



# Third Program Year CAPER

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

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

## GENERAL

### Executive Summary

As a recipient of federal funds through the US Department of Housing and Urban Development (HUD), the City of Tucson is required to publish an annual performance report detailing activities that were undertaken during the program year. This report details the City of Tucson's accomplishments relative to established goals and priorities in the Consolidated Plan, as well as the Pima County's HOME projects. The balance of the County's accomplishments will be submitted under separate cover.

The City of Tucson and Pima County are required to develop a five-year Consolidated Plan. This comprehensive plan contains a description of community needs, goals and priorities in the areas of affordable housing, human services, public facilities and other programs designed to improve the quality of life for low- and moderate-income residents of the community. Funding for these activities is provided by the U.S. Department of Housing and Urban Development (HUD), the City of Tucson, Pima County, and other entities.

For the period of July 1, 2012, through June 30, 2013 (fiscal year 2013), Tucson was awarded the following HUD funds:

Community Development Block Grant (CDBG)	\$5,104,483
Home Investment Partnership Program (HOME) (in a consortium with Pima County)	\$2,494,633
Emergency Shelter Grant Program (ESG)	\$484,731
Housing Opportunities for Persons with AIDS (HOPWA)	\$459,084

From July 1, 2012, through June 30, 2013 (fiscal year 2013), Tucson spent entitlement funding as follows (includes carry forward from prior year allocations):

Community Development Block Grant (CDBG)	\$5,958,017
Home Investment Partnership Program (HOME) (in a consortium with Pima County)	\$4,699,517
Emergency Shelter Grant Program (ESG)	\$268,492
Housing Opportunities for Persons with AIDS (HOPWA)	\$427,051

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The following chart is a summary of our accomplishments during the 2013 fiscal year:

Activity	Accomplishments	Funds Expended*
Assistance to Homeowners (Rehabilitation)	514 households	\$3,062,143
New Homeownership Opportunities	35 units	\$821,588
Rental Development or Preservation Assistance	640	\$3,518,522
Assistance to Persons Experiencing Homelessness	7,348 persons assisted	\$1,029,768
Assistance to Persons with Special Needs	8,070 persons assisted	\$800,285
Public Facilities	14 facilities completed, 3 underway	\$840,090
Neighborhood Revitalization (including Historic Preservation/Spot Blight mitigation)	6 projects completed, 1 underway	\$383,540
Public Services (total)	33,631	\$2,687,165
CDBG	20,951	\$765,061
ESG	2,548	\$268,492
General Funds	10,132	\$1,453,447

\*Funds expended FY 2013 may include carryforward and City match. All figures rounded which may cause minor variation in totals

### General Questions

#### Program Year 3 CAPER General Questions response:

#### 1. Assessment of One-Year Goals and Objectives

The City of Tucson established annual and five-year goals and priorities for low-income populations in the 2010-2015 Consolidated Plan. Detailed tables listing the City's projects by activity and fund follow a summary of accomplishments, objectives and outcomes.

Activity	Funds Expended*	Annual Goals (Planned)	Output (Accomplishment)	Objective	Outcome
Assistance to Homeowners (Rehabilitation)	\$3,062,143	475 households	514 households	Decent Housing	Sustainability
New Homeownership Opportunities	\$821,588	165 units	35 units	Decent Housing	Availability/Accessibility
Rental Development or Preservation	\$3,518,522	184 households	640 households 8 rental development projects are underway	Decent Housing	Affordability
Assistance to Homeless persons	\$1,029,768	5,000 persons assisted	7,348 persons assisted	Suitable Living Environment	Availability/Accessibility
Assistance to the Elderly or Persons with Special Needs	\$800,285	6,205 persons assisted	8,070 persons assisted	Suitable Living Environment	Sustainability
Community Development Neighborhood Revitalization/ Public Facilities	\$1,101,790	22 facilities	14 facilities completed and 3 underway	Suitable Living Environment	Availability/Accessibility
Neighborhood Revitalization/Spot Blight	\$121,839	4 facilities	4 completed Back to Basics projects	Suitable Living Environment	Availability/Accessibility

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			1 completed Historic Preservation project & 1 underway  1 completed spot blight project		
Public Services (inc. CDBG, ESG, and General Funds)	\$2,687,165	37,900 persons assisted	33,631 persons assisted	Suitable Living Environment	Sustainability

\*may include carryforward or match

Housing - Housing quality and affordability affects households and neighborhoods, and is a major contributor to what makes a City function well. Housing that is safe and affordable is crucial to a healthy, vibrant community. The City met its stated goal of 475 by providing housing rehabilitation assistance to 514 households, in the category of sustaining decent housing in the community. The City did not meet its projected output of 165 units, and provided homeownership opportunities to 35 households with the objective of providing decent housing and the outcome of availability. The City met its stated goal for rental development or preservation of 184 by producing 80 new units and preserving 563 affordable units. Eight (8) rental development projects are currently underway.

Homeless- According to the most recent street count of homeless persons in Tucson held in February 2013, on any given night there are approximately 2,238 persons that are homeless. The number of homeless families with children continues to increase and is one of the fastest growing subpopulations of homeless persons. The City and its partner agencies continue to strive to meet the goals of the Consolidated Plan and decrease the number of homeless individuals and families. City staff works closely with the Tucson Pima Collaboration to end Homelessness in planning and coordinating services and direction for the local Continuum of Care. In FY 2013, 7,348 homeless individuals were assisted with case management, shelter, employment, food and other crisis assistance.

Elderly/Special Needs – The likelihood of having a disability increases with age. In light of the aging of the Baby Boomers and increasing life expectancies, the City can expect an increase in the number of people with disabilities. Over this last year, City programs have helped 8,070 persons with special needs, many of whom are elderly, with programs such as home repair, retrofitting for handicapped accessibility, nutrition, reverse mortgage counseling and loans, and housing for persons living with serious mental illness and HIV/AIDS. This was accomplished under the objective of a suitable living environment and outcome of sustainability. (HOPWA data is recorded separately in the HOPWA section of the FY2013 CAPER).

Public Facilities – The goal of developing 22 facilities annually was not met. A total of 14 facilities were completed in this fiscal year, with 3 projects still underway, most near completion. The City constructed or rehabilitated these facilities in partnership with other City Departments and local non-profit agencies under the objective of suitable living environment and the primary outcome of availability.

Neighborhood Revitalization – The City’s Back-to-Basics Program, which was funded with CDBG and transportation dollars, along with historic preservation projects to mitigate spot blight, surpassed its annual goal by completing 6 projects/facilities with one additional project underway. This was accomplished under the objective of suitable living environment and the primary outcome of availability. The Back-to-Basics Program is being phased out; however, any outstanding projects will continue until completed. Historic Preservation/spot blight projects will continue as a means of revitalizing/stabilizing neighborhoods.

Public Services - Public services address the needs of families and individuals that have difficulty maintaining a basic level of security. The City has set an annual goal of assisting 37,900 persons during a given year. During the last year, the City of Tucson served a total of 33,631 persons with

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services designed to meet their unique needs and to improve the quality of their lives under the objective of suitable living environment and the primary outcome of sustainability. In the area of special needs, some of the most vulnerable populations in our community, the City exceeded the goal of assisting 6,205 persons by assisting 8,070 special needs persons.

2013 PROJECT TABLES – ASSISTANCE TO HOMEBUYERS (DOWNPAYMENT & NEW CONSTRUCTION)						
Agency	Project	Funding Source	Funds Committed	Funds Expended (may include carryforward)	Units	Accomplished
Habitat for Humanity	Corazon Del Pueblo	HOME	\$306,465	\$180,000	6	Completed
Habitat for Humanity	Corazon Del Pueblo Phase II	HOME	\$317,840	\$7,555	9	Underway
Habitat for Humanity	Copper Vista I	HOME	\$445,787	0	0	Completed
Habitat for Humanity	Copper Vista II	HOME	\$3,568	\$3,568	0	Completed
Old Pueblo Community Services	Community Renewal	HOME	\$1,112,875	\$524,361	5	Underway
CPLC	Acquisition and Rehab	HOME	\$414,955	\$655	2	Underway
Old Pueblo Community Services	Mesquite Homes at Pantano	HOME	\$236,715	\$10,522	5	Underway
Old Pueblo Community Services	Skyview Terrace	HOME	\$318,184	\$35,522	3	Underway
<b>Total New Construction:</b>			<b>\$3,156,389</b>	<b>\$762,183</b>	<b>30</b>	<b>Units constructed or underway</b>
Old Pueblo Community Services	Mesquite Homes DPA	HOME	\$255,000	\$40,000	1	Underway
City of Tucson/HCD	HAP Down Payment Assistance	HOME	\$19,405	\$19,405	4	Assisted
<b>Total Down payment Assistance:</b>			<b>\$274,405</b>	<b>\$59,405</b>	<b>5</b>	<b>Assisted</b>
<b>Total HOME:</b>		<b>HOME</b>	<b>\$3,430,794</b>	<b>\$821,588</b>	<b>35</b>	<b>Assisted</b>

2013 PROJECT TABLES – ASSISTANCE TO HOMEOWNERS (REHABILITATION PROJECTS)						
Agency	Project	Funding Source	Funds Committed	Funds Expended (may include carryforward)	Units	Accomplished
Chicanos Por La Causa	Roof Replacement & Home Maintenance / Special Needs Repair	CDBG	\$148,500	\$110,150	12	Homes rehabbed
Chicanos Por La Causa	Housing Rehab Collaborative Rio Nuevo	CDBG	\$45,142	\$45,142	1	Homes rehabbed
City of Tucson/HCD	NSP3 Target Area Housing Rehab	CDBG	\$89,045	\$52,539	10	Homes rehabbed
City of Tucson/HCD	Vacant & Neglected Structures (VANS)	CDBG	\$126,985	\$126,985	4	Homes rehabbed
City of Tucson/HCD	Emergency Home Repair/TARR	CDBG	\$397,337	\$332,061	20	Homes rehabbed
City of Tucson/HCD	City Neighborhood Initiatives	CDBG	\$443,927	\$387,144	139	Homes rehabbed

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City of Tucson/HCD	City-wide Housing Rehab program (incl. Ward-centered rehab)	CDBG	\$124,086	\$124,086	14	Homes rehabbed
City of Tucson/HCD/PCOA	Elderly Home Repair Program	CDBG	\$136,107	\$268,126	42	Homes rehabbed
City of Tucson/HCD	Environmental Compliance and Resources	CDBG	\$131,018	\$49,612	43	Home assessments completed
Community Home Repair Projects of Arizona (CHRP)	City Minor Emergency/ Special Needs Repair	CDBG	\$212,400	\$256,445	99	Homes rehabbed
Community Home Repair Projects of Arizona (CHRP)	Housing Rehab Collaborative Rio Nuevo	CDBG	\$26,489	\$47,593	10	Homes rehabbed
DIRECT Center for Independent Living	Home Access/ Special Needs Home Repair	CDBG	\$155,700	\$196,200	37	Homes rehabbed
DIRECT Center for Independent Living	Housing Rehab Collaborative Rio Nuevo	CDBG	\$26,489	\$47,097	5	Homes rehabbed
Old Pueblo Community Services	Sustainable Rehab Program	CDBG	\$76,500	\$90,389	7	Homes rehabbed
Old Pueblo Community Services	Housing Rehab Collaborative Rio Nuevo	CDBG	\$26,489	\$27,997	2	Homes rehabbed
Rebuilding Together Tucson	Neighborhood Renovation	CDBG	\$105,300	\$111,166	15	Homes rehabbed
Rebuilding Together Tucson	Housing Rehab Collaborative Rio Nuevo	CDBG	\$26,489	\$28,911	9	Homes rehabbed
TMM Family Services	Midtown homeowner Housing Rehab Program	CDBG	\$81,000	\$104,312	5	Homes rehabbed
TMM Family Services	Housing Rehab Collaborative Rio Nuevo	CDBG	\$26,489	\$27,991	3	Homes rehabbed
Tucson Urban League	City Emergency Home Repair	CDBG	\$169,200	\$199,388	39	Homes rehabbed
Tucson Urban League	South Park Rehabilitation	CDBG	\$70,200	\$70,200	7	Homes rehabbed
Tucson Urban League	Housing Rehab Collaborative Rio Nuevo	CDBG	\$26,489	\$52,978	3	Homes rehabbed
City of Tucson/HCD	VANS Demolition	CDBG	\$398,405	\$280,618	30	Home demos
City of Tucson/HCD	Lead Hazard Control Program match	CDBG	\$158,557	\$21,501	1	Homes rehabbed
City of Tucson/HCD	Optional Relocation Plan	CDBG	\$5,000	\$3,512		
<b>Total CDBG Rehab:</b>			<b>\$3,233,343</b>	<b>\$3,062,143</b>	<b>514</b>	<b>Total 514 (484 Rehabs + 30 Demos)</b>

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2013 PROJECT TABLES – MULTIFAMILY ASSISTANCE						
Agency	Project	Funding Source	Funds Committed	Funds Expended	Units (affordable)	Accomplished
Bilby Partners, LP	Las Montañas Apartments	HOME	\$1,625,000	\$659,000	10	Underway
CPLC	South Tucson Revitalization Project	HOME	\$250,000	\$72,827	5	Completed
CPLC	Rehab Rental Contract	HOME	\$134,194	0	1	Completed
FHR	Silverwood Casitas	HOME	\$1,078,726	\$886,760	0	Underway
Intermountain Centers for Human Development	Vida Nueva Apartments	HOME	\$860,000	\$438,998	0	Underway
ISDA	Ajo Plaza Rental	HOME	\$250,000	\$159,801	1	Underway
Primavera Foundation	Las Abuelitas Family Housing	HOME	\$900,000	-0-	0	Underway
Sunnyside Pointe Limited Partnership	Sunnyside Pointe Villas	HOME	\$1,063,092	\$1,063,092	0	Underway
City of Tucson Housing Management	Section 8 Tenant Based Rental Assistance	HOME	\$60,000	\$24,285	60	Underway
LF Bella Vista Apartments	Bella Vista Apartment	HOME	\$213,759	\$213,759	0	Underway
<b>TOTAL HOME:</b>			<b>\$6,434,771</b>	<b>\$3,518,522</b>	<b>77</b>	<b>Units</b>

2013 PROJECT TABLES – PUBLIC FACILITIES						
Agency	Project	Funding Source	Funds Committed*	Funds Expended	Units	Accomplished
City of Tucson Parks & Recreation	Santa Rita Skate Park Artwork	CDBG	\$16,402	\$16,402	1	Completed
City of Tucson Parks & Recreation	Catalina Park Playground	CDBG	\$300,110	\$20,071	1	Completed
City of Tucson Parks & Recreation	Escalante Park Shade Structure	CDBG	\$46,005	\$43,577	1	Completed
City of Tucson Parks & Recreation	Jacobs Park Field Lighting Improvements	CDBG	\$165,583	\$12,145	1	Completed
City of Tucson Parks & Recreation	Jacobs Park Accessible Playground/Tot Turf	CDBG	\$225,000	\$216,457	1	Completed
City of Tucson Parks & Recreation	Menlo Park ADA Accessibility Upgrades	CDBG	\$179,671	\$39,202	1	Completed
City of Tucson Parks & Recreation	Mirasol Park Field Lighting	CDBG	\$267,129	\$67,665	1	Completed
City of Tucson Parks & Recreation	Reid Park Comfort Station ADA rehabilitation	CDBG	\$345,378	\$84,351	1	Underway
City of Tucson Parks & Recreation	Freedom Park Field Lighting	CDBG	\$150,310	\$4,540	1	Completed
City of Tucson Parks & Recreation	Elvira Neighborhood Walking Path	CDBG	\$10,000	\$10,000	1	Completed
City of Tucson Parks & Recreation	Verdugo Park Improvements	CDBG	\$40,000	\$40,000	1	Completed
City of Tucson Parks & Recreation	Seminole Park Walking	CDBG	\$60,000	\$8,348	1	Underway
City of Tucson Parks & Recreation	Wakefield Skate Park	CDBG	\$3,467	\$3,467	1	Completed

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City of Tucson Parks & Recreation	Vista del Prado Playground	CDBG	\$50,000	\$36,083	1	Underway
City of Tucson Transportation	HAWK Crossing providing safe access to Reid Park for Low Mod Neighborhoods	CDBG	\$121,627	\$6,121	1	Completed
City of Tucson Transportation	Neighborhood Infrastructure- 9 Bus Shelter Installations in Eligible Areas	CDBG	\$141,846	\$141,846	9*	Completed
City of Tucson Transportation	Neighborhood Infrastructure- 35 Bus Shelter Installations in Eligible Areas	CDBG	\$330,015	\$89,816	35*	Completed
<b>Total CDBG:</b>			<b>\$2,452,543</b>	<b>\$840,090</b>	<b>56*</b>	<b>Completed locations</b>

\*56 completed units represents a total of **14 completed activities**. Two of the projects listed were for the installment of bus shelters. Each location is reported separately to HUD in federal reporting system (IDIS)

2013 PROJECT TABLES – BACK TO BASICS (COMMUNITY DEVELOPMENT)						
Agency	Project	Funding Source	Total Funds Committed*	Funds Expended	Units	Accomplished
City of Tucson Parks & Recreation Dept	McCormick Park Path Master Plan	CDBG	\$136,089	\$31,500	1	Completed
City of Tucson Parks & Recreation Dept	Marty Birdman Park & Center	CDBG	\$225,618	\$17,957	1	Completed
City of Tucson Parks & Recreation Dept	Verdugo Park Design	CDBG	\$2,864	\$75	1	Completed
City of Tucson Transportation	Iron Horse Traffic Mitigation	CDBG	\$68,113	\$64,702	1	Completed
<b>Total CDBG:</b>			<b>\$432,684</b>	<b>\$114,234</b>	<b>4</b>	<b>Completed Projects</b>

\*Total Funds Committed – expended over multi-year period

2013 PROJECT TABLES – Historic Properties Rehabilitation (Spot Blight (SB) and Low/Mod Area Benefit (LMA))						
Agency	Project	Funding Source	Total Funds Committed	Funds Expended	Units	Accomplished
City of Tucson HCD/ Historic Preservation Office	Steinfeld Warehouse Exterior Rehabilitation Spot Blight (SB)	CDBG	\$993,168	\$113,442	1	Completed
City of Tucson HCD/ Historic Preservation Office	Matus-Meza House Historic Rehab (LMA)	CDBG	\$250,335	\$147,468	1	Completed
City of Tucson HCD/ Historic Preservation Office	Rodeo Parade Museum Repairs (SB)	CDBG	\$55,781	\$8,397	1	Underway
<b>Total CDBG:</b>			<b>\$1,299,284</b>	<b>\$269,306</b>	<b>2</b>	<b>Completed Projects</b>

\*Total Funds Committed – expended over multi-year period

2013 PROJECT TABLES – Community Development Block Grant – Public Services							
Agency	Project	Target Group	Funding Source	Funds Committed	Funds Expended (may include carry forward)	Units	Accomplished
Arizona's Children Association dba Southern Arizona Center Against Sexual Abuse	Sexual Assault Crisis Services	Youth	CDBG	\$53,605	53,298	260	Assisted
Community Food Bank	Emergency Food Assistance Program	Adults / Youth / Homeless	CDBG	\$152,000	152,000	12,958	Assisted
Emerge! Center Against Domestic Abuse	Crisis Assistance for Domestic Abuse Survivors	Homeless	CDBG	\$175,720	175,720	206	Assisted

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Open Inn	Emergency Assistance and Shelter	Youth Homeless	CDBG	\$46,000	46,000	119	Assisted
Our Family, New Beginnings	Emergency Shelter		CDBG	\$67,631	67,631	246	Assisted
PCOA/CHRP	Elderly Independence	Senior Adults	CDBG	\$30,500	30,500	130	Assisted
Primavera	Emergency Svcs Men's Shelter (RR)	Homeless	CDBG	\$89,056	89,056	711	Assisted
Public Housing City of Tucson	Family Self Sufficiency	Adults	CDBG	\$18,000	17,696	64	Assisted
Southern Arizona Children's Advocacy Center	Clinical Services for Child Victims of Abuse	Youth	CDBG	\$63,360	63,360	284	Assisted
United Way	Earned Income Tax Credit	Adults	CDBG	\$9,000	9,000	5,428	Assisted
Wingspan	Anti-Violence Project	Youth Homeless	CDBG	\$30,000	30,000	436	Assisted
Youth on Their Own	Special Needs	Youth Homeless	CDBG	\$30,800	30,800	109	Assisted
<b>Total CDBG:</b>				<b>\$765,672</b>	<b>\$765,061</b>	<b>20,951</b>	<b>Assisted</b>

2013 PROJECT TABLES – Emergency Solutions Grant – See attached CAPER							
Agency	Project	Target Group	Funding Source	Funds Committed*	Funds Expended	Units	Accomplished
Chicanos Por La Causa	Emergency Assistance to Prevent Homelessness	Homeless	ESG	\$60,000	\$4,499	5	Assisted
Emerge! Center Against Domestic Abuse	Rapid Rehousing for Survivors of Domestic Violence	Homeless	ESG	\$171,662	\$92,929	139	Assisted
La Frontera	RAPP Team Street Outreach	Homeless	ESG	\$40,000	\$15,171	1566	Assisted
Our Family Services	Homeless Prevention	Homeless	ESG	\$45,000	\$20,709	48	Assisted
Old Pueblo Community Services	Street Outreach for Homeless	Homeless	ESG	\$43,376	\$26,323	468	Assisted
Old Pueblo Community Services	OPCS Rapid ReHousing	Homeless	ESG	\$38,529	\$0	0	Assisted
Open Inn, Inc.	Emergency Assistance and Shelter	Homeless	ESG	\$65,000	\$44,906	23	Assisted
Pima County	HMIS	Homeless	ESG	\$5,000	\$0	0	Assisted
The Primavera Foundation	Family Emergency Shelter	Homeless	ESG	\$85,000	\$63,770	299	Assisted
<b>Administration</b>					<b>\$20,183</b>		
<b>Total ESG:</b>				<b>\$553,567</b>	<b>\$268,492</b>	<b>2,548</b>	<b>Assisted</b>

- 1) ESG Funds committed include carryforward. All figures rounded
- 2) Expenditures: Prevention 9%: \$25,209, Rapid Rehousing 27%: \$72,929, Outreach 15%: \$41,495, Shelter 40%: \$108,676, Admin: \$20,183

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2013 PROJECT TABLES – PUBLIC SERVICES (GF)							
Agency	Project	Target Group	Funding Source	Funds Committed	Funds Expended	Units	Accomplished
American Red Cross So. AZ Chapter	Services to Armed Forces and Veterans: Case Management	Adults	GENERAL FUND	\$30,000	24,261	1224	Assisted
Arizona Children's Assoc dba Las Familias	Sexual Abuse Counseling Services	Youth	GENERAL FUND	\$30,000	30,000.00	127	Assisted
Arts for All	Supporting Low Income Families with Child Care	Youth	GENERAL FUND	\$31,761	29,114	161	Assisted
CareGiver Training Institute	Developing People to Provide Quality Care	Adults	GENERAL FUND	\$71,000	71,000.00	191	Assisted
Casa de los Ninos	Parenting Education Program	Youth	GENERAL FUND	\$30,000	30,000	1038	Assisted
CSS dba COPD	Building Skills for Employment	Disabled	GENERAL FUND	\$38,473	38,473	93	Assisted
CSS dba COPD	Resources and Supports for Persons Deaf, Hard of Hearing or Deaf or Blind	Disabled	GENERAL FUND	\$30,000	30,000	164	Assisted
Cath. C.S. Pio Decimo	Early Childhood and Youth Development	Youth	GENERAL FUND	\$35,000	35,000	141	Assisted
Child and Family Resources, Inc.	Happy Hours After School Program & Summer Camp	Youth	GENERAL FUND	\$30,000	30,000	67	Assisted
CODAC Behavioral Health Services	Strengthening Families	Youth	GENERAL FUND	\$30,000	30,000	106	Assisted
Emerge! Center Against Domestic Abuse	Angel Children's Center	Youth	GENERAL FUND	\$30,000	30,000	16	Assisted
Emerge! Center Against Domestic Abuse	Case Management /Counseling for Survivors of Domestic Abuse	Adults Youth	GENERAL FUND	\$30,000	30,000	87	Assisted
Goodwill Industries	Ready-to-earn computer/ customer service training	Disabled	GENERAL FUND	\$60,000	60,000.00	30	Assisted
Interfaith Community Services	Case Management for Emergency Financial Assistance	Adults	GENERAL FUND	\$30,000	30,000.00	805	Assisted
Interfaith Community Services	Safe and Healthy Senior/Disabled Independence Program	Senior Adults	GENERAL FUND	\$30,000	30,000.00	281	Assisted
Mobile Meals of Tucson	Mobile Meals	Senior Adults	GENERAL FUND	\$30,000	30,000	35	Assisted
Open Inn, Inc.	Transitional Apartment Living program	Homeless	GENERAL FUND	\$30,000	29,031	25	Assisted
Our Family Services	Senior Companion Program	Senior Adults	GENERAL FUND	\$30,000	30,000	360	Assisted
Our Family Services	Teens in Transition Case Management	Youth	GENERAL FUND	\$30,000	30,000	15	Assisted
Our Family Services	Teens in Transition Parenting/Life Educ	Youth	GENERAL FUND	\$42,712	42,712	38	Assisted
Parent Aid Child Abuse Prevention Center	Parent Partners In-Home Parent Support	Adults	GENERAL FUND	\$30,000	30,000	90	Assisted
Pima College Adult Education	GED Now! Career Readiness	Adults	GENERAL FUND	\$60,000	57,892	439	Assisted

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Pima Council on Aging (PCOA)	Family Caregiver Support Program	Senior Adults	GENERAL FUND	\$30,000	30,000	122	Assisted
PCOA	Home Repair, Adaptation and Maint. for the Elderly	Senior Adults	GENERAL FUND	\$30,000	30,000	59	Assisted
PCOA	Homecare Support for the Elderly	Senior Adults	GENERAL FUND	\$30,000	30,000	27	Assisted
PCOA	Nutrition Program for the Elderly	Senior Adults	GENERAL FUND	\$30,000	30,000	51	Assisted
Pima Prevention Partnership	Pima County Teen Court	Youth	GENERAL FUND	\$30,000	30,000	359	Assisted
So. AZ. AIDS Foundation (SAAF)	Case management services for people living with HIV/AIDS	Adults	GENERAL FUND	\$30,000	30,000.00	295	Assisted
So. Arizona Legal Aid	Homeowner and Tenant Protection	Adults	GENERAL FUND	\$30,000	30,000	246	Assisted
The Parent Connection	Parenting Education, Information & Support	Adults Youth	GENERAL FUND	\$30,000	30,000	174	Assisted
The Primavera Foundation	Primavera Works Job Training & Ethical Day Labor	Homeless	GENERAL FUND	\$55,000	55,000	642	Assisted
The Primavera Foundation	Women's Services Program	Homeless	GENERAL FUND	\$45,964	45,964	124	Assisted
The YMCA	Childcare Means Success for Kids & Families	Youth	GENERAL FUND	\$60,000	60,000	86	Assisted
The YWCA	Yworks Employment Education	Adult Women	GENERAL FUND	\$30,000	30,000	177	Assisted
Tucson Nursery School & Child Care Centers, Inc.	Tucson Nursery School	Youth	GENERAL FUND	\$30,000	30,000	60	Assisted
Tucson Urban League	Employment & Training program	Adults	GENERAL FUND	\$38,250	38,250	441	Assisted
Tucson Urban League	Project YES: Tutoring & Mentoring	Youth	GENERAL FUND	\$30,000	30,000	126	Assisted
Tucson Urban League	Seniors Program	Senior Adults	GENERAL FUND	\$30,000	30,000	256	Assisted
Tu Nidito Children & Family Services	Children to Children Grief Support Program	Youth	GENERAL FUND	\$30,000	30,000	550	Assisted
Wingspan	Wingspan -A Step Up	Youth	GENERAL FUND	\$30,000	30,000	436	Assisted
Youth on Their Own	Stipend Program	Youth	GENERAL FUND	56,750	56,750	368	Assisted
<b>Total:</b>			<b>GENERAL FUND</b>	<b>\$1,464,910</b>	<b>\$1,453,447</b>	<b>10,132</b>	<b>Assisted</b>

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2013 PROJECT TABLES – PLANNING (Funded By Admin)						
Agency	Project	Funding Source	Funds Committed	Funds Expended	Units	Accomplished
Community Partnership of Southern Arizona	Homeless Planning and Coordination	CDBG	\$25,000	\$24,875	1	COC produced
Southwest Fair Housing Council	Don't Borrow Trouble	CDBG	\$25,000	\$23,086	1	Anti-predatory Lending practices
Southwest Fair Housing Council	Analysis of Impediments	CDBG	\$25,000	\$25,000	1	On-going community assessment of impediments to fair housing choice
<b>Total:</b>			<b>\$75,000</b>	<b>\$72,961</b>	<b>3</b>	<b>Plans produced</b>

2013 PROJECT TABLES – CHDO Operating					
Agency	Project	Funding Source	Funds Committed*	Funds Expended	Units
ISDA CHDO Operating	CHDO	HOME	\$34,579	\$6,693	1
Compass Affordable Housing	CHDO	HOME	\$50,000	\$30,244	1
Old Pueblo Community Services	CHDO	HOME	\$30,000	\$4,155	0
TMM Family Services	CHDO	HOME	\$15,000	\$15,000	1
<b>Total:</b>			<b>\$129,579</b>	<b>\$56,092</b>	<b>3</b>

*\*Total Funds Committed – expended over multi-year period*

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

The City of Tucson continues its goal of providing stronger linkages between its Human (public) Services Planning process and its Community Development Block Grant Public Facilities solicitation process so that the goals are integrated. Utilizing this approach, a public facility that houses homeless persons under the auspices of a housing first model funded through public facilities dollars would be linked with funding of public services dollars to provide needed public services.

Planning staff within the Housing and Community Development Department prepared a City of Tucson General & Sustainability Plan for potential adoption by the Mayor & Council at their July 9, 2013 session. Ultimately, the Plan will be referred to the November 2013 ballot for ratification. The Plan includes stronger links to Neighborhood Plans so that implementation of the critical elements of those plans is accomplished manner using the federal entitlements where applicable. Staff continues to look for ways to integrate the various programs and projects this department is responsible for as well as looking for ways to better integrate our programs and projects with those of other departments. Our department continues its work to break down division silos so that staff can better analyze how the services they are responsible for can improve the lives of clients from other divisions.

**3. Actions to Affirmatively Further Fair Housing**

- a. Provide a summary of impediments to fair housing choice.
  - b. Identify actions taken to overcome effects of impediments identified.
2. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.
3. Leveraging Resources
- a. Identify progress in obtaining “other” public and private resources to address needs.
  - b. How Federal resources from HUD leveraged other public and private resources.
  - c. How matching requirements were satisfied.

**Addressing Impediments to Fair Housing in the City of Tucson:**

The City of Tucson and Pima County make up a consortium which receives entitlement funds and collaborates to conduct the Analysis of Impediments (AI) process and submit the AI report to HUD. The Analysis of Impediments document utilized in this reporting period was completed in 2009 (known as the 2009 AI Plan), and can be found on the City’s web site at: [www.tucsonaz.gov/hcd](http://www.tucsonaz.gov/hcd) . The report was drafted by the Southwest Fair Housing Council (SWFHC) in collaboration with the Southwest Center for Economic Integrity (SCEI). This document was adopted during FY 2010. The Plan provides an analysis of current impediments to fair housing choice in Pima County, including the City of Tucson. This document includes an Action Plan to eliminate or reduce these impediments that will be implemented in years 2010 through 2015 at which time the AI will again be updated.

The City allocated \$25,000 to the Southwest Fair Housing Council for fair housing activities and an additional \$25,000 in support of the “Don’t Borrow Trouble” program.

It is inevitable that some of the information contained in the CAPER report to Pima County and the CAPER report to the City of Tucson overlaps since the Analysis of Impediments is a multi-jurisdictional document. However, other information provided below is unique to the City of Tucson.

For the period July 1, 2012 through June 30, 2013, the Southwest Fair Housing Council, on behalf of the City of Tucson, participated in the following actions to address Impediments to Fair Housing:

**Impediment #1: Unlawful housing discrimination**

The City of Tucson provides funding for fair housing testing and enforcement activities to the Southwest Fair Housing Council (SWFHC). A total of 43 tests were conducted in the City of Tucson. 33 were rental tests, 7 were sales tests and 3 were loan modification scam tests. Of the 43, 18 tests were race-based rental tests, 20 were national origin-based rental tests, 5 were familial status rental tests. 11 tests reveal evidence of possible unlawful housing discrimination, 19 do not support the allegations of discrimination and 13 are inconclusive.

During the period, 754 individuals contacted SWFHC by phone, email or drop-in and requested assistance with general housing issues. The majority of callers were referred to local resources for assistance and information.

- Landlord-tenant issues – 353
- Looking for rental housing – 23
- Rent and/or utility payment assistance - 146
- Substandard housing, eviction procedures, turning on utilities, etc. – 133

Of the 754 calls, SWFHC reviewed 33 calls and contacts from individuals who described instances of unlawful housing discrimination. All of 33 the calls and contacts were from City of Tucson residents.

After further investigation, 33 of the allegations were filed as formal complaints or referred for additional investigation with HUD and/or the Arizona Attorney General's Office for follow-up. As noted above, the remaining 66 complaints or contacts were referred to City of Tucson Property Housing and Complaint, Southern Arizona Legal Aid, the Arizona Center for Disability Law, the Don't Borrow Trouble program and other local agencies.

In addition, 2533 contacts were made to request assistance with foreclosure.

### **Impediments #2, 3 and 4: Housing consumers, housing providers and staff of public and private agencies lack basic fair housing knowledge**

The City of Tucson's CDBG funding provided to SWFHC funds education and outreach activities targeting housing professionals and housing consumers. SWFHC staff provided **53** fair housing workshops to housing providers such as Realtors, landlords and property managers, to housing consumers and to staff of non-profit agencies. **31,016** pieces of fair housing literature were distributed at workshops and events. Additional outreach included participating in **11** community events, maintaining an online landlord/tenant resource center, maintaining a Facebook account and Twitter feed and placing fair housing and related articles in various publications.

SWFHC maintains its partnership established in 2010 with the Pima-Tucson Section 8 office. SWFHC presents a landlord-tenant and fair housing orientation at the monthly voucher renewal sessions and conducted **3** workshops a month over **8** months for a total of **24** workshops. Through the monthly orientations, residents are better acquainted with Section 8 procedures, as well as their housing rights and responsibilities related to the landlord-tenant relationship and housing discrimination. SWFHC conducted training for City of Tucson staff. Over 70 city employees attended the training and gave out approximately **1,100** pieces of literature to the City of Tucson staff. SWFHC is also providing outreach and education around the topics of fair housing and financial literacy to veterans of the armed forces through the HUDVASH program. Working with this program allowed SWFHC to help veterans and their families, conducting a total of **1** workshop a month over **7** months for a total of **7** workshops. These events and workshops allowed SWFHC to serve **1,031** people and families. SWFHC worked with partners for community events that were attended by **18,642** people.

### **Impediment #5: Protected classes are targeted for predatory foreclosure prevention and loan modification scams**

Don't Borrow Trouble (DBT), is a program of the Southwest Fair Housing Council that is funded through the City of Tucson's CDBG program. Currently, the program focuses almost exclusively on foreclosure prevention and mortgage modification scam prevention and enforcement. DBT continues to maintain its hot line so that the public can contact staff with any concerns. For the period, DBT received **1,930** calls. Over **83%** of calls were about foreclosure, mortgage loans or mortgage modification scams. DBT's website contains helpful information for consumers and receives thousands of hits per month. DBT staff distributed **8,278** pieces of fair lending literature in English and Spanish throughout greater Tucson. Staff facilitated or participated in **3** workshops for industry professional and **15** events serving **300** persons.

### **Impediment #7: Lack of accessibility for persons with disabilities**

The largest percentage of calls that SWFHC receives is related to disability issues and in the City of Tucson, there were **45** calls/complaints. SWFHC mediated these calls or referred the complainant to the local FHAP or HUD. SWFHC's Enforcement Department counsels clients with disability related issues.

### **Impediment #9: Refugees lack fair housing knowledge**

In the City of Tucson, work continues with the local refugee community through several community groups including the International Rescue Committee and RISPNet (Refugee Immigrant Service Provider Network), a coalition of refugee serving entities in the local community. SWFHC staff provides fair housing education to the refugee community locally and educates both the outreach workers and the recipients of refugee services regarding their housing rights and responsibilities. Outreach to and collaboration with local refugee groups including, but not limited to, the Somali-Bantu Mutual Aid Association, the Bhutanese Mutual Aid Association, African Refugees Solidarity Committee and the Tucson International Alliance of Refuge Communities (TIARC) is ongoing. Due to the collapse of the housing market, new construction has slowed significantly. SWFHC continues to monitor new construction for compliance with accessibility standards as stated in the Fair Housing Act.

SWFHC staff has provided training, counseling and information to **25** refugees during the period at **1** event targeting the refugee population. Staff has also distributed **1,100** pieces of fair housing literature to refugees. Finally, staff received **4** fair housing complaints from refugees during the period.

### **Addressing Obstacles to Meeting Underserved Needs**

Tucson strives to meet the underserved needs of the community. This is accomplished through programs and services to homeowners and renters.

#### **Homeowners**

The Mayor and Council directed CDBG-funded housing rehabilitation organizations to develop a coordinated strategy for providing home repair to low-income households community-wide. Nine partner organizations with long-standing programs formed a collaboration in 2000 and began working on several goals: 1) incorporation of home maintenance, education and preventative care in housing rehabilitation programs; 2) streamlining of the application process for eligible households to apply and receive housing rehabilitation assistance; 3) determining cost-effective and efficient ways to purchase supplies and make repairs when combining resources; and 4) applying for a portion of the annual CDBG allocation to fund a coordinated strategy.

#### **Renters**

Low-income renters often experience difficulty obtaining decent, affordable housing. Tucson assists the low-income renter population by providing 1,888 units of public housing; 4,565 units of Section 8 rental housing; 877 Section 8 units administered for Pima County; these numbers include 390 HUD/VASH vouchers for Veterans and 150 Family Unification Vouchers. There are also 87 Moderate Rehabilitation program units.

Other programs that assist renters include: State Low-Income Housing Tax Credits, HOME-funded Rental Housing Partnership, El Portal, HUD 202, 236, and 811 programs.

## **5. Leveraging Resources**

Wherever possible, the City attracts additional resources by submitting grant applications and providing support to organizations that apply to competitive grant programs. The City has been successful in attracting grants to support agencies that provide housing and services. Historically, these have included: The Affordable Housing Program of the Federal Home Loan Bank, State of Arizona HOME Program and Housing Trust Fund, Supportive Housing Program (SHP), HOPE VI Program, and HOPE 3 programs. The City has contributed general funds to meet HOME program match and for activities which support persons experiencing homelessness.

Source	Amount
<b>FEDERAL FUNDS</b>	
Continuum of Care City Programs	\$2,326,282
<b>LOCAL FUNDS</b>	
City General Fund - Human Services	\$ 1,453,447
<b>PROGRAM INCOME</b>	
CDBG- includes revolving	\$68,526
HOME	\$661,426
<b>NON-PROFIT &amp; PRIVATE FUNDS</b>	
Donations, Labor and Materials	\$595,861
Fees (affordable Housing impact fee exemption)	\$49,315
<b>TOTAL</b>	
	<b>\$5,154,857</b>

**Managing the Process**

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

**Program Year 3 CAPER Managing the Process response:**

**Lead Agency**

The City of Tucson and Pima County formed a HOME consortium in 1992. The City of Tucson Housing and Community Development Department is the lead agency for the development of the Consolidated Plan. The City receives funds from five HUD formula grant programs covered by the Consolidated Plan: the Community Development Block Grant (CDBG), HOME Investment Partnerships program (HOME), Emergency Shelter Grant (ESG) and Housing Opportunities for Persons with AIDS (HOPWA) programs.

The 2010-2015 Consolidated Plan and the FY 2013 Annual Action Plan are available on the City of Tucson’s website at: [www.tucsonaz.gov/hcd](http://www.tucsonaz.gov/hcd).

Note: On January 8, 2013 the Mayor and Council for the City of Tucson approved a Substantial Plan Amendment to the FY 2013 Annual Action Plan to amend the boundaries for the Neighborhood Stabilization Program (NSP3) project area. Prior to the Mayor and Council public meeting and subsequent action, and in compliance with federal requirements, a public notice was posted and public comments were solicited. This amendment was added as Addendum #1 to the Annual Plan.

## **Consolidated Plan Development/Annual Action Plans**

While the City of Tucson serves as the lead agency for development of the Consolidated Plan, a number of other public and private agencies participated in its development. The Institutional Structure portion of the Plan fully describes the various entities involved in the development of the Consolidated Plan and the Annual Action Plan.

The City and County held fifteen stakeholder and public forums to solicit input into current conditions, identify obstacles to implementing programs and developing projects, and define goals and strategies. The forum participants included representatives from 45 agencies and departments that focus on supportive housing efforts, services for special populations, economic development and employment services, planning and capital improvements. Members of the public were invited to attend and participate in forum discussions. Over 110 forum participants are listed in the plan. The 2010-2015 Consolidated Plan contains a summary report of the meetings, including the names and affiliations of the 110 participants.

Through funding mechanisms, the City of Tucson and Pima County will facilitate coordination between service providers and housing providers.

## **Citizen Participation**

1. Provide a summary of citizen comments.
2. In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.

CAPER Citizen Participation response:

The City's goal for citizen participation is to ensure broad participation of both residents and service providers in housing and community development planning and program development. The City followed its published Citizen Participation Plan in consulting with the public and stakeholder agencies.

## **Summary of Citizen Comments**

Public comment period was held from September 10, 2013 through September 24, 2013. A summary of comments received follows:

No public comments received.

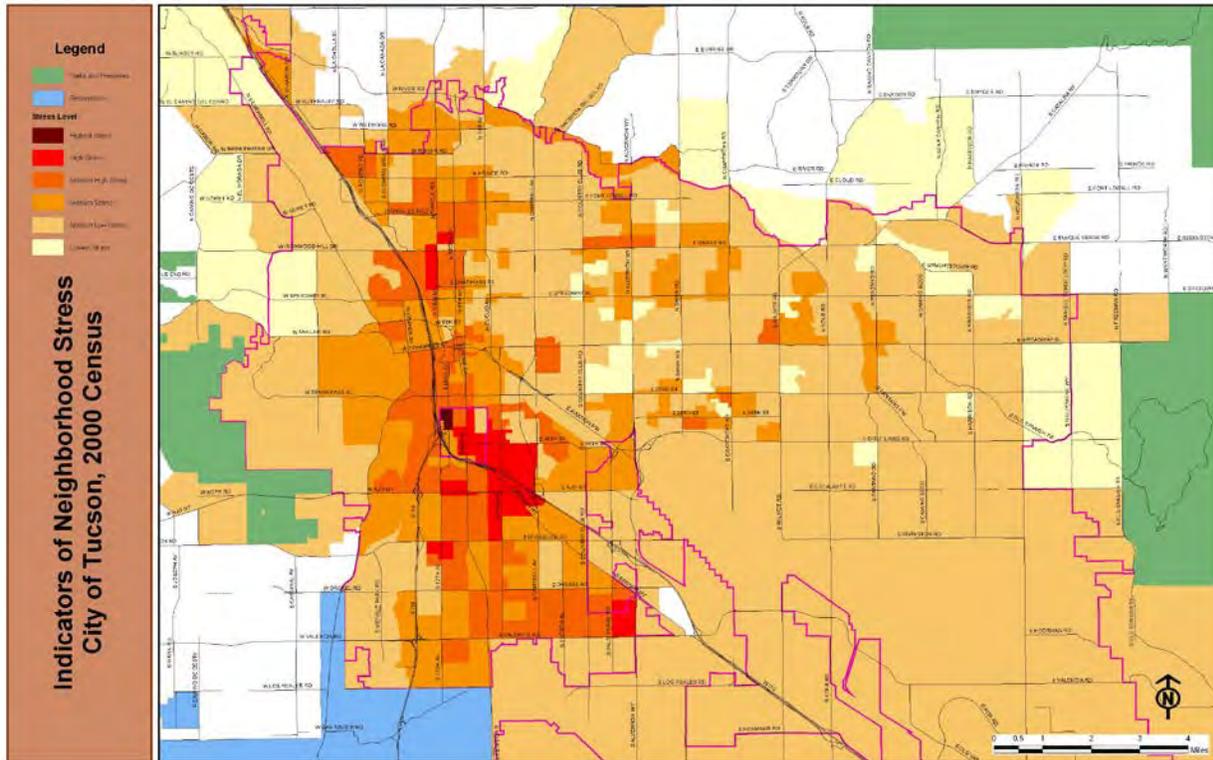
## **2. Geographic Distribution**

The following census tracts are considered low-income areas with minority concentration (50% or more minority residents): 2, 3, 8, 9, 10, 11, 12, 13.02, 20, 21, 23, 24, 25.01, 37.01, 38, 42, 43.08, 44.07, 48, 50. The City invests entitlement funds in areas of minority concentration. These funds are broadly distributed because most of the City's entitlement-supported programs are open to income-eligible residents city-wide.

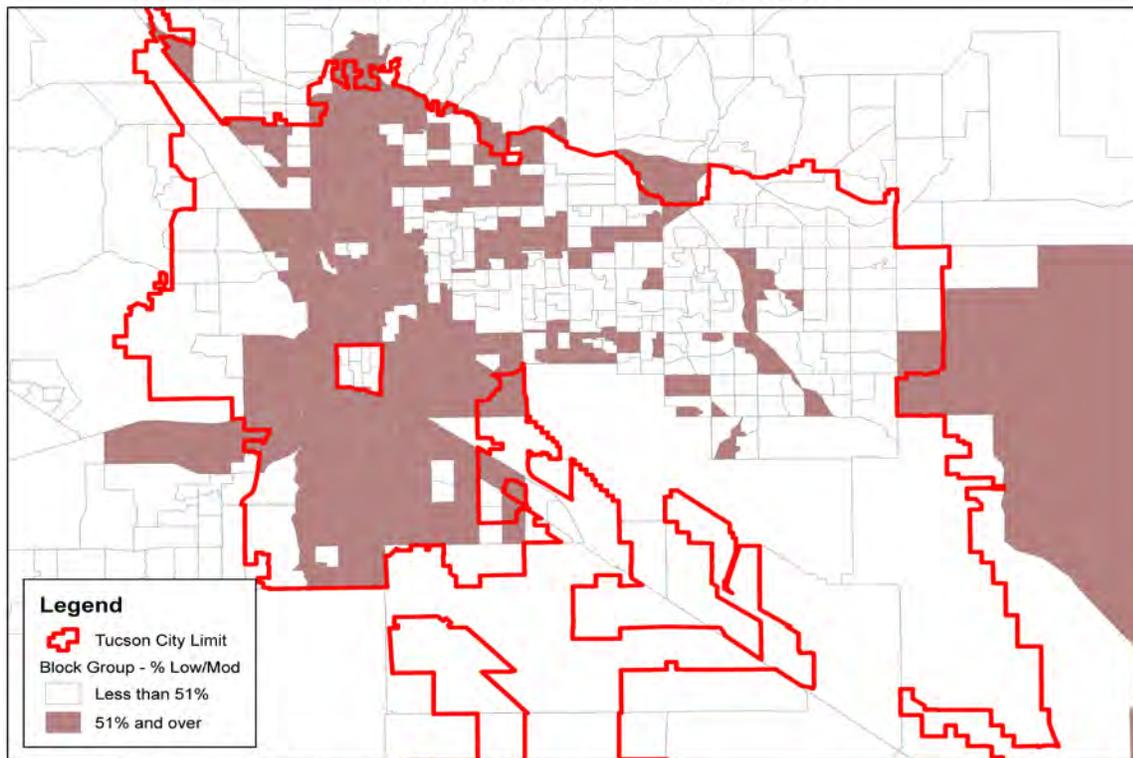
The City allocates funding in several ways, to ensure investment in areas of minority concentration:

1. **Back to Basics Target Areas:** This program was intended to rotate funding opportunities to all areas of the City. These neighborhoods receive an investment of CDBG and other funds to make improvements based on a neighborhood-driven prioritization process. Generally, these target neighborhoods overlay with minority concentration areas. This program is being phased out. Programs already approved will be completed.
2. **Minority Concentration Targets:** The majority of the City's entitlement funding is directed to programs that are city-wide. This is intended to provide access to services to a broad spectrum of clients. Clients who are also residents from areas of minority concentration may receive services in an area of minority concentration or at a location where the service is offered outside of an area of minority concentration. In either case, entitlement funds are directed to benefit residents of minority concentration areas (see the stress map on next page).
3. **Public Facilities:** The City funds these projects in areas designated low-income or for the mitigation of spot blight. Many of these projects are also in minority concentration areas. The City makes these investments to upgrade facilities in areas where there is a disproportionate need or a disparity in the facilities available to the surrounding area (see Low/Mod Income Area map on next page).

Indicators of Neighborhood Stress and Low/Moderate Income Areas Maps:



City of Tucson Block Groups  
with 51% or more Low or Moderate Income



source: HUD, FY 2009 data <http://www.hud.gov/offices/cpd/systems/census/az/>

## **Institutional Structure**

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

### **Program Year 3 CAPER Institutional Structure response:**

The Housing and Community Development Department (HCDD) has enacted a wide range of activities to enhance coordination and improve services to the community.

#### **Human Services Plan and Review Committees**

Human Services Review Committees convene on a two year cycle, and were asked to review FY 2013 Human Services project proposals. Funding recommendations were presented to the City Manager in May 2012, and projects implemented for FY 2013.

#### **Metropolitan Housing Commission**

The Metropolitan Housing Commission is a Mayor and Council appointed Commission that advises them on affordable housing issues including the Housing Trust Fund. The Commission, which meets monthly, is comprised of 15 members from a diverse group of interests including: Neighborhood/Consumer Advocate; Developer/Builder/Designer; Real Estate/Finance; and Community Partners.

#### **Delegation of Authority – Environmental Reviews**

The Mayor and Council have delegated authority to the Director of HCDD, or her designee, to implement the review requirements for the National Environmental Policy Act.

#### **Delegation of Authority – Contracts**

The Mayor and Council have delegated authority to the Director of HCDD, or her designee, to execute contracts or other documents necessary to carry out activities listed in this document.

#### **Lending Institutions**

Many of the City's programs and initiatives utilize mortgages from local lending institutions. The City may ask lenders to provide loans directly to bankable low-income households for home purchase or home improvement loans; or to an organization or developer for a public facility or multi-family housing project. The City depends on the local implementation of federal Community Reinvestment Act (CRA) programs to successfully develop needed affordable housing.

#### **City of Tucson and Pima County Consortium**

The consortium partners with various levels of government and other major funders, in policy development. In FY 2008, they entered into an agreement to authorize the City to operate a housing program on behalf of the County in order to provide financial assistance to families who reside in Pima County.

#### **Public Planning Process**

The City has engaged the public in planning and programs through the designation of special advisory committees, comprised of individuals with diverse interests and perspectives in regard to key community issues. For example, the Mayor and Council appointed a citizen committee to work with the City on downtown revitalization and in the development of the Neighborhood Preservation Ordinance.

The City is continuing its major revitalization of its downtown and surrounding neighborhoods. The Rio Nuevo project will add new commercial, cultural, transportation and public facilities to the core of downtown. There is a plan to build up to 2,000 new housing units within a ten-year period. The City is engaged in a multi-level planning process that includes the development of neighborhood plans, special meetings and events to solicit public input, and consultation with national experts.

### **Consolidation of Enforcement and Urban Planning with HCDD**

The City has established a Neighborhood Protection Ordinance (NPO) that consolidates and enhances code provisions dealing with property maintenance. In fiscal year 2009 the City merged the Community Services Department with the Neighborhood Resources Department responsible for the enforcement of the NPO. In fiscal year 2010 the City consolidated the Community Services Department with what was Urban Planning to form the Housing and Community Development Department. Planning staff within the department are currently working on an update to the General Plan. Many opportunities for public participation have occurred and the Plan will be presented to voters for potential adoption in November 2013.

### **Environmental Review Guidebook**

To facilitate project feasibility and expedite the contracting process, the City developed a local guidebook that establishes a streamlined process for reviewing proposed projects in accordance with the National Environmental Policy Act (NEPA).

### **Intragovernmental Coordination**

Public improvement projects are coordinated with numerous City departments, including: Parks and Recreation, Planning & Development Services, Transportation and General Services.

### **Industrial Development Authorities**

The City of Tucson and Pima County have Industrial Development Authorities (IDA). Through special bonding capacity, these organizations have financial resources for affordable housing development and public facility enhancements.

### **Monitoring**

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

**Program Year 3 CAPER Monitoring response:**

**1. Monitoring Timeline**

Program monitoring for CDBG and HOME regulatory compliance occurred on a continual basis during 2013.

**2. Monitoring Plan/Results**

The following is the City's current guidance relating to monitoring plans for both CDBG and HOME. Our strong commitment to the monitoring of our partnering agencies has resulted in stronger relationships, minimization of errors, and better product and service delivery throughout the community. Of particular note is our pre-contract audit requirement, whereby City audit staff review agencies' financial systems to insure that they have the capacity to successfully manage the awarded funds.

**Pre-Award Screening**

- Prior to award of funds, all sub-recipient service providers received pre-contract assessments to assure that sufficient administrative and fiscal management systems were in place to successfully provide the service identified in the grant applications.
- During the RFP process, City staff met individually with agencies to evaluate program capacity issues.

**Post-Award Monitoring**

- After funding approval, sub-recipients received program orientation and technical assistance in setting up the necessary reporting mechanisms.
- Staff provided desk monitoring and technical assistance on a continual basis as monthly billings were reviewed and processed.

City staff conducted Need and Risk Assessments on 100% of the contracts. City staff uses the Monitoring HOME Program Performance model developed by HUD to ensure compliance with HOME rules and regulations. Public facility and infrastructure projects with Davis-Bacon requirements were implemented, administered and monitored in compliance with the appropriate statutes and regulations.

Annually, City staff holds an eligibility-training class for all funded agencies that manage low-income HOME rental units. The class is mandatory for all CHDO's that receive CHDO Operating Funds. The training includes how to conduct income eligibility in accordance with Section 8 guidelines, and explains what documents must be maintained in the eligibility file.

Significant improvements were made to the City's monitoring process in 2013 to include the following:

**Centralized Monitoring Guidance**

Electronic copies of divisional monitoring forms as well as HUD's review documents/desk guides are all stored in the Planning and Community Development Division's shared electronic files.

**Centralized Copies of Monitoring Reports and Non-Profit Audits**

Staff places copies of monitoring reports, financial statements, A-133 audits and IRS Form 990's in a centralized file sorted by agency, fiscal year and project. This ensures greater divisional oversight and coordination of funded projects. Staff also updates an Excel spreadsheet to input details of visit.

**CDBG Monitoring**

It is the policy of the Housing and Community Development Department, Planning and Community Development Division, to monitor all sub-recipient contracts on an annual basis. All sub-recipients will, at a minimum, be monitored by means of an office desk-review utilizing a monitoring checklist appropriate for the program/project. Those sub-recipients whose risk assessment is high (4 or more factors checked) will receive on-site monitoring. Those sub-recipients whose risk assessment is medium (2 to 3 factors checked) will, time permitting, receive on-site monitoring, with those with the highest number of risk factors being a priority. Those sub-recipients whose risk assessment is low (0 to 1 factors checked) will receive a desk-review monitoring. All sub-recipients will receive on-site monitoring in the event it is requested by an authorized city, state or federal official. Additionally, the City may, at its discretion, perform a risk assessment of a sub-recipient, and if the risk assessment warrants on-site monitoring, the City may perform same. All public facility projects require an on-site visit prior to making final payment.

**HOME Monitoring**

The City of Tucson monitors the following units to ensure that all HOME units meet the HOME Monitoring requirements as specified in 24 CFR Part 92.207. On-site inspections are conducted to ensure that each unit meets federal housing quality standards. Frequency of inspections for 563 units is listed below:

<b>Rental Partnership Monitoring Frequency</b>			
	<b>Project</b>	<b>Frequency</b>	<b># COT HOME Units</b>
1	ADDI/HAP	N/A	N/A
2	St. Lukes in the Desert	Annual	5
3	1 North 5th	Annual	11
4	Talavera Apartments	Annual	11
5	Fry Apartments	Annual	48
6	Las Villas De Kino Phase 1	Annual	11
7	Las Villas De Kino Phase 2	Annual	11
8	Glenstone Apts	Annual	7
9	Ghost Ranch Lodge Ph 1	Annual	20
10	Ghost Ranch Lodge Ph 2	Annual	11
11	El Portal	Annual	43
12	Parkside Terrace Apts	Annual	11
13	Colores Del Sol	Annual	11
14	Casa Bonita 3, 4 & 5	Annual	11
15	MLK	Annual	30
16	Council House	Annual	4
17	MacArthur Apartments	2 years	6
18	SAAF - Glenn Street	2 years	11
19	New Beginnings PH 2	2 years	24
20	New Beginnings PH 1	2 years	16
21	Casitas San Miguel	2 years	10
22	Mabel & Delano	2 years	8
23	Casitas Esperanzas Byas	2 years	8
24	Casa Bonita 1 & 2	2 years	4
25	MHC - 9 Home Contract	2 years	9
26	MHC - 11 Home Contract	2 years	11
27	Casita Mia 1 & 2	2 years	10

28	Wings of Freedom	2 years	8
29	Casita Mia 5	3 years	2
30	TMM Fairhaven South	3 years	4
31	TMM Lee St - Fourplex	3 years	4
32	TMM Fairhaven North	3 years	5
33	Michael Keith	3 years	1
34	Casitas On Broadway	Desk Only	28
35	NCR of Tucson	Desk Only	30
36	Blanche Johnson	Desk Only	34
37	Sunnyside Pointe	Annual	10
38	Bella Vista	Desk Only	10
39	Las Montañas	Annual	11
40	Vida Nueva Apartments	Annual	12
41	Silverwood Casitas	Desk Only	42

Inspection results are maintained in-house with a copy provided to the property manager. Any significant findings or concerns are addressed as identified.

**3. Self-Evaluation**

The overall goal of the Planning and Community Development programs identified in the Consolidated Plan is to develop viable communities by providing decent housing and a suitable living environment and expanding economic opportunities for low- and moderate-income persons. During FY13, the City funded activities and implemented strategies that had a significant impact on achieving these goals. The information contained in this report highlights our accomplishments, which include:

- homeownership opportunities for low-income families have increased;
- more rental units are available to low- and moderate-income individuals and existing affordable units are being preserved;
- housing rehabilitation goals have been achieved;
- persons experiencing homelessness have a wide variety of programs designed to provide shelter, case management and counseling, and promote self-sufficiency;
- critically needed services are available community-wide; and
- public facility improvements are being made that will improve access to services as well as to revitalize neighborhoods.

With the expiration of the City contracts in early FY 2013, those firms providing HUD-certified, *home buyer counseling* to the joint City of Tucson/Pima County 'Down Payment Assistance' (DPA) Program had to be re-determined. Following the requisite 'Request For Proposals' (RFP) issued in late 2012, new contracts were awarded to six (6) local, reputable non-profit agencies, to wit: Chicanos Por La Causa, Family Housing Resources, Old Pueblo Community Services, Pio Decimo Center, Primavera Foundation, and Tucson Urban League. All of our FY 2014 DPA partners possess decades of experience in facilitating affordable homeownership on behalf of low- and moderate-income families in both the City of Tucson and Pima County. With this late start, the DPA Program was unable to reach its annual goal.

Within the affordable *rental housing development* community, the local market continued to improve - albeit slowly - and whilst production numbers fell somewhat short of our projections, we realized more completed units last year than at any time since 2009. With several projects in progress and several more set to break ground within the next six months, we are confident we'll reach our FY 2014 goals. The City of Tucson did not meet the annual goal for public facilities, as reported on pages 2-3. These projects tend to be multi-year projects.

The City of Tucson has continued to provide a continuum of services to address the variety of needs in the community. For Fiscal Year 2013, 89.45% of CDBG funds (excluding funds for administration /planning) were expended to serve low/moderate income persons. The City has used multi-year certifications for program years 2010, 2011 and 2012 to document that CDBG funds principally benefit persons of low and moderate income. No major program changes are anticipated as a result of the 2013 accomplishments and production. There may be minimal shifts in resource allocation as leveraging options are identified. There were no actions taken or omitted by the City that hindered the implementation of projects listed in the 2013 Annual Update to the Consolidated Plan.

### Timeliness of Expenditure Requirements

The City of Tucson met all expenditure requirements for the following grant entitlements: CDBG, HOME, ESG and HOPWA. Back up documentation is on file for each program as follows:

CDBG- PR56 Timeless Ratio report dated 3/27/13

HOME - Monthly Deadline Compliance Status Reports

ESG - PR91 ESG Financial Summary for 2011 & 2012

HOPWA PR02 Report - 2 year obligation with a 3 year deadline to expended obligated funds.

### **Lead-based Paint**

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

### **Program Year 3 CAPER Lead-based Paint response:**

#### **Rehabilitation projects**

The City follows strict HUD guidelines for testing and abatement of lead-based paint and other hazardous substances, and requires compliance for its contractors and subcontractors. Any structure built before 1978 which is proposed for rehabilitation under federal programs is tested for lead-based paint, as required by Subpart J of 24 CFR Part 35. Notices and requirements regarding testing and removal for lead-based paint are provided to program participants, contractors and project sponsors. The City of Tucson has private market, licensed contractors who are trained in Lead Safe Work Practices, and are available to perform appropriate abatement and/or removal procedures if lead-based paint is present. The City also provided training for non-profit and City staff on federal compliance requirements, including seminars dealing with asbestos, mold and healthy-homes awareness.

The City completed 31 homes during FY 2013 through expenditures from its \$2,480,000 allocation of Lead Hazard Control funding. In addition to lead abatement was an allocation of \$280,000 specifically for 'Healthy Homes' activities to address multiple childhood diseases and injuries in the home. The Initiative takes a comprehensive approach to these activities by focusing on housing-related 'environmental' hazards including: mold, lead, allergens, asthma, carbon monoxide, home safety, pesticides, and radon. It is anticipated that all activities will be completed in late 2014.

## HOUSING

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### **Housing Needs**

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

### **Program Year 3 CAPER Housing Needs response:**

The City of Tucson has worked on several fronts to preserve and develop affordable housing for low-income families in our community. The City has been successful in exceeded several of the set goals in areas including: Assistance to Persons with Special Needs; Public Services and Neighborhood Revitalization.

With an annual goal of assisting 475 Homeowner households, the City met this goal by developing 514 units. New Homeownership development did not meet anticipated the annual goal. With the expiration of the City contracts in early FY 2013, those firms providing HUD-certified, home buyer counseling to the joint City of Tucson/Pima County 'Down Payment Assistance' (DPA) Program had to be re-determined. Following the requisite 'Request For Proposals' (RFP) issued in late 2012, new contracts were awarded to six (6) local, reputable non-profit agencies, to wit: Chicanos Por La Causa, Family Housing Resources, Old Pueblo Community Services, Pio Decimo Center, Primavera Foundation, and Tucson Urban League. All of our FY 2014 DPA partners possess decades of experience in facilitating affordable homeownership on behalf of low- and moderate-income families in both the City of Tucson and Pima County. With this late start, the DPA Program was unable to reach its annual goal.

**Program Year 3 CAPER Specific Housing Objectives response:**

**Specific Housing Objectives**

1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.
2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.
3. Describe efforts to address "worst-case" housing needs and housing needs of persons with disabilities.

**1. Evaluate Progress**

The City's goals and targets were approved by the Mayor and Council, in the Consolidated Plan, and the Annual Action Plan. These goals and targets establish the City's overall objectives and outcome measures for affordable housing until 2015. The goals and targets were developed to plan for the needs of families, older residents, persons with disabilities, and low-income individuals.

The purpose of the goals is to establish a long-term vision of where the City wants to be, and to provide a quantitative way to measure its progress.

**2. Specific Goals and Accomplishments**

**Specific Housing Objectives and Accomplishments**

<b>Rental Housing Objectives</b>			
<b>Specific Objectives</b>	<b>Performance Measures</b>	<b>Goals</b>	<b>Actual</b>
Increase the supply of affordable rentals for families	Number of Units Produced:	184	640 units - 8 projects underway
Reduce the number of elderly persons who are cost burdened	Number of Units Produced:	50	0 <i>new</i> units produced

## Consolidated Annual Performance and Evaluation Report

Preserve affordable rental units	Number of Units Retained:	100	640
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Owner Housing Objectives			
Increase the supply of affordable homeownership units	Number of Units Produced	165	30 units constructed
Preserve existing housing stock	Number of Units Rehabilitated	475	514
Increase affordability through down payment assistance	Number of Homeownership Assisted:	100	5 DP/CC
Lead Free Homes	Number of Units Assisted	20	31

Wherever possible, the City attracts additional resources by submitting grant applications and providing support to organizations that apply to competitive grant programs. The City has been successful in attracting grants to support agencies that provide housing and services. These include: The Affordable Housing Program of the Federal Home Loan Bank, State of Arizona HOME Program and Housing Trust Fund, Supportive Housing Program (SHP), HOPE VI program, and HOPE 3 programs. The City has contributed general funds to meet HOME program match requirements and for activities that support persons experiencing homelessness.

Homeowners Assisted by Income FY 2013					
AGENCY NAME	PROJECT NAME	0-30%	31-50%	51-80%	81%+
<b>REHABILITATION</b>					
Chicanos Por La Causa	Roof Replacement and Home Maintenance/Special Needs	0	6	6	0
City of Tucson/HCD	Lead Match	0	1	0	0
City of Tucson/HCD/PCOA	Elderly Home Repair	25	11	6	0
City of Tucson/HCD	Emergency Home Repair	7	8	5	0
City of Tucson/HCD	Neighborhood Initiatives	42	57	40	0
City of Tucson/HCD	NSP3 Rehab	6	3	1	0
City of Tucson/HCD	VANS Rehab	0	4	0	0
City of Tucson/HCD	VANS Demo	16	14	0	0
City of Tucson/HCD	Ward Centered Rehab	8	2	4	0
Community Home Repair Projects of AZ	City Emergency Repair/Special Needs	85	14	0	0
DIRECT Center for Independence	Home Access Program/Special Needs	8	16	13	0
Old Pueblo Community Services	Sustainable Rehabilitation	2	3	2	0
Rebuilding Together Tucson	Neighborhood Renovation	5	5	5	0
Rebuilding Together Tucson	Housing Rehab Collaborative Rio Nuevo	3	3	3	0
TMM Family Services	Midtown Housing Rehabilitation Program	1	2	2	0
Tucson Urban League	City Emergency Home Repair	10	13	16	0
Tucson Urban League	South Park Rehabilitation	5	1	1	0
Community Home Repair Projects of AZ	HRC Rio Nuevo	10	0	0	0
Chicanos Por La Causa	HRC Rio Nuevo	1	0	0	0
Old Pueblo Community Services	HRC Rio Nuevo	1	0	1	0
TMM Family Services	HRC Rio Nuevo	0	1	2	0
Tucson Urban League	HRC Rio Nuevo	0	2	1	0
DIRECT Center for Independence	HRC Rio Nuevo	0	2	3	0

**Consolidated Annual Performance and Evaluation Report**

<b>TOTAL ASSISTED:</b>	<b>514</b>		<b>235</b>	<b>168</b>	<b>111</b>	<b>0</b>
<b>HOMEOWNERSHIP</b>						
Housing & Community Development Department and Pima County Down Payment Assistance		HAP/HOME	0	8	27	0
<b>TOTAL ASSISTED:</b>	<b>35</b>					

<b>Renters Assisted by Income</b>				
PROJECT NAME	0-30%	31-50%	51-80%	81% +
CPLC South Tucson Revitalization Project (5)	4	0	1	0
CPLC Rental Project (1)	1	0	0	0
ISDA Ajo Plaza Rental (1)	0	0	1	0
Section 8 Tenant Based Rental Assistance (includes c/f) (60)	60	0	0	0
Las Montañas (10)	0	0	10	0
<b>Total Assisted: 77</b>	<b>65</b>	<b>0</b>	<b>12</b>	<b>0</b>

**3. “Worst Case” Housing Needs:**

Generally, this population is unable to significantly contribute to the cost of housing themselves. In these instances, specialized programs such as the SHP funded Bridges Program and other SHP and ESG funded programs are designed to meet the needs of this population.

The City addresses the “worst case” dilapidated housing structures through its Vacant and Neglected Structures (VANS) program. This program targets unoccupied structures that are blight in the community, citing owners under the Neighborhood Preservation Ordinance. In FY 2013, 30 units were demolished as a result of this effort.

**Public Housing Strategy**

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

CAPER Public Housing Strategy response:

**Program Year 3 CAPER Public Housing Strategy response:**

1. The City has several initiatives that provide opportunities to public housing residents.

**Family Self-Sufficiency Program**

City of Tucson’s Family Self-Sufficiency Program (FSS) assists Section 8 and Public Housing Program residents in moving from dependency on public assistance programs to self-sufficient independence. FSS is principally a work-incentive program that helps participants become more economically independent through goal setting and case management support over a

five-year period of time.

**ROSS (Resident Opportunity for Self-Sufficiency) Program**

The City of Tucson’s Resident Opportunity for Self-Sufficiency Program (ROSS) assists Public Housing residents to increase earned income, reduce or eliminate the need for welfare assistance, make progress toward achieving economic independence and housing self-sufficiency through goal setting and case management support.

**EDSC (Elderly/Disabled Service Coordinator) Program**

The City of Tucson Elderly / Disabled Service Coordinator Program (EDSC) assists elderly and disabled residents improve living conditions and/or enable residents to continue to live-in-place, independently, without having to move to more expensive assisted care environments

**Capital Fund**

Annually, the City is awarded approximately \$1,350,000 in capital funds to be used to maintain and improve our public housing inventory. (\$1,351,498 FY 12 and \$1,374,842 FY 13)

**Housing Management**

The City’s 1,888 Public Housing and other affordable housing units are administered by property management offices regionalized throughout the City. The management team at each office is responsible for all residential property management activities associated with its assigned Asset Management Projects, including property maintenance and modernization work. During FY 2013 the Public Housing Program converted from a single waiting list to site based waiting lists to afford applicants some choice in the type and location of Public Housing units.

**Barriers to Affordable Housing**

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

**Program Year 3 CAPER Barriers to Affordable Housing response:**

**Bilingual Material**

A large percentage of low-income residents in Pima County are Spanish speaking. Materials and advertisements promoting countywide homeownership programs are printed in English and Spanish.

**Incentives for Private Developers**

The City provides incentives to non-profit and for-profit developers to expand their affordable housing production. In addition, the City has leveraged land and provided below-market financing for affordable housing development. In Fiscal year 2013, the affordable housing impact fee exemption was in the amount of \$49,315.

**Don’t Borrow Trouble**

This project is designed to raise public awareness of predatory lending issues and to provide referral services to qualified credit counselors.

**Analysis of Impediments and other Fair Housing Activities**

A HUD mandated program, the Analysis of Impediments strives to eliminate all forms of illegal housing discrimination and to actively promote fair housing activities for all. An updated version of this Plan was completed in FY2009 and is available for review at the following website: <http://www.tucsonaz.gov/hcd> under plans.

**Language Assistance Plan for Limited English Proficient Persons**

In January 2007, HUD issued final guidance relating to providing meaningful access to persons who have limited English proficiency. The City of Tucson has developed a Language Assessment Plan to address the needs and requirements of those clients who are not fluent in English. The plan can be found at the following website: <http://www.tucsonaz.gov/hcd> under plans.

**HOME**

1. Assessment of Relationship of HOME Funds to Goals and Objectives
  - a. Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.
2. HOME Match Report
  - a. Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.
3. HOME MBE and WBE Report
  - a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women’s Business Enterprises (WBEs).
4. Assessments
  - a. Detail results of on-site inspections of rental housing.
  - b. Describe the HOME jurisdiction’s affirmative marketing actions.
  - c. Describe outreach to minority and women owned businesses.

**Program Year 3 CAPER HOME response:**

**1. Relationship of HOME Funds to Goals and Objectives:**

In FY 2013, Tucson **expended** \$4,669,517 in HOME Investment Partnerships (HOME) Program funds, including \$661,426 which was available from HOME program income.

The Five-Year Consolidated Plan’s specific objectives include housing rehabilitation, homeownership opportunities and transitional and rental housing development.

The following chart illustrates how HOME funds were utilized to implement this strategy.

<b>Programs</b>	<b>Home Expenditures</b>	<b># Units</b>	<b>% AMI</b>	<b>Ethnicity</b>
<b>Homeownership</b>	<b>\$818,275</b>	<b>30</b>	<b>0%–30%=0 30%-50%=6 50%-60%=9 60%-80%=15</b>	<b>Hispanic=21 White=29 Black=1</b>
<b>Downpayment Assistance (Includes both City and County)</b>	<b>\$59,405</b>	<b>5</b>	<b>0% - 30%=0 30%-50%=2 50% - 60%=3 60% - 80%=0</b>	<b>Hispanic=1 White=4 AA=1</b>
<b>Rental</b>	<b>\$3,494,237</b>	<b>17 Total</b>	<b>0%– 30%=5 50%-60%=3 60%-80%=9</b>	<b>Hispanic = 10 White = 11 American Indian or Alaska Native=3 Other=3</b>
<b>Tenant-Based Rental Assistance (TBRA)</b>	<b>\$24,285</b>	<b>60</b>	<b>0%-30%=60</b>	<b>Hispanic=32 White = 45 Black = 13 American Indian/Alaska native=1 Native Hawaiian/Pacific Islander=1</b>
<b>Administration</b>	<b>\$303,315</b>	<b>N/A</b>		
<b>Total</b>	<b>\$4,699,517</b>	<b>112</b>		

The 2013 accomplishments for projects sponsored by Community Housing Development Organizations (CHDO’s) are included in the homeownership totals, including CHDO project funds. CHDO operating expenses were \$56,092 in FY 2013.

**2. HOME MATCH REPORT**

The Consortium met and exceeded the 25% mandated HOME program match requirement.

(See pp. 32 - 39)





Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

The HOME statute imposes a significant number of data collection and reporting requirements. This includes information on assisted properties, on the owners or tenants of the properties, and on other programmatic areas. The information will be used: 1) to assist HOME participants in managing their programs; 2) to track performance of participants in meeting fund commitment and expenditure deadlines; 3) to permit HUD to determine whether each participant meets the HOME statutory income targeting and affordability requirements; and 4) to permit HUD to determine compliance with other statutory and regulatory program requirements. This data collection is authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act or related authorities. Access to Federal grant funds is contingent on the reporting of certain project-specific data elements. Records of information collected will be maintained by the recipients of the assistance. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when public disclosure is not required.

## Instructions for the HOME Match Report

### Applicability:

The HOME Match Report is part of the HOME APR and must be filled out by every participating jurisdiction that incurred a match liability. Match liability occurs when FY 1993 funds (or subsequent year funds) are drawn down from the U.S. Treasury for HOME projects. A Participating Jurisdiction (PJ) may start counting match contributions as of the beginning of Federal Fiscal Year 1993 (October 1, 1992). A jurisdiction not required to submit this report, either because it did not incur any match or because it had a full match reduction, may submit a HOME Match Report if it wishes. The match would count as excess match that is carried over to subsequent years. The match reported on this form must have been contributed during the reporting period (between October 1 and September 30).

### Timing:

This form is to be submitted as part of the HOME APR on or before December 31. The original is sent to the HUD Field Office. One copy is sent to the

Office of Affordable Housing Programs, CGHF  
Room 7176, HUD, 451 7th Street, S.W.  
Washington, D.C. 20410.

The participating jurisdiction also keeps a copy.

### Instructions for Part II:

1. **Excess match from prior Federal fiscal year:** Excess match carried over from prior Federal fiscal year.
2. **Match contributed during current Federal fiscal year:** The total amount of match contributions for all projects listed under Part III in column 9 for the Federal fiscal year.

3. **Total match available for current Federal fiscal year:** The sum of excess match carried over from the prior Federal fiscal year (Part II, line 1) and the total match contribution for the current Federal fiscal year (Part II, line 2). This sum is the total match available for the Federal fiscal year.

4. **Match liability for current Federal fiscal year:** The amount of match liability is available from HUD and is provided periodically to PJs. The match must be provided in the current year. The amount of match that must be provided is based on the amount of HOME funds drawn from the U.S. Treasury for HOME projects. The amount of match required equals 25% of the amount drawn down for HOME projects during the Federal fiscal year. Excess match may be carried over and used to meet match liability for subsequent years (see Part II line 5). Funds drawn down for administrative costs, CHDO operating expenses, and CHDO capacity building do not have to be matched. Funds drawn down for CHDO seed money and/or technical assistance loans do not have to be matched if the project does not go forward. A jurisdiction is allowed to get a partial reduction (50%) of match if it meets one of two statutory distress criteria, indicating "fiscal distress," or else a full reduction (100%) of match if it meets both criteria, indicating "severe fiscal distress." The two criteria are poverty rate (must be equal to or greater than 125% of the average national family poverty rate to qualify for a reduction) and per capita income (must be less than 75% of the national average per capita income to qualify for a reduction). In addition, a jurisdiction can get a full reduction if it is declared a disaster area under the Robert T. Stafford Disaster Relief and Emergency Act.

5. **Excess match carried over to next Federal fiscal year:** The total match available for the current Federal fiscal year (Part II, line 3) minus the match liability for the current Federal fiscal year (Part II, line 4). Excess match may be carried over and applied to future HOME project match liability.

### Instructions for Part III:

1. **Project No. or Other ID:** "Project number" is assigned by the C/MI System when the PJ makes a project setup call. These projects involve at least some Treasury funds. If the HOME project does not involve Treasury funds, it must be identified with "other ID" as follows: the fiscal year (last two digits only), followed by a number (starting from "01" for the first non-Treasury-funded project of the fiscal year), and then at least one of the following abbreviations: "SF" for project using shortfall funds, "PI" for projects using program income, and "NON" for non-HOME-assisted affordable housing. Example: 93.01.SF, 93.02.PI, 93.03.NON, etc.

Shortfall funds are non-HOME funds used to make up the difference between the participation threshold and the amount of HOME funds allocated to the PJ; the participation threshold requirement applies only in the PJ's first year of eligibility. [§92.102]

Program income (also called "repayment income") is any return on the investment of HOME funds. This income must be deposited in the jurisdiction's HOME account to be used for HOME projects. [§92.503(b)]

Non-HOME-assisted affordable housing is investment in housing not assisted by HOME funds that would qualify as "affordable housing" under the HOME Program definitions. "NON" funds must be contributed to a specific project; it is not sufficient to make a contribution to an entity engaged in developing affordable housing. [§92.219(b)]

2. **Date of Contribution:** Enter the date of contribution. Multiple entries may be made on a single line as long as the contributions were made during the current fiscal year. In such cases, if the contributions were made at different dates during the year, enter the date of the last contribution.

3. **Cash:** Cash contributions from non-Federal resources. This means the funds are contributed permanently to the HOME Program regardless of the form of investment the jurisdiction provides to a project. Therefore all repayment, interest, or other return on investment of the contribution must be deposited in the PJ's HOME account to be used for HOME projects. The PJ, non-Federal public entities (State/local governments), private entities, and individuals can make contributions. The grant equivalent of a below-market interest rate loan to the project is eligible when the loan is not repayable to the PJ's HOME account. [§92.220(a)(1)] In addition, a cash contribution can count as match if it is used for eligible costs defined under §92.206 (except administrative costs and CHDO operating expenses) or under §92.209, or for the following non-eligible costs: the value of non-Federal funds used to remove and relocate ECHO units to accommodate eligible tenants, a project reserve account for re-placements, a project reserve account for unanticipated increases in operating costs, operating subsidies, or costs relating to the portion of a mixed-income or mixed-use project not related to the affordable housing units. [§92.219(c)]

4. **Foregone Taxes, Fees, Charges:** Taxes, fees, and charges that are normally and customarily charged but have been waived, foregone, or deferred in a manner that achieves affordability of the HOME-assisted housing. This includes State tax credits for low-income housing development. The amount of real estate taxes may be based on the

post-improvement property value. For those taxes, fees, or charges given for future years, the value is the present discounted cash value. [§92.220(a)(2)]

5. **Appraised Land/Real Property:** The appraised value, before the HOME assistance is provided and minus any debt burden, lien, or other encumbrance, of land or other real property, not acquired with Federal resources. The appraisal must be made by an independent, certified appraiser. [§92.220(a)(3)]

6. **Required Infrastructure:** The cost of investment, not made with Federal resources, in on-site and off-site infrastructure directly required for HOME-assisted affordable housing. The infrastructure must have been completed no earlier than 12 months before HOME funds were committed. [§92.220(a)(4)]

7. **Site preparation, Construction materials, Donated labor:** The reasonable value of any site-preparation and construction materials, not acquired with Federal resources, and any donated or voluntary labor (see §92.354(b)) in connection with the site-preparation for, or construction or rehabilitation of, affordable housing. The value of site-preparation and construction materials is determined in accordance with the PJ's cost estimate procedures. The value of donated or voluntary labor is determined by a single rate ("labor rate") to be published annually in the Notice Of Funding Availability (NOFA) for the HOME Program. [§92.220(6)]

8. **Bond Financing:** Multifamily and single-family project bond financing must be validly issued by a State or local government (or an agency, instrumentality, or political subdivision thereof). 50% of a loan from bond proceeds made to a multifamily affordable housing project owner can count as match. 25% of a loan from bond proceeds made to a single-family affordable housing project owner can count as match. Loans from all bond proceeds, including excess bond match from prior years, may not exceed 25% of a PJ's total annual match contribution. [§92.220(a)(5)] The amount in excess of the 25% cap for bonds may carry over, and the excess will count as part of the statutory limit of up to 25% per year. Requirements regarding

bond financing as an eligible source of match will be available upon publication of the implementing regulation early in FY 1994.

9. **Total Match:** Total of items 3 through 8. This is the total match contribution for each project identified in item 1.

**Ineligible forms of match include:**

1. Contributions made with or derived from Federal resources e.g. CDBG funds [§92.220(b)(1)]
2. Interest rate subsidy attributable to the Federal tax exemption on financing or the value attributable to Federal tax credits [§92.220(b)(2)]
3. Contributions from builders, contractors or investors, including owner equity, involved with HOME-assisted projects. [§92.220(b)(3)]
4. Sweat equity [§92.220(b)(4)]
5. Contributions from applicants/recipients of HOME assistance [§92.220(b)(5)]
6. Fees/charges that are associated with the HOME Program only, rather than normally and customarily charged on all transactions or projects [§92.220(a)(2)]
7. Administrative costs

U.S. Department of Housing and Urban Development  
 Office of Community Planning and Development  
 Integrated Disbursement and Information System  
 Home Matching Liability Report  
 SAN FRANCISCO  
 TUCSON, AZ

Fiscal Year	Match Percent	Total Disbursements	Disbursements Requiring Match	Match Liability Amount
1998	25.0%	\$1,422,637.34	\$1,084,752.42	\$271,188.10
1999	25.0%	\$4,479,403.57	\$3,802,149.07	\$950,537.26
2000	25.0%	\$3,760,242.31	\$3,163,799.52	\$790,949.88
2001	25.0%	\$4,365,550.70	\$3,887,322.80	\$971,830.70
2002	25.0%	\$4,347,355.69	\$3,373,705.70	\$843,426.42
2003	25.0%	\$4,714,738.62	\$3,925,229.89	\$981,307.47
2004	25.0%	\$3,816,788.99	\$3,300,315.75	\$825,078.93
2005	25.0%	\$3,266,058.34	\$2,589,486.39	\$647,371.59
2006	25.0%	\$3,346,604.93	\$2,573,797.15	\$643,449.28
2007	25.0%	\$2,525,275.67	\$1,945,009.16	\$486,252.29
2008	25.0%	\$5,530,862.08	\$4,842,091.42	\$1,210,522.85
2009	25.0%	\$6,322,504.21	\$5,584,871.14	\$1,396,217.78
2010	25.0%	\$4,219,731.82	\$3,810,661.33	\$952,665.33
2011	25.0%	\$3,024,981.35	\$2,570,171.00	\$642,542.75
2012	25.0%	\$4,178,693.13	\$3,746,675.98	\$936,668.99
2013	25.0%	\$4,000,421.70	\$3,641,015.09	\$910,253.77



### 3. HOME Minority and Women-Owned Business

The City's Office of Equal Opportunity Programs has developed a Disadvantaged Business Enterprise Program to remedy past and current discrimination in contracting and procurement opportunities for disadvantaged businesses. It serves to create equal opportunity for those DBE firms doing business with the City of Tucson on projects receiving federal financial assistance. The program includes the publication of a monthly Certified Business Directory:

[http://cms3.tucsonaz.gov/files/oeop/9\\_Sept\\_2013\\_DBE\\_Directory.pdf](http://cms3.tucsonaz.gov/files/oeop/9_Sept_2013_DBE_Directory.pdf)

The Housing and Community Development Department produces an Annual Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) report which provides information on applicable HCD projects.

The following remedies are employed by the City of Tucson and HCD to address marketplace discrimination against minority (MBE) and women-owned (WBE) businesses:

- Consultation with new or developing businesses
- Certification of disadvantaged businesses
- Publication and distribution of a Disadvantaged Business Enterprise Directory
- Notification of DBEs of Invitation for Bids (IFB) and Requests for Proposals (RFP) relating to construction, procurement and professional services
- Holding of city construction project plans for use by DBEs
- Development and execution of seminars
- Conducting outreach activities to recruit DBEs into the city purchasing process, including workshops for small businesses and publications describing the city's purchasing process
- Providing assistance with purchasing procedures and policies
- Monitoring of purchasing efforts to ensure DBE access to the process

HCD has encouraged minority participation in its activities through its Section 3 Program. See:

<http://cms3.tucsonaz.gov/files/hcd/section3final020711.pdf> .

This program provides employment opportunities to low-income and project-area residents, and is supplemented by a commitment of funds for education and training.

### 4. HOME Assessments

a. Due to reduced staffing levels and the corresponding decrease in capacity, less than 50% of our HOME rental portfolio underwent monitoring visits. Of that targeted group, a random sampling of roughly 30% of individual rental units were subjected to HQS inspection by our certified inspector, with greater than 85% in compliance with current HQS standards. Those deemed in need of minor rehab were addressed and brought into compliance.

b. The HOME PJ utilizes the existing affirmative marketing networks of both the City itself - with opportunities announced and posted on the City of Tucson/Housing and Community Development Department website, as well as through individual department contacts - and in cooperation with the multiple community partners with whom we collaborate on numerous local projects, spanning the wide spectrum from human and support services to rental housing development and the promotion of affordable home ownership.

c. As conducted on all PJ affirmative marketing networks, our outreach efforts to minority- and women-owned businesses is delivered through the City's own networks accessed through the City of Tucson website, as well as through our network of local non-profit agencies, which has produced very positive results as evidenced by the fact that more than 85% of our contractors/vendors are minority- and/or women-owned businesses.

## HOMELESS

### Homeless Needs

1. Identify actions taken to address needs of homeless persons.
2. Identify actions to help homeless persons make the transition to permanent housing and independent living.
3. Identify new Federal resources obtained from Homeless SuperNOFA.

**Program Year 3 CAPER Homeless Needs response:**

**1. Actions Taken to Address Needs of Homeless Persons**

The City has worked with the Tucson Pima Collaboration to End Homelessness (TPCH) in developing the local Continuum of Care Strategic Plan. The Strategic Plan was developed to further address the needs of homeless persons while meeting a HUD requirement to apply for funding, and clarifies the priorities of TPCH for the present and future. This section identifies actions taken during FY 2013 to provide this continuum of care for homeless persons and persons with special needs, and indicates that the City exceeded Consolidated Plan goals. In FY 2013, 7,348 homeless individuals were assisted with case management, bed nights, employment, food and other crisis assistance.

During FY 2013, the City committed CDBG, ESG, and City General funds in the amount of \$1,029,768 on programs for homeless persons. These programs served approximately 7 shelters. Specific projects supported during FY 2013 are listed below. The goals of these projects are to prevent homelessness and assist individuals and families find permanent housing and regain self-sufficiency.

**Project funding allocations FY 2013:**

AGENCY	PROJECT	CDBG	ESG	General Fund
New Beginnings for Women and Children-Our Family Services	Emergency Shelter	\$67,631		
Open Inn, Inc.	Emergency Assistance and Shelter	\$46,000		
The Primavera Foundation, Inc.	Emergency Services (Relief and Referral/Men's Shelter)	\$89,056		
Youth on Their Own	Special Needs	\$30,800		
Community Partnership of Southern Arizona	Homeless Planning and Coordination	\$25,000		
Emerge! Center Against Domestic Abuse	Case Management/Counseling			\$30,000
Open Inn	Transitional Apartment Living Program			\$30,000
The Primavera Foundation	Primavera Works- Job Training and Ethical Day Labor Program			\$55,000
The Primavera Foundation	Women's Services Program			\$45,964
Youth on Their Own	Stipend Program			\$56,750
Chicanos Por La Causa	Emergency Assistance to Prevent Homelessness		\$60,000	
Emerge! Center Against Domestic Abuse	Rapid Rehousing for Survivors of Domestic Violence		\$171,662	
La Frontera	RAPP Team Outreach		\$40,000	
Our Family Services	Homeless Prevention		\$45,000	
Old Pueblo Community Services	Street Outreach for Homeless		\$43,376	

		CDBG	ESG	GENERAL FUNDS
Old Pueblo Community Services	Rapid Rehousing		\$38,529	
Open Inn, Inc.	Emergency Assistance and Shelter		\$65,000	
Pima County	HMIS		\$5,000	
The Primavera Foundation	Family Emergency Shelter		\$85,000	
<b>Totals</b>		\$258,487	\$553,567	\$217,714
<b>Grand Total</b>	<b>\$1,029,768 all sources</b>			

**2. Actions taken to help homeless persons make the transition to permanent housing and independent living.**

The City of Tucson has funded the following Independent Living Programs:  
 Open Inn, Inc. - Shelter and Transitional Housing  
 Primavera Foundation - Transitional Housing – Women’s Services  
 Primavera Foundation - Housing for Homeless People with Disabilities

**3. Federal Resources obtained from Homeless SuperNOFA.**

Total Continuum of Care for Tucson/Pima County is \$8,448,988.

**Specific Homeless Prevention Elements**

1. *Identify actions taken to prevent homelessness.*

**Program Year 3 CAPER Specific Housing Prevention Elements response:**

Prevention services funded by the City of Tucson include programs aimed at keeping people in their homes by providing rent and mortgage assistance, utility payment assistance to prevent eviction, case management, housing counseling, landlord/tenant mediation/legal services, and behavioral health services, Information & Referral services, income maintenance programs and food stamps, job training and placement, and guardianship/ representative payee. In addition, prevention programs include supportive education about an owner’s/landlord’s specific requirements, and information on tenants’ rights and obligations under Arizona law.

**Homeless Prevention programs:**

Primavera Foundation – Crisis Emergency Services  
 Primavera Foundation – Women’s Services Program  
 Youth on Their Own – Special Needs

**Emergency Solutions Grants (ESG)**

1. Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).

2. Assessment of Relationship of ESG Funds to Goals and Objectives
  - a. Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.
  - b. Detail how ESG projects are related to implementation of comprehensive homeless planning strategy, including the number and types of individuals and persons in households served with ESG funds.
3. Matching Resources
  - a. Provide specific sources and amounts of new funding used to meet match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.
4. State Method of Distribution
  - a. States must describe their method of distribution and how it rated and selected its local government agencies and private nonprofit organizations acting as subrecipients.
5. Activity and Beneficiary Data
  - a. Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESGP expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.
  - b. Homeless Discharge Coordination
    - i. As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.
  - c. Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.

### **Program Year 3 CAPER ESG response:**

#### **1. Actions to Address Emergency Shelter and Transitional Housing Needs**

Emergency shelter programs are committed to directing clients seeking shelter toward more permanent solutions through the community's homeless services network. The providers in our community utilize the Homeless Management Information System (HMIS) to further their efforts. Data gathered through the HMIS System provides our community and its providers a better understanding of current trends, changing service needs and helps us to identify special populations experiencing homelessness.

Transitional Housing programs seek to empower homeless participants by providing affordable rental housing, combined with case management services, substance abuse counseling, job training and placement services. Services are tailored to meet the needs of each individual household. Transitional programs work to prepare participants for their transition to permanent housing once income sources have been identified and increased, and linkage with community services and support networks have been secured.

#### **2. Assessment of Relationship of ESG funds to Goals and Objectives**

The City's goal has been to increase transitional beds. However, as HUD's goals have shifted to prioritize permanent housing and rapid rehousing for homeless persons, more funds have shifted to permanent housing and supportive services.

**3. ESG Program Match**

The ESG Program has a dollar for dollar match requirement. In FY 2013, the City of Tucson did not meet the match requirements for this program, however, these are two year agreements and match will be provided by agencies as required, at 100%, for each contract. Sources of match funding are listed in the following chart.

**ESG Program Match**

	<b>Local Government</b>	<b>Private</b>	<b>Fees/Program Income</b>	<b>Other Federal</b>	<b>Total</b>
Chicanos Por La Causa	0	0	0	0	0
Emerge! Center Against Domestic Abuse	0	0	0	\$72,929	\$72,929
La Frontera	\$15,171	0	0	0	\$15,171
Our Family Services, Inc.	\$5,031	\$2,625	\$15,779	0	\$23,435
Old Pueblo Community Services	0	\$5,025	\$7,405	0	\$12,430
Open Inn, Inc.	0	0	0	\$44,906	\$44,906
Pima County	0	0	0	0	0
The Primavera Foundation, Inc	0	0	0	\$50,485	\$50,485
<b>TOTAL ESG MATCH</b>	\$20,202	\$7,650	\$23,184	\$168,320	\$219,357

**4. Stated Method of Distribution**

The City advertised in fiscal year 2013 funding levels and priorities in a Request for Proposals (RFP). Agencies submitted RFPs, which were reviewed by a committee made up of several members of the Continuum of Care, other funding representatives and a community member. The funding recommendations were made to the City Manager and were adopted by the Mayor and Council as part of the City’s annual update to the Consolidated Plan.

**5. Activity and Beneficiary Data**

<b>2013 PROJECT TABLES – Emergency Solutions Grant – Funding Allocations by Category</b>							
<b>Agency</b>	<b>Project</b>	<b>Emergency Shelter Support</b>	<b>Homeless Prevention</b>	<b>Rapid Re-housing</b>	<b>Street Outreach</b>	<b>HMIS</b>	<b>City of Tucson Admin</b>
Chicanos Por La Causa	Emergency Assistance to Prevent Homelessness		\$60,000				
City of Tucson	ESG Admin						\$18,927 \$1,257
Emergel Center Against Domestic Abuse	Rapid Rehousing for Survivors of Domestic Violence			\$171,662			
La Frontera	RAPP Team Street Outreach				40,000		
Our Family Services	Homeless Prevention		\$45,000				
Old Pueblo Community Services	Street Outreach for Homeless				\$43,376		
Old Pueblo Community Services	OPCS Rapid ReHousing			\$38,529			
Open Inn, Inc.	Emergency Assistance and Shelter	\$65,000					
Pima County	HMIS					5,000	
The Primavera Foundation	Family Emergency Shelter	\$85,000					
<b>Total ESG:</b>		<b>\$150,000</b>	<b>\$105,000</b>	<b>\$210,191</b>	<b>\$83,376</b>	<b>\$5,000</b>	<b>\$20,183</b>

Total funding allocated: \$553,567, includes carry-forward.

**Homeless Discharge Coordination**

The Discharge Planning Committee of Tucson Pima Collaboration to end Homelessness advocates for and provides education to young adults exiting foster care and individuals that are homeless being discharged from hospitals, jails, prisons and other institutions. The committee also develops and distributes a resource list appropriate to each population served and provides the information to all discharge planning staff that assist homeless clients. The handout provides hospital, jail and prison discharge planning staff, foster care staff with information about accessibility to all homeless shelters, entry requirements, contact names of shelter staff, and addresses.

## COMMUNITY DEVELOPMENT

### Community Development

1. Assessment of Relationship of CDBG Funds to Goals and Objectives
  - a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.
  - b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.
  - c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.
2. Changes in Program Objectives
  - a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.
3. Assessment of Efforts in Carrying Out Planned Actions
  - a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.
  - b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.
  - c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.
4. For Funds Not Used for National Objectives
  - a. Indicate how use of CDBG funds did not meet national objectives.
  - b. Indicate how did not comply with overall benefit certification.
5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property
  - a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.
  - b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.
  - c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.
6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons
  - a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.
  - b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.
  - c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.
7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit
  - a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.

8. Program income received
  - a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.
  - b. Detail the amount repaid on each float-funded activity.
  - c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.
  - d. Detail the amount of income received from the sale of property by parcel.
9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:
  - a. The activity name and number as shown in IDIS;
  - b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;
  - c. The amount returned to line-of-credit or program account; and
  - d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.
10. Loans and other receivables
  - a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.
  - b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.
  - c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.
  - d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.
  - e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.
11. Lump sum agreements
  - a. Provide the name of the financial institution.
  - b. Provide the date the funds were deposited.
  - c. Provide the date the use of funds commenced.
  - d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.
12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year
  - a. Identify the type of program and number of projects/units completed for each program.
  - b. Provide the total CDBG funds involved in the program.
  - c. Detail other public and private funds involved in the project.
13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies
  - a. Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.

**Program Year 3 CAPER Community Development response:**

**1. CDBG CONSOLIDATED PLAN –  
PRIORITIES, NEEDS, GOALS AND OBJECTIVES**

During FY 2013, the City of Tucson received \$5,104,483 in CDBG entitlement funds. For fiscal year 2013, 89.45% of the City of Tucson’s CDBG allocation, excluding administration/planning funds, was expended to serve low/moderate income persons.

Families assisted under the federal regulation for “direct benefit” are qualified through an application process. Eligibility is based on documentation of total household income for the previous year. Typically, tax returns, pay check stubs, benefit letters and evidence of assets are used to document eligibility under the HUD guidelines. This information must be maintained in project files.

Activities selected for funding met the goals of the highest priorities listed in the Five-Year Consolidated Plan, which primarily focused on housing.

The following chart illustrates how CDBG funds were used to meet the objectives stated in the Consolidated Plan.

**Consolidated Plan Objectives and CDBG Funds**

<b>Housing Activities</b>	<b>CDBG Funds</b>
Homeowners (Rehabilitation Activities)	\$3,062,143
<b>Neighborhood Revitalization</b>	<b>CDBG Funds</b>
Public Facilities/ Back to Basics / Historic Preservation Projects	\$1,223,629
<b>Public Services</b>	<b>CDBG Funds</b>
Public Services	\$ 765,061
<b>Planning Activities</b>	<b>CDBG Funds</b>
Planning Activities (includes Fair Housing funded by admin)	\$ 72,961
<b>Administration</b>	<b>CDBG Funds</b>
Administration (less planning activities)	\$834,223
<b>TOTAL ALL CDBG</b>	<b>\$5,958,017</b>
<b>Economic Development</b>	
<b>BDFC Revolving Loan</b>	\$152,786

**2. Changes in Program Objectives**

There were no changes in the CDBG program objectives during FY 2013.

**3. Efforts to Carry Out Annual Action Plan Activities**

The City of Tucson has ensured consistency with Consolidated Plan priorities and with HUD programs by providing certifications of consistency in a fair and impartial manner. The Consortium requires that agencies provide copies of their applications for funding, or a detailed executive summary before a letter of consistency is granted.

In FY13, the following agencies received Consolidated Plan Certifications for the proposed project:

<b>Agency</b>	<b>Federal Program</b>	<b>Activity</b>
TMM Family Services, Inc.	Supportive Services for Veterans Assistance	Housing Public Services

**4. CDBG Funds Not Used to Meet Specified National Objectives**

All Community Development Block Grant funds were utilized exclusively to achieve specific national objectives.

**5. Relocation Due to Acquisition, Rehabilitation or Demolition of occupied Real Property**

No permanent relocation occurred during FY 2013 as a result of acquisition, rehabilitation or demolition activities. The City acquires vacant buildings for its affordable housing programs. The City’s priority is to minimize displacement through the use of unoccupied properties. However, the City has a set of procedures to facilitate relocation and provide benefits to families as necessary. These procedures outline noticing requirements, relocation assistance, eligibility determination calculations, estimated costs for relocation and the timeline for implementing each step.

The City has implemented an emergency safety net program for families that are homeless or displaced from their housing. This program coordinates the efforts of homeless shelter and service providers, building safety code inspectors, and organizations providing affordable housing units.

Moreover, the City has adopted an Optional Relocation plan that provides for short term assistance to qualified household whom are temporarily displaced. The Optional Relocation Plan can be viewed at the following website under plans and reports: <http://www.tucsonaz.gov/hcd>

**6. Economic Development Activities**

The Business Development Finance Corporation revolving loan had a balance of \$152,786.09 as of June 30, 2013. One loan was repaid during FY 2013, and 2 positions created for low to moderate income persons. The 2 current loan recipients have generated 5 low/moderate income jobs, which met the targeted number of full-time positions to be created for those activities.

The City's request for loan guarantee assistance under Section 108 of the Housing and Community Development Act of 1974 was approved by HUD on March 7, 2012. This program provides communities with a means of leveraging their CDBG funds to obtain additional financing resources for economic development, public facilities, large scale physical development projects, housing rehabilitation, etc. The City began to market the program to organizations seeking gap financing for loans of between \$2 million and \$10 million.

**7. Limited Clientele**

City projects served a total of 24,747 low- and moderate-income limited clientele using CDBG, HOME, ESG and HOPWA funds in FY 2013. In addition, City of Tucson General Funds provided services to 10,132 primarily low- and moderate-income persons.

**8. Program Income**

The program income identified below was earned during FY 2013. The full amount of CDBG program income received was entered into the Integrated Disbursements and Information System (IDIS), and was drawn down against expenditures attributable to FY13. The City did not have excess program income on hand on June 30, 2013.

Source	Amount
CDBG	\$68,526
HOME	\$661,426
<b>Total</b>	<b>\$729,952</b>

**9. Prior Period Adjustments - None**

**10. Loans and other Receivables – Not applicable**

**11. Lump-Sum Agreements – Not Applicable**

**12. Housing Rehabilitation**

Program	Funds Expended	Accomplishments
Housing Rehabilitation (CDBG)	\$3,062,143	514 units
PCOA – Older Americans Act	\$76,661	14 units
<b>TOTAL</b>	<b>\$3,138,804</b>	<b>528 units</b>

**13. Neighborhood Revitalization Strategies – No designated NRSAs.**

**Antipoverty Strategy**

1. Describe actions taken during the last year to reduce the number of persons living below the poverty level.

**Program Year 3 CAPER Antipoverty Strategy response:**

**1. ANTIPOVERTY STRATEGY**

Most activities undertaken with CDBG, HOME, ESG and HOPWA funds are efforts to reduce the number of persons living in poverty and improve the quality of life for city residents. The City will continue to support emergency assistance programs, and a variety of other support services that are used by low-income households to obtain basic necessities. The main goal is to prevent very low-income persons, especially those earning 30% or less of median income, from becoming homeless. The long-term goal is to provide more affordable housing options so that this group is not forced to spend all their available funds for housing, with little left over for other needs.

As outlined in the Annual Plan, the City has specific strategies that are directly linked to the reduction of poverty. These strategies, which are illustrated throughout this document, are:

- Employment Opportunities
- Self-Sufficiency Assistance
- Support Services
- Affordable Housing

**NON-HOMELESS SPECIAL NEEDS**

**Non-homeless Special Needs**

1. Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).

**Program Year 3 CAPER Non-homeless Special Needs response:**

**1. NON-HOMELESS SPECIAL NEEDS OBJECTIVES**

The following table outlines the non-homeless special needs populations’ priority needs and goals identified in the Five-Year Consolidated Plan, and FY 2013 accomplishments.

<b>Population</b>	<b>Priority</b>	<b>Funds Expended</b>	<b>Annual Goals (Planned)</b>	<b>Output (Accomplishments)</b>
Elderly Supportive Services	H	\$271,100	6,205 (elderly/special needs)	5,008
Elderly Housing Services	H	\$60,500	See above	189
Disabled Supportive Services	H	\$225,287	See above	2,831
Disabled Housing Services (includes housing rehab)	H	\$243,298	See above	42
<b>TOTAL</b>		<b>\$800,285</b>		<b>5,522</b>

**Elderly Supportive Services**

- Interfaith Community Services – Safe & Healthy Senior/Disabled Independence Program
- Mobile Meals of Tucson – Mobile Meals
- Our Family Services – Senior Companion Program
- Pima Council on Aging – Elderly Independence
- Pima Council on Aging – Family Caregiver Support
- Pima Council on Aging – Nutrition Services for the Elderly
- Pima Council on Aging – Homecare Services for the Elderly
- Tucson Urban League, Inc. – Senior Lunch and Recreation Program
- Tucson Community Food Bank – Emergency Food Assistance Program

### Elderly Housing Services

- Pima Council on Aging – Home Repair, Adaptation and Maintenance for the Elderly
- Pima Council on Aging – CHRPA Repair Assistance

### Disabled Supportive Services

- Arts for All, Inc. – Supporting Low Income Families with Childcare
- Catholic Community Services/Community Outreach Program for the Deaf – Building Skills for Employment
- Catholic Community Services/Community Outreach Program for the Deaf – Resources and Support for Deaf, Hard of Hearing or Deaf or Blind
- Goodwill Industries of So. Az – Ready-to-earn Computer Customer Service Training
- Tucson Community Food Bank – Emergency Food Assistance Program
- SAAF Case Management Services for People Living with HIV/AIDS

### Disabled Housing Services

- DIRECT Center for Independence – Home Access Program/Adaptations
- Interfaith Community Services – Safe & Healthy Senior/Disabled Independence Program

### Specific HOPWA Objectives

1. Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives  
Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding. Grantees should demonstrate:
  - a. That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan;
  - b. That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income persons living with HIV/AIDS;
  - c. That community partnerships between State and local governments and community-based non-profits are creating models and innovative strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families;
  - d. That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies;
  - e. That community strategies produce and support actual units of housing for persons living with HIV/AIDS; and finally,
  - f. That community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.
2. This should be accomplished by providing an executive summary (1-5 pages) that includes:
  - a. Grantee Narrative
    - i. Grantee and Community Overview
      - (1) A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services
      - (2) How grant management oversight of project sponsor activities is conducted and how project sponsors are selected
      - (3) A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS
      - (4) A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body

- (5) What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as the value of services or materials provided by volunteers or by other individuals or organizations
  - (6) Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance programs, or other efforts that assist persons living with HIV/AIDS and their families.
- ii. Project Accomplishment Overview
    - (1) A brief summary of all housing activities broken down by three types: emergency or short-term rent, mortgage or utility payments to prevent homelessness; rental assistance; facility based housing, including development cost, operating cost for those facilities and community residences
    - (2) The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds
    - (3) A brief description of any unique supportive service or other service delivery models or efforts
    - (4) Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.
  - iii. Barriers or Trends Overview
    - (1) Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement
    - (2) Trends you expect your community to face in meeting the needs of persons with HIV/AIDS, and
    - (3) Any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years
- b. Accomplishment Data
    - i. Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing (Table II-1 to be submitted with CAPER).
    - ii. Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions (Table II-2 to be submitted with CAPER).



## **Housing Opportunities for Persons with AIDS (HOPWA) Program**

### **Consolidated Annual Performance and Evaluation Report (CAPER) Measuring Performance Outcomes**

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OMB Number 2506-0133 (Expiration Date: 10/31/2014)

The CAPER report for HOPWA formula grantees provides annual information on program accomplishments that supports program evaluation and the ability to measure program beneficiary outcomes as related to: maintain housing stability; prevent homelessness; and improve access to care and support. This information is also covered under the Consolidated Plan Management Process (CPMP) report and includes Narrative Responses and Performance Charts required under the Consolidated Planning regulations. The public reporting burden for the collection of information is estimated to average 42 hours per manual response, or less if an automated data collection and retrieval system is in use, along with 60 hours for record keeping, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Grantees are required to report on the activities undertaken only, thus there may be components of these reporting requirements that may not be applicable. This agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless that collection displays a valid OMB control number.

# Housing Opportunities for Person with AIDS (HOPWA) Consolidated Annual Performance and Evaluation Report (CAPER)

OMB Number 2506-0133 (Expiration Date: 10/31/2014)

## Part 1: Grantee Executive Summary

As applicable, complete the charts below to provide more detailed information about the agencies and organizations responsible for the administration and implementation of the HOPWA program. Chart 1 requests general Grantee Information and Chart 2 is to be completed for each organization selected or designated as a project sponsor, as defined by CFR 574.3. In Chart 3, indicate each subrecipient organization with a contract/agreement of \$25,000 or greater that assists grantees or project sponsors carrying out their administrative or evaluation activities. In Chart 4, indicate each subrecipient organization with a contract/agreement to provide HOPWA-funded services to client households. These elements address requirements in the Federal Funding and Accountability and Transparency Act of 2006 (Public Law 109-282).

*Note: Please see the definition section for distinctions between project sponsor and subrecipient.*

*Note: If any information does not apply to your organization, please enter N/A. Do not leave any section blank.*

### 1. Grantee Information

<b>HUD Grant Number</b> AZ-H11-F002 and AZ-H12-F002		<b>Operating Year for this report</b> 07/01/12 to 06/30/13		
<b>Grantee Name</b> City of Tucson Housing and Community Development Department				
<b>Business Address</b>		310 N. Commerce Park Loop		
<b>City, County, State, Zip</b>		Tucson	Pima	Arizona 85745
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>		86-6000266		
<b>DUN &amp; Bradstreet Number (DUNs):</b>		072450869	<b>Central Contractor Registration (CCR):</b> Is the grantee's CCR status currently active? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide CCR Number: 1JJA2	
<b>*Congressional District of Grantee's Business Address</b>		N/A		
<b>*Congressional District of Primary Service Area(s)</b>		N/A		
<b>*City(ies) and County(ies) of Primary Service Area(s)</b>		Cities: N/A		Counties: N/A
<b>Organization's Website Address</b> www.tucsonaz.gov/hcd		<b>Is there a waiting list(s) for HOPWA Housing Subsidy Assistance Services in the Grantee service Area?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain in the narrative section what services maintain a waiting list and how this list is administered.		

\* Service delivery area information only needed for program activities being directly carried out by the grantee.

## 2. Project Sponsor Information

Please complete Chart 2 for each organization designated or selected to serve as a project sponsor, as defined by CFR 574.3. Use this section to report on organizations involved in the direct delivery of services for client households. These elements address requirements in the Federal Financial Accountability and Transparency Act of 2006 (Public Law 109-282).

*Note: Please see the definitions for distinctions between project sponsor and subrecipient.*

*Note: If any information does not apply to your organization, please enter N/A.*

<b>Project Sponsor Agency Name</b> Southern Arizona AIDS Foundation		<b>Parent Company Name, if applicable</b> N/A	
<b>Name and Title of Contact at Project Sponsor Agency</b>		Luis Ortega, Director of Programs	
<b>Email Address</b>		lortega@saaf.org	
<b>Business Address</b>		375 S. Euclid Ave.	
<b>City, County, State, Zip,</b>		Tucson, Pima, Arizona, 85719	
<b>Phone Number (with area code)</b>		520-628-7223	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>		86-0864100	<b>Fax Number (with area code)</b> 520-628-7222
<b>DUN &amp; Bradstreet Number (DUNs):</b>		197335730	
<b>Congressional District of Project Sponsor's Business Address</b>		Congressional District 3	
<b>Congressional District(s) of Primary Service Area(s)</b>		Congressional Districts 2 & 3	
<b>City(ies) and County(ies) of Primary Service Area(s)</b>		Cities: Tucson	Counties: Pima
<b>Total HOPWA contract amount for this Organization for the operating year</b>		\$472,210	
<b>Organization's Website Address</b>		www.saaf.org	
<b>Is the sponsor a nonprofit organization?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Please check if yes and a faith-based organization. <input type="checkbox"/> Please check if yes and a grassroots organization. <input type="checkbox"/>		<b>Does your organization maintain a waiting list?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <b>If yes, explain in the narrative section how this list is administered.</b>	

**Consolidated Annual Performance and Evaluation Report**

**3. Administrative Subrecipient Information – N/A**

Use Chart 3 to provide the following information for each subrecipient with a contract/agreement of \$25,000 or greater that assists project sponsors to carry out their administrative services but no services directly to client households. Agreements include: grants, subgrants, loans, awards, cooperative agreements, and other forms of financial assistance; and contracts, subcontracts, purchase orders, task orders, and delivery orders. (Organizations listed may have contracts with project sponsors) These elements address requirements in the Federal Funding and Accountability and Transparency Act of 2006 (Public Law 109-282).

*Note: Please see the definitions for distinctions between project sponsor and subrecipient.*

*Note: If any information does not apply to your organization, please enter N/A.*

<b>Subrecipient Name</b>	N/A			<b>Parent Company Name, if applicable</b>
<b>Name and Title of Contact at Subrecipient</b>				
<b>Email Address</b>				
<b>Business Address</b>				
<b>City, State, Zip, County</b>				
<b>Phone Number (with area code)</b>				<b>Fax Number (include area code)</b>
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>				
<b>DUN &amp; Bradstreet Number (DUNS):</b>				
<b>North American Industry Classification System (NAICS) Code</b>				
<b>Congressional District of Subrecipient's Business Address</b>				
<b>Congressional District of Primary Service Area</b>				
<b>City (ies) and County (ies) of Primary Service Area(s)</b>	<b>Cities:</b>			<b>Counties:</b>
<b>Total HOPWA Subcontract Amount of this Organization for the operating year</b>				

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**4. Program Subrecipient Information – N/A**

Complete the following information for each subrecipient organization providing HOPWA-funded services to client households. These organizations would hold a contract/agreement with a project sponsor(s) to provide these services. For example, a subrecipient organization may receive funds from a project sponsor to provide nutritional services for clients residing within a HOPWA facility-based housing program. Please note that subrecipients who work directly with client households must provide performance data for the grantee to include in Parts 2-7 of the CAPER.

*Note: Please see the definition of a subrecipient for more information.*

*Note: Types of contracts/agreements may include: grants, sub-grants, loans, awards, cooperative agreements, and other forms of financial assistance; and contracts, subcontracts, purchase orders, task orders, and delivery orders.*

*Note: If any information is not applicable to the organization, please report N/A in the appropriate box. Do not leave boxes blank.*

Sub-recipient Name	N/A			Parent Company Name, if applicable
Name <u>and</u> Title of Contact at Contractor/ Sub-contractor Agency				
Email Address				
Business Address				
City, County, State, Zip				
Phone Number (included area code)				Fax Number (include area code)
Employer Identification Number (EIN) or Tax Identification Number (TIN)				
DUN & Bradstreet Number (DUNs)				
North American Industry Classification System (NAICS) Code				
Congressional District of the Sub-recipient's Business Address				
Congressional District(s) of Primary Service Area				
City(ies) <u>and</u> County(ies) of Primary Service Area	Cities:		Counties:	
Total HOPWA Subcontract Amount of this Organization for the operating year				

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**2. Project Sponsor Information –**

Please complete Chart 2 for each organization designated or selected to serve as a project sponsor, as defined by CFR 574.3. Use this section to report on organizations involved in the direct delivery of services for client households. These elements address requirements in the Federal Financial Accountability and Transparency Act of 2006 (Public Law 109-282).

*Note: Please see the definitions for distinctions between project sponsor and subrecipient.*

*Note: If any information does not apply to your organization, please enter N/A.*

<b>Project Sponsor Agency Name</b>		<b>Parent Company Name, if applicable</b>	
City of Tucson Housing and Community Development Department, Housing Assistance Division		N/A	
<b>Name and Title of Contact at Project Sponsor Agency</b>	Ronald Koenig		
<b>Email Address</b>	Ron.Koenig@tucsonaz.gov		
<b>Business Address</b>	310 N. Commerce Park Loop		
<b>City, County, State, Zip,</b>	Tucson, Pima, Arizona, 85745		
<b>Phone Number (with area code)</b>	520-837-5339		
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	86-6000266		
<b>DUN &amp; Bradstreet Number (DUNS):</b>	072450869		
<b>Congressional District of Project Sponsor's Business Address</b>	Congressional District 3		
<b>Congressional District(s) of Primary Service Area(s)</b>	Congressional Districts 2 & 3		
<b>City(ies) and County(ies) of Primary Service Area(s)</b>	<b>Cities:</b> Tucson	<b>Counties:</b> Pima	
<b>Total HOPWA contract amount for this Organization for the operating year</b>	\$44,952		
<b>Organization's Website Address</b>	www.tucsonaz.gov/hcd		
<b>Is the sponsor a nonprofit organization?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <i>Please check if yes and a faith-based organization.</i> <input type="checkbox"/> <i>Please check if yes and a grassroots organization.</i> <input type="checkbox"/>		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <b>If yes, explain in the narrative section how this list is administered.</b>	

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**3. Administrative Subrecipient Information – N/A**

Use Chart 3 to provide the following information for each subrecipient with a contract/agreement of \$25,000 or greater that assists project sponsors to carry out their administrative services but no services directly to client households. Agreements include: grants, subgrants, loans, awards, cooperative agreements, and other forms of financial assistance; and contracts, subcontracts, purchase orders, task orders, and delivery orders. (Organizations listed may have contracts with project sponsors) These elements address requirements in the Federal Funding and Accountability and Transparency Act of 2006 (Public Law 109-282).

*Note: Please see the definitions for distinctions between project sponsor and subrecipient.*

*Note: If any information does not apply to your organization, please enter N/A.*

<b>Subrecipient Name</b>	N/A			<b>Parent Company Name, if applicable</b>
<b>Name and Title of Contact at Subrecipient</b>				
<b>Email Address</b>				
<b>Business Address</b>				
<b>City, State, Zip, County</b>				
<b>Phone Number (with area code)</b>				<b>Fax Number (include area code)</b>
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>				
<b>DUN &amp; Bradstreet Number (DUNS):</b>				
<b>North American Industry Classification System (NAICS) Code</b>				
<b>Congressional District of Subrecipient's Business Address</b>				
<b>Congressional District of Primary Service Area</b>				
<b>City (ies) and County (ies) of Primary Service Area(s)</b>	<b>Cities:</b>			<b>Counties:</b>
<b>Total HOPWA Subcontract Amount of this Organization for the operating year</b>				

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**4. Program Subrecipient Information – N/A**

Complete the following information for each subrecipient organization providing HOPWA-funded services to client households. These organizations would hold a contract/agreement with a project sponsor(s) to provide these services. For example, a subrecipient organization may receive funds from a project sponsor to provide nutritional services for clients residing within a HOPWA facility-based housing program. Please note that subrecipients who work directly with client households must provide performance data for the grantee to include in Parts 2-7 of the CAPER.

*Note: Please see the definition of a subrecipient for more information.*

*Note: Types of contracts/agreements may include: grants, sub-grants, loans, awards, cooperative agreements, and other forms of financial assistance; and contracts, subcontracts, purchase orders, task orders, and delivery orders.*

*Note: If any information is not applicable to the organization, please report N/A in the appropriate box. Do not leave boxes blank.*

Sub-recipient Name	N/A		Parent Company Name, if applicable	
Name <u>and</u> Title of Contact at Contractor/ Sub-contractor Agency				
Email Address				
Business Address				
City, County, State, Zip				
Phone Number (included area code)			Fax Number (include area code)	
Employer Identification Number (EIN) or Tax Identification Number (TIN)				
DUN & Bradstreet Number (DUNs)				
North American Industry Classification System (NAICS) Code				
Congressional District of the Sub-recipient's Business Address				
Congressional District(s) of Primary Service Area				
City(ies) <u>and</u> County(ies) of Primary Service Area	Cities:		Counties:	
Total HOPWA Subcontract Amount of this Organization for the operating year				

**5. Grantee Narrative and Performance Assessment**

**a. Grantee and Community Overview**

Provide a one to three page narrative summarizing major achievements and highlights that were proposed and completed during the program year. Include a brief description of the grant organization, area of service, the name(s) of the program contact(s), and an overview of the range/type of housing activities provided. This overview may be used for public information, including posting on HUD's website. *Note: Text fields are expandable.*

In 2012-2013 the City of Tucson Community Services, as the grantee, contracted with the Southern Arizona AIDS Foundation (SAAF) as a project sponsor, to administer HOPWA Housing Subsidy Assistance in the form of Short-term Rent, Mortgage and Utility assistance (STRMU), Supportive Services (including case management and transportation), Emergency Shelter Vouchers (Short-term Supportive Facility) and Permanent Housing Placement Services (including move-in costs and housing prescreen assistance). The City of Tucson works through its Section 8 program as project sponsor to provide Tenant Based Rental Assistance (TBRA) with SAAF providing case management to those in the TBRA units. During 2012-2013 this HOPWA grant provided housing assistance to 220 households.

The project sponsor is the Southern Arizona AIDS Foundation (SAAF). SAAF is the result of a 1997 merger of the three primary AIDS service organizations in Tucson. The mission of the Southern Arizona AIDS Foundation is to create and sustain a healthier community through a compassionate, comprehensive response to HIV/AIDS. SAAF is a community-based organization in Southern Arizona providing case management, housing, and support services for people living with HIV/AIDS and their families; comprehensive prevention and education programs to reduce the rate of infection; and trainings and opportunities for community members to fill critical roles. SAAF is a member of the Pima County HIV/AIDS Consortium and the Tucson Pima Collaboration to end Homelessness, the Continuum of Care for Tucson and Pima County.

The area of service is the City of Tucson, Arizona, and also includes areas outside the city limits within Pima County, Arizona that are part of the Public Housing Authority. The current prevalence of HIV and AIDS as reported by the Arizona Department of Health Services for Pima County is 2,394 cases (244.22 people per 100,000), with 54.4% of those reporting an AIDS diagnosis. Of the people receiving services through SAAF last year, 97% are low income, with 59% living below 30% of the AMI.

SAAF manages a diverse housing program supported through various HUD sources providing stable, well-maintained, affordable rental homes for people with HIV/AIDS who would otherwise be living in homeless or near-homeless conditions.

SAAF's permanent housing program includes 83 units owned and operated by SAAF at seven different locations in Tucson, subsidized through a combination of HUD PRAC 811, Continuum of Care/Supportive Housing Program, Continuum of Care/Shelter + Care, and HOPWA Competitive funds. SAAF also manages 89 tenant-based rental assistance units in partnership with the City of Tucson Section 8 Program, subsidized through Continuum of Care/Supportive Housing Program, Continuum of Care/Shelter + Care, and HOPWA Competitive and HOPWA Formula funds. SAAF has collaborative partnerships with community behavioral and mental health agencies, which include 17 units of housing for SAAF clients. Over 275 people benefit from the SAAF housing program at any given time.

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People living with HIV/AIDS are referred to the housing program through SAAF case management. SAAF maintains a waiting list and eligibility is determined through a fair and consistent application process.

The housing services provided by the HOPWA Formula contract are leveraged through funds from the Ryan White Program Part B, Pima County Outside Agency, private foundations, and corporate and donor fundraising. These support services include case management, dental services, medication assistance, complementary therapies, food programs and material assistance. These services help increase housing stability, address barriers to care, improve access to care and promote housing readiness.

SAAF and the City of Tucson participated in the national Getting to Work Initiative technical assistance and capacity building through November 2012.

Program contacts at SAAF are: J. Wendell Hicks, Executive Director and Luis Ortega, Director of Programs

375 S. Euclid Avenue, Tucson, AZ 85719  
(520) 628-7223 and fax is (520) 628-7222  
whicks@saaf.org and lortega@saaf.org.

### **b. Annual Performance under the Action Plan**

Provide a narrative addressing each of the following four items:

**1. Outputs Reported.** Describe significant accomplishments or challenges in achieving the number of housing units supported and the number households assisted with HOPWA funds during this operating year compared to plans for this assistance, as approved in the Consolidated Plan/Action Plan. Describe how HOPWA funds were distributed during your program year among different categories of housing and geographic areas to address needs throughout the grant service area, consistent with approved plans.

During the period of July 1, 2012 through June 30, 2013, the following services were provided to people living with HIV/AIDS through this contract.

#### HOPWA Housing Subsidy Assistance

- 10 households benefited from tenant based, permanent supportive housing units (proposed number was 8)
- 107 households received permanent housing placement assistance in the form of rental deposits and application fees (proposed number was 115 households)
- 39 households benefited from HOPWA emergency shelter assistance (Short-term Supportive Facility) prior to securing more permanent housing assistance (proposed number was 18)
- 114 households received assistance with HOPWA Short-term Rent, Mortgage and Utility assistance in order to maintain housing stability (proposed number was 110 households)

#### Case Management and Supportive Services

- 524 people living with HIV/AIDS received HOPWA-funded case management services and supportive services including transportation assistance, vital records to facilitate access to benefits, and limited substance abuse related services (proposed number was 425 people)

**2. Outcomes Assessed.** Assess your program's success in enabling HOPWA beneficiaries to establish and/or better maintain a stable living environment in housing that is safe, decent, and sanitary, and improve access to care. Compare current year results to baseline results for clients. Describe how program activities/projects contributed to meeting stated goals. If program did not achieve expected targets, please describe how your program plans to address challenges in program implementation and the steps currently being taken to achieve goals in next operating year. If your program exceeded program targets, please describe strategies the program utilized and how those contributed to program successes.

### **Increase or maintain housing stability for people living with HIV/AIDS**

## Consolidated Annual Performance and Evaluation Report

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### Tenant-based rental assistance

Ten (10) households received tenant-based rental assistance through this contract. **100% remained stably housed at contract year end.** Only one household moved out within the year and they moved to private housing in the community.

### Permanent housing placement services

107 clients received assistance with permanent housing placement services including application fees and first month's rent and security deposits (not exceeding the equivalent of two months of rent costs) increasing housing stability.

During this contract year we saw a continued need for permanent housing placement assistance, but it was slightly less than projected. Most of this assistance reflects people applying for SAAF housing. SAAF's housing program was able to increase housing inventory for clients in need of tenant based rental assistance.

### Short-term housing facilities

Thirty-nine (39) households were assisted with emergency hotel vouchers (Short-term Supported Facility). **95% of those served moved into supportive housing programs. The other 5% moved into private housing in the community.**

### **Reduce the risk of homelessness for people living with HIV/AIDS**

#### Short-term rent, mortgage and utility assistance

SAAF provided emergency short-term rent, mortgage, and utility assistance to 114 households. **50% of those receiving STRMU assistance are expected to maintain private housing without additional assistance or have moved into permanent supportive housing.** 9% of those receiving short-term rent, mortgage and utility assistance have moved into permanent supportive housing including tenant-based units funded by HOPWA Competitive funds.

Of those receiving STRMU assistance during this current contract year, 36% also accessed STRMU assistance in the previous contract year. That percentage is slightly less than a year ago.

Due to continued high utilization of HOPWA funds for STRMU and permanent housing assistance, SAAF continues to set limits regarding the frequency that clients can access the service within a year so that funds are available throughout the contract year.

While 28% of clients receiving STRMU assistance have income from employment, nearly 50% of clients receiving STRMU assistance are living below 30% of the AMI and over 80% are living below 50% of the AMI. SAAF and the City Tucson Housing and Community Development Department participated in a capacity building project through the HOPWA *Getting to Work* Initiative. SAAF incorporates vocationalization within the overall case management system – providing employment resources to case managers and to clients.

SAAF received one-time support for mortgage assistance which helped to leverage the STRMU assistance during this contract year.

### **Increase or maintain access to medical care and support services for people living with HIV/AIDS**

All clients receiving housing services through this contract also received comprehensive case management services. This includes an individual service plan with goals including maintaining stable housing and ensuring access to health care. Case managers work with clients to determine whether there is a need for more affordable housing or housing through a subsidized supportive housing program.

### **Of the 232 households served this year with HOPWA housing subsidy assistance and/or case management through this contract:**

- **97% had a housing plan for maintaining or establishing stable on-going housing**
- **97% had contact with their case manager consistent with the client's service plan**
- **96% had regular contact with their primary health care provider**
- **95% accessed and maintained medical insurance/assistance**

## Consolidated Annual Performance and Evaluation Report

- **80% successfully accessed or maintained qualifications for sources of income**

Clients have access to support services through SAAF, funded by HOPWA and non-HOPWA sources that provide the support necessary to access and maintain housing and medical care. These services include case management, transportation, peer counseling, health insurance and cost-sharing assistance, food programs, substance abuse services, complementary therapies, and support groups.

Within the contract year, HOPWA-funded support services provided the following:  
430 clients received transportation assistance

<input type="checkbox"/> HOPWA/HUD Regulations	<input type="checkbox"/> Planning	<input type="checkbox"/> Housing Availability	<input type="checkbox"/> Rent Determination and Fair Market Rents
<input type="checkbox"/> Discrimination/Confidentiality	<input checked="" type="checkbox"/> Multiple Diagnoses	<input type="checkbox"/> Eligibility	<input type="checkbox"/> Technical Assistance or Training
<input checked="" type="checkbox"/> Supportive Services	<input type="checkbox"/> Credit History	<input type="checkbox"/> Rental History	<input type="checkbox"/> Criminal Justice History
<input type="checkbox"/> Housing Affordability	<input type="checkbox"/> Geography/Rural Access	<input checked="" type="checkbox"/> Other, please explain further	

102 clients received substance abuse services in order to access and maintain housing  
232 clients received case management and access to benefits and services

**3. Coordination.** Report on program coordination with other mainstream housing and supportive services resources, including the use of committed leveraging from other public and private sources that helped to address needs for eligible persons identified in the Consolidated Plan/Strategic Plan.

Both SAAF and the City of Tucson are members of the local Continuum of Care through the Tucson Pima Collaboration to End Homelessness. HOPWA-funded housing services are reported in the annual Continuum of Care application. SAAF and the City of Tucson also participate in the local HMIS and the

The grantee and sponsors have utilized technical assistance resources including One CPD Resource Exchange and training webinars.

In recognition of the need to build additional capacity to work with clients in accessing employment and training resources, SAAF and the City of Tucson Housing and Community Development Department participated in a year-long capacity building and technical assistance project through the HOPWA *Getting to Work* Initiative.

HMIS Committee coordinated through the Tucson Pima Collaboration to End Homelessness.

Leveraged sources included in this report are funds from Ryan White Program Part B, local County sources (Pima County Outside Agency), SAAF community fundraising, and corporate and private foundations.

**4. Technical Assistance.** Describe any program technical assistance needs and how they would benefit program beneficiaries.

### **c. Barriers and Trends Overview**

Provide a narrative addressing items 1 through 3. Explain how barriers and trends affected your program's ability to achieve the objectives and outcomes discussed in the previous section.

1. Describe any barriers (including regulatory and non-regulatory) encountered in the administration or implementation of the HOPWA program, how they affected your program's ability to achieve the objectives and outcomes discussed, and, actions taken in response to barriers, and recommendations for program improvement. Provide an explanation for each barrier selected.

SAAF continues to see over 100 new clients a year in addition to people who return after a period of time and are again in need of services. Many of the new clients coming to SAAF have highly challenging and complex needs.

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The City of Tucson and the Southern Arizona AIDS Foundation (SAAF) affirms the strong evidence base reported by the National AIDS Housing Coalition for housing as a key component of HIV treatment, care and prevention. Participants in SAAF's housing programs demonstrate access to medical care and supportive services and improved adherence to medical care.

2. Describe any trends in the community that may affect the way in which the needs of persons living with HIV/AIDS are being addressed, and provide any other information important to the future provision of services to this population.

The State of Arizona's rules prohibiting new enrollments of adults without children in the Arizona Health Care Cost Containment System (AHCCCS), the State's Medicaid program, has been a challenge for clients who are coming out of incarcerated settings, those who lose their insurance through unemployment, and people new to Arizona. Coordination of care with medical providers is critical as we work with clients to maintain their eligibility.

3. Identify any evaluations, studies, or other assessments of the HOPWA program that are available to the public.

N/A

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**d. Unmet Housing Needs: An Assessment of Unmet Housing Needs**

In Chart 1, provide an assessment of the number of HOPWA-eligible households that require HOPWA housing subsidy assistance but are not currently served by any HOPWA-funded housing subsidy assistance in this service area.

In Row 1, report the total unmet need of the geographical service area, as reported in *Unmet Needs for Persons with HIV/AIDS*, Chart 1B of the Consolidated or Annual Plan(s), or as reported under HOPWA worksheet in the Needs Workbook of the Consolidated Planning Management Process (CPMP) tool.

*Note: Report most current data available, through Consolidated or Annual Plan(s), and account for local housing issues, or changes in HIV/AIDS cases, by using combination of one or more of the sources in Chart 2.*

If data is collected on the type of housing that is needed in Rows a. through c., enter the number of HOPWA-eligible households by type of housing subsidy assistance needed. For an approximate breakdown of overall unmet need by type of housing subsidy assistance refer to the Consolidated or Annual Plan (s), CPMP tool or local distribution of funds. Do not include clients who are already receiving HOPWA-funded housing subsidy assistance.

Refer to Chart 2, and check all sources consulted to calculate unmet need. Reference any data from neighboring states’ or municipalities’ Consolidated Plan or other planning efforts that informed the assessment of Unmet Need in your service area.

*Note: In order to ensure that the unmet need assessment for the region is comprehensive, HOPWA formula grantees should include those unmet needs assessed by HOPWA competitive grantees operating within the service area.*

**1. Planning Estimate of Area’s Unmet Needs for HOPWA-Eligible Households**

1. Total number of households that have unmet housing subsidy assistance need.	200
2. From the total reported in Row 1, identify the number of households with unmet housing needs by type of housing subsidy assistance:	
a. Tenant-Based Rental Assistance (TBRA)	80
b. Short-Term Rent, Mortgage and Utility payments (STRMU)	60
• Assistance with rental costs	43
• Assistance with mortgage payments	4
• Assistance with utility costs.	13
c. Housing Facilities, such as community residences, SRO dwellings, other housing facilities	60

**2. Recommended Data Sources for Assessing Unmet Need (check all sources used)**

<input checked="" type="checkbox"/> = Data as reported in the area Consolidated Plan, e.g. Table 1B, CPMP charts, and related narratives
<input type="checkbox"/> = Data established by area HIV/AIDS housing planning and coordination efforts, e.g. Continuum of Care
<input type="checkbox"/> = Data from client information provided in Homeless Management Information Systems (HMIS)
<input type="checkbox"/> = Data from project sponsors or housing providers, including waiting lists for assistance or other assessments on need including those completed by HOPWA competitive grantees operating in the region.
<input type="checkbox"/> = Data from prisons or jails on persons being discharged with HIV/AIDS, if mandatory testing is conducted
<input type="checkbox"/> = Data from local Ryan White Planning Councils or reported in CARE Act Data Reports, e.g. number of clients with permanent housing
<input type="checkbox"/> = Data collected for HIV/AIDS surveillance reporting or other health assessments, e.g. local health department or CDC surveillance data

**End of PART 1**

**PART 2: Sources of Leveraging and Program Income**

**1. Sources of Leveraging**

Report the source(s) of cash or in-kind leveraged federal, state, local or private resources identified in the Consolidated or Annual Plan and used in the delivery of the HOPWA program and the amount of leveraged dollars. In Column [1], identify the type of leveraging. Some common sources of leveraged funds have been provided as a reference point. You may add Rows as necessary to report all sources of leveraged funds. Include Resident Rent payments paid by clients directly to private landlords. Do NOT include rents paid directly to a HOPWA program as this will be reported in the next section. In Column [2] report the amount of leveraged funds expended during the operating year. Use Column [3] to provide some detail about the type of leveraged contribution (e.g., case management services or clothing donations). In Column [4], check the appropriate box to indicate whether the leveraged contribution was a housing subsidy assistance or another form of support.

*Note: Be sure to report on the number of households supported with these leveraged funds in Part 3, Chart 1, Column d.*

**A. Source of Leveraging Chart**

[1] Source of Leveraging	[2] Amount of Leveraged Funds	[3] Type of Contribution	[4] Housing Subsidy Assistance or Other Support
Public Funding			
Ryan White-Housing Assistance			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Ryan White-Other	\$187,215	Oral Health Care, Health Insurance Premium and Cost Sharing, Emergency Financial Medication Assistance, Ryan White case management for HOPWA clients	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Housing Choice Voucher Program			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Low Income Housing Tax Credit			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
HOME			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Shelter Plus Care	\$ 8,414	Subsidies for clients receiving HOPWA assistance and then moving into other permanent housing.	<input checked="" type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public: Pima County Outside Agency	\$ 6,089	Food programs for HOPWA clients.	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Private Funding			
Grants - Foundations	\$ 14,876	Foundations fund food and complementary therapies for HOPWA clients. Mortgage assistance for clients.	<input checked="" type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
In-kind Resources – Community Food Bank, Individual donations, volunteers	\$ 11,023	Food boxes, clothing and holiday gifts for HOPWA clients, direct service volunteer hours	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support

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Other Private: Individual donations	\$ 401	Emergency assistance for HOPWA clients	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
<b>Other Funding</b>			
Grantee/Project Sponsor/Subrecipient (Agency) Cash	\$ 34,621	Indirect costs. SAAF has a 17% federally approved rate.	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Resident Rent Payments by Client to Private Landlord	\$ 16,378		
<b>TOTAL (Sum of all Rows)</b>	<b>\$279,017</b>		

**2. Program Income and Resident Rent Payments – N/A**

In Section 2, Chart A., report the total amount of program income and resident rent payments directly generated from the use of HOPWA funds, including repayments. Include resident rent payments collected or paid directly to the HOPWA program. Do NOT include payments made directly from a client household to a private landlord.

*Note: Please see report directions section for definition of program income. (Additional information on program income is available in the HOPWA Grantee Oversight Resource Guide).*

**A. Total Amount Program Income and Resident Rent Payment Collected During the Operating Year**

<b>Program Income and Resident Rent Payments Collected</b>		<b>Total Amount of Program Income (for this operating year)</b>
1.	Program income (e.g. repayments)	0
2.	Resident Rent Payments made directly to HOPWA Program	0
3.	<b>Total Program Income and Resident Rent Payments (Sum of Rows 1 and 2)</b>	0

**B. Program Income and Resident Rent Payments Expended To Assist HOPWA Households – N/A**

In Chart B, report on the total program income and resident rent payments (as reported above in Chart A) expended during the operating year. Use Row 1 to report Program Income and Resident Rent Payments expended on Housing Subsidy Assistance Programs (i.e., TBRA, STRMU, PHP, Master Leased Units, and Facility-Based Housing). Use Row 2 to report on the Program Income and Resident Rent Payment expended on Supportive Services and other non-direct Housing Costs.

<b>Program Income and Resident Rent Payment Expended on HOPWA programs</b>		<b>Total Amount of Program Income Expended (for this operating year)</b>
1.	Program Income and Resident Rent Payment Expended on Housing Subsidy Assistance costs	0
2.	Program Income and Resident Rent Payment Expended on Supportive Services and other non-direct housing costs	0
3.	<b>Total Program Income Expended (Sum of Rows 1 and 2)</b>	0

**End of PART 2**

**PART 3: Accomplishment Data Planned Goal and Actual Outputs**

In Chart 1, enter performance information (goals and actual outputs) for all activities undertaken during the operating year supported with HOPWA funds. Performance is measured by the number of households and units of housing that were supported with HOPWA or other federal, state, local, or private funds for the purposes of providing housing assistance and support to persons living with HIV/AIDS and their families.

*Note: The total households assisted with HOPWA funds and reported in PART 3 of the CAPER should be the same as reported in the annual year-end IDIS data, and goals reported should be consistent with the Annual Plan information. Any discrepancies or deviations should be explained in the narrative section of PART 1.*

**1. HOPWA Performance Planned Goal and Actual Outputs**

<b>HOPWA Performance Planned Goal and Actual</b>		[1] Output: Households				[2] Output: Funding	
		HOPWA Assistance		Leveraged Households		HOPWA Funds	
		a.	b.	c.	d.	e.	f.
		Goal	Actual	Goal	Actual	HOPWA Budget	HOPWA Actual
<b>HOPWA Housing Subsidy Assistance</b>		<b>[1] Output: Households</b>				<b>[2] Output: Funding</b>	
1.	Tenant-Based Rental Assistance	8	10			44,952	40,431
2a.	<b>Permanent Housing Facilities:</b> Received Operating Subsidies/Leased units (Households Served)	0	0			0	0
2b.	<b>Transitional/Short-term Facilities:</b> Received Operating Subsidies/Leased units (Households Served)	18	39			5,204	4,182
3a.	<b>Permanent Housing Facilities:</b> Capital Development Projects placed in service during the operating year (Households Served)	0	0			0	0
3b.	<b>Transitional/Short-term Facilities:</b> Capital Development Projects placed in service during the operating year (Households Served)	0	0			0	0
4.	Short-Term Rent, Mortgage and Utility Assistance	110	114	12	12	111,715	89,571
5.	Permanent Housing Placement Services	115	107			50,488	42,924
6.	Adjustments for duplication (subtract)	51	50				
7.	<b>Total HOPWA Housing Subsidy Assistance (Columns a. – d. equal the sum of Rows 1-5 minus Row 6; Columns e. and f. equal the sum of Rows 1-5)</b>	200	220	12	12	212,359	177,108
<b>Housing Development (Construction and Stewardship of facility based housing)</b>		<b>[1] Output: Housing Units</b>				<b>[2] Output: Funding</b>	
8.	Facility-based units; Capital Development Projects not yet opened (Housing Units)						
9.	Stewardship Units subject to 3 or 10 year use agreements						
10.	<b>Total Housing Developed (Sum of Rows 78 &amp; 9)</b>	0	0			0	0
<b>Supportive Services</b>		<b>[1] Output Households</b>				<b>[2] Output: Funding</b>	
11 a.	Supportive Services provided by project sponsors/subrecipient that also delivered HOPWA housing subsidy assistance	425	524			217,678	210,930
11 b.	Supportive Services provided by project sponsors/subrecipient that only provided supportive services.	0	0			0	0
12.	Adjustment for duplication (subtract)						
13.	<b>Total Supportive Services (Columns a. – d. equal the sum of Rows 11 a. &amp; b. minus Row 12; Columns e. and f. equal the sum of Rows 11a. &amp; 11b.)</b>	425	524			217,678	210,930
<b>Housing Information Services</b>		<b>[1] Output Households</b>				<b>[2] Output: Funding</b>	
14.	Housing Information Services						
15.	<b>Total Housing Information Services</b>	0	0			0	0

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Grant Administration and Other Activities		[1] Output Households			[2] Output: Funding	
16.	Resource Identification to establish, coordinate and develop housing assistance resources				0	0
17.	Technical Assistance (if approved in grant agreement)				0	0
18.	Grantee Administration (maximum 3% of total HOPWA grant)				15,078	14,541
19.	Project Sponsor Administration (maximum 7% of portion of HOPWA grant awarded)				27,095	24,472
20.	<b>Total Grant Administration and Other Activities (Sum of Rows 16 – 19)</b>				<b>42,173</b>	<b>39,013</b>
<b>Total Expended</b>					<b>[2] Outputs: HOPWA Funds Expended</b>	
					<b>Budget</b>	<b>Actual</b>
21.	<b>Total Expenditures for program year (Sum of Rows 7, 10, 13, 15, and 20)</b>				<b>472,210</b>	<b>427,051</b>

**2. Listing of Supportive Services**

Report on the households served and use of HOPWA funds for all supportive services. Do NOT report on supportive services leveraged with non-HOPWA funds.

*Data check: Total unduplicated households and expenditures reported in Row 17 equal totals reported in Part 3, Chart 1, Row 13.*

Supportive Services		[1] Output: Number of <u>Households</u>	[2] Output: Amount of HOPWA Funds Expended
1.	Adult day care and personal assistance		
2.	Alcohol and drug abuse services	102	3,650
3.	Case management	232	155,766
4.	Child care and other child services		
5.	Education		
6.	Employment assistance and training		
7.	Health/medical/intensive care services, if approved Note: Client records must conform with 24 CFR §574.310		
8.	Legal services		
9.	Life skills management (outside of case management)		
10.	Meals/nutritional services		
11.	Mental health services		
12.	Outreach		
13.	Transportation	430	51,514
14.	Other Activity (if approved in grant agreement). <b>Specify:</b>		
15.	<b>Sub-Total Households receiving Supportive Services (Sum of Rows 1-14)</b>	764	
16.	<b>Adjustment for Duplication (subtract)</b>	240	
17.	<b>TOTAL Unduplicated Households receiving Supportive Services (Column [1] equals Row 15 minus Row 16; Column [2] equals sum of Rows 1-14)</b>	524	210,930

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**3. Short-Term Rent, Mortgage and Utility Assistance (STRMU) Summary**

In Row a., enter the total number of households served and the amount of HOPWA funds expended on Short-Term Rent, Mortgage and Utility (STRMU) Assistance. In Row b., enter the total number of STRMU-assisted households that received assistance with mortgage costs only (no utility costs) and the amount expended assisting these households. In Row c., enter the total number of STRMU-assisted households that received assistance with both mortgage and utility costs and the amount expended assisting these households. In Row d., enter the total number of STRMU-assisted households that received assistance with rental costs only (no utility costs) and the amount expended assisting these households. In Row e., enter the total number of STRMU-assisted households that received assistance with both rental and utility costs and the amount expended assisting these households. In Row f., enter the total number of STRMU-assisted households that received assistance with utility costs only (not including rent or mortgage costs) and the amount expended assisting these households. In row g., report the amount of STRMU funds expended to support direct program costs such as program operation staff.

**Data Check:** The total households reported as served with STRMU in Row a., column [1] and the total amount of HOPWA funds reported as expended in Row a., column [2] equals the household and expenditure total reported for STRMU in Part 3, Chart 1, Row 4, Columns b. and f., respectively.

**Data Check:** The total number of households reported in Column [1], Rows b., c., d., e., and f. equal the total number of STRMU households reported in Column [1], Row a. The total amount reported as expended in Column [2], Rows b., c., d., e., f., and g. equal the total amount of STRMU expenditures reported in Column [2], Row a.

Housing Subsidy Assistance Categories (STRMU)		[1] Output: Number of Households Served	[2] Output: Total HOPWA Funds Expended on STRMU during Operating Year
a.	Total Short-term mortgage, rent and/or utility (STRMU) assistance	114	89,571
b.	Of the total STRMU reported on Row a, total who received assistance with mortgage costs ONLY.	5	3,231
c.	Of the total STRMU reported on Row a, total who received assistance with mortgage and utility costs.	5	4,181
d.	Of the total STRMU reported on Row a, total who received assistance with rental costs ONLY.	59	35,243
e.	Of the total STRMU reported on Row a, total who received assistance with rental and utility costs.	16	11,421
f.	Of the total STRMU reported on Row a, total who received assistance with utility costs ONLY.	29	7,576
g.	Direct program delivery costs (e.g., program operations staff time)		27,919

**End of PART 3**

**Part 4: Summary of Performance Outcomes**

In Column [1], report the total number of eligible households that received HOPWA housing subsidy assistance, by type.

In Column [2], enter the number of households that continued to access each type of housing subsidy assistance into next operating year. In Column [3], report the housing status of all households that exited the program.

*Data Check: The sum of Columns [2] (Number of Households Continuing) and [3] (Exited Households) equals the total reported in Column[1].*

*Note: Refer to the housing stability codes that appear in Part 5: Worksheet - Determining Housing Stability Outcomes.*

**Section 1. Housing Stability: Assessment of Client Outcomes on Maintaining Housing Stability (Permanent Housing and Related Facilities)**

**A. Permanent Housing Subsidy Assistance**

	[1] Output: Total Number of Households Served	[2] Assessment: Number of Households that Continued Receiving HOPWA Housing Subsidy Assistance into the Next Operating Year	[3] Assessment: Number of Households that exited this HOPWA Program; their Housing Status after Exiting		[4] HOPWA Client Outcomes
<b>Tenant-Based Rental Assistance</b>	10	9	1 Emergency Shelter/Streets		<i>Unstable Arrangements</i>
			2 Temporary Housing		<i>Temporarily Stable, with Reduced Risk of Homelessness</i>
			3 Private Housing	1	<i>Stable/Permanent Housing (PH)</i>
			4 Other HOPWA		
			5 Other Subsidy		
			6 Institution		<i>Unstable Arrangements</i>
			7 Jail/Prison		
			8 Disconnected/Unknown		<i>Life Event</i>
			9 Death		
<b>Permanent Supportive Housing Facilities/ Units</b>	0	0	1 Emergency Shelter/Streets		<i>Unstable Arrangements</i>
			2 Temporary Housing		<i>Temporarily Stable, with Reduced Risk of Homelessness</i>
			3 Private Housing		<i>Stable/Permanent Housing (PH)</i>
			4 Other HOPWA		
			5 Other Subsidy		
			6 Institution		<i>Unstable Arrangements</i>
			7 Jail/Prison		
			8 Disconnected/Unknown		<i>Life Event</i>
			9 Death		

**B. Transitional Housing Assistance**

	[1] Output: Total Number of Households Served	[2] Assessment: Number of Households that Continued Receiving HOPWA Housing Subsidy Assistance into the Next Operating Year	[3] Assessment: Number of Households that exited this HOPWA Program; their Housing Status after Exiting		[4] HOPWA Client Outcomes
Transitional/ Short-Term Housing Facilities/ Units	39	0	1 Emergency Shelter/Streets		<i>Unstable Arrangements</i>
			2 Temporary Housing		<i>Temporarily Stable with Reduced Risk of Homelessness</i>
			3 Private Housing	2	<i>Stable/Permanent Housing (PH)</i>
			4 Other HOPWA		
			5 Other Subsidy	37	
			6 Institution		<i>Unstable Arrangements</i>
			7 Jail/Prison		
			8 Disconnected/unknown		
			9 Death		<i>Life Event</i>
B1: Total number of households receiving transitional/short-term housing assistance whose tenure exceeded 24 months			0		

**Section 2. Prevention of Homelessness: Assessment of Client Outcomes on Reduced Risks of Homelessness**

**(Short-Term Housing Subsidy Assistance)**

Report the total number of households that received STRMU assistance in Column [1].

In Column [2], identify the outcomes of the households reported in Column [1] either at the time that they were known to have left the STRMU program or through the project sponsor or subrecipient’s best assessment for stability at the end of the operating year.

Information in Column [3] provides a description of housing outcomes; therefore, data is not required.

At the bottom of the chart:

- In Row 1a., report those households that received STRMU assistance during the operating year of this report, and the prior operating year.
- In Row 1b., report those households that received STRMU assistance during the operating year of this report, and the two prior operating years.

**Data Check:** The total households reported as served with STRMU in Column [1] equals the total reported in Part 3, Chart 1, Row 4, Column b.

**Data Check:** The sum of Column [2] should equal the number of households reported in Column [1].

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Assessment of Households that Received STRMU Assistance

[1] Output: Total number of households	[2] Assessment of Housing Status		[3] HOPWA Client Outcomes
114	<b>Maintain Private Housing without subsidy</b> <i>(e.g. Assistance provided/completed and client is stable, not likely to seek additional support)</i>	44	<i>Stable/Permanent Housing (PH)</i>
	<b>Other Private Housing without subsidy</b> <i>(e.g. client switched housing units and is now stable, not likely to seek additional support)</i>	3	
	Other HOPWA Housing Subsidy Assistance	3	
	Other Housing Subsidy (PH)	7	
	<b>Institution</b> <i>(e.g. residential and long-term care)</i>		
	Likely that additional STRMU is needed to maintain current housing arrangements	56	<i>Temporarily Stable, with Reduced Risk of Homelessness</i>
	<b>Transitional Facilities/Short-term</b> <i>(e.g. temporary or transitional arrangement)</i>	0	
	<b>Temporary/Non-Permanent Housing arrangement</b> <i>(e.g. gave up lease, and moved in with family or friends but expects to live there less than 90 days)</i>	1	
	Emergency Shelter/street		<i>Unstable Arrangements</i>
	Jail/Prison		
	Disconnected		
Death		<i>Life Event</i>	
1a. Total number of those households that received STRMU Assistance in the operating year of this report that also received STRMU assistance in the prior operating year (e.g. households that received STRMU assistance in two consecutive operating years).			41
1b. Total number of those households that received STRMU Assistance in the operating year of this report that also received STRMU assistance in the two prior operating years (e.g. households that received STRMU assistance in three consecutive operating years).			24

**Section 3. HOPWA Outcomes on Access to Care and Support**

**1a. Total Number of Households**

Line [1]: For project sponsors/subrecipients that provided HOPWA housing subsidy assistance during the operating year identify in the appropriate row the number of households that received HOPWA housing subsidy assistance (TBRA, STRMU, Facility-Based, PHP and Master Leasing) and HOPWA funded case management services. Use Row c. to adjust for duplication among the service categories and Row d. to provide an unduplicated household total.

Line [2]: For project sponsors/subrecipients that did NOT provide HOPWA housing subsidy assistance identify in the appropriate row the number of households that received HOPWA funded case management services.

*Note: These numbers will help you to determine which clients to report Access to Care and Support Outcomes for and will be used by HUD as a basis for analyzing the percentage of households who demonstrated or maintained connections to care and support as identified in Chart 1b. below.*

<b>Total Number of Households</b>	
<b>1. For Project Sponsors/Subrecipients that provided HOPWA Housing Subsidy Assistance:</b> Identify the total number of households that received the following <u>HOPWA-funded</u> services:	
a. Housing Subsidy Assistance (duplicated)-TBRA, STRMU, PHP, Facility-Based Housing, and Master Leasing	220
b. Case Management	232
c. Adjustment for duplication (subtraction)	220
<b>d. Total Households Served by Project Sponsors/Subrecipients with Housing Subsidy Assistance (Sum of Rows a.b. minus Row c.)</b>	<b>232</b>
<b>2. For Project Sponsors/Subrecipients did NOT provide HOPWA Housing Subsidy Assistance:</b> Identify the total number of households that received the following <u>HOPWA-funded</u> service:	
a. HOPWA Case Management	
<b>b. Total Households Served by Project Sponsors/Subrecipients without Housing Subsidy Assistance</b>	

**1b. Status of Households Accessing Care and Support**

Column [1]: Of the households identified as receiving services from project sponsors/subrecipients that provided HOPWA housing subsidy assistance as identified in Chart 1a., Row 1d. above, report the number of households that demonstrated access or maintained connections to care and support within the program year.

Column [2]: Of the households identified as receiving services from project sponsors/subrecipients that did NOT provide HOPWA housing subsidy assistance as reported in Chart 1a., Row 2b., report the number of households that demonstrated improved access or maintained connections to care and support within the program year.

*Note: For information on types and sources of income and medical insurance/assistance, refer to Charts below.*

<b>Categories of Services Accessed</b>	<b>[1] For project sponsors/subrecipients that provided HOPWA housing subsidy assistance, identify the households who demonstrated the following:</b>	<b>[2] For project sponsors/subrecipients that did NOT provide HOPWA housing subsidy assistance, identify the households who demonstrated the following:</b>	<b>Outcome Indicator</b>
1. Has a housing plan for maintaining or establishing stable on-going housing	225		<i>Support for Stable Housing</i>
2. Had contact with case manager/benefits counselor consistent with the schedule specified in client’s individual service plan (may include leveraged services such as Ryan White Medical Case Management)	224		<i>Access to Support</i>
3. Had contact with a primary health care provider consistent with the schedule specified in client’s individual service plan	222		<i>Access to Health Care</i>
4. Accessed and maintained medical insurance/assistance	220		<i>Access to Health Care</i>
5. Successfully accessed or maintained qualification for sources of income	185		<i>Sources of Income</i>

**Chart 1b., Line 4: Sources of Medical Insurance and Assistance include, but are not limited to the following (Reference only)**

<ul style="list-style-type: none"> <li>• MEDICAID Health Insurance Program, or use local program name</li> <li>• MEDICARE Health Insurance Program, or use local program name</li> </ul>	<ul style="list-style-type: none"> <li>• Veterans Affairs Medical Services</li> <li>• AIDS Drug Assistance Program (ADAP)</li> <li>• State Children’s Health Insurance Program (SCHIP), or use local program name</li> </ul>	<ul style="list-style-type: none"> <li>• Ryan White-funded Medical or Dental Assistance</li> </ul>
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**Chart 1b., Row 5: Sources of Income include, but are not limited to the following (Reference only)**

<ul style="list-style-type: none"> <li>• Earned Income</li> <li>• Veteran’s Pension</li> <li>• Unemployment Insurance</li> <li>• Pension from Former Job</li> <li>• Supplemental Security Income (SSI)</li> </ul>	<ul style="list-style-type: none"> <li>• Child Support</li> <li>• Social Security Disability Income (SSDI)</li> <li>• Alimony or other Spousal Support</li> <li>• Veteran’s Disability Payment</li> <li>• Retirement Income from Social Security</li> <li>• Worker’s Compensation</li> </ul>	<ul style="list-style-type: none"> <li>• General Assistance (GA), or use local program name</li> <li>• Private Disability Insurance</li> <li>• Temporary Assistance for Needy Families (TANF)</li> <li>• Other Income Sources</li> </ul>
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**1c. Households that Obtained Employment**

Column [1]: Of the households identified as receiving services from project sponsors/subrecipients that provided HOPWA housing subsidy assistance as identified in Chart 1a., Row 1d. above, report on the number of households that include persons who obtained an income-producing job during the operating year that resulted from HOPWA-funded Job training, employment assistance, education or related case management/counseling services.

Column [2]: Of the households identified as receiving services from project sponsors/subrecipients that did NOT provide HOPWA housing subsidy assistance as reported in Chart 1a., Row 2b., report on the number of households that include persons who obtained an income-producing job during the operating year that resulted from HOPWA-funded Job training, employment assistance, education or case management/counseling services.

*Note: This includes jobs created by this project sponsor/subrecipients or obtained outside this agency.  
 Note: Do not include jobs that resulted from leveraged job training, employment assistance, education or case management/counseling services.*

Categories of Services Accessed	[1 For project sponsors/subrecipients that provided HOPWA housing subsidy assistance, identify the households who demonstrated the following:	[2] For project sponsors/subrecipients that did NOT provide HOPWA housing subsidy assistance, identify the households who demonstrated the following:
Total number of households that obtained an income-producing job	7	

**End of PART 4**

**PART 5: Worksheet - Determining Housing Stability Outcomes (optional)**

1. This chart is designed to assess program results based on the information reported in Part 4 and to help Grantees determine overall program performance. Completion of this worksheet is optional.

<b>Permanent Housing Subsidy Assistance</b>	<b>Stable Housing</b> (# of households remaining in program plus 3+4+5+6)	<b>Temporary Housing</b> (2)	<b>Unstable Arrangements</b> (1+7+8)	<b>Life Event</b> (9)
Tenant-Based Rental Assistance (TBRA)				
Permanent Facility-based Housing Assistance/Units				
Transitional/Short-Term Facility-based Housing Assistance/Units				
<b>Total Permanent HOPWA Housing Subsidy Assistance</b>				
<b>Reduced Risk of Homelessness: Short-Term Assistance</b>	<b>Stable/Permanent Housing</b>	<b>Temporarily Stable, with Reduced Risk of Homelessness</b>	<b>Unstable Arrangements</b>	<b>Life Events</b>
Short-Term Rent, Mortgage, and Utility Assistance (STRMU)				
<b>Total HOPWA Housing Subsidy Assistance</b>				

**Background on HOPWA Housing Stability Codes**

**Stable Permanent Housing/Ongoing Participation**

3 = Private Housing in the private rental or home ownership market (without known subsidy, including permanent placement with families or other self-sufficient arrangements) with reasonable expectation that additional support is not needed.

4 = Other HOPWA-funded housing subsidy assistance (not STRMU), e.g. TBRA or Facility-Based Assistance.

5 = Other subsidized house or apartment (non-HOPWA sources, e.g., Section 8, HOME, public housing).

6 = Institutional setting with greater support and continued residence expected (e.g., residential or long-term care facility).

**Temporary Housing**

2 = Temporary housing - moved in with family/friends or other short-term arrangement, such as Ryan White subsidy, transitional housing for homeless, or temporary placement in institution (e.g., hospital, psychiatric hospital or other psychiatric facility, substance abuse treatment facility or detox center).

**Unstable Arrangements**

1 = Emergency shelter or no housing destination such as places not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station, or anywhere outside).

7 = Jail /prison.

8 = Disconnected or disappeared from project support, unknown destination or no assessments of housing needs were undertaken.

**Life Event**

9 = Death, i.e., remained in housing until death. This characteristic is not factored into the housing stability equation.

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**Tenant-based Rental Assistance:** Stable Housing is the sum of the number of households that (i) remain in the housing and (ii) those that left the assistance as reported under: 3, 4, 5, and 6. Temporary Housing is the number of households that accessed assistance, and left their current housing for a non-permanent housing arrangement, as reported under item: 2. Unstable Situations is the sum of numbers reported under items: 1, 7, and 8.

**Permanent Facility-Based Housing Assistance:** Stable Housing is the sum of the number of households that (i) remain in the housing and (ii) those that left the assistance as shown as items: 3, 4, 5, and 6. Temporary Housing is the number of households that accessed assistance, and left their current housing for a non-permanent housing arrangement, as reported under item 2. Unstable Situations is the sum of numbers reported under items: 1, 7, and 8.

**Transitional/Short-Term Facility-Based Housing Assistance:** Stable Housing is the sum of the number of households that (i) continue in the residences (ii) those that left the assistance as shown as items: 3, 4, 5, and 6. Other Temporary Housing is the number of households that accessed assistance, and left their current housing for a non-permanent housing arrangement, as reported under item 2. Unstable Situations is the sum of numbers reported under items: 1, 7, and 8.

**Tenure Assessment.** A baseline of households in transitional/short-term facilities for assessment purposes, indicate the number of households whose tenure exceeded 24 months.

**STRMU Assistance:** Stable Housing is the sum of the number of households that accessed assistance for some portion of the permitted 21-week period and there is reasonable expectation that additional support is not needed in order to maintain permanent housing living situation (as this is a time-limited form of housing support) as reported under housing status: Maintain Private Housing with subsidy; Other Private with Subsidy; Other HOPWA support; Other Housing Subsidy; and Institution. Temporarily Stable, with Reduced Risk of Homelessness is the sum of the number of households that accessed assistance for some portion of the permitted 21-week period or left their current housing arrangement for a transitional facility or other temporary/non-permanent housing arrangement and there is reasonable expectation additional support will be needed to maintain housing arrangements in the next year, as reported under housing status: Likely to maintain current housing arrangements, with additional STRMU assistance; Transitional Facilities/Short-term; and Temporary/Non-Permanent Housing arrangements. Unstable Situation is the sum of number of households reported under housing status: Emergency Shelter; Jail/Prison; and Disconnected.

**End of PART 5**

**PART 6: Annual Certification of Continued Usage for HOPWA Facility-Based Stewardship Units (ONLY)**

The Annual Certification of Usage for HOPWA Facility-Based Stewardship Units is to be used in place of Part 7B of the CAPER if the facility was originally acquired, rehabilitated or constructed/developed in part with HOPWA funds but no HOPWA funds were expended during the operating year. Scattered site units may be grouped together on one page.

Grantees that used HOPWA funding for new construction, acquisition, or substantial rehabilitation are required to operate their facilities for HOPWA eligible individuals for at least ten (10) years. If non-substantial rehabilitation funds were used they are required to operate for at least three (3) years. Stewardship begins once the facility is put into operation.

*Note: See definition of Stewardship Units.*

**1. General information**

HUD Grant Number(s)  N/A	Operating Year for this report From (mm/dd/yy) To (mm/dd/yy) <input type="checkbox"/> Final Yr  <input type="checkbox"/> Yr 1; <input type="checkbox"/> Yr 2; <input type="checkbox"/> Yr 3; <input type="checkbox"/> Yr 4; <input type="checkbox"/> Yr 5; <input type="checkbox"/> Yr 6; <input type="checkbox"/> Yr 7; <input type="checkbox"/> Yr 8; <input type="checkbox"/> Yr 9; <input type="checkbox"/> Yr 10;
Grantee Name	Date Facility Began Operations (mm/dd/yy)

**2. Number of Units and Non-HOPWA Expenditures**

Facility Name:	Number of Stewardship Units Developed with HOPWA funds	Amount of Non-HOPWA Funds Expended in Support of the Stewardship Units during the Operating Year
Total Stewardship Units (subject to 3- or 10- year use periods)		

**3. Details of Project Site**

Project Sites: Name of HOPWA-funded project	
Site Information: Project Zip Code(s)	
Site Information: Congressional District(s)	
Is the address of the project site confidential?	<input type="checkbox"/> Yes, protect information; do not list <input type="checkbox"/> Not confidential; information can be made available to the public
<b>If the site is not confidential:</b> Please provide the contact information, phone, email address/location, if business address is different from facility address	

I certify that the facility that received assistance for acquisition, rehabilitation, or new construction from the Housing Opportunities for Persons with AIDS Program has operated as a facility to assist HOPWA-eligible persons from the date shown above. I also certify that the grant is still serving the planned number of HOPWA-eligible households at this facility through leveraged resources and all other requirements of the grant agreement are being satisfied.

*I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.*

Name & Title of Authorized Official of the organization that continues to operate the facility:	Signature & Date (mm/dd/yy)
Name & Title of Contact at Grantee Agency (person who can answer questions about the report and program)	Contact Phone (with area code)

End of PART 6

**Part 7: Summary Overview of Grant Activities**  
**A. Information on Individuals, Beneficiaries, and Households Receiving HOPWA Housing Subsidy Assistance (TBRA, STRMU, Facility-Based Units, Permanent Housing Placement and Master Leased Units ONLY)**

*Note: Reporting for this section should include ONLY those individuals, beneficiaries, or households that received and/or resided in a household that received HOPWA Housing Subsidy Assistance as reported in Part 3, Chart 1, Row 7, Column b. (e.g., do not include households that received HOPWA supportive services ONLY).*

**Section 1. HOPWA-Eligible Individuals who Received HOPWA Housing Subsidy Assistance**

**a. Total HOPWA Eligible Individuals Living with HIV/AIDS**

In Chart a., provide the total number of eligible (and unduplicated) low-income individuals living with HIV/AIDS who qualified their household to receive HOPWA housing subsidy assistance during the operating year. This total should include only the individual who qualified the household for HOPWA assistance, NOT all HIV positive individuals in the household.

Individuals Served with Housing Subsidy Assistance	Total
Number of individuals with HIV/AIDS who qualified their household to receive HOPWA housing subsidy assistance.	220

**Chart b. Prior Living Situation**

In Chart b., report the prior living situations for all Eligible Individuals reported in Chart a. In Row 1, report the total number of individuals who continued to receive HOPWA housing subsidy assistance from the prior operating year into this operating year. In Rows 2 through 17, indicate the prior living arrangements for all new HOPWA housing subsidy assistance recipients during the operating year.

**Data Check:** The total number of eligible individuals served in Row 18 equals the total number of individuals served through housing subsidy assistance reported in Chart a. above.

Category		Total HOPWA Eligible Individuals Receiving Housing Subsidy Assistance
1.	<u>Continuing</u> to receive HOPWA support from the prior operating year	49
<b>New Individuals who received HOPWA Housing Subsidy Assistance support during Operating Year</b>		
2.	Place not meant for human habitation (such as a vehicle, abandoned building, bus/train/subway station/airport, or outside)	6
3.	Emergency shelter (including hotel, motel, or campground paid for with emergency shelter voucher)	9
4.	Transitional housing for homeless persons	5
5.	<b>Total number of new Eligible Individuals who received HOPWA Housing Subsidy Assistance with a Prior Living Situation that meets HUD definition of homelessness (Sum of Rows 2 – 4)</b>	20
6.	Permanent housing for formerly homeless persons (such as Shelter Plus Care, SHP, or SRO Mod Rehab)	16
7.	Psychiatric hospital or other psychiatric facility	1
8.	Substance abuse treatment facility or detox center	
9.	Hospital (non-psychiatric facility)	1
10.	Foster care home or foster care group home	
11.	Jail, prison or juvenile detention facility	
12.	Rented room, apartment, or house	80
13.	House you own	18

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14.	Staying or living in someone else’s (family and friends) room, apartment, or house	32
15.	Hotel or motel paid for without emergency shelter voucher	3
16.	Other	0
17.	Don’t Know or Refused	
<b>18.</b>	<b>TOTAL Number of HOPWA Eligible Individuals (sum of Rows 1 and 5-17)</b>	<b>220</b>

**c. Homeless Individual Summary**

In Chart c., indicate the number of eligible individuals reported in Chart b., Row 5 as homeless who also are homeless Veterans and/or meet the definition for Chronically Homeless (See Definition section of CAPER). The totals in Chart c. do not need to equal the total in Chart b., Row 5.

Category	Number of Homeless Veteran(s)	Number of Chronically Homeless
<b>HOPWA eligible individuals served with HOPWA Housing Subsidy Assistance</b>	3	3

**Section 2. Beneficiaries**

In Chart a., report the total number of HOPWA eligible individuals living with HIV/AIDS who received HOPWA housing subsidy assistance (*as reported in Part 7A, Section 1, Chart a.*), and all associated members of their household who benefitted from receiving HOPWA housing subsidy assistance (resided with HOPWA eligible individuals).

*Note: See definition of HOPWA Eligible Individual*

*Note: See definition of Transgender.*

*Note: See definition of Beneficiaries.*

**Data Check:** The sum of each of the Charts b. & c. on the following two pages equals the total number of beneficiaries served with HOPWA housing subsidy assistance as determined in Chart a., Row 4 below.

**a. Total Number of Beneficiaries Served with HOPWA Housing Subsidy Assistance**

Individuals and Families Served with HOPWA Housing Subsidy Assistance	Total Number
1. Number of individuals with HIV/AIDS who qualified the household to receive HOPWA housing subsidy assistance (equals the number of HOPWA Eligible Individuals reported in Part 7A, Section 1, Chart a.)	220
2. Number of ALL other persons <b>diagnosed</b> as HIV positive who reside with the HOPWA eligible individuals identified in Row 1 and who benefitted from the HOPWA housing subsidy assistance	3
3. Number of ALL other persons <b>NOT diagnosed</b> as HIV positive who reside with the HOPWA eligible individual identified in Row 1 and who benefitted from the HOPWA housing subsidy	69
<b>4. TOTAL number of ALL beneficiaries served with Housing Subsidy Assistance (Sum of Rows 1,2, &amp; 3)</b>	<b>292</b>

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**b. Age and Gender**

In Chart b., indicate the Age and Gender of all beneficiaries as reported in Chart a. directly above. Report the Age and Gender of all HOPWA Eligible Individuals (those reported in Chart a., Row 1) using Rows 1-5 below and the Age and Gender of all other beneficiaries (those reported in Chart a., Rows 2 and 3) using Rows 6-10 below. The number of individuals reported in Row 11, Column E. equals the total number of beneficiaries reported in Part 7, Section 2, Chart a., Row 4.

<b>HOPWA Eligible Individuals (Chart a, Row 1)</b>						
		<b>A.</b>	<b>B.</b>	<b>C.</b>	<b>D.</b>	<b>E.</b>
		<b>Male</b>	<b>Female</b>	<b>Transgender M to F</b>	<b>Transgender F to M</b>	<b>TOTAL (Sum of Columns A-D)</b>
1.	Under 18	0	2	0	0	2
2.	18 to 30 years	10	1	0	0	11
3.	31 to 50 years	98	30	0	0	128
4.	51 years and Older	64	15	0	0	79
5.	<b>Subtotal (Sum of Rows 1-4)</b>	172	48	0	0	220
<b>All Other Beneficiaries (Chart a, Rows 2 and 3)</b>						
		<b>A.</b>	<b>B.</b>	<b>C.</b>	<b>D.</b>	<b>E.</b>
		<b>Male</b>	<b>Female</b>	<b>Transgender M to F</b>	<b>Transgender F to M</b>	<b>TOTAL (Sum of Columns A-D)</b>
6.	Under 18	16	17	0	0	33
7.	18 to 30 years	3	3	0	0	6
8.	31 to 50 years	14	4	0	0	18
9.	51 years and Older	9	6	0	0	15
10.	<b>Subtotal (Sum of Rows 6-9)</b>	42	30	0	0	72
<b>Total Beneficiaries (Chart a, Row 4)</b>						
11.	<b>TOTAL (Sum of Rows 5 &amp; 10)</b>	214	78	0	0	292

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**c. Race and Ethnicity\***

In Chart c., indicate the Race and Ethnicity of all beneficiaries receiving HOPWA Housing Subsidy Assistance as reported in Section 2, Chart a., Row 4. Report the race of all HOPWA eligible individuals in Column [A]. Report the ethnicity of all HOPWA eligible individuals in column [B]. Report the race of all other individuals who benefitted from the HOPWA housing subsidy assistance in column [C]. Report the ethnicity of all other individuals who benefitted from the HOPWA housing subsidy assistance in column [D]. The summed total of columns [A] and [C] equals the total number of beneficiaries reported above in Section 2, Chart a., Row 4.

Category		HOPWA Eligible Individuals		All Other Beneficiaries	
		[A] Race [all individuals reported in Section 2, Chart a., Row 1]	[B] Ethnicity [Also identified as Hispanic or Latino]	[C] Race [total of individuals reported in Section 2, Chart a., Rows 2 & 3]	[D] Ethnicity [Also identified as Hispanic or Latino]
1.	American Indian/Alaskan Native	6	0	2	0
2.	Asian	2	0	0	0
3.	Black/African American	39	0	15	0
4.	Native Hawaiian/Other Pacific Islander	1	0	0	0
5.	White	170	62	55	28
6.	American Indian/Alaskan Native & White	0	0	0	0
7.	Asian & White	0	0	0	0
8.	Black/African American & White	0	0	0	0
9.	American Indian/Alaskan Native & Black/African American	1	0	0	0
10.	Other Multi-Racial	1	0	0	0
11.	Column Totals (Sum of Rows 1-10)	220	62	72	28

*Data Check: Sum of Row 11 Column A and Row 11 Column C equals the total number HOPWA Beneficiaries reported in Part 3A, Section 2, Chart a., Row 4.*

\*Reference (data requested consistent with Form HUD-27061 Race and Ethnic Data Reporting Form)

**Section 3. Households**

**Household Area Median Income**

Report the area median income(s) for all households served with HOPWA housing subsidy assistance.

*Data Check: The total number of households served with HOPWA housing subsidy assistance should equal Part 3C, Row 7, Column b and Part 7A, Section 1, Chart a. (Total HOPWA Eligible Individuals Served with HOPWA Housing Subsidy Assistance).*

*Note: Refer to [http://www.huduser.org/portal/datasets/il/il2010/select\\_Geography\\_mfi.odn](http://www.huduser.org/portal/datasets/il/il2010/select_Geography_mfi.odn) for information on area median income in your community.*

Percentage of Area Median Income		Households Served with HOPWA Housing Subsidy Assistance
1.	0-30% of area median income (extremely low)	156
2.	31-50% of area median income (very low)	40
3.	51-80% of area median income (low)	24
4.	<b>Total (Sum of Rows 1-3)</b>	<b>220</b>

**Part 7: Summary Overview of Grant Activities**

**B. Facility-Based Housing Assistance**

Complete one Part 7B for each facility developed or supported through HOPWA funds.

**Do not complete this Section for programs originally developed with HOPWA funds but no longer supported with HOPWA funds.** If a facility was developed with HOPWA funds (subject to ten years of operation for acquisition, new construction and substantial rehabilitation costs of stewardship units, or three years for non-substantial rehabilitation costs), but HOPWA funds are no longer used to support the facility, the project sponsor or subrecipient should complete Part 6: Annual Certification of Continued Usage for HOPWA Facility-Based Stewardship Units (ONLY).

Complete Charts 2a., Project Site Information, and 2b., Type of HOPWA Capital Development Project Units, for all Development Projects, including facilities that were past development projects, but continued to receive HOPWA operating dollars this reporting year.

**1. Project Sponsor/Subrecipient Agency Name (Required)**

Southern Arizona AIDS Foundation

**2. Capital Development - N/A**

**2a. Project Site Information for HOPWA Capital Development of Projects (For Current or Past Capital Development Projects that receive HOPWA Operating Costs this reporting year)**

*Note: If units are scattered-sites, report on them as a group and under type of Facility write "Scattered Sites."*

Type of Development this operating year	HOPWA Funds Expended this operating year (if applicable)	Non-HOPWA funds Expended (if applicable)	Name of Facility:
<input type="checkbox"/> New construction	\$	\$	<b>Type of Facility [Check <u>only one</u> box.]</b> <input type="checkbox"/> Permanent housing <input type="checkbox"/> Short-term Shelter or Transitional housing <input type="checkbox"/> Supportive services only facility
<input type="checkbox"/> Rehabilitation	\$	\$	
<input type="checkbox"/> Acquisition	\$	\$	
<input type="checkbox"/> Operating	\$	\$	
a.	Purchase/lease of property:		Date (mm/dd/yy):
b.	Rehabilitation/Construction Dates:		Date started: <span style="float: right;">Date Completed:</span>
c.	Operation dates:		Date residents began to occupy: <input type="checkbox"/> Not yet occupied
d.	Date supportive services began:		Date started: <input type="checkbox"/> Not yet providing services
e.	Number of units in the facility:		HOPWA-funded units = <span style="float: right;">Total Units =</span>
f.	Is a waiting list maintained for the facility?		<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, number of participants on the list at the end of operating year</i>
g.	What is the address of the facility (if different from business address)?		
h.	Is the address of the project site confidential?		<input type="checkbox"/> Yes, protect information; do not publish list <input type="checkbox"/> No, can be made available to the public

**2b. Number and Type of HOPWA Capital Development Project Units (For Current or Past Capital Development Projects that receive HOPWA Operating Costs this Reporting Year)**

For units entered above in 2a. please list the number of HOPWA units that fulfill the following criteria:

	Number Designated for the Chronically Homeless	Number Designated to Assist the Homeless	Number Energy-Star Compliant	Number 504 Accessible
Rental units constructed (new) and/or acquired with or without rehab				
Rental units rehabbed				
Homeownership units constructed (if approved)				

**3. Units Assisted in Types of Housing Facility/Units Leased by Project Sponsor or Subrecipient**

Charts 3a., 3b. and 4 are required for each facility. In Charts 3a. and 3b., indicate the type and number of housing units in the facility, including master leased units, project-based or other scattered site units leased by the organization, categorized by the number of bedrooms per unit.

*Note: The number units may not equal the total number of households served.*

**Please complete separate charts for each housing facility assisted. Scattered site units may be grouped together.**

**3a. Check one only**

- Permanent Supportive Housing Facility/Units
- Short-term Shelter or Transitional Supportive Housing Facility/Units

**3b. Type of Facility**

Complete the following Chart for all facilities leased, master leased, project-based, or operated with HOPWA funds during the reporting year.

**Name of Project Sponsor/Agency Operating the Facility/Leased Units:** Southern Arizona AIDS Foundation

Type of housing facility operated by the project sponsor/subrecipient	Total Number of <u>Units</u> in use during the Operating Year Categorized by the Number of Bedrooms per Units					
	SRO/Studio/0 bdrm	1 bdrm	2 bdrm	3 bdrm	4 bdrm	5+bdrm
a. Single room occupancy dwelling						
b. Community residence						
c. Project-based rental assistance units or leased units						
d. Other housing facility <u>Specify:</u> Hotel/motel vouchers	39					

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**4. Households and Housing Expenditures**

Enter the total number of households served and the amount of HOPWA funds expended by the project sponsor/subrecipient on subsidies for housing involving the use of facilities, master leased units, project based or other scattered site units leased by the organization.

<b>Housing Assistance Category: Facility Based Housing</b>		<b>Output: Number of Households</b>	<b>Output: Total HOPWA Funds Expended during Operating Year by Project Sponsor/subrecipient</b>
a.	Leasing Costs		
b.	Operating Costs		
c.	Project-Based Rental Assistance (PBRA) or other leased units		
d.	Other Activity (if approved in grant agreement) <u>Specify:</u> Hotel/Motel Vouchers	39	\$4,182
e.	<b>Adjustment to eliminate duplication (subtract)</b>	0	
f.	<b>TOTAL Facility-Based Housing Assistance (Sum Rows a. through d. minus Row e.)</b>	39	\$4,182

**OTHER NARRATIVE**

Include any CAPER information that was not covered by narratives in any other section.



**CR-60 - ESG 91.520(g) (ESG Recipients only)**

**FY 2013 ESG Supplement to the CAPER in e-snaps**

**For Paperwork Reduction Act**

**1. Recipient Information—All Recipients Complete**

**Basic Grant Information**

<b>Recipient Name</b>	TUCSON
<b>Organizational DUNS Number</b>	072450869
<b>EIN/TIN Number</b>	866000266
<b>Identify the Field Office</b>	SAN FRANCISCO
<b>Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance</b>	Tucson/Pima County CoC

**ESG Contact Name**

<b>Prefix</b>	Mrs.
<b>First Name</b>	Susanna
<b>Middle Name</b>	
<b>Last Name</b>	Rodriguez
<b>Suffix</b>	
<b>Title</b>	Project Coordinator

**ESG Contact Address**

<b>Street Address 1</b>	P.O. Box 27210
<b>Street Address 2</b>	
<b>City</b>	Tucson
<b>State</b>	AZ
<b>ZIP Code</b>	85726-7210
<b>Phone Number</b>	520-837-5343
<b>Extension</b>	
<b>Fax Number</b>	520-7912529
<b>Email Address</b>	Susanna.Rodriguez@tucsonaz.gov

**ESG Secondary Contact**

<b>Prefix</b>	Ms.
<b>First Name</b>	Jodie
<b>Last Name</b>	Earll Barnes
<b>Suffix</b>	
<b>Title</b>	Project Supervisor
<b>Phone Number</b>	520-837-5363
<b>Extension</b>	
<b>Email Address</b>	Jodie.Barnes@tucsonaz.gov

## 2. Reporting Period—All Recipients Complete

**Program Year Start Date** 07/01/2012  
**Program Year End Date** 06/30/2013

### 3a. Subrecipient Form – Complete one form for each subrecipient

**Subrecipient or Contractor Name:** Chicanos Por La Causa

**City:** Tucson

**State:** AZ

**Zip Code:** 85716

**DUNS Number:** 136249609

**Is subrecipient a VAWA-DV provider:** N

**Subrecipient Organization Type:** Other Non-Profit Organization

**ESG Subgrant or Contract Award Amount:** \$60,000

**Subrecipient or Contractor Name:** Emerge! Center Against Domestic Abuse

**City:** Tucson

**State:** AZ

**Zip Code:** 85716

**DUNS Number:** 842812061

**Is subrecipient a VAWA-DV provider:** Y

**Subrecipient Organization Type:** Other Non-Profit Organization

**ESG Subgrant or Contract Award Amount:** \$171,662

**Subrecipient or Contractor Name:** La Frontera

**City:** Tucson

**State:** AZ

**Zip Code:** 85719

**DUNS Number:** 021623366

**Is subrecipient a VAWA-DV provider:** N

**Subrecipient Organization Type:** Other Non-Profit Organization

**ESG Subgrant or Contract Award Amount:** \$40,000

**Subrecipient or Contractor Name:** Our Family Services

**City:** Tucson

**State:** AZ

**Zip Code:** 85712

**DUNS Number:** 071820844

**Is subrecipient a VAWA-DV provider:** N

**Subrecipient Organization Type:** Other Non-Profit Organization

**ESG Subgrant or Contract Award Amount:** \$45,000

**Subrecipient or Contractor Name:** Old Pueblo Community Services

**City:** Tucson

**State:** AZ

**Zip Code:** 85711

**DUNS Number:** 002623366

**Is subrecipient a VAWA-DV provider:** N

**Subrecipient Organization Type:** Other Non-Profit Organization

**ESG Subgrant or Contract Award Amount:** \$43,376

**Subrecipient or Contractor Name:** Open Inn

**City:** Tucson

**State:** AZ

**Zip Code:** 85703,

**DUNS Number:** 170358659

**Is subrecipient a VAWA-DV provider:** N

**Subrecipient Organization Type:** Other Non-Profit Organization

**ESG Subgrant or Contract Award Amount:** \$65,000

**Subrecipient or Contractor Name:** Pima County

**City:** Tucson

**State:** AZ

**Zip Code:** 85701

**DUNS Number:** 033738662

**Is subrecipient a VAWA-DV provider:** N

**Subrecipient Organization Type:** Unit of Government

**ESG Subgrant or Contract Award Amount:** \$5,000

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**Subrecipient or Contractor Name:** The Primavera Foundation

**City:** Tucson

**State:** AZ

**Zip Code:** 85713

**DUNS Number:** 148847700

**Is subrecipient a VAWA-DV provider:** N

**Subrecipient Organization Type:** Other Non-Profit Organization

**ESG Subgrant or Contract Award Amount:** \$85,000

**CR-65 - Persons Assisted**

**4. Persons Served**

**4a. Complete for Homelessness Prevention Activities**

<b>Number of Persons in Households</b>	<b>Total</b>
Adults	4
Children	5
Don't Know/Refused	0
Missing Information	0
<b>Total</b>	<b>9</b>

**Table 1 – Household Information for Homeless Prevention Activities**

**4b. Complete for Rapid Re-Housing Activities**

<b>Number of Persons in Households</b>	<b>Total</b>
Adults	54
Children	87
Don't Know/Refused	0
Missing Information	0
<b>Total</b>	<b>141</b>

**Table 2 – Household Information for Rapid Re-Housing Activities**

**4c. Complete for Shelter**

<b>Number of Persons in Households</b>	<b>Total</b>
Adults	156
Children	176
Don't Know/Refused	0
Missing Information	0
<b>Total</b>	<b>332</b>

**Table 3 – Shelter Information**

**4d. Totals for all Persons Served with ESG**

<b>Number of Persons in Households</b>	<b>Total</b>
Adults	1,788
Children	270

Don't Know/Refused	1
Missing Information	0
<b>Total</b>	<b>2,059</b>

Table 4 – Household Information for Persons Served with ESG

**5. Gender—Complete for All Activities**

	<b>Total</b>
Male	1,368
Female	677
Transgendered	5
Unknown	1
<b>Total</b>	<b>2,051</b>

Table 5 – Gender Information

**6. Age—Complete for All Activities**

	<b>Total</b>
Under 18	265
18-24	162
Over 24	1,623
Don't Know/Refused	1
Missing Information	0
<b>Total</b>	<b>2,051</b>

Table 6 – Age Information

**7. Special Populations Served—Complete for All Activities**

**Number of Persons in Households**

<b>Subpopulation</b>	<b>Total Persons Served – Prevention</b>	<b>Total Persons Served – RRH</b>	<b>Total Persons Served in Emergency Shelters</b>	<b>Total</b>
Veterans	11	0	1	10
Victims of Domestic Violence	103	0	54	49
Elderly	1	0	1	0
HIV/AIDS	11	0	1	0
Chronically Homeless	17	0	2	15

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<b>Persons with Disabilities:</b>				
Severely Mentally Ill	49	1	2	46
Chronic Substance Abuse	16	0	1	15
Other Disability	59	2	13	44
Total (Unduplicated if possible)	257	3	75	179

**Table 7 – Special Population Served**

**Street Outreach**

Adults 1574 Children 2 Don't Know/Refused 1 Missing Information 0 Total 1577

Clients Contacted 599 Clients Engaged 132

**CR-70 – Assistance Provided**

**8. Shelter Utilization**

Number of New Units - Rehabbed	0
Number of New Units - Conversion	0
Total Number of bed-nights available	3,282
Total Number of bed-nights provided	3,282
Capacity Utilization	100.00%

**Table 8 – Shelter Capacity**

## CR-75 – Expenditures

### 11. Expenditures

#### 11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	FY 2009	FY 2010	FY 2011
Expenditures for Rental Assistance	0	0	18,627
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	6,582
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	0	0	0
<b>Subtotal Homelessness Prevention</b>	<b>0</b>	<b>0</b>	<b>25,209</b>

Table 9 – ESG Expenditures for Homelessness Prevention

#### 11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	FY 2009	FY 2010	FY 2011
Expenditures for Rental Assistance	0	0	5,562
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	67,368
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	0	0	0
<b>Subtotal Rapid Re-Housing</b>	<b>0</b>	<b>0</b>	<b>72,930</b>

Table 10 – ESG Expenditures for Rapid Re-Housing

#### 11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	FY 2009	FY 2010	FY 2011
Essential Services	242,545	79,366	46,957
Operations	0	168,543	61,719
Renovation	0	0	0
Major Rehab	0	0	0
Conversion	0	0	0
<b>Subtotal</b>	<b>242,545</b>	<b>247,909</b>	<b>108,676</b>

Table 11 – ESG Expenditures for Emergency Shelter

**11d. Other Grant Expenditures**

	Dollar Amount of Expenditures in Program Year		
	FY 2009	FY 2010	FY 2011
HMIS	0	0	0
Administration	13,574	31,873	20,183
Street Outreach	0	0	41,495

Table 12 - Other Grant Expenditures

**11e. Total ESG Grant Funds**

Total ESG Funds Expended	FY 2009	FY 2010	FY 2011
762,899	256,119	279,782	226,998

Table 13 - Total ESG Funds Expended

**11f. Match Source**

	FY 2009	FY 2010	FY 2011
Other Non-ESG HUD Funds	0	0	0
Other Federal Funds	205,151	195,746	168,320
State Government	0	0	0
Local Government	7,085	52,260	20,202
Private Funds	26,961	15,392	7,650
Other	0	0	0
Fees	72,856	73,845	23,184
Program Income	0	0	0
<b>Total Match Amount</b>	<b>312,053</b>	<b>337,243</b>	<b>219,356</b>

Table 14 - Other Funds Expended on Eligible ESG Activities

**11g. Total**

Total Amount of Funds Expended on ESG Activities	FY 2009	FY 2010	FY 2011
1,631,551	568,172	617,025	446,354

Table 15 - Total Amount of Funds Expended on ESG Activities