

Housing and Human Services Commission Regular Meeting

November 9, 2022 | 6:00 p.m.

Neighborhood Resources Department
235 S. Arizona Ave., Chandler, AZ



Commission Members

Antonio Alcala, Chair
Heather Mattisson, Vice Chair
Cecilia Hermosillo
Cynthia Hardy
David Gonzalez
Greg Rodriquez
Jeff Reynolds
Julie Martin
Karen Tepper
Lisa Loring
Ryan Magel

Pursuant to Resolution No. 4464 of the City of Chandler and to A.R.S. § 38-431.02, 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 9, 2022, at 6:00 p.m., at the Neighborhood Resources Department, 235 S. Arizona Avenue, Chandler, Arizona. One or more Commissioners may be attending by telephone.

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 9, 2022

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.

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. **October 12, 2022, HHSC Meeting Minutes.**
Move Housing and Human Services Commission to approve the Housing and Human Services Commission meeting minutes of the October 12, 2022, Regular Meeting.

Action Agenda

2. **2023 HHSC Meeting Schedule.**

Briefing

3. **2023 Public Housing Annual Plan Calendar.**
4. **Fiscal Year 2023-2024 Application Orientation Summary.**
5. **Panel Review Subcommittees.**
6. **Agency Tours.**

Member Comments/Announcements

Calendar

7. **HHSC Meeting Wednesday, December 14, 2022, at 6:00 p.m.**

Information Items

Adjourn



Housing and Human Services Commission Neighborhood Resources

Date: 11/09/2022

To: Housing and Human Services Commission

From: Monica Thompson, Community Development Coordinator

Subject: October 12, 2022, HHSC Meeting Minutes.

Move Housing and Human Services Commission to approve the Housing and Human Services Commission meeting minutes of the October 12, 2022, Regular Meeting.

Attachments

HHSC Minutes for October 12, 2022

MINUTES
HOUSING AND HUMAN SERVICES COMMISSION
Neighborhood Resources Department
235 South Arizona Avenue, Chandler, AZ 85225
Wednesday, October 12, 2022, 6:00 p.m.

CALL TO ORDER / ROLL CALL

Vice Chair Heather Mattisson called the meeting to order at 6:01 p.m.

Commissioners present: Heather Mattisson, Cecilia Hermosillo, David Gonzalez, Jeff Reynolds, Julie Martin, Karen Tepper, Lisa Loring, and Ryan Magel.

Commissioners absent: Tony Alcala (excused), Cynthia Hardy (excused), and Greg Rodriguez (excused).

Staff present: Riann Balch, Community Resources Manager, Karin Bishop, Community Development & Resources Supervisor, Dylan Raymond, Community Resources Coordinator, and Monica Thompson, Community Development Coordinator.

Amy Jacobson, Housing and Redevelopment Manager attended telephonically.

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.

None.

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. Minutes of the September 14, 2022, HHSC Meeting Minutes.

Motion: Commissioner Jeff Reynolds made a motion to approve the September 14, 2022, HHSC Meeting Minutes. Commissioner Ryan Magel seconded the motion.

Discussion: None.

Results: The motion was approved 8-0.

ACTION

2. Revising and Increasing the Payment Standards for the Housing Choice Voucher Program (Section 8 Program).

Vice Chair Mattisson introduced Housing and Redevelopment Manager Amy Jacobson, who presented the City of Chandler Housing and Redevelopment's proposed revised and increased Payment Standards for the Housing Choice Voucher Program (Section 8 Program).

Ms. Jacobson explained that the U.S. Department of Housing and Urban Development (HUD) allows Public Housing Authorities (PHAs) to set the Payment Standards for the Housing Choice Voucher Program. Payment Standards are used to calculate the housing assistance payment that the PHA pays to the landlord on behalf of the family leasing the unit. The family's contribution to the rent is set at 30 to 40 percent of the family's adjusted income.

Every year the PHA reviews HUD issued Fair Market Rents (FMRs) and adjusts Payment Standards for Section 8 programs to support the reasonable cost of a rental unit, based on bedroom size, within the local market. Each PHA has latitude in establishing its schedule of Payment Standard amounts by bedroom size. The range of possible Payment Standard amounts is based on HUD's published FMRs schedule for the area in which the PHA has jurisdiction. Ms. Jacobson informed the Commission that previously, a PHA could set its Payment Standard amounts from 90 to 110 percent of the published FMRs. However, due to the challenging housing market, HUD has allowed PHAs to request approval to set its Payment Standard amounts from 111 to 120 percent of the FMRs. Ms. Jacobson reported that the Chandler Public Housing Authority has requested approval from HUD to increase its Payment Standards by an average of 32 percent, which is 119 percent of the current published FMRs for each bedroom size.

Ms. Jacobson referred to the proposed Payment Standards as shown in Exhibit A. She informed the Commission that the revised Payment Standards will go to the Public Housing Authority Commission (PHAC) for final approval on October 24, 2022, with an effective date of January 1, 2023, pending HUD's final approval.

Commissioner Magel asked if the increase in Payment Standards will decrease the number of families served through this program. Ms. Jacobson replied that the revised Payment Standards may slightly reduce the total number of families served but will assist the PHA in being competitive in the market and increase the number of units leased.

Commissioner Julie Martin asked how many families Ms. Jacobson anticipates will be affected by the increased Payment Standards. Ms. Jacobson explained the revised Payment Standards should increase the number of participating landlords who accept the Housing Choice Vouchers, although she could not provide a definitive number.

Ms. Jacobson reported that the City of Chandler Housing and Redevelopment Division currently administers 486 vouchers, and of that, approximately 415 families are housed. Ms. Jacobson

informed Commissioners that the City is expected to receive additional vouchers, which will go to the City Council for approval, bringing the total number of Housing Choice Vouchers to 495. Ms. Jacobson emphasized that the goal of the Chandler Housing and Redevelopment Division is to house as many families as possible with the vouchers. She also asked Commissioners to direct anyone interested in becoming a Housing Choice Voucher/Section 8 landlord to go to the City of Chandler Housing and Redevelopment website for more information.

Motion: Commissioner Reynolds made a motion to recommend PHAC approval of the proposed revised and increased Payment Standards as presented for the Chandler Public Housing Authority Housing Choice Voucher Program (Section 8). Commissioner Martin seconded the motion.

Discussion: None.

Results: Motion passed 8-0.

3. Approval of the Fiscal Year 2023-2024 Human Services General Funds Allocation Process. Estimated Funding Based on Prior Year Funding: \$1,088,056.

Vice Chair Mattisson called on Community Resources Coordinator Dylan Raymond to provide an overview of the Fiscal Year (FY) 2023-2024 Human Services General Funds Allocation Process.

Mr. Raymond provided an update on the proposed fund allocations process for the Fiscal Year 2023-2024, including the application questions, scoring criteria, and general timeline.

Mr. Raymond shared that the City's Application Orientation will be held virtually on Wednesday, October 19, 2022, from 1:30 p.m. to 3:30 p.m. Ms. Balch invited Commissioners to attend and directed them to contact staff for the WebEx invite.

Mr. Raymond presented the proposed application questions for the General Fund application. He explained that two additional questions were added to the application based on feedback from last year's subcommittees (see below).

22. What is the minimum amount that your organization will accept from the City of Chandler? NOTE: The minimum grant request level is \$10,000.

23. If a partial award is recommended, what budget line items will be reduced as a result? If funding for salaries is reduced, please specify what positions will be impacted.

Mr. Raymond reported that all COVID-19 questions were removed from the application, and that staff is proposing a new question on the application. (See below).

12. Please list the measurable outcomes that will be used to measure the success of the proposed program.

Mr. Raymond also advised Commissioners that the application questions and scoring criteria would be made available in ZoomGrants. Mr. Raymond continued with an overview of the tentative timeline for the FY2023-2024 allocations process. The application deadline is December 1, 2022.

Motion: Commissioner David Gonzalez made a motion to approve the Fiscal Year 2023-2024 Human Services General Funds Allocation Process. Commissioner Karen Tepper seconded the motion.

Discussion: None.

Results: Motion passed 8-0.

BRIEFING

4. Fiscal Year 2023-2024 CDBG and HOME Allocation Process.

Vice Chair Mattisson requested this item be taken out of order and be presented before Item #3. Vice Chair Mattisson called on Community Development and Resources Supervisor Karin Bishop to provide an overview of the Fiscal Year 2023-2024 CDBG and HOME Allocation Process. Ms. Bishop reported that Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) federal funds received from HUD will be utilized to support City-operated programs and services that address the needs of individuals and households with low and moderate income this year. Programs include: Client Services, Public Housing Youth Program, Code Enforcement, Rental Assistance Demonstration (RAD) Project, and Housing Rehabilitation. Ms. Bishop stated that the City will continue to adhere to the Citizen Participation Plan and remain in compliance with HUD regulations by holding two public hearings and a 30-day comment period. The draft Annual Action Plan, detailing the proposed usage of those federal funds, will be presented to the Housing and Human Services Commission during the 30-day public comment period and prior to seeking approval from City Council.

Commissioner Martin asked if the City would choose what projects will be funded with the anticipated CDBG and HOME funds. Ms. Bishop responded, stating that the City will consider the needs of the community and develop a draft Annual Action Plan outlining the goals and strategies for addressing those needs, along with the recommendations for funding for planned projects and activities.

Commissioner Tepper requested more detail regarding the proposed changes as she has not participated in the process previously. Ms. Bishop stated that the only difference is that there will be no application for CDBG and HOME-funded programs. She clarified further that an RFP would be issued for the Homeowner Rehabilitation Program which is funded by CDBG and utilizes an outside vendor.

Commissioner Tepper asked how this change to the allocation process impacts outside agencies receiving funding. Community Resources Manager Riann Balch responded that CDBG funding has historically supported City operated public service activities such as Client Services and Public

Housing Youth Program, along with other City operated programs such as Code Enforcement. Ms. Balch explained that the City is limited in the amount of funding that may be awarded to public service activities to remain in compliance with the HUD regulatory cap, and that City operated services have historically utilize the majority of available public service funds. Ms. Balch stated that the remaining CDBG funding is awarded to larger capital projects, neighborhood revitalization and housing activities. Ms. Balch cited a few examples of projects recently completed such as improvements to City parks, improvements made to the AZCEND food bank, kitchen improvements providing ADA accessibility to Chandler Gilbert Arc Community Living Homes, and the Homeowner Rehabilitation Programs. Ms. Balch also mentioned that the City received a reduction in CDBG funding for the current fiscal year and anticipates another reduction in CDBG in the next fiscal year.

MEMBERS COMMENTS / ANNOUNCEMENTS

Commissioner Martin inquired about the status of the RAD project and asked whether agency tours had been scheduled. Ms. Balch stated that she will reach out to Ms. Jacobson to provide another update on the RAD project at a future meeting. Mr. Raymond reported that scheduled agency tours have not been finalized and information will be sent to Commissioners at a later date.

Commissioner Magel asked if Commission photographs were still scheduled for the November 9, 2023, during the next Housing and Human Services Commission meeting. Ms. Balch confirmed that staff is working on the plans for Commission photos to take place on November 9th and that a calendar invite will be sent out to Commissioners.

CALENDAR

5. HHSC Meeting Wednesday, November 9, 2022, at 6:00 p.m.
6. HHSC Meeting Wednesday, December 14, 2022, at 6:00 p.m.

INFORMATION ITEMS

None.

ADJOURN

The meeting adjourned at 7:00 p.m.

Dated: _____

Vice Chair Heather Mattisson

Recording Secretary Monica Thompson



Housing and Human Services Commission Neighborhood Resources

Date: 11/09/2022
To: Housing and Human Services Commission
From: Monica Thompson, Community Development Coordinator
Subject: **2023 HHSC Meeting Schedule.**

Attachments

2023 HHSC Meeting Schedule

HOUSING AND HUMAN SERVICES COMMISSION

2023 Meeting Dates
January 11, 2023
February 8, 2023
March 1, 2023
April 12, 2023
May 10, 2023
June 14, 2023
July 12, 2023
August 9, 2023
September 13, 2023
October 11, 2023
November 8, 2023
December 13, 2023

All meetings are traditionally held the second Wednesday of the month
(unless changed by vote) at 6:00 p.m. in the
Neighborhood Resources Office, 235 S. Arizona Avenue, Chandler



Housing and Human Services Commission Neighborhood Resources

Date: 11/09/2022
To: Housing and Human Services Commission
From: Monica Thompson, Community Development Coordinator
Subject: **2023 Public Housing Annual Plan Calendar.**

Attachments

2023 Public Housing Annual Plan Calendar

Housing Detailed Planning Calendar For the 2023 PHA Annual Plan

October 2022

-17- Begin preparations for developing the Annual and Five-Year Plans.

November 2022

-2- HHSC Meeting: Briefing calendar review

December 2022

-15- Resident Advisory Board (RAB) Meeting (1st)

January 2023

-19- 45-Day Public Comment Period **Begins**
-26- RAB Meeting (2nd) **may change

February 2023

-8- HHSC Meeting: Briefing and Public Hearing
-16- RAB Meeting (3rd) **may change

March 2023

-1- HHSC Meeting: Recommendation to PHAC for approval of the Resolution and approving submission of the Plan
-5- 45-Day Public Comment Period **Ends**

April 2023

-3- PHAC Meeting: Approval of Plan and Resolution
-10- Submit Plans to HUD for approval.
-14- HUD Deadline for Plans submission.

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December 2022						
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January 2023						
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Offices closed 12/26 to 12/31/22

February 2023						
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April 2023						
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*Subject to change