

CITY OF TEMPE

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT(CAPER) FY 2017-18



**HUMAN SERVICES DEPARTMENT
HOUSING SERVICES DIVISION**
September 2018

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The City of Tempe has successfully completed its third year Action Plan of the City's Five-Year Consolidated Plan for Fiscal Years 2015-2019. Activities undertaken during this period reflect the goals and objectives as stated in the City's Five-Year Consolidated Plan and FY2017 Annual Action Plan.

CDBG PS

CASS Emergency Shelter Services - Assisted 69 homeless Individuals

A New Leaf - La Mesita Family Shelter - Assisted 34 homeless families

A New Leaf – East Valley Men's Center – Assisted 35 homeless men

Community Bridges – Mobile Outreach – Assisted 843 individuals

UMOM New Day Center – Family Shelter – Assisted 37 homeless individuals

Maggie's Place – Elizabeth's House – Assisted 28 pregnant women

COT Homeless Coordinator – Assisted 599 Homeless individuals.

CDBG Housing

Tempe Coalition for Affordable Housing – Acquisition – The program acquired 4 properties for affordable housing.

COT Emergency Home Repair Program – Assisted 31 low-to-moderate income households with emergency repairs.

HOME Program

CAMP assisted 14 First-time Homeowners to purchased their homes

TBRA assisted 25 Households with rental assistance

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Case Management and Shelter Services	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2000	604	30.20%			
Case Management and Shelter Services	Non-Housing Community Development	CDBG: \$	Homelessness Prevention	Persons Assisted	0	0		400	155	38.75%

Case Management/Career and Employment Services	Homeless Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	100	53	53.00%			
Case Management/Career and Employment Services	Homeless Non-Housing Community Development	CDBG: \$	Homelessness Prevention	Persons Assisted	0	0		20	0	0.00%
Downpayment Assistance	Affordable Housing	CDBG: \$393414	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		3	0	0.00%
Downpayment Assistance	Affordable Housing	CDBG: \$393414	Direct Financial Assistance to Homebuyers	Households Assisted	50	0	0.00%			
Emergency Home Repair	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	50	47	94.00%	30	47	156.67%
Homeless Outreach and Coordination	Homeless	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2750	53	1.93%			
Homeless Outreach and Coordination	Homeless	CDBG: \$	Homelessness Prevention	Persons Assisted	0	155		550	0	0.00%

Public and Community Facilities	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	10000	3	0.03%			
Public and Community Facilities	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		10	1	10.00%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

The City continues to fund regional homeless service providers with CDBG dollars. Specifically, A New Leaf-La Mesita Shelter and EVMC in Mesa and the Central Arizona Shelter System (CASS) in Phoenix. The City continues to make strides in providing services to the homeless population in Tempe through its CDBG funded Homeless activities, 731 homeless individuals received assistance.

The City also works stridently to maintain the current levels of affordable housing stock through its Emergency Repair Program. During this FY2017 the program assisted 31 low-to moderate income households. Additionally, Tempe Coalition for affordable housing acquired 4 properties to provide affordable housing.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	1,164
Black or African American	262
Asian	23
American Indian or American Native	98
Native Hawaiian or Other Pacific Islander	24
Total	1,574
Hispanic	252
Not Hispanic	1,322

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The activities carried out in FY2017 utilizing CDBG funds were consistent with the objectives of the Consolidated Plan. Funds were used to provide housing and non-housing programs. With the Funds available, Tempe was able to offer consistent services regardless of race or ethnicity as described in the Action Plan.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	1,959,537	1,777,677
HOME	HOME		
HOPWA	HOPWA		
ESG	ESG		
Other	Other		

Table 3 - Resources Made Available

Narrative

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
CDBG Eligible Areas	70	50	Areas for area benefit.
Citywide	30	50	Areas eligible for individual benefit.

Table 4 – Identify the geographic distribution and location of investments

Narrative

CDBG Funds were primarily for emergency repairs in CDBG eligible census tracts and public service activities were conducted citywide. Other, funds were used to acquire properties to provide affordable rental housing, the remaining expenditures cover administrative expenses.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

With the exception of the emergency repair program, all CDBG funds are combined with the city of Tempe's general fund and partnering social service agencies in order to maximum the leverage of federal funds. The city of Tempe is not a direct recipient of HOME funds, but receives HOME funds as a member of the Maricopa County Consortium and matches those funds through a donation by way of a Memorandum of Agreement with Newtown, CDC.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	5
Number of Non-Homeless households to be provided affordable housing units	1,077	912
Number of Special-Needs households to be provided affordable housing units	0	0
Total	1,077	917

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	1,052	886
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	25	31
Number of households supported through Acquisition of Existing Units	0	0
Total	1,077	917

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The rental assistance goal was based on the number of Section 8 voucher available. However; the lack of housing units in Tempe makes it very challenging to find affordable housing for section 8 tenants.

Discuss how these outcomes will impact future annual action plans.

Tempe will continue to increase affordable housing units based on Tempe’s Affordable Housing Strategy (AHS) plan.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	1090	25
Low-income	219	0
Moderate-income	10	14
Total	1319	39

Table 7 – Number of Households Served

Narrative Information

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction’s progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City of Tempe Human Services Department/Housing Services Division takes the lead on behalf of the City with respect to reaching out to unsheltered homeless persons and assessing their needs. The City of Tempe also employs a Homeless Coordinator. The Coordinator and representatives from city funded agencies participate in the Maricopa county Continuum of Care on Homelessness committees. The Homeless Coordinator serves on the Continuum of Care Regional Committee on Homelessness.

Tempe’s goal is: To achieve an end to homelessness in Tempe as measured by Tempe’s annual count.

Represented in the chart below are important indicators of the work to end homelessness in Tempe. The program value represents the work that is funded through CDBG and the general fund. The system level value represents all other funding for people who were known homeless in Tempe.

FY 17/18	INDICATOR	Program Value	System Level Value
FY 17/18		Homeless Outreach Program Effort - HOPE	
FY 17/18	Number of unduplicated people served through navigation and case management	624	1,117
FY 17/18	Number of new unduplicated people served through navigation and case management	457	483
FY 17/18	Number of people diverted from homeless services	60	27

FY 17/18	The average length of time from program entry to housing (when vouchers are available)	35	41
FY 17/18	Number of people permanently housed	103	239
FY 17/18	Number of chronically homeless people served	201	coming
FY 17/18	Retention rate for housing	95% (Tempe funded)	89%/ 99 of 111

The focused strategies for this year are:

- Enhance access to existing services, in order to prevent and reduce length of time people are homeless
 - Connect to regional coordinated entry system (family, youth and individual)

Goal Accomplished. COT HOPE Team is a mobile access point for the coordinated entry system
 - Assess and strengthen Tempe ending homelessness service system

Goal Accomplished: COT leads the Tempe Homeless Coalition where 10 new agency members were added this year.
 - Create community data collection system

Goal Accomplished: All services are now entered into the Homeless Management Information System (HMIS).
 - Provide low-barrier pathways to permanent housing

Outreach Team has been expanded by 1 full-time staff member whose work increases participants ability to access housing and services through increased access to the regional network of providers. New opportunities for TBRA housing have been secured and partnerships have expanded in the east valley to house people in Rapid-rehousing

programs.

- Prioritize ending chronic homelessness

- Assess unsheltered homeless people

Additional outreach workers can reach the most vulnerable people who are unsheltered.

- Mobilize Mid-Year Supplemental plan to address encampments

Goal Accomplished and implementation of outreach to encampments have produced permanent housing outcomes for people with long periods of homelessness and those with no income.

- Increase housing options, including Permanent Supportive and Rapid Re-Housing

Goal Accomplished; As a mobile coordinated access entry point, more people have access to housing match. We can now move data and not people, some 40 miles to the coordinated entry system.

- Concentrate resources on programs that offer measurable results

- Assess and monitor City of Tempe investment in ending homelessness
- Connect and collaborate with the Maricopa Regional Plan to End Homelessness

Identify and request resources for a sustained effort through the City's annual budget process and grants

The Homeless Solutions Workgroup was successful in securing funding for 1 and ½ additional staff positions, 25k in grants and a partnership with the Siemer Foundation of 150k for three years.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Tempe funds a number of programs that serve homeless persons and individuals. Those programs include A New Leaf, Tempe Community Action Agency and Homeward Bound all of whom serve victims of domestic violence. The city also funds Central Arizona Shelter Services which provides shelter to homeless adults and families Homeward Bound is funded to provide transitional living services to homeless families. La Mesita is funded as a crisis shelter for homeless families. The Tempe Community Action Agency and Tempe Salvation Army are funded to provide emergency services to homeless individuals and families and to prevent homelessness. The United Food Bank is funded to provide emergency food to individuals and families in need.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The COT HOPE Outreach team has instituted a new and innovative program within the Tempe Court to identify people who are homeless and who have a serious mental illness, but who are not connected to mental health or housing services. HOPE Outreach provides the assessment, documentation and navigation to connect them to appropriate services and housing. Unsheltered people who are seriously mentally ill can move from homelessness to stable permanent housing with housing-based case management within weeks, through this efficient and effective process. This initiative is expected to serve up to 150 people per year, and has assisted 56 since its implementation in January of 2018.

Another new program this year is The Tempe Siemer Family Stability Program which serves families experiencing homelessness and those on the verge of homelessness via a “two-generation” approach which addresses the needs of both adults and children with supportive services like financial education, parenting & life skills, and educational support. Through a partnership with the Siemer Institute, Valley of the Sun United Way, A New Leaf, Tempe Homeless School liaisons and the Human Services team, this program in its first 6 months of operation, has served 22 families and 55 children.

Through this unique partnership, case management, supportive services, workforce development, housing subsidy, along with other flexible financial support are all provided to families to help them find, and maintain stability in all areas of their lives. The housing subsidy is achieved through a combination of HOME-TBRA funding, and other Coordinated Entry certificates.

The City has also partnered for a second year with Mercy Maricopa Behavioral Health Authority. The Mercy Maricopa Bridge to Permanency Housing Program is Permanent Supportive Housing for homeless individuals diagnosed as having a serious mental illness. It is an independent, permanent, community-based housing program. All housing providers utilize the “housing-first” approach and the SAMHSA evidence-based Permanent Supportive Housing fidelity model to provide subsidized housing scattered throughout Maricopa County/GSA 6. The long-term goal of this program is to transition the subsidy to a Housing Choice Voucher (Section 8). The Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT) is utilized to assist in prioritizing members for Bridge to Permanency Housing. In addition to the support provided by a member’s clinical team, everyone referred to the program is provided the opportunity to work with a Permanent Supportive Housing Services provider

Through funding provided by an Indian Gaming Grant the HOPE Team can transition chronically homeless people, and to rapidly rehouse individuals and families, from the street to stable housing. This is accomplished by providing funds that support health promotion, disease prevention and that help to

attain safe and secure housing. Examples include vision health (i.e. tests, glass, etc.); dental health (teeth cleaning, fillings, etc.); obtaining needed documentation (id's, birth certificates, etc.) for benefits and housing; transportation to vital services; deposits, move-in costs and basic furnishings; and even emergency shelter (bridge housing). This project is expected to assist a maximum of 500 individuals over the year. The initiative was started in July 2018, and has already assisted 794 individuals with resources.

The HOPE Team also assists with housing location when needed, and based on the individual circumstances of the individuals.

Support Services are maintained after the person or family is housed, and remains until connections to long term housing based case management is obtained.

The HOPE Outreach Team also works in partnership with other COC partners in our Tempe Works Program. Tempe Works is a pilot program, funded through the city's general fund, that is designed to help homeless people work to become self-sustaining, which may include:

- The opportunity for homeless people (accessing our local shelter) to secure a part-time job with the City of Tempe Public Works Department through our local Corporate Job Bank
- Housing and utilities subsidy of up to \$12,000 per person, for a two-year program, which is funded by the Tempe Housing Trust Fund
- Uniforms, transportation, and all the items needed to help each individual secure and maintain a job.

Supportive services that foster the individual or family in maintaining employment, managing their rental obligations and transitioning from homelessness to stable and secure housing.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

HOPE Outreach Team serves as a mobile access point for individuals experiencing homelessness for the Continuum of Care Regional Coordinated Entry System (RCES). The benefits of RCEMC participation are that it provides Youth and singles are directly linked to resources and housing available not just in Tempe but through all of Maricopa County. These housing resources often come with services provided by the behavioral health system or non-profit housing-based case management, that is paid for through regional Maricopa County HUD dollars that Tempe alone cannot provide. These housing-based case management services improve the chances that people will remain stably housed. Tempe residents are provided greater numbers of and variety of services and housing options, because we are a access point for the region. This requires participation in the following COC activities:

- City of Tempe (COT) provides outreach workers that preform assessments

- COT provides ongoing feedback and support to the RCEMC
- COT participates in monthly partnership meetings for purposes of providing feedback and gaining information regarding updates and changes.

In addition, as an access/entry point for services the HOPE Outreach team provides the following services:

- Intake and Data Collection
- Triage: Entry Point staff will assess the immediate safety and needs of individuals and provide referral to appropriate resources such as DV or medical services.
- Diversion: For individuals experiencing homelessness and seeking shelter, program staff employ a standardized strategy to identify alternative support systems and available assistance that would prevent the need to enter into the homeless services system.
- Assessment: For individuals who cannot be diverted from services, the Entry Point provides assessment (VI-SPDAT) services.
 - Ensure that all staff administering the VI-SPDAT and SPDAT complete an approved community VI-SPDAT/SPDAT training sessions
 - Document internal fidelity activities that consist of weekly assessor meetings to review variances and establish consistent scoring. Participate in mandatory monthly trainer meetings hosted by the RCEMC.
- Basic Document Collection: Entry point staff collect and upload to HMIS, when available and minimally, photo ID. If unavailable, entry point staff must provide referral to ID acquisition resources such as The Homeless ID project. Other documentation such as proof of disability, SMI status, income or birth certificate should be collected and uploaded if available.
- Contribute to weekly engagement meetings which have, as standing agenda items:
 - Coordination of geographic coverage.
 - Review and staffing of By-Name-List to prevent duplication of engagement efforts.
 - Reports of individuals on the By-Name-List who are document ready for housing match and status of warm transfer to housing services.

When housing match is successful the HOPE Outreach Team's average length of time from program entry to housing is 41 days according to the information in HMIS over a 12 month period.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

N/A The City of Tempe does not have any Public Housing Units.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The City of Tempe Housing Authority works collaboratively with local housing rental landlords to use tenant-based Section 8 Housing Choice Vouchers in rental properties (significantly increasing the financial feasibility of these projects), marketing Land Trust units to very low-income households with Section 8 Vouchers who are prospective homeowners, and supporting the City's housing initiatives by attending public outreach events. The City also supports the Section 8 Homeownership Program for first-home homebuyer assistant to its Section 8 participants

Actions taken to provide assistance to troubled PHAs

The City of Tempe Housing is not a troubled agency.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken 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. 91.220 (j); 91.320 (i)

The City of Tempe encourages affordable housing by working with private developers and other public agencies to avoid barriers to affordable housing through education and public discussion. In order to educate policy makers, private developers, not for profit developers and public agencies, Tempe Housing Services staff is educated with the most up to date fair housing policies and regulatory changes from HUD and is prepared to propose institutional changes to elected officials to ensure barriers to creation of additional affordable housing units are removed. When HUD funds are used or requested, public meetings are held and used as a forum to provide information to members of the public at large to help ameliorate possible negative effects of public policies or at least to educate public policy makers of the potential barrier to affordable housing. In addition, the City of Tempe works with Low Income Housing Tax Credit recipients to promote and develop affordable rental units for special needs populations in order to provide an entire array of affordable housing options for the broader community.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The primary obstacle to meeting the needs of the underserved in Tempe is a lack of funding available to the City and to non-profit agencies that are serving the low- and moderate-income residents of Tempe.

The City of Tempe took the following actions during this program year to address obstacles to meeting the underserved needs including:

- Homeowner Housing Rehabilitation, Roof Repair and Replacement and Emergency repair Programs for low-income households
- Accessibility modifications
- Homeownership counseling and purchase assistance
- Rental assistance (Section 8 Housing Choice Voucher Program and TBRA)
- Homeownership opportunities through Community Land Trust with Newtown, CDC
- Tax counseling assistance at Community Centers
- Rent and utility assistance through Tempe Community Action Agency
- Homeless public services activities

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The City of Tempe will continue to comply with all lead-based paint (LBP) requirements and will continue to direct resources to eliminate lead-paint in its housing. The City is committed to reducing the hazards throughout the community of Tempe and hope to achieve two major policy goals: increasing access to affordable lead-safe housing for low-income families, and preventing the lead poisoning of Tempe children.

The City continued to address, monitor, evaluate and reduce lead-based paint hazards throughout the community through its Housing Improvement Program and Emergency Rehabilitation Grant Program. For the Section 8 Housing Choice Voucher Program, the City inspects all units prior to placing a unit under a Housing Assistance Payments Contract and at least annually thereafter. The City contracts with Environmental Protection Agency (EPA) certified lead paint firms to assess and abate activities in the rehabilitation program and will continue to address all pre-1978 units participating in its City programs with a presumption of lead-paint hazards.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The City of Tempe utilizes numerous strategies to reduce the number of persons living below the poverty level. Tempe actively participates in the Continuum of Care. Additionally, city staff work with elected policy makers to ensure ongoing availability of programs and services to Tempe residents most in need. As stated previously, the Continuum of Care and CDBG funded programs that address this need include:

- Central Arizona Shelter Services (CASS)
- A New Leaf-La Mesita Family shelter
- Tempe Community Action Agency (TCAA) food pantry, rental and utility assistance
- East Valley Mens Shelter
- Save the Family-ARM permanent affordable housing

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City of Tempe continues to work with non-profit organizations to address community needs and provide support to federal and non-federal funding initiatives. Also with private industry to address important issues that hamper housing and community development efforts. It will continue to identify opportunities to create private/public partnerships for project finance and development to leverage federal funds.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The City of Tempe encourages non-profit and private developers, as well as capital and financial institutions, to increase new residential development located in close proximity to educational institutions and social service agencies. Tempe will strive for additional opportunities to engage and enhance the connection between affordable housing and social services by strengthening existing partnerships with local social service providers, as well as developing new relationships with yet untapped agencies. Tempe's Human Services Department will continue to work hand in hand with the Community Development Department, not for profit and private developers to promote and provide for the housing and social service needs of Tempe's low and moderate income households.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The City of Tempe works diligently to ensure that residents understand the Fair Housing Act and know that discrimination in the housing market is unacceptable. The City continues to provide information to residents about Fair Housing and how to file a complaint in response to alleged discrimination. In 2014 as part of the Consolidated Planning process, the City of Tempe completed the Analysis of Impediments to Fair Housing Choice and several general impediments were identified. A survey of Tempe residents indicated that one-third of the respondents believe that they, or someone they know, has experienced housing discrimination. On average, only nine complaints from Tempe residents are filed annually with the city's Fair Housing Coordinator, HUD, and/or the Arizona Attorney General's office. Of the complaints filed, the majority involve race and/or national origin and disability.

Community education regarding Fair Housing laws continues to be an emphasis for the City of Tempe. During the past year, the city has adopted a proclamation declaring April to be observed as Fair Housing month. The adoption of this proclamation was broadcast on Tempe 11 along with several Fair Housing videos designed to educate the general public. Additionally, a Fair Housing page is maintained on the city's webpage with links to HUD and the Arizona Attorney General's Office.

The City's Section 8 and Redevelopment staff also continued to work with apartment managers and general contractors to educate them about these federal regulations. The City of Tempe Housing Services Division is a member of the Arizona Fair Housing Partnership and as such, plays a role in conducting educational events that will promote Fair Housing throughout Maricopa County.

The City's Section 8 staff conducts briefings with all new tenants and those exercising their Port-In option when they receive their Housing Choice voucher. These briefings include written and verbal

information about the Fair Housing Act and how to file a complaint regarding potential discrimination.

In FY2017, briefings were conducted during which new tenants received information on the Fair Housing Act and how to file a complaint should discrimination in the housing market take place. In addition, dozens of one-on-one briefing were conducted with Port-In's wherein Fair Housing related information was shared with current HCV participants. Housing Services staff also distributed information about the Fair Housing Act to numerous Tempe residents at various classes, seminars and program awareness events.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

Monitoring is an on-going process of review to ensure adequate performance and compliance with all applicable federal regulations and policies. Appropriate planning, implementation, communication, and follow up during each phase of the activities are effective tools for improving performance and avoiding non-compliance. The typical phases of an activity include the initial allocation of funding, written agreements (contract), monthly progress/performance reports, monthly demographic reports, request of expenditure reimbursements, and closing reports.

Monitoring may include, but is not limited to the following procedures:

- Review of monitoring reports, audits, and management letters at the time of application.
- Review of Federal requirements during contract signing.
- Review of periodic reimbursement requests and periodic performance reports.
- Technical Assistance (meetings, telephone calls, site visits, written correspondence, etc.)
- Desk reviews (consists of in-house reviews of documentation submitted to the reviewer, program files, and financial records).
- On-site reviews (consists of reviewing program files and financial records).

The City of Tempe conducted 100% Monitoring of CDBG public services activities with the assistance of the City's Revitalization Coordinators and Grants Accountant. Staff also monitored CHDO and HOME activities as required by the HOME Consortium IGA agreement.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

Notification of the availability of the City’s annual performance report for the third Program Year period July 1, 2017 through June 30, 2018 was published in the Arizona Republic on September 6, 2018, with a 15-day public comment period through September 21, 2018.

The City of Tempe DRAFT CAPER was also published on the City’s website at: www.tempe.gov/housing.

Request for copies of the CAPER and IDIS reports can be obtained from the Tempe Public Library, Suite 202, Tempe, AZ 85282. 480-350-8950, or TTD: 800-842-4681 during the 15-day comment period.

No public comments were received.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction’s program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City of Tempe did not identify and changes to its program objectives for FY 2017-18.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City of Tempe did not identify and changes to its program objectives for FY 2017-18.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

N/A