

# Housing and Human Services Commission Regular Meeting

November 10, 2021 | 6 p.m.

Virtually via [Webex Link](#), 1-415-655-0001  
Code: 145 737 6299, Password: XeMcrnqf529



## Commission Members

Antonio Alcala, Chair  
Heather Mattisson, Vice Chair  
Cynthia Hardy  
David Gonzalez  
Greg Rodriguez  
Julie Martin  
Leonard Navarrete  
Ryan Magel  
Steven Tepper  
Vanessa Dearmon

Pursuant to Resolution No. 4464 of the City of Chandler and to A.R.S. § 38-432.02, notice is hereby given to the members of the Housing and Human Services Commission and to the general public that the Housing and Human Services Commission will hold a REGULAR MEETING open to the public on Wednesday, November 10, 2021, at 6:00 p.m., [virtually via Webex](#) or calling (415) 655-0001, using access code 145-737-6299.

Persons with disabilities may request a reasonable modification or communication aids and services by contacting the City Clerk's office at (480) 782-2181(711 via AZRS). Please make requests in advance as it affords the City time to accommodate the request.

Agendas are available in the Office of the City Clerk, 175 S. Arizona Avenue.

# Housing and Human Services Commission Regular Meeting Agenda - November 10, 2021

## Call to Order/Roll Call

## Scheduled/Unscheduled Public Appearances

Members of the audience may address any item not on the agenda. State Statute prohibits the Board or Commission from discussing an item that is not on the agenda, but the Board or Commission does listen to your concerns and has staff follow up on any questions you raise.

## Action Agenda

1. **October 2021 Meeting Minutes.**  
Move Housing and Human Services Commission to approve the Housing and Human Services Commission meeting minutes of the October 13, 2021, regular meeting.
2. [2022 HHSC Meeting Schedule.](#)

## Discussion

3. **Funds Allocation Subcommittees.**

## Briefing

4. [2022 Public Housing Annual Plan Calendar.](#)
5. **Fiscal Year 2022-2023 Application Orientation Summary.**

## Member Comments/Announcements

## Calendar

6. **Next HHSC Meeting is scheduled for Wednesday, December 8, 2021, at 6:00 p.m.**

## Information Items

## Adjourn



**Housing and Human Services Commission    Neighborhood Resources**

**Date:** 11/10/2021  
**To:** Housing and Human Services Commission  
**From:** Monica Thompson, Community Development Coordinator  
**Subject:** [October 2021 Meeting Minutes.](#)

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**Proposed Motion:**

Move Housing and Human Services Commission to approve the Housing and Human Services Commission meeting minutes of the October 13, 2021, regular meeting.

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**Attachments**

HHSC Minutes for October 13, 2021

MINUTES  
HOUSING AND HUMAN SERVICES COMMISSION  
Neighborhood Resources Department  
[Virtually via Webex](#)  
Phone: (415) 655-0001, Access Code: 145-737-6299  
Wednesday, October 13, 2021, 6:00 p.m.

1. CALL TO ORDER / ROLL CALL

Chair Tony Alcala called the meeting to order at 6:03 p.m.

Commissioners present on Webex: Tony Alcala, Heather Mattisson, David Gonzalez, Greg Rodriguez, Julie Martin, Leonard Navarrete, Ryan Magel, Steve Tepper, and Vanessa Dearmon.

Commissioners absent: Cynthia Hardy (excused)

Staff present: Leah Powell, Breena Meng, Riann Balch, Karin Bishop, Dylan Raymond, and Monica Thompson.

Public present: None.

2. SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

Members of the audience may address any item not on the agenda. State Statute prohibits the Board of Commission from discussing an item that is not on the agenda, but the Board of Commission does listen to your concerns and has staff follow up on any questions you raise.

None.

3. ACTION AGENDA

a. September 1, 2021, HHSC Meeting Minutes.

Motion: Commissioner David Gonzalez made a motion to approve the September 1, 2021, HHSC Meeting minutes. Commissioner Steve Tepper seconded the motion.

Discussion: None.

Results: Motion passed 9-0.

b. Approval of the Fiscal Year 2022-2023 CDBG, HOME and Human Service General Fund Allocation Process. Estimated Funding Based on Prior Year Funding:

- CDBG: \$1,468,384
- HOME: \$409,881
- Human Service General Funds: \$1,048,267

Chair Alcala called on Community Development and Resources Supervisor Karin Bishop to provide an overview of the Fiscal Year 2022-2023 CDBG, HOME, and Human Service General Fund Allocation Process.

Ms. Bishop provided the Commission with an update on the proposed fund allocations process for the Fiscal Year 2022-2023, including the funding priorities, application changes, scoring criteria and timeline.

Ms. Bishop reminded the Commission that the City is an Entitlement Grantee for CDBG funds meaning the City receives a direct allocation of CDBG funds from HUD each year based on the federal funding formula.

Ms. Bishop explained that as a recipient of CDBG and HOME funds, the City is obligated to spend the federal funds to meet the objectives of each fund source. The City has the option to utilize the funding internally, subcontract funds to non-profit organizations, or do both. The City of Chandler has historically done both, utilized funding internally to support critical services and subcontracting funds to non-profit organizations for community-based services. She explained when the City chooses to utilize the funds internally it is because the City is obligated to provide the service or believes the City is the best provider of that service. Ms. Bishop reviewed the HUD regulatory caps for public services (15%) and administration (20%).

Ms. Bishop reviewed the Designated Priorities for CDBG funding which refers to those priorities that the City of Chandler is requesting to designate to City-operated programs. She reminded the Commission that a substantial amendment to the Consolidated Plan was submitted to move Fair Housing from Public Service to Administration, which is a best practice, and to increase funds available for additional public service activities.

Ms. Bishop also highlighted that per the 2020-2025 Consolidated Plan, the City has planned to set aside \$250,000 a year over the next five years to support the City's Rental Assistance Demonstration (RAD) project that will assist in the redevelopment of the City's public housing assets and increase the City's affordable housing opportunities. Ms. Bishop informed the Commission that additional priorities related to the RAD project will be presented to the Commission at a later date. She also informed the Commission that funding has been set aside to support the City's Housing Rehabilitation Specialist who determines eligibility for the Housing Rehabilitation Program and provides support for other regulatory requirements. She explained to the Commission that the program is a vital program to keep residents in their homes at an affordable cost and provide a suitable living environment.

The anticipated Designated Priorities for CDBG funding is proposed to be distributed as follows:

- Administration and Fair Housing (20%)
- Public Services (13%)
  - Public Housing Youth Program
  - Homeless Outreach and Client Services
- Capital Projects & Neighborhood Revitalization (31%)
  - Relocation Assistance for RAD
  - Homeowner Rehabilitation Operations

The remaining anticipated CDBG funding is available for activities that are evaluated through the competitive application process and fall under the Annual Priorities. Ms. Bishop explained to the Commission that not all City programs are designated, and many City-specific activities compete alongside non-profit organizations. She informed the Commission that competitive applications for activities that fall under the Annual Priorities are evaluated by a subcommittee. The subcommittee makes funding recommendations that are presented to the Commission and approved by City Council.

The anticipated Annual Priorities for CDBG funding is proposed to be distributed as follows:

- Public Services (2%)
  - Homeless Services
- Capital Projects & Neighborhood Revitalization (34%)
  - Nonprofit
    - Homeowner Rehabilitation Programs
    - Public Facilities Improvements
  - City
    - Infrastructure Improvements
    - Code Enforcement

Commissioner Tepper inquired about the amount allocated to non-city sources, and whether the City was able to apply for either of the non-city designated sources. Ms. Bishop explained that the anticipated amount of funds shown for each category are based on HUD funding awarded the previous year. Non-city organizations may apply for the anticipated funds as part of the competitive process. Should the City apply, it must submit an application for review in the competitive process. Commissioner Tepper shared that the Commission is tasked with making difficult decisions on what programs to fund. He explained that programs such as Code Enforcement could be funded through local funds. Riann Balch, Community Resources Manager, explained that Code Enforcement is funded by local dollars, but that CDBG funds provide an additional level of service, in income eligible areas. She shared further that often the City utilizes CDBG funds for homeless programs as the City does not receive Emergency Solutions Grant funds, the primary source of Federal dollars designated to jurisdictions to combat homelessness, because it does not meet the funding formula criteria. This is a common practice and utilization of CDBG funds. However, the City of Chandler is fortunate to have an annual designation of General Funds for non-profit organizations.

Ms. Bishop shared the Annual Priorities for the anticipated HOME funds. She explained that the City is not an Entitlement Grantee for HOME funds and instead participates in the Maricopa County HOME Consortium, along with several other local municipalities. Maricopa County receives HOME funds directly from HUD and then distributes HOME funds on a formula basis to each consortium member.

The anticipated Annual Priorities for HOME funding is proposed to be distributed as follows:

- Administration (6%)
- Housing Activities (94%)
  - Tenant-Based Rental Assistance (TBRA)
  - Acquisition and Rehabilitation for Resale of Single-Family Homes
  - Acquisition and Rehabilitation of Single-Family Rental Housing
  - New Construction, or Acquisition and/or Rehabilitation of Multi-Family Rental Housing

Ms. Bishop moved on to present the proposed FY2022-2023 Allocations Panel Members list. She reminded the Commission the list was developed based on the Allocations Subcommittee Composition and Leadership Criteria Guidelines that were implemented in 2018 to provide every HHSC member

leadership opportunities. Commissioner Tepper expressed that he may be better utilized in the Special Populations subcommittee based on his area of expertise and evaluation experience.

Commissioner Ryan Magel inquired about plans to fill the open HHSC seat. Ms. Bishop responded that steps are being taken to fill the seat.

Ms. Bishop shared with the Commission that the City's Application Orientation will be held virtually on Wednesday, October 20, 2021, from 2 p.m. to 4 p.m. Ms. Bishop invited Commissioners to attend and directed them to contact Community Development Coordinator Monica Thompson for the Webex invite. Ms. Bishop presented the application questions for CDBG/HOME and General Fund and explained that some questions had been revised to lend clarification and that other questions were added to new areas of emphasis. Chair Alcalá expressed concern about the potential level of burden we might be adding by requesting information about Diversity, Equity, and Inclusion (DEI). He said it is an important area of work, but that non-profit organizations might not yet be prepared to upload policies and procedures as requested. He shared that his employer hired a position to focus on the issue, but that some organizations might not have resources to dedicate for this purpose. Ms. Bishop responded that the intent of the question is to begin gather information about where organizations are in addressing and supporting DEI. Ms. Bishop presented the scoring criteria for the application questions, specifically addressing the low number of points associated with DEI. The scoring criteria is a basis for conversation and not a determination for funding. Ms. Balch suggested modifying question to ensure applicants knew the question was not meant to disqualify organizations, but rather to assess the response and potential need for future support in this area. Vice Chair Heather Mattisson stated that she did not believe the question would be a barrier for organizations and would like to leave question as is. She explained that organizations did not necessarily need to hire a new position to implement principles of DEI, they could take steps such as addressing pay equity or tracking data.

Ms. Bishop reviewed the tentative timeline for the FY2022-2023 allocations process. She explained that it was developed based on last year's allocations process and City Council Meetings, but that she had just received the new Council schedule and would be making some adjustments. She stated that the Council dates would be different but would not impact the evaluation schedule. She requested approval for the overall allocation process, with the caveat that she will come back to Commission for major revisions if needed.

Motion: Vice Chair Mattisson made a motion to approve the Fiscal Year 2022-2023 CDBG, HOME and Human Service General Fund Allocation Process to include the application, scoring criteria, proposed subcommittees and timeline. Commissioner Julie Martin seconded the motion.

Discussion: Commissioner Tepper explained that he would be voting against the proposed motion because he believes the City Council needs to make harder choices when it comes to CDBG funding. Specifically, he believes more funds should be available to the public.

Results: Motion passed 8-1.

#### 4. MEMBERS COMMENTS / ANNOUNCEMENTS

None.

5. CALENDAR

- a. Next HHSC Meeting scheduled for Wednesday, November 10, 2021, at 6:00 p.m.

6. INFORMATION ITEMS

- a. Human Service General Fund Agency Tour Update.

Community Development Specialist Dylan Raymond provided an update on the FY2021-22 agency tours. Dylan shared with the Commission that agency tours have been pushed out due to the delay in contracting. He informed the Commission he would send out an email with additional information regarding agency tours.

7. ADJOURMENT

The meeting adjourned at 7:00 p.m.

Dated: \_\_\_\_\_

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Chair Tony Alcala

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Recording Secretary Monica Thompson