

**MINUTES OF THE
HOUSING AND HUMAN SERVICES COMMISSION
COMMUNITY DEVELOPMENT BLOCK GRANT / HOME SUBCOMMITTEE
Neighborhood Resources Department
[Virtually via Webex](#)
Phone: (415) 655-0001, Access Code: 2594-371-3088
Tuesday, January 11, 2022 at 5:30 p.m.**

CALL TO ORDER / ROLL CALL

Community Resources Manager Riann Balch called the CDBG & HOME Subcommittee meeting to order at 5:34 p.m.

Commissioners present on Webex: Tony Alcala, Heather Mattisson, Julie Martin, Leonard Navarrete, and Chad Wakefield.

Commissioners absent: Alexis Apodaca (excused)

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

Public present: None

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.

ACTION AGENDA

1. Approval of Future Subcommittee Meetings.

Community Development & Resources Supervisor Karin Bishop facilitated a discussion to ratify approval of future subcommittee meeting dates.

Motion: Subcommittee Member Chad Wakefield made a motion to approve the scheduling of Subcommittee meeting dates. Subcommittee Member Julie Martin seconded the motion.

Discussion: No discussion.

Results: The motion was approved 5-0.

2. Approval of Subcommittee Chair by Meeting Date.

Ms. Bishop facilitated a discussion to ratify approval of Subcommittee Chair by meeting date.

Motion: Subcommittee Member Martin made a motion to approve Subcommittee Member Tony Alcala to chair the first meeting and Subcommittee Member Heather Mattisson to chair the second meeting. Subcommittee Member Wakefield seconded the motion.

Discussion: No discussion.

Results: The motion was approved 5-0.

The schedule is:

Meeting 1	January 26, 2022 at 5:30 p.m.	Subcommittee Chair Tony Alcala
Meeting 2	February 16, 2022 at 5:30 p.m.	Subcommittee Chair Heather Mattisson

BRIEFING ITEMS

Community Resources Manager Riann Balch pulled Briefing Items 3 and 4 out of order.

4. Review of Conflict of Interest

Ms. Balch presented an overview of the CDBG/HOME Subcommittee orientation. She began the orientation by reviewing with subcommittee members the Conflict of Interest Policy, Arizona State Statute governing Conflict of Interest, and Federal Regulations governing Conflict of Interest. Assistant City Attorney Breena Meng was present to provide further explanation of what constitutes a Conflict of Interest for subcommittee members. The list of CDBG/HOME applicants was shared with subcommittee members. Ms. Balch asked subcommittee members to review the list of applicants and to disclose whether there was a Conflict of Interest with any of the organizations. She informed subcommittee members that a Conflict of Interest Disclosure Memorandum is only required if they have a “substantial interest” with an applicant/s. None of the subcommittee members declared a conflict of interest with any applicants.

Applicants for Community Development Block Grant (CDBG):

- City of Chandler Community Development and Resources Division (Client Services)
- City of Chandler Housing and Redevelopment Division (Public Housing Youth Program)
- Save the Family (Case Coordination and Homeless Housing)
- City of Chandler Neighborhood Preservation Division (Code Enforcement in Low-Mod Neighborhoods)
- City of Chandler Housing and Redevelopment Division (Relocation Assistance)

- City of Chandler Housing and Redevelopment Division (Professional Services)
- City of Chandler Community Development and Resources (Homeowner Rehabilitation Operations)
- FSL Home Improvements (Chandler Home Repair Program)

Applicants for HOME Investment Partnerships Program (HOME):

- ARM of Save the Family (Affordable Rental Housing)
- City of Chandler Housing and Redevelopment Division (Tenant-Based Rental Assistance)

3. Community Development Block Grant / HOME Subcommittee Orientation

Ms. Bishop provided an overview of subcommittee member roles and responsibilities, an explanation of the allocations process, timeline, and how to review and score the applications in ZoomGrants. She explained that subcommittee members should complete their scoring sheets, votes, and recommended award amounts by February 14th, 2022. Scores will be aggregated and presented for discussion at the February 16th Subcommittee meeting for further discussion.

Subcommittee Member Mattisson asked how subcommittee members might know if there were prior concerns with organizational performance. Ms. Bishop directed the subcommittee panel to questions in the application requiring the applicant to list the most recent CDBG/HOME-funded activities, and any unspent funds, monitoring, or audit findings for any funded CDBG/HOME projects.

Ms. Mattisson asked if there were funding limits. Ms. Bishop explained that award amounts should be considered in the context of the availability of funds and that a spreadsheet providing estimated funding and categorical limitations will be provided. Estimated funding is based on last year's award from the United States Department of Housing and Urban Development (HUD). Ms. Bishop informed the subcommittee that they will also be developing contingency plans (increase and decrease) at the second meeting in case the City has not received Fiscal Year 2022-2023 award amounts. Subcommittee Member Alcala asked when the City anticipates receiving notification from HUD. Ms. Bishop explained that there was no official date, and that it varies each year.

MEMBERS COMMENTS / ANNOUNCEMENTS

None.

CALENDAR

5. Next HHSC Community Development Block Grant/ HOME Subcommittee Meeting is scheduled per Action Item 1.

INFORMATION ITEMS

6. None.

ADJOURN

The meeting adjourned at 6:58 p.m.

Dated: _____

Commission Chair Tony Alcala

Recording Secretary Monica Thompson