Year 2 Action Plan Public Housing Strategy response:

The Town of Gilbert does not own public housing units. The Housing Authority of Maricopa County administers the Section 8 subsidized housing program for the Town of Gilbert. This rental assistance program provides controls to uniformly address safety issues and repairs to keep our affordable housing stock decent, safe and sanitary.

The Housing Authority Of Maricopa County reported 144 subsidized housing units were in Gilbert on May 9, 2011. They also reported 780 households on their county-wide waiting list. Gilbert encourages the Housing Authority to seek additional funds to serve the needs of very low income families.

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## Barriers to Affordable Housing

1. Describe the actions that will take place during the next year to remove barriers to affordable housing.

: Program Year 2 Action Plan Barriers to Affordable Housing response:

Information on current affordable homeownership, rental housing, and other programs is available via telephone from staff during office hours and 24 hours a day on the Gilbert website, [www.gilbertaz.gov/busdev/housing](http://www.gilbertaz.gov/busdev/housing). Information, phone numbers, and web links to resources outside of Gilbert are also provided.

Barriers to affordable housing in Gilbert include:

- Declining Property Values: Gilbert's single family median sales price has declined 49% from the 1st Quarter peak of \$331,000 in 2006 to the March 2011 median price of \$163,781. Even with this significant decline, \$163,000 is still beyond what a moderate income family can afford.
- Homebuyers: The current foreclosure and financial market is having a negative impact on homebuyers. Many buyers are staying out of the housing market at this time due to the continuing decline in home values. Some first time homebuyers are having more difficulty purchasing a home because their lender is unwilling or unable to finance a first time homebuyer, even though the buyer was working with a HUD approved nonprofit housing counseling agency.
- Create New Affordable Housing: Gilbert is a fairly new city with very few smaller parcels of residential land that are vacant or in need of redevelopment. This provides significant barriers to the creation of new affordable housing.
- Affordable Rentals: There are very few smaller (less than 25 units) multifamily rental developments in Gilbert. This makes it very difficult to acquire existing multi-family housing to convert to affordable and/or special needs housing. Some multi-family rental properties were converted to condos in recent years, providing more affordable homes for purchase but reducing the number of more affordably priced rental units.

## HOME Investment Partnership Funds

1. Describe other forms of investment not described in § 92.205(b).
2. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.
3. If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:

- a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.
  - b. Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
  - c. State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
  - d. Specify the required period of affordability, whether it is the minimum 15 years or longer.
  - e. Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.
  - f. State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.
4. If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:
- a. Describe the planned use of the ADDI funds.
  - b. Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.
  - c. Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

: Program Year 2 Action Plan HOME/ADDI response:

Gilbert's HOME funded activities are planned and reported regionally through the Maricopa Consortium. Please refer to the Maricopa Consortium Plan for a complete description of these regional activities.

#### HOME FUNDS:

Gilbert Town Council allocated \$222,850 in 2010-11 HOME funds and \$75,747 in FY 2011-12 HOME funds to Affordable Rental Movement of Save the Family to acquire and rehabilitate permanent affordable rental housing in the Town of Gilbert.

#### ADDI FUNDS:

No funds have been allocated through the ADDI program for 2011-12.



## HOMELESS

### Specific Homeless Prevention Elements

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

1. Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.
2. Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.
3. Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.
4. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.
5. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.

: Program Year 2 Action Plan Special Needs response:

Gilbert recognizes the regional nature of homelessness and the need for an active Continuum of Care. The Maricopa Association of Governments Continuum of Care involves all communities working collectively to address pervasive issues such as poverty and homelessness. To date the available federal, state, local, and private housing resources have assisted a very small percentage of those in need.

Each year, Gilbert allocates funding to several organizations that provide homelessness assistance and aid in the prevention of homelessness. These services include regional emergency and transitional shelter, supportive services, case management and educational training, and emergency financial assistance to prevent eviction and ultimately homelessness.

<b>SOURCES OF FUNDS FOR HOMELESS PREVENTION</b>					
<b>Agency Name</b>	<b>Program Description</b>	<b>Funding Category</b>	<b>Funding Source</b>	<b>FY 11/12 Funding Allocation</b>	<b>Outcome/ People Served</b>
A New Leaf	East Valley Men's Center	Emergency	General Funds	\$4,500	1
A New Leaf	EMPOWER	Transitional	General Funds	\$1,800	1
A New Leaf	La Mesita Family Shelter	Transitional	General Funds	\$1,900	1
Central Arizona Shelter Services (CASS)	Regional Emergency Shelter	Emergency	General Funds	\$1,800	10
Community Services of Arizona	Gilbert CAP	Emergency	General Funds	\$123,166	305
Save the Family	Homeless Intervention Program	Emergency	General Funds	\$7,300	4
Shoebox Ministry	Toiletries for Homeless	Emergency	General Funds	\$1,000	64
The Salvation Army	Emergency Financial Assistance	Emergency	General Funds	\$5,300	12
			<b>TOTAL</b>	<b>\$146,766</b>	<b>398</b>

### Emergency Shelter Grants (ESG)

(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.

: Program Year 2 Action Plan ESG response:

Not applicable. Gilbert will not be receiving ESG funding.

## COMMUNITY DEVELOPMENT

### Community Development

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

1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.
2. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

\*Note: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

: Program Year 2 Action Plan Community Development response:

### **Public Service Objectives**

The Town of Gilbert will provide support and technical assistance as needed for regional food and shelter service providers and other nonprofits interested in Gilbert funding to ensure compliance with CDBG eligibility regulations and administrative requirements. The 2011-12 CDBG public service activity is:

Community Services of AZ- Senior Center Program: \$98,216 in CDBG and \$37,821 in General Funds to provide 339 frail, elderly persons with 8,400 nutritionally balanced meals in a dining room setting or delivered to the homes of homebound elderly and disabled persons. These funds will also provide 400 exercise, educational, and social activities for seniors.

In 2008-09 Gilbert decided to concentrate CDBG Public Service funding on the largest applicants. This change increased Gilbert's administrative efficiency by eliminating about 6 smaller grants to other regional nonprofits. The CDBG funds that had gone to the 6 smaller grants were replaced with General Funds resulting in reduced administrative requirements and no financial loss for those 6 organizations as a result of the shift in funding.

Council allocated \$336,000 in 2011-12 Gilbert General Funds and Neighbor 2 Neighbor Funds (Gilbert's utility donation program) to 23 area nonprofits assisting low income persons. The total amount of 2011-12 CDBG and General Funded support provided by Gilbert is \$429,216, a 7% reduction in total funding compared to 2010-11. Unfortunately, a total of 24% in budget cuts to public services have occurred over the past two years.

### **Economic Development Objectives**

The number one need in the current recession is jobs. Jobs are an even higher priority for low and moderate income households that often have little or no savings. Many of these households are one paycheck away from homelessness or are in need of a regular paycheck to break the cycle of homelessness. The 2011-12 CDBG economic development activities are:

Front Runner- Gilbert Entrepreneur and Small Business Program: \$58,512 in FY 10/11 CDBG carry over funds allow the Town of Gilbert to provide technical assistance to entrepreneurs and small businesses to create or retain 3 low and moderate income jobs. Gilbert's Front Runner program was first funded in 2008 for two years and created ten (10) new jobs and retained seven (7). The program was funded again in 2010 for \$80,000. To date, the program has created three (3) jobs and retained one (1).

Human Capital Job Training Program: \$95,337 in FY 10/11 CDBG carry over funds and \$100,000 in FY 11/12 CDBG for the Town of Gilbert to provide new or expanding Gilbert businesses with a grant to increase the quality of workforce through job retention and new job creation. This does so by providing job training to new employees (must have been previously unemployed or underemployed and income qualify by HUD's 2011 guidelines). Training is also available to current

employees (also must income qualify) who are in need of retooling their skill set in order to retain their job due to the business expansion. Gilbert's Job Training program is modeled on the successful State of Arizona program that was eliminated in 2009 due to State budget cuts. The Human Capital program is a pilot program that is believed to be a unique activity for a community the size of Gilbert. While no funds have been expended to date, the activity has completed its initial planning and marketing stage. Activity is expected in the fourth quarter of 2010-2011 and will continue through the 2011 Program year.

### **Public Facilities/Infrastructure Objectives**

The Town of Gilbert seeks to improve and rehabilitate public facilities and infrastructure accessed by low and moderate income families residing in eligible areas within the Town. It is anticipated that approximately \$300,000 in funds reallocated from the Sonora Town Rehabilitation and Reconstruction Project, to be completed at a later time, and \$266,576 in unallocated FY 11/12 funds would be better utilized by improving and rehabilitating facilities and infrastructure currently in use. Staff is currently assessing facility and infrastructure improvement needs in low and moderate income Gilbert neighborhoods and will prioritize activities and specific projects during the mid year funding process.

### **Accessibility through Barrier Removal**

Gilbert supports the following activities to increase accessibility:

- Barrier removal in housing rehabilitation activities when appropriate.
- Education and technical assistance, upon request to organizations serving low and moderate income clients on meeting the Americans with Disabilities Act standards.

### **Other Community Development Needs**

Provide technical assistance for proposal applicants, staff and other agencies who may submit HUD eligible projects for consideration or request Gilbert General Funds for social service activities.

### **Antipoverty Strategy**

1. Describe the actions that will take place during the next year to reduce the number of poverty level families.

: Program Year 2 Action Plan Antipoverty Strategy response:

Gilbert will address poverty by supporting programs serving low and moderate income people in an effort to promote independence and self-sufficiency. Federal CDBG and HOME funds are leveraged with Gilbert General Funds and other resources to achieve objectives. Strategies for addressing non-homeless special needs include funding activities that provide assistance to reduce the number of families in poverty. Activities include:

- intake and case management

- food boxes
- utility assistance
- emergency rent assistance
- mentoring and educational opportunities
- transportation assistance
- home repair assistance
- employment search and workforce training

In addition, Gilbert supports programs that provide long term strategies to increase resident's self sufficiency. Providing assistance to low and moderate income residents during times of crisis helps to reduce stress and maintain family stability until the crisis subsides. In addition, services providing employment resources and job training assist individuals in obtaining higher wage employment and thus helping to reduce the number of Gilbert families living in poverty.

The Town of Gilbert has allocated significant CDBG funding beginning in 2008 towards economic development activities to assist in the creation and retention of low to moderate income jobs and to the development of a workforce training program for low to moderate income workers. Providing resources to assist in keeping or creating jobs and providing training for low to moderate income also aids in helping to reduce the number of families living in poverty.

## NON-HOMELESS SPECIAL NEEDS HOUSING

### Non-homeless Special Needs (91.220 (c) and (e))

\*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

: Program Year 2 Action Plan Specific Objectives response:

The following table describes federal and local allocations of funding to address non-housing goals for special needs populations.

<b>Town of Gilbert: Non-Housing Short Term Objectives</b>					
<b>Agency Name</b>	<b>Program Description</b>	<b>Con-Plan Priority Activity</b>	<b>Funding Source</b>	<b>FY 11/12 Funding Allocation</b>	<b>Outcome/ People served</b>
About Care	Transportation for Homebound	Senior & Disabled Persons	General Funds	\$3,000	7
Alzheimer's Association	Gilbert Alzheimer's Program	Senior & Disabled Persons	General Funds	\$2,400	60
A New Leaf	Mayfield Youth Center	Youth Services	General Funds	\$1,000	2
Big Brothers Big	Gilbert Mentoring	Youth Services	General	\$1,000	1

Sisters	Program		Funds		
Boys & Girls Club	After School Program	Youth Services	General Funds	\$125,000	850
Child Crisis Center	Family Resource Center	Youth Services	General Funds	\$4,700	14
Child Crisis Center	Foster Care & Adoption	Youth Services	General Funds	\$1,000	9
Community Information & Referral	Information & Referral Program	Community Assistance	General Funds	\$1,000	667
Community Services of Arizona	Gilbert CAP Program	Community Assistance	General Funds	\$123,166	305
Community Services of Arizona	Gilbert Senior Center	Senior & Disabled Persons	General Funds	\$37,821	73
Community Services of Arizona	Gilbert Senior Center	Senior & Disabled Persons	CDBG	\$98,216	188
East Valley RSVP	Volunteer Support	Senior & Disabled Persons	General Funds	\$1,000	14
Gilbert Community Action Network	Character Counts Award Ceremony	Youth	General Funds	\$1,002	20
Junior Achievement	Arizona BizTown	Youth	General Funds	\$1,000	20
The Salvation Army	Emergency Financial Assistance	Community Assistance	General Funds	\$5,300	12
United Food Bank	Emergency Food Assistance	Community Assistance	General Funds	\$4,311	4,095
			<b>TOTAL</b>	<b>\$410,916</b>	<b>6,337</b>

## Housing Opportunities for People with AIDS

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

1. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.  
Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.
2. Evaluate the progress in meeting its specific objective of providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.
3. Report on annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.
4. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.

5. Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Consolidated Plan.
6. Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.
7. Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.
8. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.

: Program Year 2 Action Plan HOPWA response:

Not Applicable- Gilbert doesn't receive HOPWA funds.

### **Specific HOPWA Objectives**

Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the Action Plan.

: Program Year 2 Specific HOPWA Objectives response:

Not applicable - Gilbert doesn't receive HOPWA funds.

### **Other Narratives**

Include any Action Plan information that was not covered by a narrative in any other section.

### **Fair Housing**

The Town of Gilbert will be implementing a comprehensive Fair Housing Plan during this fiscal year to address impediments to fair housing choice identified in Gilbert's 2010 Analysis of Impediments. The Town's commitment to affirmatively further fair housing choice will be addressed through the following activities:

- The Town of Gilbert will become a member of the Arizona Fair Housing Partnership to participate in regional and collaborative efforts to further fair housing choices.
- Host two Fair Housing workshops annually within Gilbert's jurisdiction to educate and provide resources to both landlords and tenants regarding the rights and responsibilities of complying with the Arizona Residential Landlord Tenant Act.
- Mail informational materials to landlords and tenants registered with the Town of Gilbert.

- Implement a Fair Housing Hotline for residents to receive information or file fair housing complaints.
- Create a database (call log) to record all complaints and referrals relating to Gilbert fair housing issues.
- Display fair housing posters in public buildings and at fair housing functions.
- Monitor grant funded subrecipients for compliance with fair housing and affirmative marketing requirements.
- Maintain a Fair Housing page on the Town's web page including direct links to the HUD Fair Housing website, Arizona Attorney General's website and the Southwest Fair Housing Council.
- Annually designate April as Fair Housing Month by public proclamation at a regular Town Council meeting. The meeting is rebroadcast to all homes in Gilbert with cable TV at least 10 times during the 2 weeks after the meeting. The meeting is also permanently available for web cast viewing via the Gilbert website, on demand, 24 hours a day, at no charge.

## **Performance Measurement System**

Gilbert has implemented HUD's Performance Measurement standards and requirements in all CDBG and HOME funded programs and activities. In an effort to improve performance reporting on projects supported by Gilbert, the CDBG application form requires applicants to provide the following information:

- Description of procedures for documentation of clients, specifically related to the activity to be funded.
- Information on if the proposed project is new or in operation and for how long.
- Description of the strategies or methods to implement the project, major activity components, staffing and months/hours of operation.
- Information on funding for the current and prior year, clients served and units of service.
- For continuing projects, performance compared to annual goals, major accomplishments, and adjustments made during the project.
- One or two specific and measurable outcomes expected to be achieved this year. Outcomes are benefits for participants or clients that result from a program. Outcomes typically relate to changes in conditions, status, attitudes, skills, knowledge or behavior. Common outcomes include improved quality of life for program participants, improved quality of local housing stock, or revitalization of a neighborhood.
- Indicators to be used to measure performance. Outputs are the direct products of a program's activities. They are usually measured in quantifiable terms including the volume of work accomplished, such as the number of low-income households served, number of loan applications processed, the number of units constructed or rehabilitated, linear feet of curbs and gutters installed or numbers of jobs created or retained.



- A brief summary of the internal project evaluation plan including evaluation tools, data collection, responsibilities, report process and time lines.

Contracts require quarterly reports on performance measurement activities. The following objectives and outcomes have been identified by activity:

### **Public Services**

Persons will be assisted with the goal of sustainability for the objective of creating suitable living environments.

#### **CSA Senior Meals**

Specific and measurable outcome(s) to achieve this year:

- Increase opportunities for low-income Gilbert Seniors to receive nutritionally balanced, affordable meals.
- Increase opportunity for social and recreational activities to enhance quality of life for Gilbert Seniors.
- Individuals will participate in recreational and social programs

Indicators used to measure performance:

- 9,505 nutritionally balanced meals will be delivered to the homes of home bound, frail, elderly and disabled Gilbert residents
- 8,106 nutritionally balanced meals will be serviced in a congregate setting at the Gilbert Senior Center.
- 400 recreational and social programs will be offered at the Senior Center

### **Housing Programs**

Persons will be assisted with the goal of sustainability for the objective of creating decent housing.

#### **CSA Emergency and Minor Home Repairs**

Specific and measurable outcome(s) to achieve this year:

- 38 households will be assisted with emergency and minor repairs
- Hazardous housing conditions will be reduced

Indicators used to measure performance:

- Client records and demographics
- Client satisfaction

### **Economic Development**

Persons will be assisted with the goal of sustainability for the objective of creating sustainable living environments.

Specific and measurable outcome(s) to achieve this year:

- Create new job opportunities for low and moderate income Gilbert residents.

Indicators used to measure performance:

- Number of businesses to complete 10 week long entrepreneur program
- Number of persons to receive job training for a newly created position.

### **Public Facility/Infrastructure Improvements**

To increase the usability and functionality of public facilities and infrastructure utilized by low and moderate income residents.

#### **A New Leaf, La Mesita Family Shelter Plumbing Project**

Specific and measurable outcome(s) to achieve this year:

- Increase efficiency and functionality of kitchen and bathroom facilities at La Mesita Shelter.
- Decrease annual repair costs related to facility plumbing.

Indicators used to measure performance:

- Replace plumbing lines and fixtures in 26 homeless family units at La Mesita Shelter.
- Utility bills for Shelter will decrease due to new plumbing and less repair costs.

#### **Gilbert Facility/Infrastructure Improvements**

Specific and measurable outcome(s) to achieve this year:

- Increase usability of local facilities and infrastructure in an income qualified low to moderate Gilbert neighborhood.
- Improve neighborhood value and amenities offered to low and moderate income Gilbert neighborhoods.

Indicators used to measure performance:

- Increased numbers of low to moderate income residents utilizing public facilities and infrastructure