

# Housing and Human Services Commission Regular Meeting

March 1, 2023 | 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, March 1, 2023, 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 - March 1, 2023**

### **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. **February 8, 2023, HHSC Meeting Minutes.**  
Move Housing and Human Services Commission to approve the Housing and Human Services Commission meeting minutes of the February 8, 2023, Regular Meeting.

### **Action Agenda**

2. **Approval of the Submission of the City of Chandler Housing and Redevelopment 2023 Annual Plan and Capital Fund for the Fiscal Year Beginning July 1, 2023, and Certifying Compliance with the Regulated Regulations.**
3. **Approval of the HHSC Special Meeting Date.**

### **Briefing**

4. **2023 Annual Action Plan**

### **Member Comments/Announcements**

### **Calendar**

5. **HHSC Basic Needs Subcommittee Meeting Wednesday, March 8, 2023, at 6:00 p.m.**

6. **HHSC Youth Subcommittee Meeting Thursday, March 9, 2023, at 6:00 p.m.**
7. **Basic Needs, Special Populations, and Youth Subcommittee Individual Scores Due by March 30, 2023.**
8. **HHSC Special Populations Subcommittee Meeting Tuesday, April 4, 2023, at 5:00 p.m.**
9. **HHSC Basic Needs Subcommittee Meeting Wednesday, April 5, 2023, at 6:00 p.m.**
10. **HHSC Youth Subcommittee Meeting Thursday, April 6, 2023, at 6:00 p.m.**
11. **HHSC Meeting Wednesday, April 12, 2023, at 6:00 p.m.**

Information Items

Adjourn



**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 03/01/2023  
**To:** Housing and Human Services Commission  
**From:** Monica Thompson, Community Development Coordinator  
**Subject:** **February 8, 2023, HHSC Meeting Minutes.**

---

**Attachments**

2023 HHSC Meeting Minutes 02.08.23

**MINUTES**  
**HOUSING AND HUMAN SERVICES COMMISSION**  
**Neighborhood Resources Department**  
**235 South Arizona Avenue, Chandler, AZ 85225**  
**Wednesday, February 8, 2023, 6:00 p.m.**

**CALL TO ORDER / ROLL CALL**

Commission Vice Chair Heather Mattisson called the meeting to order at 6:07 p.m.

Commissioners present: Heather Mattisson, Cecilia Hermosillo, Cynthia Hardy, David Gonzalez, \*Jeff Reynolds, Karen Tepper, and Ryan Magel.

\*Commissioner Reynolds attended telephonically.

Commissioners absent: Tony Alcala (excused), Greg Rodriguez (unexcused), Julie Martin (excused), and Lisa Loring (excused).

Staff present: Riann Balch, Community Resources Senior Manager, Amy Jacobson, Housing & Redevelopment Senior Manager, Deborah Cooke, Housing Assistance Senior Program Manager, Karin Bishop, Community Development Senior Program Manager, and Monica Thompson, Community Development Associate.

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 November 9, 2022, HHSC Meeting Minutes.
2. Minutes of the January 11, 2023, Basic Needs, Special Populations, and Youth Subcommittee Orientation Meeting Minutes.

**Motion:** Commissioner Hardy made a motion to approve the Consent Agenda. Commissioner Magel seconded the motion.

**Discussion:** None.

**Results:** The motion was approved 7-0.

## **PUBLIC HEARING**

### **3. City of Chandler 2023 Public Housing Authority Plan.**

Vice Chair Mattisson opened the public hearing at 6:12 p.m. and introduced Housing Assistance Senior Program Manager, Deborah Cooke, to provide a staff presentation.

Ms. Cooke explained that every year the Public Housing Agency (PHA) updates policies for its housing programs and is required to submit the PHA Annual Plan to the U.S. Department of Housing and Urban Development (HUD). The Annual Plan is a comprehensive guide to PHA policies, programs, operations, and strategies for meeting local housing needs and goals. Ms. Cooke explained that the PHA is required to submit the Annual Plan to HUD by April 14, 2023.

The City of Chandler Housing and Redevelopment Division, which serves as Chandler's Public Housing Agency (PHA), currently administers 303 units consisting of Low Rent Public Housing and 486 Housing Choice Vouchers (formerly known as Section 8). Ms. Cooke informed the Commission that Federal regulations require the City of Chandler Housing and Redevelopment Division to hold a public hearing annually to collect public input regarding the Public Housing Authority Plan (Annual Plan). She shared that the City is currently in a public comment period from February 2, 2023, to March 19, 2023. In addition to the public comment period, a Resident Advisory Board (RAB) meeting is scheduled for February 16, 2023. She informed the Commission that the board is comprised of Section 8 and Public Housing residents who are given the opportunity to review policy updates and ask questions.

All proposed policies are available at the Housing Office in hardcopy and on the website at <https://www.chandleraz.gov/residents/neighborhood-resources/housing-and-redevelopment/public-notice>. Residents may contact the Housing and Redevelopment office at 480-782-3200 with any questions or comments.

Ms. Cooke also provided a briefing on the changes made to the Housing Choice Voucher Administrative Plan and Public Housing Admissions and Continued Occupancy Policy (ACOP). Changes are related to utility allowance schedules and denial of admission. Ms. Cooke explained that "a conviction will be given more weight than arrest" and that a record or arrest(s) will not be used as the sole basis for denial or proof that the applicant engaged in disqualifying criminal activity.

Ms. Cooke also discussed additional changes to the Housing Choice Voucher Administrative Plan, which included updating the waiting list, special programs, and project-based vouchers. Updates to the Public Housing Admissions and Continued Occupancy Policy (ACOP) included updating the waiting list and informal hearing for rejected applicants.

Ms. Cooke asked if any Commissioners had questions regarding the updates. Vice Chair Mattisson asked if giving convictions more weight than arrests is related to changing times or a specific incident. Ms. Cooke shared that HUD has been changing its stance regarding criminal behavior and these policies are reflective of those changes. The PHA fully investigates cases as arrests do not always lead to convictions. Commissioner Tepper asked if a conviction was a basis for denying admissions. Ms. Cooke shared that even when there is a conviction, the PHA investigates each case to ensure there is enough evidence to support a denial. The PHA takes denials and terminations of

assistance very seriously and only proceeds when the reasons for denial are clear. Commissioner Magel asked if the change to the denial of admission policy only applies to the Housing Choice Voucher program. Ms. Cooke explained that the policy update applies to all the City's housing programs. She also shared that the City of Chandler Housing and Redevelopment Division subscribes to a service that provides federal changes and updates that affect both the ACOP and Administrative Plan and that the Division works with a consultant to integrate the changes and new policy opportunities into both policies. Ms. Cooke informed the Commission that in cases where the convicted person is not the head of the household, the family is given the option to remove that individual from the household to avoid the entire family from losing housing assistance and this is especially beneficial when children and elderly persons reside in the household.

Commissioner Magel asked for further explanation regarding the 60-day timeframe for applicants to contest the removal from the waiting list. Ms. Cooke explained that previously applicants had 10 days to respond by submitting a formal request for an Informal Review. She said this process changed during COVID-19 when HUD issued waivers that allowed applicants more time to respond and request an Informal Review. She explained that this update would make the waivers issued by HUD permanent.

Commissioner Magel asked if the addition of the project-based vouchers included the Emergency Housing Voucher (EHV) and Veterans Affairs Supportive Housing (VASH) Vouchers. Ms. Jacobson indicated that the special program vouchers, EHV and VASH, were not project-based vouchers but rather vouchers that are mobile within communities. She explained the PHA's plan to redevelop Public Housing Sites 2 and 3 would require residents be moved to a new site (Villas on McQueen) that is not public housing but will be project-based Section 8 and Low Income Housing Tax Credits (LIHTC). Since residents will be housed at temporary sites, the PHA added a new chapter on project-based vouchers to the Housing Choice Voucher Administrative Plan. Ms. Jacobson explained that HUD will pay subsidies for project-based vouchers through the Annual Contributions Contract (ACC) between HUD and the Project Owner. Ms. Jacobson explained that EHV is housing rental assistance for individuals experiencing homelessness and the VASH vouchers are for Veterans who are experiencing homelessness. The City was recently awarded the VASH vouchers. Commissioner Tepper asked for the total number of vouchers that have been awarded to the City. Ms. Jacobson responded that the City has approximately 495 Housing Choice Vouchers, including 10 new VASH vouchers, and 28 EHV vouchers. She further explained that the number of vouchers utilized may be less than the number awarded because the total funds received by HUD may not support the full number of vouchers. There were no other questions from the Commission.

There were no comments from the public. Vice Chair Mattisson closed the public hearing on the 2023 Public Housing Authority Plan at 6:26 p.m.

#### 4. City of Chandler 2023 Annual Action Plan.

Vice Chair Mattisson opened the public hearing at 6:26 p.m., and introduced Community Development Senior Program Manager, Karin Bishop, to provide a staff presentation.

Ms. Bishop explained that each year, the City receives federal CDBG funds from HUD, and HOME funds, administered by HUD through the Maricopa HOME Consortium. Ms. Bishop informed Commissioners that the City of Chandler is in the process of preparing its draft Annual Action Plan (AAP) for Fiscal Year 2023-2024, which details the use of the Community Development Block Grant

(CDBG) and the HOME Investment Partnerships Program (HOME) funds for the fiscal year. The AAP will identify priorities for use of the following estimated annual resources.

- CDBG: Approximately \$1,402,691
- HOME: Approximately \$453,008

Ms. Bishop explained that HUD will release formulas for allocations later this year and that the projected funding is based on last year's funding. She further explained that the AAP is a reassessment of how the City plans on utilizing the funding and that the action plan guides the allocation of resources and other investment decisions and includes projected performance goals for the upcoming year.

The purpose of this public hearing is to solicit feedback regarding housing and community development needs for the upcoming draft of the Annual Action Plan for Fiscal Year 2023-2024. Ms. Bishop shared with the Commission the efforts taken by the City to increase feedback from residents with the creation of a 2023 Annual Action Plan Survey. Ms. Bishop explained that residents can take the survey from their phones using the QR Code displayed in the lobby of the Neighborhood Resources Building, and other City facilities. She also stated that the survey link is available on the City website at: <https://www.chandleraz.gov/residents/neighborhood-resources/community-development/plans-and-reports>, and that hardcopies of the survey are available. Ms. Bishop reported that the QR code to the survey was distributed to several other key stakeholders in Chandler. Commissioner Tepper shared that she received the QR Code for the survey from the Maricopa Association of Government (MAG). Ms. Bishop encouraged Commissioners to take the survey and share it with the community. She welcomed everyone's feedback and indicated that the survey was anonymous. Commissioner Hermosillo suggested that the survey be distributed to local health clinics and Chandler Unified School District.

Ms. Bishop informed the Commission that the survey will close at the end of February. She also mentioned that the draft of the 2023 AAP will be made available for review during the 30-day public comment period beginning on March 17, 2023, and will be presented to the Housing and Human Services Commission (HHSC) at the April 12, 2023, meeting. Ms. Bishop stated that public comments received will be included in the finalized report submitted to HUD.

There were no comments from the public. Vice Chair Mattisson closed the public hearing at 6:39 p.m.

## **BRIEFING**

### **5. Agency Tour Reviews.**

Community Resources Senior Manager Riann Balch presented on the agency tour reviews. She shared that over 20 organizations completed agency tours. Ms. Balch said that staff and commissioners who attended the agency tours completed feedback forms during the agency tour. She explained that the ratings were calculated using the average score of the ratings received for an agency in a specific category and that the additional feedback were direct comments received on the forms from staff and Commissioners that attended the agency tour. Ms. Balch asked if Commissioners had any questions or would like to speak about their experience of the agency tours. Vice Chair Mattisson shared that she attended two agency tours, one in person and the other virtually. She said she appreciated the care of the organization and how they serve the residents of



Chandler. Ms. Balch added that the agency tours are a way for the City to conduct an informal monitoring of the organization. Commissioner Hermosillo said organizations appreciate the opportunity to share how they serve people in the community. Ms. Balch thanked Commissioners for participating in agency tours.

**MEMBERS COMMENTS / ANNOUNCEMENTS**

Commissioner Magel announced to the Commission that the 2023 Chandler State of the City is on February 16, 2023. Ms. Balch added that Commissioners are invited to attend the event, which will be held at Chandler Center for the Arts, with doors opening at 5:30 p.m., and the program beginning at 6:30 p.m.

Ms. Balch shared that Chair Alcala apologized for not attending tonight's meeting. She explained that Chair Alcala's school, Galveston Elementary, is currently planning for a complete rebuild and he is attending a series of meetings in support of the effort.

**CALENDAR**

- 6. HHSC Youth Subcommittee Meeting Monday, February 13, 2023, at 6:00 p.m.
- 7. HHSC Basic Needs Subcommittee Meeting Wednesday, February 15, 2023, at 6:00 p.m.
- 8. HHSC Special Populations Subcommittee Meeting Thursday, February 16, 2023, at 5:00 p.m.
- 9. HHSC Meeting Wednesday, March 1, 2023, at 6:00 p.m.

**INFORMATION ITEMS**

Commissioner Hardy shared that the Chandler Men of Action will hold their African American Banquet on February 24, 2023, at 6:00 p.m. at the Chandler Community College Agave Conference Room.

Ms. Bishop shared that the Chandler Museum has a survey to solicit feedback regarding the museum's role.

Ms. Bishop also informed the Commission that a Special Meeting will need to be scheduled for the Commission to finalize its funding recommendations and contingency plans for Fiscal Year 2023-2024 before going to City Council for approval. Ms. Bishop let the Commission know that scheduling the Special Meeting was forthcoming.

**ADJOURN**

The meeting adjourned at 7:11 p.m.

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

\_\_\_\_\_  
Vice Chair Heather Mattisson

\_\_\_\_\_  
Recording Secretary Monica Thompson



**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 03/01/2023  
**To:** Housing and Human Services Commission  
**From:** Monica Thompson, Community Development Coordinator  
**Subject:** **Approval of the Submission of the City of Chandler Housing and Redevelopment 2023 Annual Plan and Capital Fund for the Fiscal Year Beginning July 1, 2023, and Certifying Compliance with the Regulated Regulations.**

---

**Attachments**

2023 MEMO Housing and Redevelopment Annual Plan and Capital Fund  
Resolution HO173



**HHSC Memorandum      Neighborhood Resources Department- Memo No. HD23**

**Date:** March 1, 2023

**To:** Housing and Human Services Commission

**Thru:** Leah Powell, Neighborhood Resources Director  
Amy Jacobson, Housing and Redevelopment Senior Manager

**From:** Deborah Cooke, Housing Assistance Senior Program Manager

**Subject:** Resolution NO. HO173 Approving the Submission Of The City Of Chandler Housing And Redevelopment 2023 Annual Plan and Capital Fund for The Fiscal Year Beginning July 1, 2023 and Certifying Compliance With The Related Regulations.

**Recommendation:** Staff proposes to the Housing and Human Services Commission (HHSC) members the recommendation to the Public Housing Authority Commission (PHAC) the approval of Resolution No. HO173 approving the submission of the City of Chandler Housing and Redevelopment Annual Plan and Capital Fund for the fiscal year beginning July 1, 2023 and certifying to compliance with the related regulations.

**Background:** The City of Chandler Housing and Redevelopment Division (the Public Housing Agency/PHA) administers 303 units of Low Rent Public Housing and 496 Housing Choice Vouchers (also known as Section 8).

The Public Housing Agency (PHA) is required to submit the PHA Annual Plan to the U.S. Department of Housing and Urban Development (HUD) by April 14, 2023 for its housing programs. The Annual Plan is a comprehensive guide to PHA policies, programs, operations, and strategies for meeting local housing needs and goals. Each year, staff reviews policies and revises supporting documents, as needed.

**Discussion:** This year we will be submitting the 2023 Annual Plan and Capital Fund. The process allows for community input from program participants, residents, and the public in general. The City is currently in a public comment period from Feb. 2, 2023 to March 19, 2023 for the City of Chandler Housing and Redevelopment Division's 2023 Annual Housing Plan. We had one Resident Advisory Board (RAB) meeting on Feb. 16, 2023.

The draft 2023 Annual Plan and Capital Fund can be found on our website at [chandleraz.gov/affordablehousing](http://chandleraz.gov/affordablehousing). A summary of updates is outlined below:

**Housing Choice Voucher Administrative Plan and Public Housing Admissions and Continued Occupancy Policy (ACOP)**

***Utility Allowance for Housing Choice Voucher & Public Housing Programs***

The utility allowance is the amount that a housing authority determines necessary to cover the resident's reasonable utility costs. The utility allowance schedules are reviewed annually for both housing programs and are recommended for adjustment when a cumulative change of 10% or more occurs. Prior to beginning this update, a consultant was hired to do a comparison of the existing utility rates and charges and Housing's current utility rate schedules in the Housing Choice Voucher and Public Housing Programs. A revised utility allowance for 2023 will be established for both programs effective July 1, 2023.

***Denial of Admission to the Housing Choice Voucher & Public Housing Programs (ACOP, Chapter 3-III.(B)(C); Administrative Plan, Chapter 3-III.B.***

Removal of this sentence: "A conviction will be given more weight than an arrest." A record or arrest(s) will not be used as the sole basis for denial, or proof, that the applicant engaged in disqualifying criminal activity.

***Informal Review for Rejected Applicants for Housing Choice Voucher & Public Housing Programs (PH Occ Guidebook 2.4.8) & (24 CFR 982.202(c))***

Applicants selected from the waiting list for housing will be given 10 days to respond to participate in the eligibility process. If an applicant does not respond within the 10 days, there is an automatic removal from the waiting list for "No Response" and the applicant only has 10 days from the removal date to request an Informal Review.

The revision to the policy gives the applicant, an opportunity to have 60 days from their removal date to request an Informal Review. This will prevent applicants who have trouble with a stable address from losing their place on the waiting list. This policy will allow for the applicant to be returned to the waiting list once for not responding.

Families will be reinstated to the waiting list if a lack of response is due to a family member's disability, or as a direct result of status as a victim of domestic violence, dating violence, sexual assault, or stalking including an adverse factor resulting from such abuse.

**Housing Choice Voucher Administrative Plan Only**

***Special Programs***

The Emergency Housing Voucher (EHV) chapter will now be called "Special Programs" to reflect the Veterans Affairs Supportive Housing (VASH) and EHV programs. Future "boutique" programs may be put in this chapter, as applicable.

***Project Based Vouchers (PBV)***

The new chapter in the Administrative Plan will be assigned to Project Based Vouchers (PBV). This chapter is connected to the upcoming Rental Assistance Demonstration (RAD) project.

**Financial Implications:** HUD funds the costs associated with the Public Housing and Housing Choice Voucher Programs.

**Proposed Motion:** Move to recommend Resolution No. HO173 of the Public Housing Authority Commission authorizing the submission of the City of Chandler Housing and Redevelopment Annual Plan and Capital Fund for the fiscal year beginning July 1, 2023 and certifying to compliance with the related regulations.

Attachments: Resolution No. HO173

## **RESOLUTION NO. HO173**

A RESOLUTION OF THE PUBLIC HOUSING AUTHORITY COMMISSION OF THE CITY OF CHANDLER, ARIZONA, APPROVING THE SUBMISSION OF THE CITY OF CHANDLER PUBLIC HOUSING AUTHORITY 2023 ANNUAL PLAN AND CAPITAL FUND PLAN FOR THE FISCAL YEAR BEGINNING JULY 1, 2023, AND CERTIFYING COMPLIANCE WITH THE RELATED REGULATIONS.

WHEREAS, pursuant to Section 511 of the Quality Housing and Work Responsibility Act of 1998 and 1999 Fiscal Year HUD Appropriations Act, all Public Housing Authorities must adopt and submit to the United States Department of Housing and Urban Development (HUD) an Annual and Five-Year Plan (Agency Plan) affecting the overall operations, management, and mission of the federally funded Housing Programs; and

WHEREAS, the City of Chandler Housing and Redevelopment Division, as the City of Chandler Public Housing Authority (PHA), has developed the attached Agency Plan for submittal to HUD; and

WHEREAS, the Agency Plan incorporates the attached Public Housing and Housing Choice Voucher Program policies and lease forms utilized to implement the City of Chandler Housing Program; and

WHEREAS, the City of Chandler has chosen to incorporate the Capital Fund process into the Annual Plan approval process and authorizes the submission of the 2023 Capital Fund Plan, and supporting certifications; and

WHEREAS, the Public Housing Authority Commission of the City of Chandler is the PHA's governing body, charged with approving the Agency Plan and authorizing the submittal of that plan to HUD for approval.

NOW, THEREFORE, BE IT RESOLVED by the Public Housing Authority Commission of the City of Chandler as follows:

- Section 1. That the Agency Plan, in the forms attached hereto, as well as the documents incorporated therein, is hereby approved.
- Section 2. That the PHA is directed to submit the Agency Plan and Capital Fund Plan approved herein to HUD.
- Section 3. That the staff of the PHA are directed to perform all acts necessary to give effect to this Resolution, including, without limitation, providing any required certification of compliance with applicable regulations.
- Section 4. That the 2023 Capital Fund, Form HUD-52840A, Form HUD-50075.1, Form HUD-50075.2 attached hereto are hereby approved and adopted as presented.

PASSED AND ADOPTED by the Public Housing Authority Commission of the City of Chandler, Arizona, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

ATTEST:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
KEVIN HARTKE, CHAIRMAN

CERTIFICATION

I HEREBY CERTIFY that the above and foregoing Resolution No. HO173 was duly passed and adopted by the Public Housing Authority Commission of the City of Chandler, Arizona, at a regular meeting held on \_\_\_\_\_ day of \_\_\_\_\_, 2023 and that a quorum was present thereat.

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

*DMG*



**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 03/01/2023  
**To:** Housing and Human Services Commission  
**From:** Monica Thompson, Community Development Coordinator  
**Subject:** **Approval of the HHSC Special Meeting Date.**

---





**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 03/01/2023  
**To:** Housing and Human Services Commission  
**From:** Monica Thompson, Community Development Coordinator  
**Subject:** **2023 Annual Action Plan**

---