

Housing and Human Services Commission Regular Meeting

March 6, 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, March 6, 2024, at 6:00 p.m., at Neighborhood Resources Department, 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 - March 6, 2024

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 7, 2024, HHSC Regular Meeting Minutes.
2. February 12, 2024, HHSC Subcommittee Evaluation Orientation Meeting Minutes.

Public Hearing

3. City of Chandler 2024 Annual Action Plan.
 1. Open Public Hearing
 2. Staff Presentation
 3. Commission Discussion
 4. Close Public Hearing

Action Agenda

4. Resolution No. H0178 Approving 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.

Member Comments/Announcements

Calendar

5. HHSC Regular Meeting, Wednesday, April 10, 2024, at 6:00 p.m.
6. HHSC Regular Meeting, Wednesday, May 8, 2024, at 6:00 p.m.
7. HHSC Regular Meeting, Wednesday, June 12, 2024, at 6:00 p.m.

Information Items

Adjourn



Housing and Human Services Commission Neighborhood Resources

Date: 03/06/2024
To: Housing and Human Services Commission
Subject: February 7, 2024, HHSC Regular Meeting Minutes.

Attachments

February 7 Minutes

MINUTES
HOUSING AND HUMAN SERVICES COMMISSION
NEIGHBORHOOD RESOURCES DEPARTMENT
235 S. Arizona Avenue, Chandler, AZ 85225
Wednesday, February 7, 2024, 6:00 p.m.

CALL TO ORDER / ROLL CALL

Commission Chair Heather Mattisson called the meeting to order at 6:04 p.m.

Commissioners present: Heather Mattisson, Ryan Magel, David Gonzalez, Tony Alcala, Lisa Loring, Jeff Reynolds, Julie Martin, Karin Tepper (by phone) and Sharyn Younger

Commissioners absent: None.

Staff present: Kevin Hartke, Mayor, Riann Balch, Community Resources Senior Manager, Karin Bishop, Community Development Senior Program Manager, Dylan Raymond, Management Analyst Senior, Larissa Gorski, Housing Project Coordinator and Brian Malloy, Housing Rehabilitation Specialist.

Public present: None.

WELCOME -MAYOR HARTKE

Commission Chair Mattisson called on Mayor Hartke to make a few remarks. Mayor Hartke talked about the importance of the work of the Commission and thanked commissioners for their volunteer service to the Chandler community.

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. December 13, 2023, HHSC Regular Meeting Minutes.

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

Discussion: None.

Results: The motion was approved 9-0.

ACTION AGENDA

2. Approval of HHSC Special Meeting on February 12, 2024, at 6:00 p.m.

Commission Chair Mattisson called on Ms. Balch to present information on this item. Ms. Balch stated that as discussed in the December meeting a subcommittee Orientation will be held on February 12, 2024, and subcommittee members will identify future subcommittee meetings.

Motion: Commission Vice-Chair Ryan Magel made a motion to approve the HHSC Special Meeting on February 12, 2024. Commissioner Sharon Younger seconded the motion.

Discussion: None.

Results: The motion was approved 9-0

Commissioners Cecelia Hermosillo and Aimee Griffith-Johnson arrived at 6:30 pm.

DISCUSSION:

3. Discussion of the General Funds Allocation Subcommittees.

Commission Chair Mattisson called on Ms. Balch to present information on this item. Ms. Balch reviewed subcommittee composition and reminded everyone that they will select meeting dates at the General Funds Orientation Meeting on February 12, 2024.

BREIFING:

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.

Commission Chair Mattisson called on Ms. Larissa Gorski to present on this item. Ms. Gorski shared that the City of Chandler Housing and Redevelopment Division 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. This year the city of Chandler will be submitting the 2024 Annual Plan and Capital Fund. The process allows community input from program participants, residents, and the general public. The 2024 Annual Housing plan public comment period started on January 19, 2024, and closes on March 5, 2024. Two Resident Advisory Board (RAB) meetings were conducted on December 14, 2024, and January 24, 2024. The draft 2024 Annual Plan and Capital Fund can be found at the following website:
www.chandleraz.gov/affordablehousing.

5. 2024 Public Housing Annual Plan Calendar. Ms. Gorski stated that the calendar did not have any updates.
6. Presentation on Housing Stability Initiative.
Commission Chair Mattison called on Ms. Balch to present on this item. Ms. Balch shared an overview of the Housing Stability Initiative and its accomplishments. The city is fortunate to have received an award of CSBG funds from the Maricopa County Human Services Department to support the effort for one year. The program assists persons experiencing or at risk of homelessness in locating, selecting and building stability in housing. Commissioner Younger asked about the average timeframe to get people housed. Ms. Balch said every person is unique and that

this is one of the data points being tracked for future analysis. Commissioner Gonzalez asked what the average amount for deposit assistance is. Ms. Balch responded that between deposit and other move-in expenses the average is around \$3,000 per household.

MEMBERS COMMENTS / ANNOUNCEMENTS

None.

CALENDAR

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

INFORMATION ITEMS

Ms. Karin Bishop introduced Brian Molley, the new Housing Rehabilitation Specialist.
Ms. Bishop also shared the QR code for the 2024 Community Needs Survey for the development of the CDBG 2024-25 Annual Action Plan.

ADJOURN

The meeting adjourned at 7:25 p.m.

Dated: _____

Chair Heather Mattisson

Recording Secretary Elizabeth Garcia



Housing and Human Services Commission

Neighborhood Resources

Date: 03/06/2024

To: Housing and Human Services Commission

Subject: February 12, 2024, HHSC Subcommittee Evaluation Orientation Meeting Minutes.

Attachments

February 12 Minutes

**MINUTES OF THE
HOUSING AND HUMAN SERVICES COMMISSION
BASIC NEEDS SUBCOMMITTEE
SPECIAL POPULATIONS SUBCOMMITTEE
YOUTH SUBCOMMITTEE
Virtually via Webex
Wednesday, February 12, 2024, at 6:00 p.m.**

CALL TO ORDER / ROLL CALL

Commission Chair Heather Mattisson called the Basic Needs, Special Populations, and Youth Subcommittee meeting to order at 6:11 p.m.

Housing and Human Services Commissioners and Subcommittee Panel Members present: David Gonzales, Cecillia Hermosillo, Karen Tepper, Sharyn Younger, Aimee Griffith-Johnson, Julie Martin, Ryan Magel, Heather Callis, Heather Mattisson, Jeff Reynolds, Lisa Loring, and Tony Alcala.

Housing and Human Services Commissioners and Subcommittee Panel Members absent: None.

Staff present: Riann Balch, Community Resources Senior Manager, Karin Bishop, Community Development Senior Program Manager, Dylan Raymond, Management Analyst Senior and Elizabeth Garcia, Community Development Specialist.

Public Present: None.

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.

None.

BRIEFING ITEMS

Community Resources Senior Manager Riann Balch thanked all Housing and Human Services Commissioners and subcommittee panel members for attending tonight's meeting. Ms. Balch presented an overview of the General Fund Subcommittee Orientation.

1. Conflict of Interest

Management Analyst Senior, Dylan Raymond reviewed the Conflict of Interest process, including an explanation of what constitutes a conflict of interest. Mr. Raymond asked subcommittee members to review the list of General Fund applicants and complete a Conflict of Interest Disclosure form disclosing any substantial interest they may have before the first review meeting. Mr. Raymond noted that all conflicts will be recorded in the subcommittee meeting minutes.

2. General Fund Allocations Subcommittee Orientation.

Ms. Balch presented on the 2019 Community Needs Assessment which identified the target populations and top areas of community need, which serve as funding priorities for the General

Fund allocations. Mr. Raymond discussed subcommittee members' roles and responsibilities. He also demonstrated how to access and navigate applications in ZoomGrants. In addition, Mr. Raymond explained how to review and score applications in ZoomGrants. This year, reviewers only need to enter one overall score per application. Individual scores and funding recommendations are due April 15, 2024.

ACTION AGENDA

3. Approval of Future Subcommittee Meetings.

City staff worked with each subcommittee to identify future meeting dates, times, and subcommittee chairs to facilitate the meetings.

Ms. Balch facilitated a discussion to ratify approval of future subcommittee meeting dates for the Basic Needs, Special Populations, and Youth Subcommittees.

Meetings	Basic Needs	Special Populations	Youth
1	April 25, 2024 at 5:30 p.m.	April 24, 2024 at 5:15 p.m.	April 16, 2024 at 5:30 p.m.

Motion: Housing and Human Services Commissioner Julie Martin made a motion to approve the scheduling of subcommittee meeting dates as follows. Housing and Human Services Commissioner Sharyn Younger seconded the motion.

Discussion: No discussion.

Results: The motion was approved 12-0.

4. Approval of Subcommittee Chair by Meeting Date.

Ms. Balch facilitated a discussion to select subcommittee chairs by meeting dates. Below are the subcommittee chairs identified by each of the subcommittees.

Motion: Commissioner Heather Mattisson made a motion to approve subcommittee chairs by meeting dates as follows. Commissioner Jeff Reynolds seconded the motion.

Meetings	Basic Needs	Special Populations	Youth
1	Karen Tepper	Aimee Griffith-Johnson	Tony Alcala

Discussion: No discussion.

Results: The motion was approved 12-0.

MEMBERS COMMENTS / ANNOUNCEMENTS

None.

CALENDAR

5. Next HHSC Basic Needs, Special Populations, and Youth Subcommittee Meetings are Scheduled per Action Item 3.

INFORMATION ITEMS

Mr. Raymond reminded subcommittee members to confirm their attendance with Elizabeth Garcia, Community Development Specialist.

ADJOURN

The meeting adjourned at 7:19 p.m.

Dated: _____

Chair Heather Mattisson

Recording Secretary Elizabeth Garcia



Housing and Human Services Commission Neighborhood Resources

Date: 03/06/2024
To: Housing and Human Services Commission
Subject: City of Chandler 2024 Annual Action Plan.
1. Open Public Hearing
2. Staff Presentation
3. Commission Discussion
4. Close Public Hearing



Housing and Human Services Commission Neighborhood Resources

Date: 03/06/2024
To: Housing and Human Services Commission
Subject: Resolution No. H0178 Approving 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

HHSC Memo
Resolution No. H0178



HHSC Memorandum Neighborhood Resources Department- Memo No. HD 24-02

Date: March 6, 2024

To: Housing and Human Services Commission

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

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

Subject: Resolution NO. HO178 Approving 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.

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. HO178 approving the submission of the City of Chandler Housing and Redevelopment Annual Plan and Capital Fund for the fiscal year beginning July 1, 2024, 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 495 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 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 had a public comment period from Jan. 19, 2024, to March 5, 2024, for the City of Chandler Housing and Redevelopment Division's 2024 Annual Housing Plan. We had two Resident Advisory Board (RAB) meeting on December 14, 2023, and January 25, 2024. No public comments were received.

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:

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

Unit Inspections

Maintaining properties to the standard of safe, sanitary, and in good repair by complying with the National Standards for the Physical Inspection of Real Estate; Inspection Standards (NSPIRE).

Housing Opportunity Through Modernization Act of 2016 (HOTMA)

On July 29, 2016, the HOTMA Act of 2016 was signed into law. HOTMA made numerous changes to statutes governing HUD programs, including sections of the United States Housing Act of 1937, Title 1 of HOTMA contains 14 different sections that impact the public housing and Section 8 programs. The final Rule implementing broad changes to income and assets in Sections 102 and 104 of HOTMA, and for PHAs that administer the public housing program over-income provisions in Section 103, was officially published in the Federal Register on February 14, 2023. On September 29, 2023, HUD issued notice PIH 2023-27, which provided guidance to PHAs on the implementation of the program changes described in the Final Rule.

Eligibility - Restriction on Assistance based on Assets [24 CFR 5.618]

The applicant family must meet net asset and property ownership restriction requirements. There are two circumstances under which a family is ineligible for the program based on asset ownership. First, assistance may not be provided to any family if the family's net assets exceed \$100,000. Second, the family has real property that is suitable for occupancy by the family as a residence.

Prohibition Against Denial of Assistance to Victims of Domestic Violence, Dating Violence, Sexual Assault, Stalking, and Human Trafficking

The Violence against Women Act (VAWA) and the HUD regulations at 24 CFR §5.2005(b) prohibit PHAs from denying admission to an otherwise qualified applicant on the basis or as a direct result of the fact that the applicant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. Although the VAWA 2022 statute does not specifically include human trafficking in the list of victims protected under VAWA, in 2022 HUD began including human trafficking as part of the list of victims protected under VAWA (as seen in Notices PIH 2022-06, PIH 2022-22, and PIH 2022-24). In the absence of a final rule implementing VAWA 2022 and to mirror HUD's recent usage, this policy includes human trafficking in addition to domestic violence, dating violence, sexual assault, and stalking anywhere such a list appears.

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% AML.

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: Move to recommend Resolution No. HO178 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, 2024, and certifying to compliance with the related regulations.

Attachments: Resolution No. HO178

RESOLUTION NO. HO178

A RESOLUTION OF THE PUBLIC HOUSING AUTHORITY COMMISSION OF THE CITY OF CHANDLER, ARIZONA, APPROVING 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.

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 has developed the attached Agency Plan for submittal to HUD; and

WHEREAS, the Agency Plan developed 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 2024 Capital Fund Plan, and supporting certifications; and

WHEREAS, the Public Housing Authority Commission of the City of Chandler is the entity 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 City of Chandler Housing and Redevelopment Division be directed to submit the Agency Plan and Capital Plan approved herein to HUD.

Section 3. That the staff of the City of Chandler Housing and Redevelopment Division be 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 2024 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 _____, 2024.

ATTEST:

CITY CLERK

KEVIN HARTKE, CHAIRMAN

CERTIFICATION

I HEREBY CERTIFY that the above and foregoing Resolution No. HO178 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 _____, 2024 and that a quorum was present thereat.

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY





Housing and Human Services Commission Neighborhood Resources

Date: 03/06/2024
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: 03/06/2024
To: Housing and Human Services Commission
Subject: HHSC Regular Meeting, Wednesday, May 8, 2024, at 6:00 p.m.



Housing and Human Services Commission Neighborhood Resources

Date: 03/06/2024
To: Housing and Human Services Commission
Subject: HHSC Regular Meeting, Wednesday, June 12, 2024, at 6:00 p.m.
