

Housing and Human Services Commission Regular Meeting

February 7, 2024 | 6:00 p.m.

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



Commission Members

Chair Heather Mattisson
Vice Chair Ryan Magel
Commissioner Antonio Alcala
Commissioner Sharyn Younger
Commissioner David Gonzalez
Commissioner Aimee Griffith-Johnson
Commissioner Julie Martin
Commissioner Lisa Loring
Commissioner Cecilia Hermosillo
Commissioner Jeff Reynolds
Commissioner Karen Tepper

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, February 7, 2024, at 6:00 p.m., at Neighborhood Resources Office, 235 S Arizona Avenue, Chandler, AZ. 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 - February 7, 2024

Call to Order/Roll Call

Welcome - Mayor Hartke

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. December 13, 2023, HHSC Regular Meeting Minutes

Public Hearing

Action Agenda

2. Approval of HHSC Special Meeting on February 12, 2024, at 6:00 p.m.
 - General Fund Subcommittee Orientation

Discussion

3. General Funds Allocation Subcommittees

Briefing

4. Memo No. HD24-01, Public Hearing for the Submission of the City of Chandler Housing and Redevelopment 2024 Annual Plan and Capital Fund for the Fiscal Year Beginning July 1, 2024, and Certifying Compliance with the Related Regulations

5. 2024 Public Housing Annual Plan Calendar

6. Presentation on Housing Stability Initiative

Member Comments/Announcements

Calendar

7. HHSC Regular Meeting, Wednesday, March 6, 2024, at 6:00 p.m.

8. HHSC Regular Meeting, Wednesday, April 10, 2024, at 6:00 p.m.

9. HHSC Regular Meeting, Wednesday, May 8, 2024, at 6:00 p.m.

Information Items

Adjourn



Housing and Human Services Commission Neighborhood Resources

Date: 02/07/2024
To: Housing and Human Services Commission
Subject: December 13, 2023, HHSC Regular Meeting Minutes

Attachments

December 13, 2023 Minutes

MINUTES
HOUSING AND HUMAN SERVICES COMMISSION
NEIGHBORHOOD RESOURCES DEPARTMENT
235 S. Arizona Avenue, Chandler, AZ 85225
Wednesday, December 13, 2023, 6:00 p.m.

CALL TO ORDER / ROLL CALL

Commission Chair Heather Mattisson called the meeting to order at 6:18 p.m.

Commissioners present: Heather Mattisson, Ryan Magel, David Gonzalez, Aimee Griffith-Johnson, Lisa Loring, Cecilia Hermosillo, Jeff Reynolds, and Karen Tepper (arrived at 6:22 p.m.).

Commissioners absent: Tony Alcala, Julie Martin, and Sharyn Younger.

Staff present: Leah Powell, Neighborhood Resources Director, Riann Balch, Community Resources Senior Manager, Karin Bishop, Community Development Senior Program Manager, Elizabeth Garcia, Community Development Coordinator, and Zoe Tepper, Intern.

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. November 8, 2023, HHSC Regular Meeting Minutes.

Motion: Commissioner Jeff Reynolds made a motion to approve the Consent Agenda. Commissioner David Gonzalez seconded the motion.

Discussion: None.

Results: The motion was approved 8-0.

BRIEFING

Chair Mattisson requested to move briefing item 3 out of order. Commissioner Karen Tepper made a motion to move item 3 out of order. Commissioner Reynolds seconded the motion.

Discussion: None.

Results: The motion was approved 8-0.

Commission Chair Mattisson called on Ms. Riann Balch, Community Resources Senior Manager to present information on item 3.

3. FY 24-25 General Fund Allocation Process

Ms. Balch shared that staff had been asked to take more time to develop the new RFP process. As a result, the FY 24-25 general fund allocation process will remain as is for FY 24-25 allocations. Staff will continue to work with Crescendo Consulting to update the Community Needs Assessment and refine the new process for FY 25-26.

Ms. Balch called on Ms. Karin Bishop to present the allocation timeline. Ms. Bishop provided an overview of the timeline and stated that there are no substantive changes to the application from last year. Ms. Bishop advised Commissioners that a special meeting will need to be held in February to conduct a Subcommittee Orientation. Ms. Bishop also shared that staff identified ways to streamline the review process by collapsing the review criteria and allowing reviewers to enter one overall score per application. Additionally, staff are recommending reducing the number of meetings for each evaluation panel.

Commissioners discussed potential dates to hold the Subcommittee Orientation, which will be voted upon at the February 7, 2024, Regular Meeting.

ACTION

2. Motion to approve exceptions related to Allocations Subcommittee Composition and Leadership Criteria.

Commission Chair Mattisson called on Ms. Balch to present information on this item. Ms. Balch suggested an additional way to streamline the process, given the shortened timeline we're working with this year, is to waive the requirement for five members per subcommittee and the requirement to include community volunteers in the subcommittee composition.

Motion: Commissioner Gonzalez made a motion to approve the suggested exceptions to the Allocations Subcommittee Composition and Leadership Criteria to eliminate the requirement for five members per subcommittee, and to eliminate the requirement to include community volunteers in the subcommittee composition. Commissioner Reynolds seconded the motion.

Discussion: Commission Vice Chair Ryan Magel expressed concern about not including youth community members on the Youth subcommittee as he finds their insight to be beneficial. Commissioner David Gonzalez stated that in reading the proposed motion, it is not required but recommended. Ms. Balch explained that the reason for not including community members in the FY 24-25 General Fund Allocations process is because we typically recruit community members in the Fall, and conducting a recruitment on short notice may be challenging. Additionally, community members may not find the process as engaging this year since there will be fewer meetings. Commissioner Tepper asked if it was possible to have a community volunteer for the Youth Subcommittee. Ms. Balch stated that staff will work on recruiting a youth volunteer to participate in the process.

Commissioner Lisa Loring stated that due to the late start of the funding process, the community volunteers will not have the best experience. Commissioners requested that staff attempt to recruit youth community volunteers for the Youth Subcommittee, if possible.

Results: The motion was approved 8-0.

MEMBERS COMMENTS / ANNOUNCEMENTS

None

CALENDAR

4. HHSC Regular Meeting, Wednesday, January 10, 2024, at 6:00 p.m.
5. HHSC Regular Meeting, Wednesday, February 7, 2024, at 6:00 p.m.
6. HHSC Regular Meeting, Wednesday, March 6, 2024, at 6:00 p.m.

INFORMATION ITEMS

Ms. Leah Powell shared that Mrs. Amy Jacobson delivered a beautiful and healthy baby girl.

ADJOURN

The meeting adjourned at 7:06 p.m.

Dated: _____

Chair Heather Mattisson

Recording Secretary Elizabeth Garcia



Housing and Human Services Commission Neighborhood Resources

Date: 02/07/2024

To: Housing and Human Services Commission

Subject: Approval of HHSC Special Meeting on February 12, 2024, at 6:00 p.m.
• General Fund Subcommittee Orientation



Housing and Human Services Commission Neighborhood Resources

Date: 02/07/2024
To: Housing and Human Services Commission
Subject: General Funds Allocation Subcommittees



Housing and Human Services Commission

Neighborhood Resources

Date: 02/07/2024

To: Housing and Human Services Commission

Subject: Memo No. HD24-01, Public Hearing for the Submission of the City of Chandler Housing and Redevelopment 2024 Annual Plan and Capital Fund for the Fiscal Year Beginning July 1, 2024, and Certifying Compliance with the Related Regulations

Attachments

Memo No. HD24-01



HHSC Memorandum Neighborhood Resources Department- Memo No. HD24-01

Date: February 7, 2024

To: Housing and Human Services Commission

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

From: Angie Saucedo, Housing Assistance Senior Program Manager *AS*

Subject: Public Hearing for The Submission of The City of Chandler Housing and Redevelopment 2024 Annual Plan and Capital Fund for The Fiscal Year Beginning July 1, 2024, and Certifying 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 495 Housing Choice Vouchers (formerly 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 12, 2024, 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 2024 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 January 19, 2024, to March 5, 2024, for the City of Chandler Housing and Redevelopment Division's 2024 Annual Housing Plan. We have had two Resident Advisory Board (RAB) meetings scheduled for December 14, 2023, and January 25, 2024.

The draft 2024 Annual Plan and Capital Fund can be found on our website at chandleraz.gov/affordablehousing. A summary of updates is outlined below:

Reasonable Accommodations

For continued approval, the family must submit a new written request subject to PHA verification every year or every other year during the annual reexamination process. *If the knowledgeable professional indicates on PHA verification that it is a lifetime impairment and a reasonable accommodation is essential for the care and well-being of the elderly, near elderly, or disabled family member, no further written request needs to be submitted.*

Earned Income Disallowance [24 CFR 960.255; Streamlining Final Rule (SFR) Federal Register 3/8/16; Notice PIH 2023-27]

HOTMA removed the statutory authority for the EID. The EID is available only to families that are eligible for and participating on the program as of December 31, 2023, or before; no new families may be added on or after January 1, 2024. If a family is receiving the EID prior to or on the effective date of December 31, 2023, they are entitled to the full amount of the benefit for a full 24-month period. The policies below are applicable only to such families. No family will still be receiving the EID after December 31, 2025. The EID will sunset on January 1, 2026, and the PHA policies below will no longer be applicable as of that date or when the last qualifying family exhausts their exclusion period, whichever is sooner.

Family Consent to Release of Information (Form HUD-9886) [24 CFR 5.230(b)(1), (b)(2), (c)(4), and (c)(5); Notice PIH 2023-27]

All adult applicants and tenants must sign form HUD-9886, Authorization for Release of Information. All adult family members (and the head and spouse/cohead regardless of age) are required to sign the Form HUD-9886 at admission. Participants, prior to January 1, 2024, signed and submitted Form HUD-9886 at each annual reexamination. HOTMA eliminated this requirement and instead required that the Form HUD-9886 be signed only once. On or after January 1, 2024 (regardless of the PHA's HOTMA compliance date), current program participants must sign and submit a new Form HUD-9886 at their next interim or annual reexamination. This form will only be signed once.

Utility Allowances

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 2024 will be established for both programs effective July 1, 2024.

Housing Choice Voucher Administrative Plan

Special Programs – Veterans Affairs Supportive Housing (VASH)

Using Income Limits for Eligibility [24 CFR §982.201]

Income limits are used for eligibility only at admission. Income eligibility is determined by comparing the annual income of an applicant to the applicable income limit for their family size. In order to be income eligible, an applicant family must be at or below 80% AMI.

Checking and Savings Accounts

For regular checking accounts and savings accounts, *cash value* has the same meaning as *market value*. If a checking account does not bear interest, the anticipated income from the account is zero. In determining the value of a checking account, the PHA will use the average monthly balance for the last two current months.

Public Housing Admissions and Continued Occupancy Policy (ACOP)

Maintenance Policy

Key Information and Charges (Section 5.0)

The cost for additional keys increased from \$3.00 to \$6.75.

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

Proposed Motion: None at this time.



Housing and Human Services Commission Neighborhood Resources

Date: 02/07/2024
To: Housing and Human Services Commission
Subject: 2024 Public Housing Annual Plan Calendar

Attachments

2024 Public Housing Annual Plan Calendar

Housing Detailed Planning Calendar For the 2024 PHA Annual Plan

October 2023

-16- Begin preparations for developing the Annual and Five-Year Plans.

November 2023

-8- HHSC Meeting: Briefing calendar review

December 2023

-14 Resident Advisory Board (RAB) Meeting (1st)

January 2024

-19- 45-Day Public Comment Period **Begins**
-25- RAB Meeting (2nd)

February 2024

-7- HHSC Meeting: Briefing and Public Hearing

March 2024

-5- 45-Day Public Comment Period **Ends**
-6- HHSC Meeting: Recommendation to PHAC for approval of the Resolution and approving submission of the Plan

April 2024

-8- PHAC Meeting: Approval of Plan and Resolution
-12- Submit Plans to HUD for approval.
-12- HUD Deadline for Plans submission.

October 2023						
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29	30	31				

November 2023						
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December 2023						
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31						

January 2024						
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February 2024						
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March 2024						
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31						

Offices closed 12/25/23 to 1/1/24

April 2024						
S	M	T	W	T	F	S
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Housing and Human Services Commission Neighborhood Resources

Date: 02/07/2024
To: Housing and Human Services Commission
Subject: Presentation on Housing Stability Initiative

Attachments

Housing Stability Initiative Presentation



Housing Stability Initiative

Housing and Human Services Commission
February 7, 2024



Housing Stability Team



Victoria Disney
Housing Stability Coordinator



Amy Bruno
Sr. Housing Stability Specialist

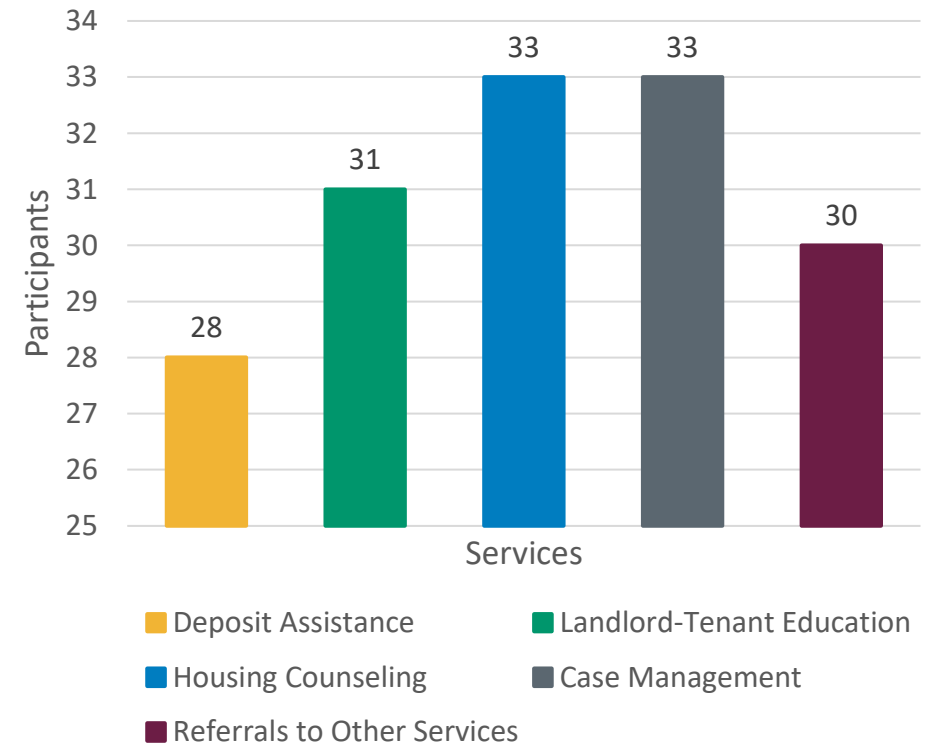


Raymon Byrnes
Sr. Housing Stability Specialist

- Landlord Recruitment and Engagement
- Housing Search and Selection
- Lease-Up Assistance
- Move-In Assistance
- Intensive Case Management
- Community Integration
- Follow-Up Care

Housing Stability Initiative: Nov. – Dec. 2023

- Supports vulnerable TBRA, EHV, HCV and market rate tenants
- 33 persons in 12 households received permanent housing





Thank you





Housing and Human Services Commission Neighborhood Resources

Date: 02/07/2024
To: Housing and Human Services Commission
Subject: HHSC Regular Meeting, Wednesday, March 6, 2024, at 6:00 p.m.



Housing and Human Services Commission Neighborhood Resources

Date: 02/07/2024
To: Housing and Human Services Commission
Subject: HHSC Regular Meeting, Wednesday, April 10, 2024, at 6:00 p.m.



Housing and Human Services Commission Neighborhood Resources

Date: 02/07/2024
To: Housing and Human Services Commission
Subject: HHSC Regular Meeting, Wednesday, May 8, 2024, at 6:00 p.m.
