

MINUTES OF THE
HOUSING AND HUMAN SERVICES COMMISSION
Neighborhood Resources Department

[Virtually via Webex](#)

Phone: (415) 655-0001, Access Code: 2594-813-3451

Wednesday, March 2, 2022, 6:00 p.m.

CALL TO ORDER / ROLL CALL

Commission Chair Tony Alcala called the meeting to order at 6:04 p.m.

Commissioners present on Webex: Tony Alcala, Heather Mattisson, Cynthia Hardy, David Gonzalez (logged in at 6:09 p.m.), Julie Martin, Steve Tepper, and Vanessa Dearmon.

Commissioners absent: Greg Rodriguez (unexcused), Leonard Navarrete (unexcused), and Ryan Magel (unexcused).

Staff present: Riann Balch, Community Resources Manager, Amy Jacobson, Housing and Redevelopment Manager, Karin Bishop, Community Development and Resources Supervisor, Deborah Cooke, Housing Administration Supervisor, Kelly Schwab, City Attorney, Leah Powell, Neighborhood Resources Director, Dylan Raymond, Community Resources Coordinator, and Monica Thompson, Community Development Coordinator.

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 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.

Consent Agenda

Items listed on the Consent Agenda may be enacted by one motion and one vote. If a discussion is required by members of the Board or Commission, the item will be removed from the Consent Agenda for discussion and determination will be made if the item will be considered separately.

1. January 26, 2022, CDBG / HOME Subcommittee Meeting Minutes.
2. February 3, 2022, Basic Needs, Special Populations, and Youth Subcommittee Orientation Meeting Minutes.
3. February 9, 2022, HHSC Meeting Minutes.
4. February 16, 2022, CDBG / HOME Subcommittee Meeting Minutes.

Motion: Commissioner Steve Tepper made a motion to approve Consent Agenda items 1-4. Commissioner Cynthia Hardy seconded the motion.

Discussion: None.

Results: Motion passed 6-0.

ACTION AGENDA

5. Approval of the Submission of the City of Chandler Housing and Redevelopment 2022 Annual Plan and Capital Fund for the Fiscal Year Beginning July 1, 2022, and Certifying Compliance with the Regulated Regulations.

Chair Tony Alcala introduced Housing and Redevelopment Manager, Amy Jacobson, to share information regarding the submission of the City of Chandler Housing and Redevelopment 2022 Annual Plan, which included updates to Public Housing Authority policies. Ms. Jacobson reminded Commissioners that she had presented the 2022 Annual Plan at the last Housing and Human Services Commission (HHSC) meeting. Ms. Jacobson informed the Commission that no public comments had been received.

Ms. Jacobson introduced Housing Administration Supervisor Deborah Cooke to provide information on the changes made to the Housing Choice Voucher Administrative Plan and Public Housing Admissions and Continued Occupancy Policy (ACOP). Ms. Cooke reminded Commissioners that policy updates were discussed at the last meeting and minimal changes were made. Ms. Cooke asked if Commissioners had questions regarding the Annual Plan or policy updates. There were no questions from the Commission.

Motion: Commissioner Tepper made a motion to approve the submission of the City of Chandler Housing and Redevelopment 2022 Annual Plan and Capital Fund for the fiscal year beginning July 1, 2022, and certifying compliance with the regulated regulations. Commissioner Julie Martin seconded the motion.

Discussion: None.

Results: Motion passed 7-0.

6. Approval of CDBG and HOME Initial Recommendations Including Contingency Plans.

Chair Alcala introduced Community Development and Resources Supervisor Karin Bishop to provide an overview of the CDBG and HOME initial funding recommendations, including contingency plans made by the CDBG/HOME Subcommittee at the February 16th subcommittee meeting. Ms. Bishop shared that the amount of funding recommended was based on last year's award. The 2022 award has not yet been released, contingency plans are developed to guide staff in revising funding recommendations once the formula allocation for fiscal year (FY) 2022-2023 is released, as well as other changes that may occur during the funding period.

Ms. Bishop reviewed CDBG funding requirements:

- CDBG Public Services are capped at 15%.
- CDBG Administration is capped at 20%.
- The remaining CDBG funds are available for Capital Projects, Housing, and Neighborhood Revitalization.

Ms. Bishop referred back to the February 16, 2022, CDBG/HOME Subcommittee Meeting Minutes that contained the initial funding recommendations and contingency plans for CDBG and HOME funding. Ms. Bishop advised Commissioners should there be a decrease in the HUD allocation for FY 2022-2023, the recommendations for public services activities may exceed the HUD regulatory 15% cap. Ms. Bishop recommended that Commissioners revise the contingency plan to account for this possibility. One way to do this would be to reduce recommended amounts proportionately in order to stay within the 15% cap. Ms. Bishop asked if Commissioners had any questions or comments regarding the initial funding recommendations, including the contingency plans. Chair Alcalá shared that the subcommittee was tasked with making some difficult decisions. He explained that the initial funding recommendations made by the subcommittee for Professional Services was nowhere near the funding requested.

There were no questions from the Commission. Chair Alcalá asked the Commission to make a motion to approve the CDBG and HOME initial recommendations, including contingency plans, with an adjustment to Public Services to reduce amounts proportionately as needed to stay with the 15% cap.

Community Development Block Grant (CDBG) Public Service and Fair Housing:

- City of Chandler Community Development and Resources Division (Client Services)
 - Recommendation: \$115,000
- City of Chandler Housing and Redevelopment Division (Public Housing Youth Program)
 - Recommendation: \$76,300
- Save the Family (Case Coordination and Homeless Housing)
 - Recommendation: \$22,500

CDBG Capital Projects, Housing, and Neighborhood Revitalization:

- City of Chandler Neighborhood Preservation Division (Code Enforcement in Low-Mod Neighborhoods)
 - Recommendation: \$150,000
- City of Chandler Housing and Redevelopment Division (Relocation Assistance)
 - Recommendation: \$260,908
- City of Chandler Housing and Redevelopment Division (Professional Services)
 - Recommendation: \$5,000
- City of Chandler Community Development and Resources Division (Homeowner Rehabilitation Operations)
 - Recommendation: \$150,000
- FSL Home Improvements (Chandler Emergency and Rehab Program)
 - Recommendation: \$395,000

HOME Investment Partnerships Program (HOME) Housing Activities:

- Affordable Rental Movement (ARM) of Save the Family (Affordable Rental Housing)
 - Recommendation: \$282,000
- City of Chandler Housing and Redevelopment Division (Tenant-Based Rental Assistance)

- o Recommendation: \$102,263

Contingency Plan for CDBG:

Public Service and Fair Housing:

- a. If there is an increase or decrease in funds available for allocation, there would be no change in the initial funding recommendations for the CDBG Public Service and Fair Housing programs.

Capital Projects and Neighborhood Revitalization:

- a. If there is an increase in funds available for allocation, including any unanticipated funds, these funds will be applied to City of Chandler Neighborhood Preservation Division - Code Enforcement in Low-Mod Neighborhoods up to requested amount of \$167,370.
- b. If there are any additional funds available for allocation, including any unanticipated funds, these funds will be applied to the City of Chandler Housing and Redevelopment Division - Professional Services up to a total award of \$10,000.
- c. If there are any additional funds available for allocation, including any unanticipated funds, the remaining funds will be applied toward the City of Chandler Housing and Redevelopment Division - Relocation Assistance.
- d. If there is a decrease in funds available for allocation, a reduction of funds will be applied proportionately across City of Chandler Neighborhood Preservation Division – Code Enforcement in Low-Mod Neighborhoods; City of Chandler Community Development and Resources Division – Homeowner Rehabilitation Operations; and FSL Home Improvements – Chandler Emergency and Rehab Program. No reduction in funds will be applied to the three Public Services Activities; City of Chandler Housing and Redevelopment Division – Relocation Assistance; or City of Chandler Housing and Redevelopment Division – Professional Services.

Contingency Plan for HOME:

Housing Activities:

- a. If there is an increase in funds available for allocation, including any unanticipated funds, these funds will be applied to the City of Chandler Housing and Redevelopment Division – Tenant-Based Rental Assistance.
- b. If there is a decrease in funds available for allocation, a reduction of funds will be applied to City of Chandler Housing and Redevelopment Division – Tenant-Based Rental Assistance.

Motion: Commissioner Martin made a motion to approve the CDBG and HOME initial recommendations, including the contingency plans, with an adjustment to Public Services to reduce amounts proportionately as needed to stay within the 15% cap. Commissioner Vanessa Dearmon seconded the motion.

Discussion: None.

Results: Motion passed 7-0.

Chair Alcala asked Ms. Bishop to provide the next steps regarding the FY 2022-2023 Annual Action Plan, including CDBG and HOME initial funding recommendations and contingency plans. Ms. Bishop informed the Commission that there will be a 30-day comment period to solicit comments. All comments will be included in the final documents submitted to the HUD. She also shared that a public hearing on the draft FY 2022-2023 Annual Action Plan will be held at the April 6, 2022, HHSC meeting. The FY 2022-2023 Annual Action Plan is scheduled to be submitted to City Council for approval on May 26, 2022. Ms. Bishop thanked Commissioners and community volunteers who served on the CDBG/HOME Subcommittee for their time and support of the allocations process.

MEMBERS COMMENTS / ANNOUNCEMENTS

Chair Alcala acknowledged the Commissioners who attended the Mayor's State of the City Address and thanked them for representing the Housing and Human Services Commission. Commissioner Heather Mattisson shared how much she enjoyed the event and meeting members from other commissions. Commissioner Hardy shared that her church helped display student art from the Public Housing Youth Program at the event.

CALENDAR

7. Special Populations individual scores due by March 24, 2022.
8. HHSC Special Populations Subcommittee Meeting Monday, March 28, 2022, at 5:30 p.m.
9. HHSC Youth Subcommittee Meeting Wednesday, March 30, 2022, at 5:00 p.m.
10. HHSC Basic Needs Subcommittee Meeting Thursday, March 31, 2022, at 5:30 p.m.
11. HHSC Meeting Wednesday, April 6, 2022, at 6:00 p.m.
12. Basic Needs and Youth Subcommittee individuals scores due by April 7, 2022.

INFORMATION ITEMS

None.

ADJOURN

The meeting adjourned at 6:28 p.m.

Dated: _____

Commission Chair Tony Alcala

Recording Secretary Monica Thompson