

**MINUTES OF THE
HOUSING AND HUMAN SERVICES COMMISSION
BASIC NEEDS SUBCOMMITTEE
Neighborhood Resources Department
[Virtually via Webex](#)
Phone: (415) 655-0001, Access Code: 2593-316-8738
Thursday, March 31, 2022, at 5:30 p.m.**

CALL TO ORDER / ROLL CALL

Subcommittee Chair Greg Rodriguez called the Basic Needs Subcommittee to order at 5:04 p.m.

Subcommittee Members present on Webex: Greg Rodriguez, Cynthia Hardy, Heather Mattisson, Jo-el Miller, and Cecilia Hermosillo.

Subcommittee Members absent: None.

Staff present: Karin Bishop, Community Development & Resources Supervisor, Dylan Raymond, Community Resources Coordinator, Tawn Kao, Assistant City Attorney, and Monica Thompson, Community Development Coordinator.

Public Present: None.

DISCUSSION

1. Discussion of FY2022-2023 Basic Needs proposals; determine if additional questions are necessary.

Subcommittee Chair Greg Rodriguez facilitated a discussion of each application to identify the need for additional information from agencies. The Basic Needs Subcommittee requested the following information:

- Hope for Addiction, Inc. – Freedom House
 1. We are anticipating awarding pre-covid levels of funding (50% of previous two years) for FY 2022-2023. As such, it is important we understand how your proposed program will be impacted by a partial award. What is the minimum amount that your organization could accept to keep the program in operation, and describe how a partial award will impact operations and how the additional costs needed (ex/ positions, operating costs) will be offset? If a reduction in service levels would be necessary, please describe.
 2. Please provide Fiscal Year 2020-2021 financial statements for your agency.
 3. Please provide us with 1-5 programmatic outcomes for the requested funding.
- Inspiring Women on a Mission – On a Mission

1. What is the minimum amount that your organization could accept to keep the program in operation, and describe how a partial award will impact operations and how the additional costs needed (ex/ positions, operating costs) will be offset? If a reduction in service levels would be necessary, please describe.
 2. Please provide us with 1-5 programmatic outcomes for the requested funding.
- Matthew's Crossing Food Bank – Emergency Food Assistance
 1. We are anticipating awarding pre-covid levels of funding (50% of previous two years) for FY 2022-2023. As such, it is important we understand how your proposed program will be impacted by a partial award. What is the minimum amount that your organization could accept to keep the program in operation, and describe how a partial award will impact operations and how the additional costs needed (ex/ positions, operating costs) will be offset? If a reduction in service levels would be necessary, please describe.
 2. The final report for funds received in Fiscal Year 2020-2021 reported that 80% of the contractual goal was met. Per the mid-term report for Fiscal Year 2021-2022, it appears that the organization is on track to meet its goal. What steps are/will be taken to ensure the contractual goal is met by the end of the grant term/period?
 - Mesa United Way – City of Chandler VITA Grant
 1. We are anticipating awarding pre-covid levels of funding (50% of previous two years) for FY 2022-2023. As such, it is important we understand how your proposed program will be impacted by a partial award. What is the minimum amount that your organization could accept to keep the program in operation, and describe how a partial award will impact operations and how the additional costs needed (ex/ positions, operating costs) will be offset? If a reduction in service levels would be necessary, please describe.
 2. Please provide a detailed budget narrative, clarifying what is included in the fringe benefits, and how this amount is calculated.
 3. Question #7 reports a total of 4,500 individuals to be served with Chandler funds yet Questions #9 and #10 report a total of 1,125 individuals to be served with Chandler funds. Please explain.
 - Midwest Food Bank, Arizona Division – Emergency Food Box Program
 1. We are anticipating awarding pre-covid levels of funding (50% of previous two years) for FY 2022-2023. As such, it is important we understand how your proposed program will be impacted by a partial award. What is the minimum amount that your organization could accept to keep the program in

operation, and describe how a partial award will impact operations and how the additional costs needed (ex/ positions, operating costs) will be offset? If a reduction in service levels would be necessary, please describe.

2. Does your organization charge other organizations for the food supplied to them?
 3. Questions #8 and #9 of the application report that 7,500 individuals and households are projected to be served.
 - Please update Question #7 to accurately reflect the unduplicated number of individuals to be served. NOTE: The third row (data field) should report 7,500 individuals to match the response in Question #9.
 - Please update Question #10 so that the total number of persons to be served totals 7,500.
 4. Per the mid-term report for Fiscal Year 2021-2022, it appears that the organization is projected to meet 60% its goal. What steps are/will be taken to ensure the contractual goal is met by the end of the grant term/period?
- Mission of Mercy – Access to Health Care for Uninsured Chandler Residents
 1. We are anticipating awarding pre-covid levels of funding (50% of previous two years) for FY 2022-2023. As such, it is important we understand how your proposed program will be impacted by a partial award. What is the minimum amount that your organization could accept to keep the program in operation, and describe how a partial award will impact operations and how the additional costs needed (ex/ positions, operating costs) will be offset? If a reduction in service levels would be necessary, please describe.
 - One Small Step, Inc. – One Small Step | Clothes Cabin
 1. We are anticipating awarding pre-covid levels of funding (50% of previous two years) for FY 2022-2023. As such, it is important we understand how your proposed program will be impacted by a partial award. What is the minimum amount that your organization could accept to keep the program in operation, and describe how a partial award will impact operations and how the additional costs needed (ex/ positions, operating costs) will be offset? If a reduction in service levels would be necessary, please describe.
 2. Please provide an updated budget and budget narrative to align with the \$35,000 funding request.
 - Resurrection Street Ministry, Inc. – Feeding Chandler Neighbors 2022
 1. We are anticipating awarding pre-covid levels of funding (50% of previous two years) for FY 2022-2023. As such, it is important we understand how your proposed program will be impacted by a partial award. What is the minimum amount that your organization could accept to keep the program in

operation, and describe how a partial award will impact operations and how the additional costs needed (ex/ positions, operating costs) will be offset? If a reduction in service levels would be necessary, please describe.

2. Please provide a more detailed budget narrative. Please also provide an explanation for what is included in the professional services budget line item.
- The Salvation Army, A California Corporation – Client Choice Food Pantry
 1. We are anticipating awarding pre-covid levels of funding (50% of previous two years) for FY 2022-2023. As such, it is important we understand how your proposed program will be impacted by a partial award. What is the minimum amount that your organization could accept to keep the program in operation, and describe how a partial award will impact operations and how the additional costs needed (ex/ positions, operating costs) will be offset? If a reduction in service levels would be necessary, please describe.
 - The Salvation Army, A California Corporation – Housing Stability Assistance
 1. We are anticipating awarding pre-covid levels of funding (50% of previous two years) for FY 2022-2023. As such, it is important we understand how your proposed program will be impacted by a partial award. What is the minimum amount that your organization could accept to keep the program in operation, and describe how a partial award will impact operations and how the additional costs needed (ex/ positions, operating costs) will be offset? If a reduction in service levels would be necessary, please describe.
 2. Please update Question #9 to reflect a total number of individuals served to be 130, matching what is reported in Questions #7 and #10.
 - United Food Bank – Emergency & Supplemental Food Assistance in Chandler
 1. We are anticipating awarding pre-covid levels of funding (50% of previous two years) for FY 2022-2023. As such, it is important we understand how your proposed program will be impacted by a partial award. What is the minimum amount that your organization could accept to keep the program in operation, and describe how a partial award will impact operations and how the additional costs needed (ex/ positions, operating costs) will be offset? If a reduction in service levels would be necessary, please describe.
 2. Does your organization charge other organizations for the food supplied to them?
 3. Questions #9 and #10 report that 25,000 individuals are projected to be served with the Chandler funds requested yet Question #7 reports 400 persons to be served with Chandler funds. Please explain and clarify the number of individuals projected to be served with the Chandler funds requested.

MEMBERS COMMENTS / ANNOUNCEMENTS

None.

CALENDAR

2. HHSC meeting Wednesday, April 6, 2022, at 6:00 p.m.
3. Basic Needs and Youth Subcommittee individual scores finalized by April 7, 2022.
4. Basic Needs Subcommittee meeting Monday, April 11, 2022, at 5:30 p.m.
5. HHSC Special meeting Wednesday, April 27, 2022, at 6:00 p.m.

INFORMATION ITEMS

Community Development & Resources Supervisor Karin Bishop shared that the due date for individual scores and recommendations has been extended to April 10, 2022, to provide agencies a sufficient amount of time to respond to subcommittee questions.

Community Resources Coordinator Dylan Raymond explained that the Salvation Army - Community Outreach and Engagement for Vulnerable Populations to move Beyond Barriers application will be moved from the Youth Subcommittee to the Basic Needs Subcommittee for review. Mr. Raymond provided an updated estimate of funds available to allocate based on this change.

Ms. Bishop provided an overview of how to review and score the applications in ZoomGrants, and demonstrated how to access the applicant's responses to the subcommittee questions.

ADJOURN

The meeting adjourned at 6:53 p.m.

Dated: _____

Subcommittee Chair Greg Rodriquez

Recording Secretary Monica Thompson